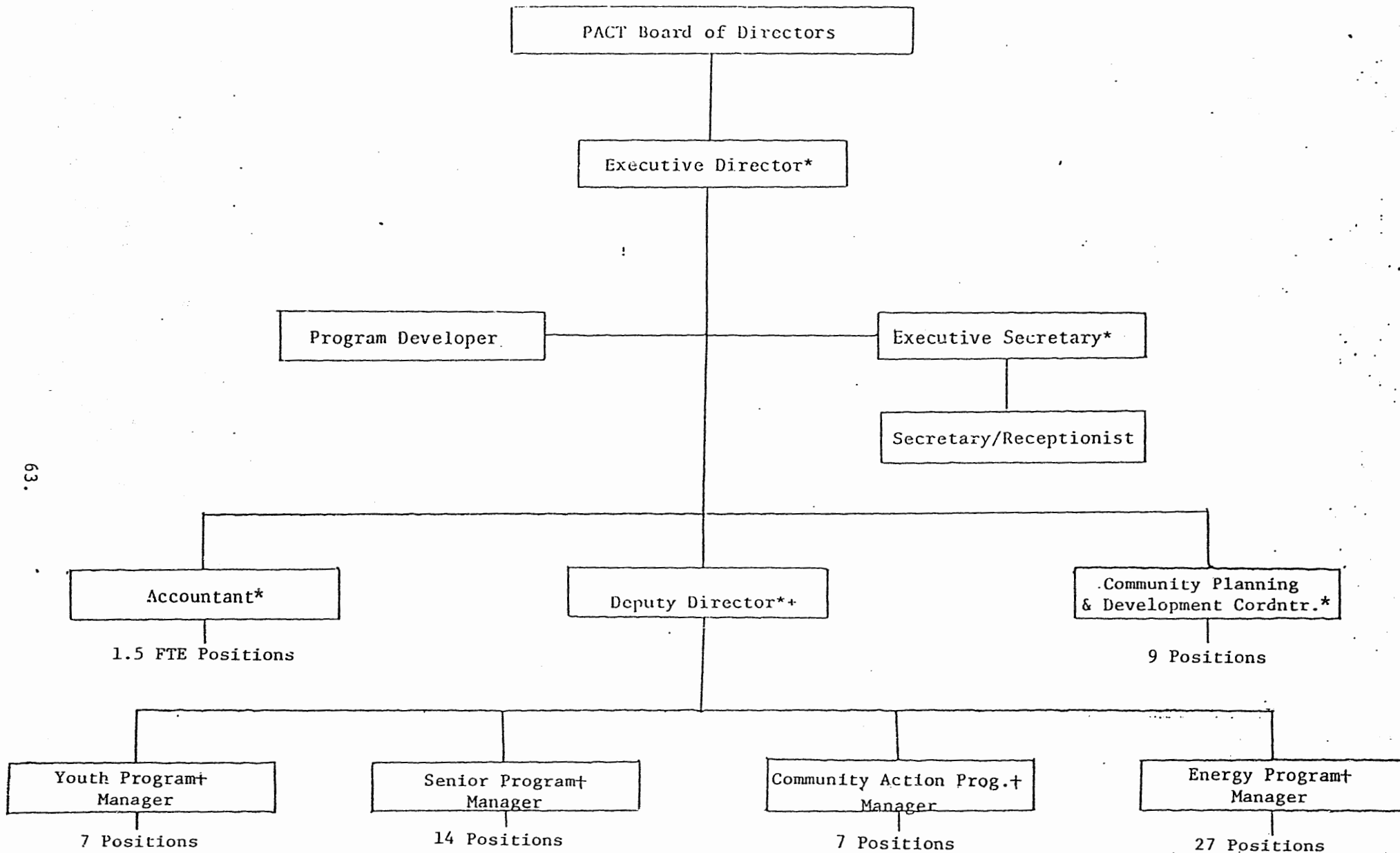
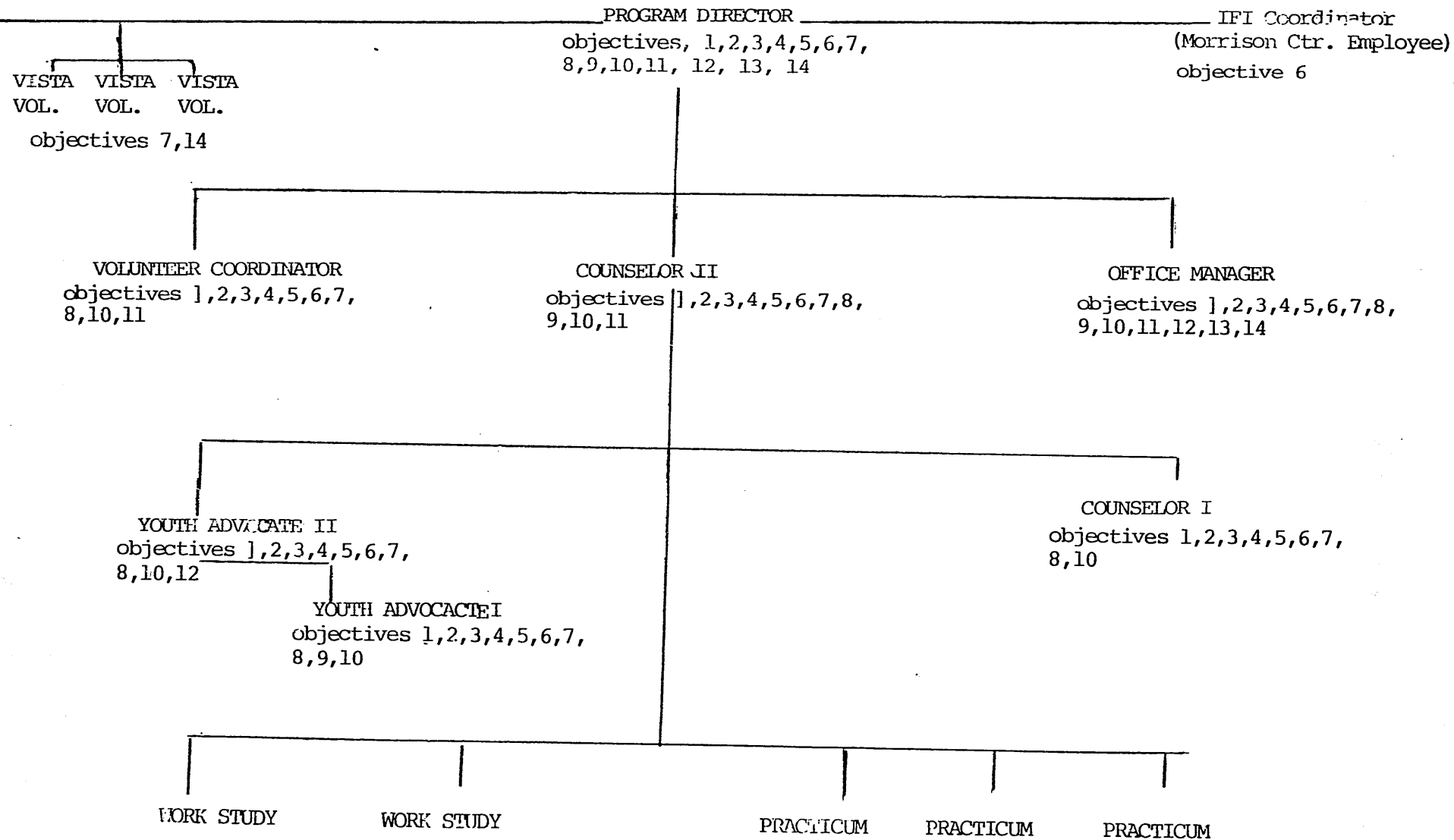


PACT ORGANIZATIONAL STRUCTURE



\*Administrative Advisory Team  
+Program Managers Team

# Youth Service Center Organizational Structure



## JOB DESCRIPTION

## Executive Director

Responsible To: PACT Board of Directors

## Basic Job Summary:

Overall administrative and planning management responsibility for PACT Agency and programs; provide staff input to the Board regarding policies and direction; responsible for implementing and carrying out Board policy and programs; responsible for hiring, firing, and training of staff.

## Basic Functions and Responsibilities:

1. Responsible for all staff recommendations to the Board of Directors and Committees re: policies, priorities, programs and direction for the Agency.
2. Responsible for establishing and maintaining internal administrative policies, procedures and scheduling for carrying out Agency policies, and programs.
3. Responsible for hiring/termination of all staff.
4. Responsible for hiring and terminating Accountant and Deputy Director, subject to Board approval.
5. Responsible for establishing and maintaining a system of staff supervision and training.
6. Responsible for establishing and maintaining a system of accountability for funding, property and programs.
7. Responsible for development of plans, work programs and funding requests.
8. Authorize preparation of all program position papers, concept papers, etc.
9. Responsible for establishing and maintaining a monitoring and evaluation system to measure quality and quantity of PACT's performance.
10. Responsible for establishing and maintaining community relations program for PACT.
11. Maintain an up-to-date knowledge of multi-level governmental and other regulations that apply to PACT.
12. Establish and maintain liaison with governmental units, funding sources that relate to PACT and PACT Programs.
13. Conduct negotiations for the Agency on contracts, agreements, issues, etc.
14. Provide staff assistance to Personnel, Executive, Nominating and Public Relations Committees of PACT Board.

## DEPUTY DIRECTOR

Responsible for Development and Implementation of a Training Package for Program Managers and their staff including authorization of training expenses for expenditures falling within the Package framework.

Provide assistance to Program Managers with personnel matters as related to the PACT Personnel Systems.

Initiate and recommend needed changes/revisions to the Personnel Policies, Personnel Classification System and Standard Operating Procedures.

Stay informed of all fiscal matters.

Authorization of Program purchases for equipment, supplies, materials, in amounts of \$100-~~200~~<sup>299</sup> and related professional membership expenditures.

Assist Program Managers in development of recommendations for expenditures needing Executive Director, Board, or funding source approval.

Responsible for compilation of Monthly Program Reports (statistical & narrative).

Responsible for renewing ongoing grants.

Assist and coordinate with the planner on new proposals, Program Evaluations, and Community Organizational efforts.

Assist and coordinate with the accountant on Fiscal Program planning.

Administer PACT Programs in compliance with existing contracts.

Authorize the allocation of Program Staff time and deviations there~~from~~<sup>from</sup>.

Provide assistance to Program Managers with Public and Community Relations.

Authorization of Program Public Relations i.e., posters, brochures.

Authorization of Program Sponsored Workshops.

Assist Program Manager and Administrative Personnel in staffing of Board Committees and Advisory Boards

Attend all Executive Committee and Board meetings.

Provide Program Reports and information as required by the Executive Director when needed for Board or Committee presentation.

ACCOUNTANT

Responsible to: Executive Director

SUMMARY: Responsible for monitoring and implementation of Fiscal Policies & Procedures and Fiscal planning for PACT as an agency.

## RESPONSIBLE FOR:

FISCAL - Preparation of all fiscal reports to include reports to:

- Board of Directors
- Funding Sources
- Program Managers
- Governmental Agencies

- Executive Director as required

and distribution of copies to Executive Director, Deputy Director and Program Managers as required. Consultation with Program Managers on reports pertaining to their programs.

Overall property control to include:

- Maintenance of property records
- Initiate taking of physical inventory by Program Managers
- Provide training in taking of inventory
- Authorizing any transfer or disposal of property.

Implementation of payroll procedures to insure salary payments to employees to include:

- Maintenance of time and record and payroll files
- Maintenance of accrued leave records
- Maintenance of employee insurance benefit records

Initiating and managing all cash disbursements and insuring fiscal accountability.

Bank reconciliations and monitoring bank balances and keeping Executive Director informed.

Maintaining an accounting system for PACT which adheres to standard accounting practices. Maintaining accounting records.

Implementation of accounts receivable system to include billings for reimbursement to funding sources as required.

Monitoring and recommending budget modifications.

Obtaining and managing agency professional dues.

Working in liaison with vendors in establishing and approving credit accounts.

Managing cash receipts and in-kind contributions. Monitoring in-kind compliance for grants.



PACT, INC.

**PORTLAND ACTION COMMITTEES TOGETHER, INC.**

3534 S.E. Main Street  
 Portland, Oregon 97214  
 A/C 503 233-8491

**Job Title:** Youth Service Center Director

**Job Location:** PACT Southeast Youth Service Center  
 2929 S.E. Powell Boulevard  
 Portland, Oregon 97202

**Responsible To:** PACT Deputy Director

**Salary Range:** Starting salary \$14,700 - 15,500 per year  
 Negotiable depending upon qualifications and experience

**Job Summary:** Responsible for the overall management of the S.E. Youth Service Center, including day to day supervision of Center operation, planning, implementation and evaluation of policies and directives from PACT Executive Director, YSC Citizen Board and PACT Board of Directors.

**Duties and Responsibilities:**

- Responsible for selection, training, supervision and evaluation of staff in compliance with PACT Personnel Policies, work program and Affirmative Action Plan.
- Responsible for the implementation and monitoring of the goals, objectives and activities in the work program.
- Assist in the identification of needs and gaps in service to target group, and coordinate appropriate solutions with PACT Planning and Administrative Team.
- Provide staff assistance to the Citizen Advisory Group.
- Develop, in coordination with PACT Planner, and recommend annual work program and budget in coordination with PACT Administrative Team.
- Operate within the limits of PACT contracts, policies and procedures.
- Manage the financial operation of YSC in accordance with PACT Standard Operating Procedures.
- Responsible for communicating the purpose and function of YSC to the community.
- Negotiate (in-house) working agreements with youth serving agencies in S.E. Portland.
- Participate on PACT's Program Management Team.
- Responsible for establishing and administering internal operating policies and procedures.
- Submit monthly reports and others as requested to Deputy Director.

OVER 68.

AN AFFIRMATIVE ACTION EMPLOYER

JOB TITLE	Youth Service Center Counselor II
JOB SUMMARY	Responsible for supervision of all direct counselling and crisis intervention services; provision of direct counselling and crisis intervention services; training and supervision of paraprofessionals; management responsibilities as delegated by the Director.
REPORTS TO	YSC Director
DUTIES AND RESPONSIBILITIES	<p>Provide individual, group, and family counseling to youth and their families</p> <p>Assist youth and their families in assessing needs and developing service plans.</p> <p>Provide training, supervision, and evaluation for advocates, volunteer counselors, and other paraprofessionals.</p> <p>Assist in selection of staff.</p> <p>Responsible for monitoring client-related record-keeping.</p> <p>Assist in identifying unmet needs and in the planning and development of programs that result in positive youth development.</p> <p>Assist in the coordination and development of working relationships with police, Juvenile Court, CSD, schools, and other social service agencies.</p> <p>Advocate for youth in obtaining needed services.</p> <p>Submit such reports as required by director.</p> <p>Responsible for assuming role of Acting Director in the Director's absence.</p> <p>Accept other assignments delegated by YSC Director.</p>
QUALIFICATIONS	<p>Must have 2 years experience in crisis intervention, and short-term counselling; at least 6 months working with youth, families, and groups.</p> <p>Must have a sound background in social science theories obtained from an accredited college or university. An advanced degree in counseling, social work, or related fields is desirable.</p>

## Youth Service Center Counselor

Must have specific and verifiable experience or education in the following tasks: training of para-professionals, working with a team, and supervision.

Must have valid Oregon driver's license.

Following experience and/or knowledge is desirable:

1. Knowledge of public and alternative schools, S.E. social services agencies and S.E. Portland community.
2. Knowledge of Juvenile Justice system, Children's Services Division, program planning, and proposal writing.

Must be willing to work evenings and Saturdays.



JOB TITLE

Youth Service Center Counselor I

JOB SUMMARY

Be responsible for all direct counseling and crisis intervention services.

REPORTS TO

YSC Director

DUTIES AND  
RESPONSIBILITIES

Provide individual, group and family counseling to youth and their families.

Assist youth and families in assessing needs and develop service plans.

Provide training and supervision for para-professionals.

Monitor client related record-keeping.

Assist in the planning and development of programs that result in positive youth development.

Assist in the coordination and development of working relationships with police, Juvenile Court, CSD, schools and other social service agencies.

Advocate for youth in obtaining needed services.

Submit such reports as required by Director.

Accept other assignments delegated by YSC Director.

QUALIFICATIONS

Must have 2 years experience in crisis intervention, and short-term counseling; at least 6 months working with youth, families and groups.

Must have a sound background in social science theories obtained from an accredited college or university. An advanced degree in counseling, social work or related fields is desirable.

## Youth Service Center Counselor

Must have specific and verifiable experience or education in the following tasks: training of para-professionals, working with a team, and supervision.

Must have valid Oregon driver's license.

Following experience and/or knowledge is desirable:

1. Knowledge of public and alternative schools, S.E. social services agencies and S.E. Portland community.
2. Knowledge of Juvenile Justice system, Children's Services Division, program planning, and proposal writing.

Must be willing to work evenings and Saturdays.

JOB TITLE

Advocate II

JOB SUMMARY

Responsible for client oriented advocacy provided by the Center. Provides direct counseling, crisis intervention to youth. Be responsible for supervision and provision for follow-up services and (neighborhood mediation) initial YSC orientation.

DUTIES AND  
RESPONSIBILITIES

Help youth define assistance needs and decide which are most necessary and realistically obtainable.

To advocate for youth by being aware of services for youth in S.E. and how to assist in obtaining them.

To provide emergency counseling and crisis intervention to young people.

Participate in the assist team in planning and problem solving.

Be responsible for assignment and completion of follow-up services.

Be responsible for mediation of neighborhood disturbances involving youth.

Assist in community organization of youth and citizen boards.

Be responsible for the opening of files on new indirect-formal referrals.

Be responsible for 3-month follow-up tabulation.

Monitor record-keeping of 3-month follow-up and neighborhood problems and submit appropriate records.

## Senior Advocate

QUALIFICATIONS

Must be willing to work evenings and Saturdays.

Must have 1 year experience in a community-based social service agency; 6 month's of which must have been in a youth service center.

Must have specific and verifiable experience and/or training in the following functions: crisis intervention counseling, communication (written and oral), interviewing, client follow-up.

Must have background in social science theories, particularly as they relate to youth and families. Related courses, workshops and in-service training will be fully counted.

Must have valid Oregon driver's license.

Following experience and/or knowledge is desirable:

1. Experience or knowledge in conflict management.
2. Knowledge of supervision and team functioning.
3. Skills in training.

JOB TITLEYouth Advocate IJOB SUMMARY

Responsible for providing follow-up, intake, outreach, neighborhood mediation, crisis intervention, transportation, advocacy and general assistance to counselors.

DUTIES AND RESPONSIBILITIES

Help youth define assistance needs and decide which are most necessary and realistically obtainable.

Advocate for youth by being aware of services for youth (people, programs, activities) in the S. E. area and how to assist youth in obtaining them.

Provide emergency counseling and crisis intervention assistance to young people referred to the Center under the supervision of counselors.

Provide follow-up services.

Mediate neighborhood problems involving youth.

Assist in community organization of youth and citizen boards.

Open files on new indirect formal referrals.

Assist staff in special projects or research when necessary.

QUALIFICATIONS

Must have one year experience working with youth. Verifiable volunteer experience will be counted.

Must have valid Oregon driver's license.

Must have one year's public contact work experience, where work required direct contact with a variety of people.

Must be able to communicate (written and oral).

Must be willing to be trained and to work evenings and Saturdays.

Following experience and knowledge is desirable:

1. Have knowledge and/or experience of social services agencies and the S.E. community.
2. Have knowledge and/or experience with schools (public and private), Children's Services Division, Juvenile Justice system.
3. Have knowledge or experience in the following functions: counseling, follow-up, in-take, advocacy, team functioning, outreach.

JOB TITLE

Volunteer Coordinator

JOB SUMMARY

Mobilize, train and supervise persons to be involved in the S.E. YSC and to maximize the service capabilities. Assume management responsibilities as delegated by the Center Director.

REPORTS TO

YSC Director

DUTIES AND RESPONSIBILITIES

Communicate to the community the purpose and function of the Center.

Maintain a list of programatic needs, recruit persons and screen volunteers by interest and skills.

Train volunteers on policies and procedures of S.E. YSC.

Follow-up on assignments of volunteers to insure the provision of quality services.

Coordinate the activities of civic groups, wishing to participate in YSC activities.

Assist in the planning to local initiative projects, particularly involving volunteers in youth activities.

QUALIFICATIONS

Must have 2 years experience working with volunteers in a social service program, 1 year of which must be with non-professional persons.

Mush have specific and verifiable experience and/or training in the following functions; public relations, supervision, communication (written and oral), training.

Must have background in social science theroies, particularly as they relate to youth and families. Related courses, workshops and in-service training will be fully counted.

## Volunteer Coordinator

Following experience and/or knowledge is desirable:

1. Knowledge of Juvenile Justice system and S.E. Portland community and Children's Services Division.
2. Valid Oregon driver's license.
3. Experience in program planning and team functioning.
4. Training in crisis intervention.

Must be willing to work some evenings and Saturdays.



JOB TITLE: Office Manager

JOB SUMMARY: Provide for the internal office management of the Center. Responsible for: record-keeping, purchasing, vehicle use coordination, vehicle maintenance, secretarial and receptionist function. Assume management responsibility for other program areas as needed.

REPORTS TO: YSC Director

DUTIES AND  
RESPONSIBILITIES:

Receptionist/Phone answering responsibility (responsible for the coordination of these functions when not performing them; to meet and deal sympathetically with the public both in person and on the telephone. To receive caller and direct the flow of traffic to the appropriate staff person. To receive messages and transmit them to the proper person. To provide callers with desired information and/or refer them to the appropriate resources.

To make information accessible to community youth (e.g. bulletin board)

Perform clerical duties including assignments requiring the use of adding machines, fluid-type standard duplicator, mimeograph machine, photocopy machine, etc.

Prepare bi-weekly payroll to submit to YSC Director and for timely preparation of timesheets to all personnel.

Assist in preparation of fiscal management reports; responsible for completion of Monthly Characteristics Report.

Prepare requisitions for office supplies and property to maintain property records and conduct physical inventory.

Coordinate use of Center and related facilities for meetings and other project activities.

Coordinate use of project vehicles and their maintenance.

Maintain on-going assessment of supplies and Human Resource Bureau forms.

Purchase necessary supplies for the operation of the Center.

Screen indirectly referred custody reports for appropriateness and channel to appropriate staff.

Act on behalf of the Director in his/her absence.

Take minutes or notes at meetings and conferences when requested.

Screen and direct-incoming mail.

Provide Citizen Advisory Board assistance, including the following: coordinate phone calling notification of upcoming meetings, type and mail agenda and minutes submitted by Board secretary, attend meetings as needed to provide staff input, prepare reports as needed.

Perform such other tasks as requested by the Center Director.

Must be willing to work evenings and Saturdays

QUALIFICATIONS: Ability to type 55 words per minute; to spell.

To be able to communicate both orally and in writing.

Minimum of one year's experience in organization and supervision of office procedures.

Ability and/or experience in working with a diverse population including youth, adults, police, juvenile court, CSD, etc.

Following experience or training is desirable:

1. Knowledge of and/or experience working with community-based programs and community people.
2. Training in crisis intervention.
3. Ability to get around in a timely fashion.





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PROJECT TITLE: PACT, INC. S.E. YOUTH SERVICE CENTER

List of Current Board of Directors: (Indicate Chairperson by an asterisk (\*).)

NAME/ADDRESS	TELEPHONE	TERM
Don Durand 330 S.E. 11th/97214	232-5880	'82
Mike Haglund 4004 N.E. Royal Ct./97232	232-4776 H 226-1191 W	'82
Mary Louise Volk 1136 S.E. Oak/97214	235-3416 H 232-2372 W	'82
Ethel Condit 1425 S.E. Oak/97214	232-0349 H	'82
Ginny Bass 2707 S.E. 35th Pl./97214	231-8744 H 248-4725 W	'82
Betty Johnson 2825 S.E. 37th/97202	234-3974 H	'81
June Anderson 8505 S.E. 8th/97202	238-8669 H 257-4260 W	'81
Mary Palumbo 1942 S.E. Umatilla/97202	235-3800 H	'81
Yvonne Oldham 2709 S.E. Taylor/ #7/ 97214	232-1099	'81
Grant Wilson 1823 S.E. Morrison/97214	248-5200 W	'81
Nancy Baker 5230 S.E. 49th/97206	771-4721 H 232-5169 W	'81
Steve Rudman 1723 N.E. 10th/97212	284-9461	'82
Sally McCracken .6215 S.E. Reed College Pl./97202	774-7120 H	'81
Alan Kirk U.S. National Bank PO Box 14187/97214	225-4552	'81
Shelley L. Tuhy CAP I, Room 900 310 S.W. Park/97206	242-4022	'81
* Kent Snyder PO Box 14515/97214	244-7621 H 246-0287 W	'81
Ed Green 2433 N.E. Flanders/97232	249-6901 W	'81

PROJECT TITLE: SE Youth Service Center

List of Current Advisory Council Members: (Indicate the Chairperson by an asterisk (\*)).

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Mickey Bishop	3559 SE Morrison	'82	no	parent
Fred David	3834 Crystal Springs Blvd.	'81	yes	parent
Berle Linn	536 SE 17	'82	no	parent
Julie Gamoll	3925 N. Kerby	'81	no	parent
Carol Camplan	2793 Old Orchard Rd. SW	'81	no	at large
Linda Stoltz *	4129 SE Ellis	'82	no	at large
Janet Coleman	3735 NE 69	'82	no	at large
June Anderson	8505 SE 8	'81	no	at large
John Selker	Reed College, Box 1076	'81	no	youth
John Linn	536 SE 17	'81	no	youth
Carmen Cabrera	3701 SE Francis	'81	no	youth
Lt. Wayne Inman	4735 E. Burnside	'81	no	agency
Phil Sober	4605 SE Belmont	'81	no	agency
David Aiken	3400 SE 26	'81	no	agency
Tom Marineau	2303 SE 28th Place	'81	no	agency
Leila Frank	1825 SE Clinton	'81	no	agency
Bob Heiney	3636 SW Woodward	'81	no	agency

## APPLICANT AGENCY RESUME

Applicant Agency Legal Name: Portland Action Committees Together, Inc.	Date of Incorporation: August 1966
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Type of Organization:

Public \_\_\_\_\_  
 Private Non-Profit   x    
 Private-Profit \_\_\_\_\_  
 Other ( \_\_\_\_\_ ) \_\_\_\_\_

Short Statement of Agency Purpose: PACT works to improve the quality of life for inner-city residents of Southeast Portland by involving citizens in task forces, advisory boards & committees which identify needs & assist in development of programs.

Major Agency Bank Account (give name of bank, address and contact person): Alan Kirk U.S. National Bank of Oregon 1225 SE 39th Avenue Portland, Oregon	Fiscal Accounting Arrangement (give name of staff responsible or, if by contract, name of agency, address and contact person): Carol Lentz
--	--

Does Applicant Agency have federal tax exempt status? Yes   x   No \_\_\_\_\_

Does Applicant Agency have liability, fire and theft insurance? (List the kind of insurance, the amount, expiration date and name of Insuring Agent.)  
 Amount: \$300,000/3000,000 - \$300,000 bodily injury  
 Type: \$250 deductible on Inventory - Comprehensive & General Liability  
 Insuring Agent: Forest Industries Insurance Exchange  
 Stuart Cleland, Insurance Planning, 500 NE Multnomah, Portland

Are key staff bonded? Yes   x   No \_\_\_\_\_  
 (List individuals, by name and position, who are bonded, amount and name of Insuring Agent.)

James McConnell, Executive Director  
 Steve Citron, Deputy Director  
 Kent Snyder, Board Chairperson

Carol Lentz, Accountant  
 Alan Kirk, Board Treasurer

Description of Lease Arrangement: (Describe terms of lease agreement, e.g., dates, excluded activities and other conditions or other arrangements for space availability.) SE Youth Service Center is presently located in a Commercial Complex at 2929 SE Powell. Space includes approximately 3,100 square ft. with three private counseling rooms and a large conference room. PACT has a lease on this space which expires on 6-30-80. Space is shared with Youth Career Training. PACT is presently negotiating a lease on space at 1110 SE Alder. Career Training has renegotiated their own lease on space at this location. PACT has been unable to complete these negotiations due to lack of commitment from the City regarding this contract.

ATTACHMENT #6

Assurance of Compliance with  
"Nondiscrimination on Basis of Handicap"  
Section 504 of the Rehabilitation Act of 1973

PACT, Inc. (hereinafter called the "Contractor"), HEREBY

AGREES THAT it will comply with "Nondiscrimination on Basis of Handicap" Section 504, of the Rehabilitation Act of 1973, dated June 3, 1977, (hereinafter referred to as Section 504) and procedures established by City of Portland, Human Resources Bureau, Aging Services Division (hereinafter referred to as the Area Agency on Aging - AAA). The regulation defines and forbids acts of discrimination against qualified handicapped persons in employment and in the operation of programs/activities receiving assistance from the Department of Health Education and Welfare. The Contractor hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

As an employer, the Contractor agrees to make reasonable accommodation to the handicaps of applicants and employees unless the accommodation would cause the employer undue hardship, as defined in Section 504. This extends to all phases of employment including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment.

The Contractor shall submit to the AAA, for analysis and recommendations, copies of their affirmative action plan and personnel policies which include provisions that assure the following:

1. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment by the Contractor.
2. The Contractor shall make all decisions concerning employment in a manner which ensures that discrimination on the basis of handicap does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.
3. The Contractor shall not participate in a contractual or other relationship that has the effect of subjecting qualified handicapped applicants or employees to discrimination.
4. The Contractor shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee.



5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or usable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity. The Contractor's programs and activities, when viewed in its entirety, will be readily accessible to handicapped persons.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with Section 504 is given in consideration of and for the purpose of obtaining any and all AAA contracts or other financial assistance extended after the date hereof to the Contractor by the AAA, including installment payments after such date on account of applications for AAA financial assistance which were approved before such date. The Contractor recognizes and agrees that such AAA financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the AAA shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated this 5 day of May 1980.

By 

Title Chairperson, PACT Board of Directors

3534 S.E. Main St.

Contractor's mailing address

Portland, Oregon 97214

Map of Service Area (Draw the boundaries of the service area of this project in heavy black lines on the map provided below.)

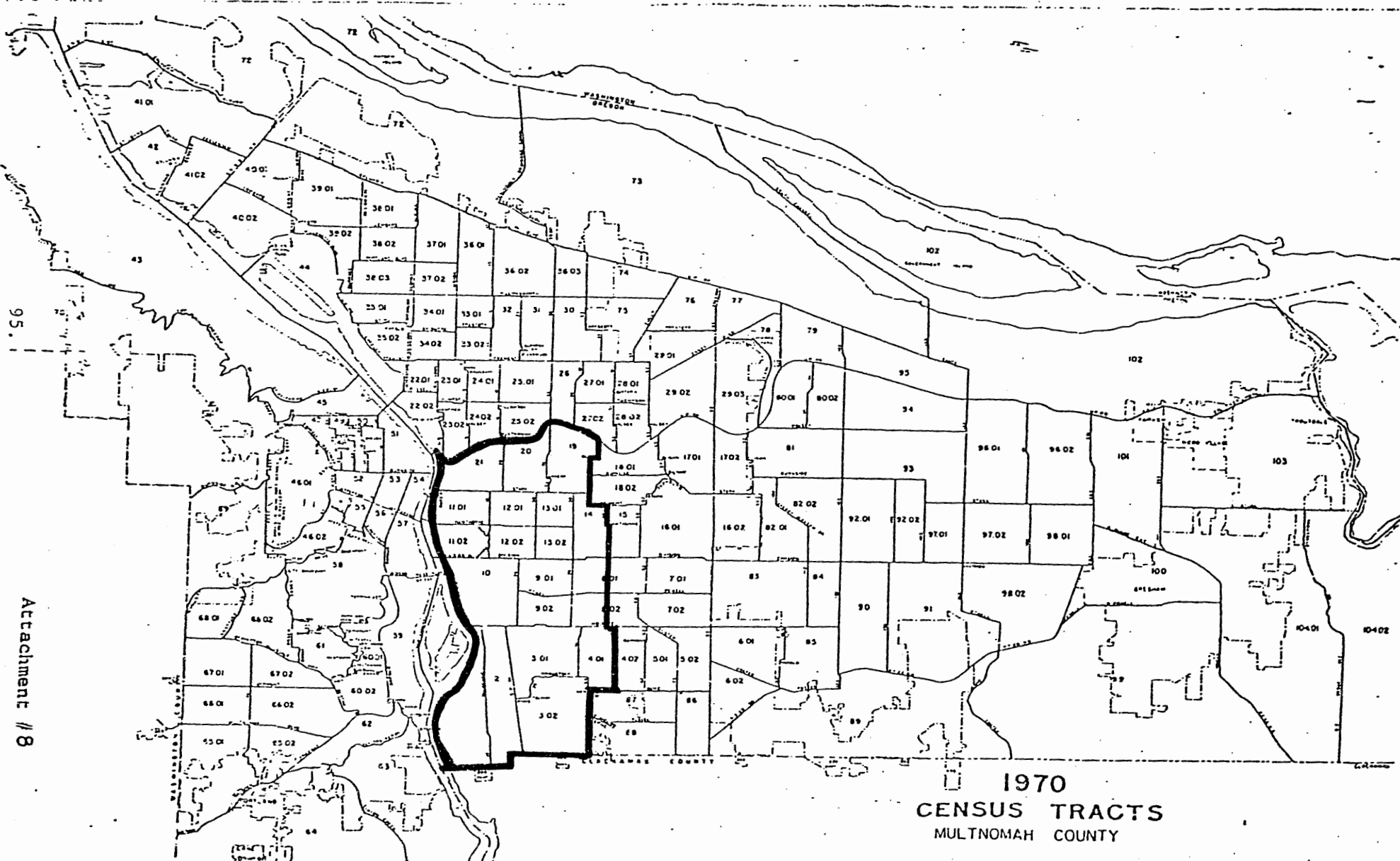


EXHIBIT C  
REQUIRED REPORTING FORMS  
AND  
PROCEDURES

Contract Agency \_\_\_\_\_

Social Services Division

Accounting Unit

Address \_\_\_\_\_

522 SW Fifth Ave., 8th Fl. Yeon Bldg.

Portland, Oregon 97204

City \_\_\_\_\_ State \_\_\_\_\_

Phone: 248-4752

Contract # \_\_\_\_\_ Contract Period: From \_\_\_\_\_ To \_\_\_\_\_

Funding Source \_\_\_\_\_ Service Category \_\_\_\_\_

Advance Received \_\_\_\_\_ Reimbursement Request for \_\_\_\_\_ month &amp; year

CODE	OBJECT TITLE	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET	BALANCE
110	Full-Time Employees				
120	Part-Time Employees				
170	Benefits				
100	Total Personnel Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair and Maintenance				
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				
330	Repair and Maint. Supplies				
340	Minor Equipment and Tools				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
490	Miscellaneous				
520	Printing Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
590	Other Services-Internal				
	Others, Specify Below				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600					
	TOTAL				

ATTACH TO THIS INVOICE:

1. Supporting documentation for all costs or expenditures grouped by expenditure object category. (Attach adding machine tape to each group of supporting documents.)

INVOICE & SUPPORTING DOCUMENTS ARE TO BE SUBMITTED TO THE CITY NO LATER THAN THE FIFTEENTH WORKING DAY FOLLOWING MONTH END.

I certify that the information pertaining to this request is true and complete to the best of my knowledge

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

CITY OF PORTLAND/HUMAN RESOURCES BUREAU  
SOCIAL SERVICES DIVISION  
CONTRACT REIMBURSEMENT PROCEDURES

1. Reports are due monthly on the fifteenth (15th) working day following the end of the month. Reimbursement request shall be mailed directly to the Accounting Unit:

Human Resources Bureau  
Social Services Division  
Accounting Unit  
522 S.W. Fifth Ave., 8th Floor  
Yeon Building  
Portland, Oregon 97204

2. Reports not received by the deadline shall not be processed until the next month. This will result in a delay in payment.
3. City forms must be used. If additional forms are needed, please contact the Accounting Unit (248-4752).
4. Materials to be submitted each month are as follows:
  - a) A separate Reimbursement Request Form for each funding source and each service category requiring City reimbursement as included in the approved contract budget.  
e.g. -- I & R -- III-B  
Admin. -- OPI  
Admin. -- General Fund  
Meals -- III-C-1  
General Fund  
Other
  - b) A Reimbursement Request Form for Required Match, as included in the approved budget.
  - c) A Reimbursement Form showing Project Income/Contributions collected.
  - d) A Reimbursement Form showing total City reimbursement.
  - e) Supporting documentation showing proof of payment (attached to respective Reimbursement Request Forms). This may include:

copies of checks  
copies of bills  
payroll register  
etc.

5. Supporting documentation is to be attached to each request form, including the Required Match (copies of documentation are not necessary for the Total City Reimbursement).

For each request form, documentation is to be grouped by line item. (Attach adding machine tape to each group of supporting documents.)

Please Note: For purposes of fiscal reporting, Match included in the contract requires the same documentation as City Support requested.

6. If a piece of documentation is applicable to more than one funding source (or match), write on the supporting documentation how much is to be applied to each funding source/service category.
7. The "indirect cost" line item may be used to cover any costs incurred in support of the services included in the contract. Documentation/proof of payment must be submitted for each reimbursement requested.
8. Grant or Agency policy requires that expenditures be reported in dollars and cents. **DO NOT ROUND TO THE NEAREST DOLLAR!**
9. Reimbursement requests must be typed or written in ink.
10. Reimbursement Request Forms must be signed in ink by an authorized person designated by the Agency. Each agency must submit to the City the names of all persons authorized to sign these reports. The Agency is responsible for notifying the City in writing of any changes in authorized signatures.
11. The reimbursement request must be made against the current authorized contract. Each agency is responsible for notifying appropriate personnel of budget changes.
12. Incomplete or incorrect Reimbursement Request Forms will be returned to the Contractor for completion or correction.
13. Match expenditures will be analyzed quarterly as part of the monitoring procedures. Corrective action plans will be developed if necessary to assure contract compliance.

Corrective action may include: withholding of funds, suspension, or termination of the contract.

If match is not produced in accordance with the approved contract by the third (3rd) quarter of the budget year, the City will reduce its contribution to maintain the established ratio of shared costs. (For AAA District Centers, this ratio is a minimum of 90/10 City/Agency share for Discretionary Services. For other contracts, the level of required match has been negotiated.)

14. Upon receipt of completed reimbursement forms, the Accounting Unit staff reviews the request for accuracy and compliance with the approved budget, prepares payment authorization, and submits the reimbursement package to the Program staff.
15. Program Staff reviews the package and signs off, if request complies with regard to appropriate service delivery. Reimbursement request will be held until Program reports are received.
16. Principal Accountant reviews the package, approves payment, and forwards the package to Accounts Payable at City Hall.

17. Accounts Payable reviews the package, approves payment, and processes the package for the computer to fill out the warrant (check). Computer runs are made every Tuesday and Thursday evenings.
18. Checks are returned to Accounts Payable for verification of computer run.
19. The computer run is forwarded to the Auditor's Office for auditing and release (mailing) of the warrant.
20. Total estimated turnaround time is two weeks from the time a completed package leaves the Human Resources Bureau. HRB staff can usually complete its work within two days, if the requests are complete and correct, and program reports have been received.
21. In the event of an emergency or other unusual circumstances, as approved by the Principal Accountant, a manual warrant may be issued within 72 hours. A manual warrant process will not be utilized on a regular basis.

We hope that these procedures will clarify what is expected of Agency staff in the filling out and processing of these documents. If you have any questions or need further information, please feel free to call the Accounting Unit or Social Services Contract Management staff at 248-4752.

Other procedures specified in Youth Service Center Standards and Guidelines

ON FILE AT HRB

Other required reporting forms specified in "Management Information System  
Training Manual"

ON FILE AT HRB



## CONTRACT FOR SERVICES

## SECTION I: PARTIES TO THE CONTRACT

CITY OF PORTLAND ("City"), City Hall, 1220 S. W. Fifth Avenue, Portland, Oregon 97204, and

YOUNG MEN'S CHRISTIAN ASSOCIATION OF COLUMBIA-WILLAMETTE, INC. ("Contractor"), 2831 S. W. Barbur Boulevard, Portland, Oregon 97201.

## SECTION II: CONTRACT SUMMARY

Contractor agrees to provide a Youth Service Center according to the stipulations of this contract, the Youth Service Center Standards and Guidelines, and the attached Project Narrative for the period July 1, 1980, through June 30, 1983, at a total cost not to exceed the sum of \$134,027 during FY 1980-81, for the outer northeast and southeast Portland community.

## SECTION III: PERIOD OF PERFORMANCE

Performance under this contract shall commence July 1, 1980, and continue through June 30, 1983, unless extended by City Council action. Activities and budget shall be negotiated annually.

## SECTION IV: AGREED CONTRACTOR: PROJECT OPERATIONS

- A. Contractor shall by June 30, 1981, meet all goals and objectives stated in the "Project Narrative" (Exhibit A, hereby incorporated by reference).
- B. Contractor shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, marital status, sexual preference, political affiliation or belief, and that services be delivered to those most in need.
- C. Contractor shall provide a 3% match (\$4,145) as approved in the budget (refer to Exhibit B). Failure to meet this requirement shall result in a reduction of budget or termination of contract.

## SECTION V: CONTRACTOR REPORTING AND RECORD REQUIREMENTS

- A. Contractor shall use the standardized forms provided by the City for reporting purposes (Exhibit C, hereby incorporated by reference). If additional forms are deemed necessary, said forms shall be developed through negotiation.
- B. Contractor shall provide the City with the following reports by the dates stated. Program reports not received by the specified date may result in delayed reimbursement.
  - 1. Director's Monthly Narrative Report -- 10th working day of month;
  - 2. Monthly Characteristic Report -- 10th working day of month;
  - 3. Quarterly Contract Review -- September, December, March, June by 10th working day of month;
  - 4. Annual Program Assessment and Summary -- by July 30, 1981, 1982, and 1983.
- C. Contractor shall maintain for a minimum of three (3) years all fiscal and program reports, including statistical records, and shall provide these reports at times and in the form prescribed by the City. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
- D. Contractor shall submit to the City for informational purposes copies of all requests for Federal, state or local grants that affect the services provided under this contract prior to submitting the request to the funding source.
- E. Contractor shall provide for program and facility reviews, including meetings with consumers, reviews of service and fiscal records, policies/procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract at any reasonable time on request of and by persons authorized by the City.
- F. Contractor shall submit to the City for informational purposes one (1) copy of all formal documents produced under this contract.
- G. Contractor shall provide proof of its timely payment of withholding taxes, unemployment taxes, and SAIF.
- I. Contractor shall submit to the City, prior to commencement of this contract except where one is already on file, its current:
  - Personnel Policy which sets forth procedures for hiring, firing, grievances; and identifies all paid holidays;

--List of names and signatures of persons authorized to act as the Contractor's agents;

--Articles of Incorporation and By-Laws;

--List of Board of Directors and Advisory Council members.

Contractor further agrees to submit any changes in these documents to the City within thirty (30) days of their effective dates.

#### SECTION VI: AGREED CITY

- A. City shall administer the Youth Service Center Contracts in compliance with the Youth Service Center Standards and Guidelines.
- B. City shall be responsible for Youth Service Center City-wide planning, coordination of services, and maintaining liaison relationships with the Juvenile Court, Portland Police Bureau, Portland Public Schools, Children Services Division, and Metropolitan Youth Commission.
- C. City shall monitor the services provided under this Contract by conducting quarterly reviews of contract compliance, including on-site monitoring of client case files and Center facilities. On-site monitoring will be pre-arranged with each Contractor.
- D. City shall give written notification of problem areas related to the performance of this Contract, including requirements for corrective action.
- E. City shall maintain a standardized Management Information System and provide all necessary reporting forms.
- F. City shall conduct monthly Contractor's meetings, as necessary.
- G. City shall process monthly reimbursement requests and Contract amendments in a timely manner.
- H. City shall conduct training as necessary to ensure quality service delivery and effective program management.
- I. City shall provide technical assistance upon request.

#### SECTION VII: COMPENSATION - METHOD OF PAYMENT

- A. Total compensation under this contract shall not exceed \$134,027.
- B. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of \$22,338, upon receipt of a written request from the Contractor.

- C. The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with appropriate documentation attached. All reimbursement documents shall be received by the fifteenth (15) working day of each month. Reimbursements not received by the specified time shall be delayed and processed for payment the following month, or may result in termination of the contract. Payments shall also be held if required reports are not received by the specified time.
- D. All final reimbursement documents shall be received within forty-five (45) days following the end of the budget period. Final reimbursement documents not received within the specified time period shall not be processed, and the expense shall be the sole responsibility of the Contractor.
- E. Advances shall be recovered against expenditures in accordance with an established schedule developed and distributed by the City.
- F. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits at their discretion any time during the contract period. Contract costs disallowed by the City shall be the sole responsibility of the Contractor. If a contract cost is disallowed as a result of a City requested audit after reimbursement has occurred, the Contractor shall promptly repay the City.
- G. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit B). Funds not used shall be returned promptly to the City at the end of the budget period. Any costs incurred by the Contractor over and above the agreed sums, as set out in the budget, shall be at the sole risk and expense of the Contractor.
- H. The operating budget may be amended, provided the full cost does not exceed the amount stated in the contract. Budget amendments shall not become effective until the Commissioner-in-Charge has given written approval and filed the approved document with the City Auditor. Budget overruns of five percent (5%) or \$1,000, whichever is less, are allowable without a budget amendment on all line items within the Materials and Services category, excluding Out-of-Town Travel. These line item overruns shall be compensated for within the same category.
- I. Budget amendments shall not be accepted during the last quarter of the budget period (April 1 through June 30).

- J. All items with a purchase price of one hundred dollars (\$100) or more hereunder shall be purchased in the name of the City. Such purchases shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days (refer to Exhibit C), tagged by the City, included in the City's Property Control, and shall be the property of the City. Contractor shall maintain an acceptable and current log of this property and property acquired under previous contracts within the City. All non-expendable items shall be returned to the City within ten (10) days after the contract has terminated.
- K. Contractor shall also maintain a current and acceptable log of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of \$25.00 per item and a maximum value of \$99.99 per item purchased under this contract. All such items shall also be returned to the City within ten (10) days after the contract has terminated.

#### SECTION VIII: GENERAL CONDITIONS

- A. Contractor shall abide by all Federal, state and local regulations/policies governing project operations, management, and service delivery. The funds shall be used solely for the purpose for which they are provided.
- B. Prior to commencement of this contract, Contractor shall deliver to the City Auditor evidence:
- 1) that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$10,000 or 100% of the estimated sixty (60) day cash flow, whichever is less;
  - 2) of a Standard Liability Insurance Policy in the single limit amount of \$300,000 and provide the City Auditor with an endorsement there-to, naming the City as an additional insured and protecting the City, its agents, and employees from claims for damages arising in whole or in part out of the performance of this contract;
  - 3) that all property and equipment purchased or received by the Contractor pursuant to this contract is insured against fire, theft, and destruction; and
  - 4) that the above policies of insurance are in force and shall not be cancelled without thirty (30) days prior notice to the City.

If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part out of the performance of this contract.

If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of the contract.

- C. The term "approval by the City" means written approval by the Executive Director and/or the Commissioner-in-Charge of the Human Resources Bureau. Unless otherwise specified, documents submitted to the City shall be regarded as received when delivered to the Human Resources Bureau.
- D. Compensatory time accrued by any employee performing services under this contract shall be taken within the budget period to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor. This condition only applies if compensatory time is indicated in the Contractor's approved Personnel Policies and Procedures.
- E. Upon termination (cash out) of any employee performing services under this contract, a maximum of two weeks accrued vacation time shall be an allowable reimbursement cost. Time in excess of the two weeks maximum shall be the sole responsibility of the Contractor upon termination of the employee. Those employees not terminating may carry a maximum of one year of accrued vacation time over to a following year. This vacation may only be taken as time, no cash payments are allowed.
- F. It is expressly understood and agreed by both parties hereto that the City is contracting with the Contractor as an Independent Contractor and that the Contractor, as such, agrees to hold the City harmless and to indemnify it from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by any third party arising out of, or in connection with, the services to be performed by the Contractor under this contract.

## SECTION IX: SPECIAL CONDITIONS

- A. Contractor shall operate the program in compliance with the Youth Service Center Standards and Guidelines.
- B. Contractor shall maintain a Youth Service Center facility acceptable to the City. Adequate space in the facility shall be provided to house a Youth Career Training Services (YCTS) Area Office as mutually agreed on by the Contractor and YCTS.
- C. Contractor shall ensure that appropriate staff, given reasonable notice, will attend meetings, training sessions, and participate in other activities as requested by the City. Such meetings and activities shall not exceed 10% of the Contractor's or designee's time. Contractor shall be responsible for the decisions and actions of staff.
- D. No funds under this contract shall be used in support of any sectarian religious or anti-religious activity.
- E. No employee of the Contractor, or member of the Contractor's governing board or body, or persons who exercise any responsibilities under this contract shall participate in any decision relating to this contract which affects his outside, personal pecuniary interests.

## SECTION X: CONTRACT MODIFICATION

- A. Contractor may request changes in the contract by submitting a written request in accordance with City procedures (refer to Exhibit C). Minor changes shall not become effective until the Commissioner-in-Charge has given written approval, and the approved document is filed with the City Auditor. Major changes shall not become effective until approved by City Council, signed by the appropriate parties, and the approved document filed with the City Auditor.

## SECTION XI: CONTRACT ASSIGNMENT

- A. The Contractor has been selected by the City for this work because of its particular experience in this program area. This contract is personal between the parties, and the Contractor shall not assign or subcontract in whole or in part hereof without prior approval by the City.
- B. In the event the City decides to assign its interest in this contract, in whole or in part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

## SECTION XII: TERMINATION REMEDIES

- A. This contract may be terminated by either party at any time by giving a thirty (30) day advance notice by certified mail for failure or refusal of the other to perform faithfully the contract according to its terms.
- B. The contract may also be terminated at any time by the City by giving written notice if its Federal, state or local grants are suspended, modified, or terminated. In the event of termination, the Contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.
- C. Nothing in this contract shall be construed to limit the City's legal contract remedies including, but not limited to, the right to sue for damages or specific performance should the Contractor materially violate any of the terms of this contract.

## SECTION XIII: SIGNATURES

The parties witness their consent to be bound by all the terms of this contract, SECTIONS I through XII, by signing below.

APPROVED AS TO CONTENT

CONTRACTOR

By \_\_\_\_\_  
Executive Director  
Human Resources Bureau

By \_\_\_\_\_  
Authorized Representative

Date \_\_\_\_\_

APPROVED AS TO FORM

CITY OF PORTLAND

By \_\_\_\_\_  
City Attorney

By \_\_\_\_\_  
Commissioner-in-Charge

Date \_\_\_\_\_

By \_\_\_\_\_  
Auditor



## PROJECT APPLICATION SHEET

CITY OF PORTLAND HUMAN RESOURCES BUREAU		APPLICATION FOR PROJECT FUND	
1. Short Title of Project: (Do not exceed one typed line) Outer East Youth Service Center			
2. Type of Application (Check One) New Project <input type="checkbox"/> Continuing Project <input checked="" type="checkbox"/> Revision of Cont. Proj. <input type="checkbox"/>			
3. Responsible HRB Division Social Services		4. Contract Period From 7-1-80 to 6-30-83	
5. Budget Period From 7-1-80 to 6-30-81		6. City Support Requested \$ 134,027	
7. Applicant Agency (Name, address & telephone) YMCA of Columbia-Willamette 2831 S.W. Barbur Blvd. Portland, Oregon 97201 223-9622		8. Project Director (Name, address & telephone) Bart Roen, Director, Community Services 2831 S.W. Barbur Blvd. Portland, Oregon 97201 223-9622	
9. Financial Officer (Name, address & telephone) Thomas P. Tisdale 2831 S.W. Barbur Blvd. Portland, Oregon 97201 223-9622		10. Official Authorized to Bind Agency (Name, address & telephone) Thomas P. Tisdale 2831 S.W. Barbur Blvd. Portland, Oregon 97201 223-9622	
11. Project Summary: Summarize, in approximately 200 words, the project plan presented in application, briefly covering project goals, objectives, strategy, target population and administration.			

By continuation of a Youth Service Center in Outer East Portland, a vehicle will be provided to allow for the diversion of youth from the Juvenile Justice System and also provide a program which will be responsive to the needs of youth and their families. The goals of the program are two-fold: 1) providing an alternative to the Police and Juvenile Court for those youth committing status and minor misdemeanor offenses; and 2) providing a community-based resource for families, youth and other youth-serving agencies. This will be accomplished through operation of a facility accessible to law enforcement agencies, youth and their families in the evenings when other youth-serving agencies are closed.

Staff will operate as a team, coordinating services, developing additional resources, and whenever possible avoiding duplication of service. The Outer East Youth Service Center insures youth the following service areas: diversion, needs assessment, crisis intervention service, family mediation, counseling services, job development, recreation activities, follow-up and information and referral services. Target population for the Outer East Youth Service Center are youth under 18 living in the Outer East area of Portland. Priority will be given to those youth who have committed status or minor misdemeanor offenses and have been referred for service by Portland Police Bureau personnel or Juvenile Court staff. Although diverted youth are a priority, any youth under 18 living in the target area will be accepted for service. Referrals will also be received from non-judicial sources, such as schools, Children's Services Division, other youth-serving agencies, families and self referrals (walk-ins).

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PROJECT NARRATIVE

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1. Statement of Problem/Documentation of Need: (Provide a concise description of the conditions and problems to be addressed by the project. Quantifiable, measurable terms should be used. Verify that the problem exists with documentation.)

According to the latest available U.S. Census data, 10,484 youth, aged 10-18, reside in the target area of the Outer East Youth Service Center. Portland Police Bureau Crime Index Statistical Data show Outer East Portland to have a high and consistent rate of reported juvenile crime. The five year average for Outer East Portland indicates that almost 1 youth in 10 (9.56) comes into contact with Police and Juvenile Court authorities as a result of delinquency. The rate of reported juvenile crime in the Outer East area is the third highest in the City.

Outer East community residents and the Portland Police have consistently identified a need for youth services in the area, including diversion, personal and family counseling, employment services, activities, and mediation of neighborhood problems involving youth. Many persons, however, are reluctant to work with traditional juvenile authorities, preferring to deal with youth problems in a community oriented, alternative setting. In addition, the fact that the Juvenile Court cannot provide early intervention services, coupled with the stigmatizing effect involvement with the Juvenile Court may have on youth, indicates that the Juvenile Court is not the most appropriate resource for youth committing status and minor misdemeanor offenses. A local study conducted by the Regional Research Institute at Portland State University (1972) found 67.3% of youth referred in Portland to the Court for minor offenses did not receive effective counseling nor support services, and 25% were later referred for more serious offenses. This is continuing need for alternatives to the juvenile justice system for juvenile offenders in Outer East Portland.

- 3 . 2. Statement of Project Goals: (The project goal is a brief statement of the intent of the project to change, reduce or eliminate the problem identified above. The goal should relate to overall goal statement of HRB's Divisional Unit and to the general purpose of the project.)

To reduce involvement with the juvenile justice system of youth committing, or likely to commit, status and minor misdemeanor offenses in the outer east area of the City by providing an array of community-based direct intervention and support services designed to increase opportunities for positive youth development and to reduce juvenile crime.

- 4
3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebounded statements the desired results of program operations. For each objective listed, state the productivity indicator, or unit of measurement, by which the objective can be evaluated.)

Objectives:	Productivity Indicators:
1. To reduce the involvement of youth with the juvenile justice system by accepting for services <u>350</u> referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
2. To increase access to services for all youth by accepting <u>350</u> referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self) by June 30, 1981.	a. Unduplicated number of youth referred by source of referral. b. Unduplicated number of youth referred by reason for referral.
3. To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth receiving need assessments. b. Unduplicated number of youth referred.
4. To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981.	a. Unduplicated number of youth attempted to contact for follow-up services. b. Unduplicated number of youth for which follow-up services are completed. c. Unduplicated number of youth referred.
5. To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for <u>350</u> youth by June 30, 1981.	a. Unduplicated number of youth whose cases involved other agencies or who were referred out for services. b. Number of agency coordination and referral services delivered.
6. To reduce the incidence of personal and family problems by providing <u>1,500</u> hours of counseling to youth and parents by June 30, 1981.	a. Number of counseling hours provided by type. b. Unduplicated number of youths and parents receiving counseling by type.
7. To increase youth access to educational opportunities by providing education assistance services to <u>75</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving education assistance. b. Number of education assistance services provided.

- 4
3. Statement of Objectives and Productivity Indicators: (Set forth, in measurable, timebounded statements the desired results of program operations. For each objective listed, state the productivity indicator, or unit of measurement, by which the objective can be evaluated.)

Objectives:	Productivity Indicators:
3. To increase youth access to recreational opportunities by providing activities to <u>300</u> youth by June 30, 1981.	a. Unduplicated number of youth receiving activities. b. Number of recreational activities provided.
9. To increase youth access to employment opportunities by placing <u>200</u> youth in <u>200</u> casual labor jobs and providing <u>50</u> youth with employment assistance services by June 30, 1981.	a. Unduplicated number of youth in casual labor jobs. b. Number of casual labor jobs developed. c. Unduplicated number of youth served by employment assistance. d. Number of employment assistance services provided.
10. To increase youth access to community resources (legal, recreational, educational, mental health) by responding to <u>1,000</u> telephone requests for information and referral by June 30, 1981.	a. Number of telephone responses provided.
11. To increase community involvement and service capability of the YSC by recruiting volunteers to provide <u>5,000</u> hours of service to youth by June 30, 1981.	a. Number of volunteer hours provided. b. Unduplicated number of volunteers active. c. Number and type of services provided by volunteers.
12. To provide restitution for <u>100</u> youth through community service work by June 30, 1981.	a. Unduplicated number of youth completing restitution. b. Number of hours of restitution performed.
13. To promote YSC programs in the community through <u>12</u> public information activities by June 30, 1981.	a. Number of newspaper articles produced. b. Number of TV/radio appearances. c. Number of special public relations events implemented.
14. To maintain program responsiveness through the initiation of <u>5</u> special youth/community development projects by June 30, 1981.	a. Number of youth/community development projects initiated. b. Type of development projects.

Objective # 1 : (Restate Objective Here)

To reduce the involvement of youth with the juvenile justice system by accepting for services 350 referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain 3 full-time counselors who provide counseling services to diverted youth	Ongoing	Three counselors maintained	Director
2	Maintain good working relationships with East Precinct officers and patrolmen through in-service training sessions, police ride-alongs, personal contacts	Ongoing	Youth diverted to OEYSC	Counselors
3.	Maintain good working relationships with Juvenile Court intake staff and Outer East area Court counselors through regular communication and coordinated services.	Ongoing	Cases referred	Counselors
4	Accept referrals from the Juvenile Court and police which fall within the guidelines of diversion	Ongoing	Referrals submitted to three Counselors daily	Counselors
5	Maintain appropriate records	Ongoing	Records maintained	Office Manager
6	Submit appropriate records to HRB	Ongoing	Reports submitted	Office Manager

Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 2: (Restate Objective Here)

To increase access to services for all youth by accepting 350 referrals of youth under 18 from non-judicial sources (schools, CSD, other agencies, family and self) by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain a staff of 6 full-time employees to accept appropriate referrals	Ongoing	6 staff positions maintained	Director
2	Publicize the services available at OEYSC through flyers, newspapers, TV, and public forums to the OE community at large	Ongoing	Flyers, media coverage, public speaking provided	Director, other
3	Accept referrals from non-judicial sources of youth appropriate for services of OEYSC	Ongoing	Referrals accepted	Counselors
4	Maintain appropriate records	Ongoing	Records maintained	Office Manager
5	Submit appropriate reports to HRB	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 3: (Restate Objective Here)

To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1981

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain 3 counselors to provide needs assessments to diverted youth through judicial and non-judicial sources	Ongoing	Counselors maintained	Director
2	Assign 3 part-time practicum students to provide case work assistance	Ongoing	Students	Counselors Volunteer Coordinator
3	Recruit graduate students to carry part-time caseloads	Ongoing	Students recruited	Volunteer coordinator
4	Provide supervision and training through weekly counselors' meetings	Weekly	Meetings held	Director Counselors
5	Conduct needs assessments and develop service plans	Ongoing	Needs assessments conducted and service plans developed	Counselors
6	Develop and coordinate restitution program for misdemeanants	Ongoing	Restitution program developed,	Counselors
7	Maintain files on clients as required	Ongoing	Files completed by required	Counselors
8	Submit appropriate reports to HRB	Monthly	Reports submitted	Office Manager

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)



Objective # 4 : (Restate Objective Here)

To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1981

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Assign three counselor assistants to the follow-up team	Ongoing	Team assigned	Counselors
2	Complete follow-up calls for clients three months after case closures	Monthly	Three month follow-up calls completed	follow-up team
3	Administrative Assistant monitors follow-up procedures	Quarterly	File monitored	Administrative Assistant
4	Record information on three month follow-up forms as required by HRB/YSD	Monthly	Information recorded	follow-up team
5	Submit appropriate reports to HRB	Monthly	Reports submitted	Administrative Assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 5 : (Restate Objective Here)

To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for 350 youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Identify through outreach and resource development programs any resources available to youth	Ongoing	Resources identified	core staff
2	Develop communication agreements among agencies serving same families	Ongoing	Agreements developed	core staff
3	Develop and coordinate joint service plan with appropriate agency if deemed necessary	Ongoing	Joint service plans developed	core staff
4	Train staff regarding referring youth to other services	Ongoing	Referrals	Director
5	Purchase services for youth when necessary	Ongoing	Services purchased	core staff
6	Record case-sharing with and referrals to other agencies	Ongoing	Referrals recorded	Administrative Assistant
7	Submit appropriate reports to HRB	Ongoing	Reports submitted	Administrative Assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 6: (Restate Objective Here)

To reduce the incidence of personal and family problems by providing 1500 hours of counseling to youth and parents by June 30, 1981.

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain 3 counselors to provide counseling services to diverted and non-diverted youth	Ongoing	Counselors	Counselors
2	Assign two part-time graduate students to provide counseling services	Ongoing	Graduate students	Counselors
3	Participate in Morrison Center Center; Intensive Family Intervention program by providing services to 48 families	Ongoing	Services Provided	Counselors
4	Provide counseling services to 450 youth and parents	Ongoing	Services provided	Counselors
5	Provide supervision and training through weekly counselors' meetings	Weekly	Meetings held	Counselors
6	Maintain files of clients as required by HRB/YSC	Ongoing	File maintained	Counselors
7	Submit appropriate reports to HRB	Monthly	Reports submitted	Administrative Assistant

Objective # 7 : (Restate Objective Here)

To increase youth access to educational opportunities by providing education assistance services to 75 youth by June 31, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Provide educational opportunities	On-going	Opportunities provided	counselors
2	Purchase educational services for youth	On-going	Services purchased	counselors
3	Maintain appropriate records	On-going	Records maintained	administrative assistant
4	Submit reports	On-going	Reports submitted	administrative assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 8 : (Restate Objective Here)

To increase youth access to recreational opportunities by providing activities to 300 youth by June 30, 1981

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain recreational resource directory for center staff	on-going	Directory maintained	counselor
2	Provide recreational counseling for youth referred by Center staff	on-going	Counseling provided	counselor
3	Provide weekly outings for youth nites for youth	on-going	Weekly outings held	counselor
4	Purchase recreational services for youth	on-going	Services purchased	counselor
5	Coordinate recreation with existing agencies	on-going	Recreation coordinated	counselor
6	Maintain appropriate records	on-going	Records maintained	administrative assistant
7	Submit Reports	on-going	Reports submitted	administrative assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 9 : (Restate Objective Here)

To increase youth access to employment opportunities by placing 200 youth in 200 casual labor jobs and providing 50 youth with employment assistance services by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Assign staff and one practicum student to provide employment counseling to youth	on-going	Staff assigned	counselor
2	Coordinate Casual Labor Program with existing agencies	on-going	Casual Labor Program	core staff
3	Train Youth for job readiness through work sessions	on-going	Sessions held	counselor
4	Assist in job placements by transporting youth when necessary	on-going	Youth transported	counselor
5	Visit businesses and potential employers of youth regarding hiring possibilities	on-going	Businesses visited	core staff
6	Maintain appropriate records	on-going	Records maintained	Administrative Assistant
7	Submit appropriate records	monthly	Records submitted	Administrative Assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 10 : (Restate Objective Here)

To increase youth access to community resources (legal, recreational, education, mental health) by responding to 1000 telephone requests for information and referral by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Assign staff to inform community residents about OEYSC through community meetings	Ongoing	Staff assigned	core staff
2	Compile current information on activities and resources available to Outer East Portland families	Ongoing	Information compiled	Volunteer Coordinator
3	Educate CAB members about OEYSC through work sessions on public relations for the Center	Ongoing	Sessions held	Director
4	Arrange for contract agency to act as public relations agent for the Center programs through workshops and formal meetings	Ongoing	Meetings and workshops held	Director
5	Respond to phone requests for information	Ongoing	Requests responded to	Administrative Assistant
6	Maintain appropriate records	Ongoing	Records maintained	Administrative Assistant
7	Submit appropriate reports to HRB	Ongoing	Reports submitted	Administrative Assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 11: (Restate Objective Here)

To increase community involvement and services capability of the YSC by recruiting volunteers to provide 5,000 hours of service to youth by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain full-time volunteer Coordinator	on-going	Volunteer Coordinator maintained	
2	Maintain contacts with college field placement offices	on-going	Contacts maintained	Volunteer Coordinator
3	Interview practicum students for volunteer positions	Quarterly	Practicum students interviewed	Volunteer Coordinator
4	Interview community volunteers	on-going	Potential Volunteers interviewed	Volunteer Coordinator
5	Orient, train, and supervise all volunteers through regular training sessions	on-going	Training sessions held	Volunteer Coordinator
6	Review of volunteer program by Center Director	Quarterly	Review completed	Director
7	Record volunteer hours and activities	monthly	Hours and activities recorded	Volunteer Coordinator
8	Submit appropriate reports to HRB	monthly	Reports submitted	Administrative Assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

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Objective # 12 : (Restate Objective Here)

To provide restitution for 100 youth through community service work by June 30, 1981.

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Maintain 3 counselors to assign restitution to youth referred through judicial sources	on-going	Counselors maintained	Director
2	Recruit 1 restitution coordinator to develop and coordinate restitution program	on-going	Restitution coordinator recruited	counselor
3	Completion of community service work by 100 youth assigned to restitution program	June 30, 1981	Community service work completed	counselor

Objective # 13 : (Restate Objective Here)

To promote YSC programs in the community through 12 public information activities by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1.	Submit press release on OEYSC events, programs to local newspapers to publicize services.	on-going	Press releases submitted	Director, Volunteer Coordinator, PR Director
2	Prepare and submit public service announcements to recruit volunteers, casual labor jobs, etc.	on-going and seasonal	PSA's in.	Volunteer Coordinator Youth Program Specialist, PR Director
3	Provide public presentation on center to civic groups, churches, organizations	on-going	Presentations given	All

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

Objective # 14 : (Restate Objective Here)

To maintain program responsiveness through the initiation of 5 special youth/community development projects by June 30, 1981.

No.	Activity	Completion Date	Measure of Activity Completion	Staff Assigned
1	Assist the Center Advisory Board through monthly meetings assess neighborhood needs	on-going	Monthly meetings held	Project Director
2	Provide technical assistance and consultation to community projects related to youth	on-going	Assistance provided	Project Director, Volunteer Coordinator
3	Sponsor/assist with two public forums for Outer East residents to promote community	on-going	two forums held	Jesuit volunteer
4	Maintain community involvement through Board memberships of regular attendance at neighborhood meetings	on-going	Memberships held meetings attended	Project Director
5	Provide six employment projects for Outer East Youth	on-going	Projects provided	Jesuit volunteer
6	Maintain appropriate records	on-going	Records maintained	Administrative Assistant
7	Submit reports required by HRB	monthly	Reports submitted	Project Director, Administrative Assistant

4. Statement of Activities/Timelines/Staff Assigned for Each Objective: (List as many activities as necessary to outline the work product.)

5. Strategy/Method: (Briefly describe the general approach to meeting the stated goals and objectives. Discuss the rationale of this approach and how it relates to the overall strategy of the responsible HRB Divisional Unit.)

In operating and administering the Outer East Youth Service Center, the YMCA of Columbia-Willamette recognized that the involvement of youth and community groups in developing plans, operating programs, and delivering services that directly affect their lives increase the ability of the community to identify and to solve its own problems. The following principles are adhered to: 1) needs assessment; 2) natural support systems, especially family and peers, be identified and used as the first system of choice; 3) that services respond to the needs identified by the community; 4) that prevention, meeting the needs of youth before they lead to crisis, be emphasized; and 5) that negative labeling of youth be avoided and programs be aimed at providing youth with access to meaningful social roles. THESE PRINCIPLES ARE CONGRUENT WITH THE OVERALL STRATEGY OF THE YOUTH SERVICE DIVISION.

- 7
6. Service Area, Target Population and Eligibility Criteria for Services:  
(Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.)

#### Service Area

The service area for the Outer East Youth Service Center is that area bound by N. E. 47th Avenue and S. E. 52nd Avenue on the west and the City limits of Portland on the north, south and east.

#### Target Population

The population to be served during FY 1980-81 is youth between the ages of 10 to 18, with emphasis on youth referred from the Police and Juvenile Court for committing status and minor misdemeanor offenses. Method of identification for Youth Service Center clients are referrals from judicial and non-judicial sources. Schools, families, agencies, and self are sources of non-judicial referrals.

#### Eligibility Criteria

There are no fee requirements or income guidelines for clients of the Outer East Youth Service Center. Services are available to youth between the ages of 10 to 18, and their families, living within the designated service area. Priority for services is to be given those youth aged 10 to 14. Exceptions to the eligibility criteria may be made if they do not detract from the quality of services delivered to the target population.

- 8
7. Organization: (Briefly describe the staffing pattern, selection procedures and administrative procedures.)

The YMCA OEYSC has six full-time positions listed in this proposal: one Director, three Counselors, one Volunteer Coordinator, one Administrative Assistant. Each staff member has a job description which outlines his/her area of responsibility, which is reviewed and updated periodically. Overall SUPERVISION is given to staff through weekly staff meetings and individual conferences with the Director; staff members in turn supervise part-time employees who fall into their area of responsibility. When vacancies occur on the staff, the hiring procedures of the YMCA are followed, with job descriptions being sent to a group of community social service agencies. Resumes are collected and screened and staff selection is made by a committee after interviews are held.

The OEYSC is open from 9:00 a.m. to 10:00 p.m. Monday through Saturdays, and closed on Sundays. The personnel policy of the YMCA of Columbia-Willamette applies to all YMCA staff members.

The OEYSC WILL OBSERVE THE FOLLOWING HOLIDAYS ON WHICH THE CENTER WILL BE CLOSED: CHRISTMAS EVE, CHRISTMAS, NEW YEAR'S DAY, THANKSGIVING, INDEPENDENCE DAY, LABOR DAY AND MEMORIAL DAY.

In addition each staff member will be eligible for one personal, floating holiday.

- 9.
8. Applicant Agency Administration: (Describe the qualifications of the incorporated agency, including experience, support services to be provided for this project and other related projects operated by the agency. Describe the functions of the Board of Directors as they relate to this project.)

The YMCA of Columbia-Willamette has operated social service programs for boys and girls, men and women in the Portland metropolitan area since the late 1800's. Current projects include Youth, Family and Camping Services (family support programs, day camps, residential camps, latch key), Health; Fitness and Recreation Division ( child and adult fitness and recreation programs in four city locations), and Community Services Division (4 Community Service Centers, Refugee Program and the Outer East Youth Service Center). The support services provided by the YMCA include supervision, public relations, administration and organization, training opportunities, etc.

The Board of Directors is the policy-making body for all YMCA programs, including the YMCA Outer East Youth Service Center. The OEYSC Community Advisory Board suggests policy to the Board through its representation on the YMCA Community Services Council.

- 10
9. Community Participation: (Describe the citizen involvement in planning this project, the methods and expectations for community involvement in the project's operation. Describe the functions of the Advisory Council as they relate to this project. Describe staff, Advisory Council and Corporate Board relationship.)

The Outer East Youth Service Center has an active Citizen's Advisory Council which meets monthly to advise staff and to provide the following:

1. To continually assess the needs of the Outer East Portland geographic area to be served that relate to youth and youth serving agencies, and review the Youth Service Center programs in relation to those needs.
2. To revise the goals, objectives, and programs of the OEYSC as the needs of the community and youth change, within the standards and guidelines of the OEYSC.
3. To work with the Center Director to assist in the provision of services and advocate for those services the Center cannot meet or which are not available in the community.
4. To work with the Center Director to meet the presently identified needs of the community and youth.
5. Other assistance as determined by the By-laws of the CAB.
6. Be represented on the Community Service Council, with direct representation to the YMCA Board of Directors.



- 11 . 10. Coordination: (Describe the intentions to coordinate this project with other community organizations and statutory agencies in the service area. Briefly discuss program and service exchanges that may occur. Identify staff positions responsible for these activities.)

One of the main functions of a Youth Service Center is to coordinate youth activities in the target area. Because limited resources for youth are available in Outer East Portland, all efforts are to be made by service providers to coordinate services. Planning meetings have been held with area schools, other youth serving agencies, as well as the Park Bureau programs in the area.

Examples of local agencies and groups that have coordinated efforts with the YMCA OEYSC since its opening include the Portland Police, Madison, Marshall, Franklin High Schools, Harry's Mother, Boys and Girls Aide Society, Outward Bound, Metropolitan Youth Commission, Mt. Scott Kiwanis Club, Foster-Powell Neighborhood Association, Interpersonal Counseling Center, Kendall Community Center, Community Growth Council, Binnsmead School, Children's Services Division, Lents Neighborhood Association, Morrison Center and other Youth Service Centers.

In addition, OEYSC has formal agreements with the Portland Police Bureau and the Multnomah County Juvenile Court. Much effort will be made by all staff to maintain effective working relationships with these two agencies.

EXHIBIT B  
BUDGETS AND ATTACHMENTS

12  
FISCAL SECTION1. Budget Summarya. Funding Recap: (List all sources of funding by amount and source.)

<u>City Support Requested</u>	<u>Amount</u>
Discretionary Funds	\$134,027
Subtotal	134,027
Required Cash Match	4,145
Program Income	
Subtotal	138,172
<u>Other Project Support</u>	
TOTAL	\$138,172

b. Funding Statement: (Briefly describe the duration of funding from each source listed above.)

City Support - discretionary funds 7/1/80 - 6/30/81

Cash Match - YMCA fund raising events.

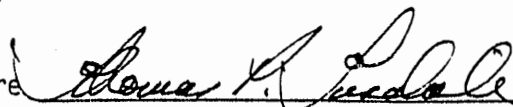
Auction 9/80

Sustaining Campaign 2/81

2. Statement of Certification

The information provided herein is, to the best of my knowledge, certifiable and correct.

Authorized Signature



Date

5/5/80

YMCA/OE YSC

CONTRACT PERIOD: July 1, 1980-June 30, 1983

BUDGET PERIOD: July 1, 1980-June 30, 1981

APPROPRIATION UNIT  
LINE ITEM WORKSHEET

Code	Object Title	City Discretionary Funds	Required Cash Match	TOTAL		
110	Full-Time Employees	\$89,448		89,448		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay	14,312		14,312		
170	Benefits					
190	Less-Labor Turnover					
100	Total Personal Services	103,760	- 0 -	103,760		
210	Professional Services	11,166	4,145	15,311		
220	Utilities	2,000		2,000		
230	Equipment Rental					
240	Repair & Maintenance	300		300		
260	Miscellaneous Services					
310	Office Supplies	1,250		1,250		
320	Operating Supplies	200		200		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education	1,250		1,250		
420	Local Travel	1,500		1,500		
430	Out-of-Town Travel	600		600		
440	Space Rental	7,750		7,750		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous	120		120		
510	Fleet Services	100		100		
520	Printing Services	472		472		
530	Distribution Services					
540	Electronic Services					
560	Data Processing Services					
560	Insurance	600		600		
570	Telephone Services	2,499		2,499		
580	Intra-Fund Services					
590	Other Services-Internal	460		460		
200- 503	Total Materials & Services	30,267	4,145	34,412		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	134,027	4,145	138,172		



BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE June 2, 1980

PROJECT NO. City Discretionary Funds

PROJECT TITLE Outer East Youth Service Center/YMCA

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services A. Support for individuals (medical diagnostic, emergency shelter care, recreation, special services to clients) B. Administrative costs to contract (see attached page)	438 10,728	11,166
220	Electricity and Heat		2,000
240	Repair and Maintenance A. Vehicle upkeep, repairs B. Office maintenance, repairs	250 50	300
310	Office Supplies (no item to exceed \$99.99) A. Typewriter rental @ \$55 per mo. x 12 mo. B. Other miscellaneous office supplies	660 590	1,250
320	Operating Supplies A. Janitorial supplies, program supplies (such as arts and crafts), volunteer recognition (no single item to exceed \$99.99)		200
410	Education (7 staff @ \$179 each)		1,250
420	Local Travel - 15¢ per mile by 7 core staff and volunteers		1,500
430	Out of Town Travel A. Director's expenses to attend CDP training in Oakland, CA, to include air fare per diem lodging, food B. Staff expenses for workshops, conferences outside Portland	400 200	600
440	Space Rental - \$645.50 per month		7,750
490	Miscellaneous--Postage		120
520	Printing (brochures, posters, letterhead, etc)		472

THE CITY OF  
PORTLAND

OREGON

FRANCIS J. IVANCIE

COMMISSIONER OF  
PUBLIC UTILITIESHUMAN RESOURCES  
BUREAU522 S.W. 5TH AVE.  
8TH FLOOR  
PORTLAND, OR 97204  
(503) 248-4280M-E-M-O-R-A-N-D-U-M

TO: Bart Roen, Sally Lewis

FROM: Steve Young *Steve*

DATE: June 6, 1980

SUBJ: Budgeting and Reimbursement of YMCA Administrative Costs

To follow-up on our meeting on last Monday (June 2) with Dennis Rohek, I am clarifying what the four of us decided on. Please review this and if you have a different understanding, let me know.

For a variety of reasons, which we discussed, HRB will not pay a flat, indirect, administrative fee. With all contracts under the Social Services Division, the Bureau operates on an actual expense, line-item, basis regarding administrative costs. In order to make the reimbursement process easier for the "Y", HRB will accept the following arrangement.

All administrative expenses may be budgeted and reimbursed under #210--professional services. Appended to the FY 1980-81 Budget, we will need a specific listing of these potential expenses. The list should include justification formulas (such as percent of time on project and number of months) showing precisely what is being budgeted for and the total amount budgeted--by item--for the year.

Each month for reimbursement, we will need a bill itemizing the actual expenses for each item. This bill will serve as documentation that the "Y" spent the funds accordingly. As we discussed, for items such as telephone costs, copy machine expenses, and postage which the Community Services Division pays a percentage of within the "Y" and which cannot be readily pulled out of the accounting system, HRB will pay 1/12th of the budgeted yearly expenses.

In other words, all costs which can be specifically documented such as administrative salaries, benefits, and payroll taxes should reflect what was actually paid out for the month (to a maximum of 1/12th of the budgeted amount); others may reflect the pro rata charge to your division inside the "Y".

I am glad we were able to work out a system that satisfies HRB needs and also accommodates the "Y". Please call me if you have any questions.

SY:mem

cc: Dennis Rohek, Erma Hepburn

BUDGET JUSTIFICATION  
MATERIALS AND SERVICES

DATE June 7, 1980

PROJECT NO. City Discretionary Funds

PROJECT TITLE Outer East Youth Service Center/YMCA

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
560	Insurance A. Liability B. Van	600 100	700
570	Telephone Service for 10 instruments plus long distance charges		2,499
590	Other Services A. First class postage and bulk mailing expenses		460



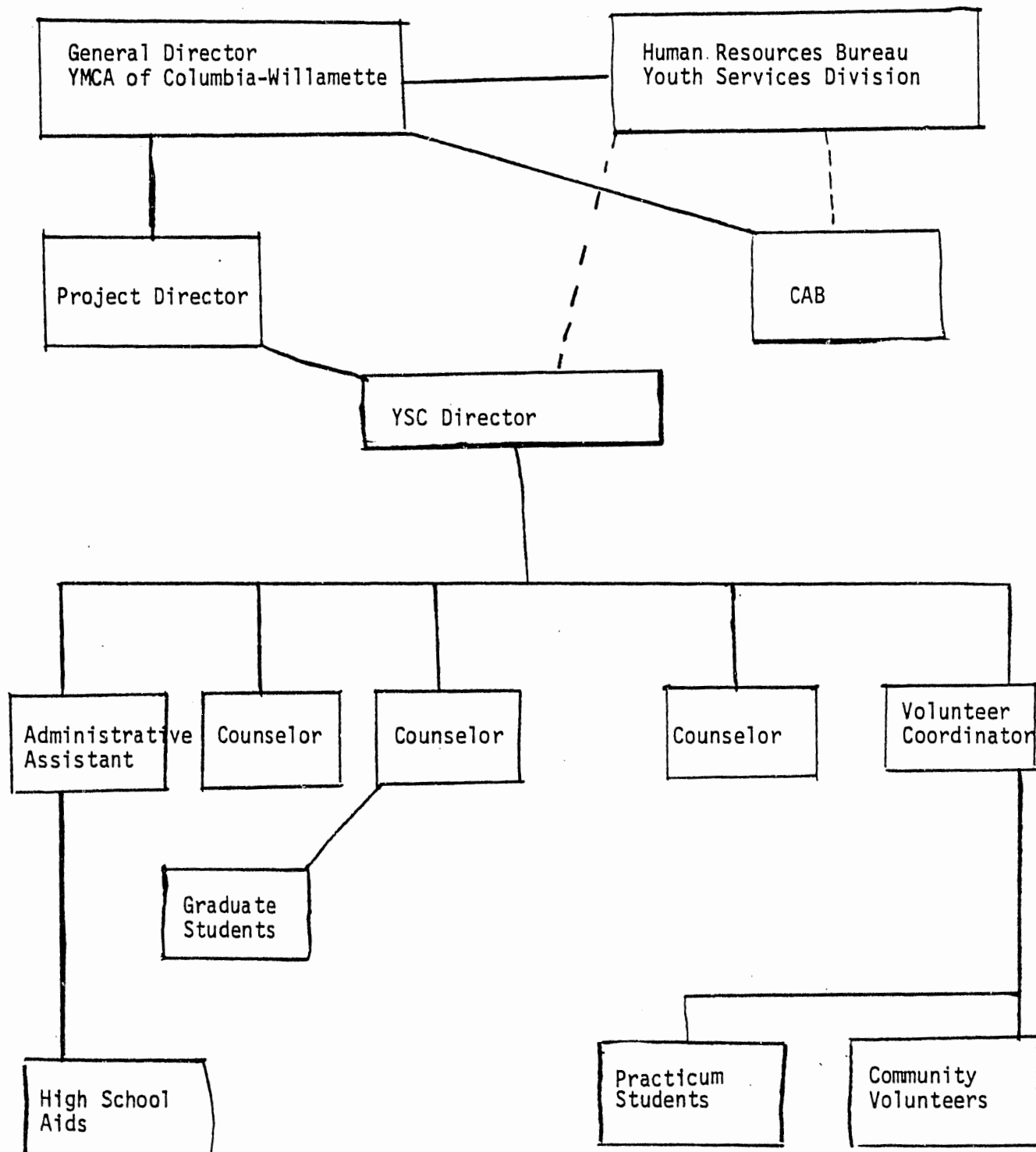
BUDGET JUSTIFICATION  
MATERIALS AND SERVICESDATE June 2, 1980PROJECT NO. Required Cash MatchPROJECT TITLE OE YSC/YMCA

To extent possible, use format indicated below

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Services		
	A. Jesuit Volunteer Corps expenses (orientation costs, monthly stipend, travel, health, etc.) to place one volunteer at OEYSC 40 hours per week.	3,711	3,711
	B. Part-time Center coverage staff to include college workstudy	434	434

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PROJECT TITLE: \_\_\_\_\_

PROJECT ORGANIZATION CHART:

ATTACHMENT #2

Job Description

JOB TITLE: Youth Service Center Director  
SUPERVISOR: Fred Stickney  
DIRECTOR, Urban Services  
DEPARTMENT: Urban Services  
ASSOCIATION: Columbia-Willamette  
Portland, Oregon

GENERAL FUNCTION:

The Youth Service Center Director is responsible for the operation of the Outer East Youth Service Center under the supervision of the Urban Services Director. The Director is also responsible for the operation of the Urban Services Department, the Willamette Youth Center, and the Youth Diversion Program.

KNOW HOW:

The primary purpose of this position is to provide a program which will allow for the diversion of youth from the criminal justice system which will be responsive to the needs of the community. The Youth Service Center Director must be able to:

- administration
- staff training and supervision
- counseling
- public relations
- problem-solving techniques
- oral and written communication skills
- fiscal management
- program planning and implementation
- ability to work with the community

Qualifications for this position should include:

1. B.S. in Urban Services, Social Work, or related field, plus two years experience in a similar position.
2. B.S. as above, plus three years experience in a similar position.
3. Experience may be substituted for education on a year basis.
4. Knowledge of the Juvenile Justice System and Community Resources is desirable.

JOB SEGMENTS:

I. Constituency

1. Develop a youth service center for the community which will be responsive to the needs of the youth and the community.

2. Participate in the Youth East Council within the Regional Office Youth Services System.
3. Participate in a number of activities with YSA and the Youth Alliance within the Regional Office.
4. Participate in a number of activities with YSA and the Youth Alliance within the Regional Office.

## II. Program/Services:

5. Participate programs designed to meet individual needs.
6. Formulates program activities which are designed to meet the needs.
7. Reviews and implements a follow-up system to the program to be certain that it is being followed.
8. Participates and manages the Youth Alliance program which is designed to be the first step in the Youth Alliance program.
9. Publishes the program which is designed to be the first step in the Youth Alliance program.
10. Advances the program which is designed to be the first step in the Youth Alliance program.
11. Participates and manages all program activities which are designed to be the first step in the Youth Alliance program.
12. Maintains files on clients as required by the YSA and the Youth Alliance Bureau.
13. Evaluates office procedures, Volunteer Program and other program for youth.
14. Is responsible for making goals and objectives of the program.

## III. Manager Development:

15. Plans, manages, supervises and evaluates the program which is designed to be the first step in the Youth Alliance program.
16. Provides personal direction and supervision to the program which is designed to be the first step in the Youth Alliance program.
17. Assists staff to handle neighborhood problems.
18. Explains job descriptions, policies and procedures to the program which is designed to be the first step in the Youth Alliance program.
19. Participates in a number of activities with YSA and the Youth Alliance within the Regional Office.



II.

The following product will be made: "The product is a... with the... of... to... East area of Portland, for... direct inspection of... an alternative to the..."

## JOB DESCRIPTION SUPPLEMENT - YOUTH SERVICE CENTER DIRECTOR

1. Budget for which position is responsible:

Expense: \$120,040

Income: \$120,040 (July - June 30, 1977)

2. Budget for other units:

Expense: \$

Income: \$

(None)

3. Supervisory responsibilities for this position:

Professionals - 7

Service employees - 3

Volunteers - 20

Probationary Students - 5

4. Committee responsibilities:

Youth Service Center Advisory Board

Urban Services Council

5. Community relationships to be maintained:

1. District House
2. Portland Public Schools
3. Other East Youth Service Centers
4. Eastern Oregon Neighborhood Association
5. Ball Boys Club
6. East Portland Police
7. Journal's Division, 112
8. Children's Services Division
9. Other Youth Service Centers
10. Juvenile Court
11. Parent Teachers' Association
12. Child Development Services Center
13. Local service agencies, non-profits, and other organizations for Youth Service Center
14. Kiwanis and other local business organizations
15. Social service agencies providing youth counseling services

U.S. OF Columbia-Williams  
101 S. 1. 101 S. 1.  
Portland, Oregon

JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator  
SUPERVISOR: Youth Service Center  
DEPARTMENT: Youth Services  
ASSOCIATION: Columbia-Williams  
REVENUE: \$10,000.00

The purpose of this position is to coordinate the activities of the volunteers and the development of the youth service center. The position holder will be responsible for the recruitment, training, and supervision of the volunteers. The position holder will also be responsible for the development of the youth service center and the coordination of the activities of the volunteers.

FUNCTIONS:

This position is primarily concerned with the recruitment, training, and supervision of the volunteers and the development of the youth service center. The position holder will be responsible for the recruitment, training, and supervision of the volunteers. The position holder will also be responsible for the development of the youth service center and the coordination of the activities of the volunteers.

- 1. Recruitment of volunteers
- 2. Training of volunteers
- 3. Supervision of volunteers
- 4. Development of the youth service center
- 5. Coordination of the activities of the volunteers
- 6. Evaluation of the performance of the volunteers

1. Recruitment of volunteers
2. Training of volunteers
3. Supervision of volunteers
4. Development of the youth service center
5. Coordination of the activities of the volunteers
6. Evaluation of the performance of the volunteers

REQUIREMENTS:

1. Education:

1. Bachelor's degree in Social Work or equivalent
2. Minimum of 2 years experience in youth services
3. Knowledge of the youth service center
4. Knowledge of the activities of the volunteers

2. Experience:



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1. A program for North Carolina which would give the state a more complete and accurate picture of its resources and needs.

# VII. CONCLUSIONS

1. The program for North Carolina should be a comprehensive one, covering all aspects of the state's resources and needs.

2. The program should be a long-term one, covering the needs of the state for the next 20 years.

3. The program should be a flexible one, capable of being modified as the state's needs change.

4. The program should be a coordinated one, involving all state agencies and departments.

5. The program should be a comprehensive one, covering all aspects of the state's resources and needs.

6. The program should be a long-term one, covering the needs of the state for the next 20 years.

# VIII. RECOMMENDATIONS

1. The program for North Carolina should be a comprehensive one, covering all aspects of the state's resources and needs.

# IX. APPENDIX ON THE PUBLIC

1. The program for North Carolina should be a comprehensive one, covering all aspects of the state's resources and needs.
2. The program should be a long-term one, covering the needs of the state for the next 20 years.

6. Summary collection of information.

1. The National Security Agency
2. The National Security Council
3. The State Department
4. The Defense Department
5. The Department of Justice
6. The Federal Bureau of Investigation
7. The Central Intelligence Agency
8. The National Aeronautics and Space Administration
9. The Atomic Energy Commission
10. State, County and Local Social Service Agencies
11. Federal Police Bureau
12. Local Law Enforcement
13. Local Service Organizations





149828









JOB DESCRIPTION

JOB TITLE:	Center Coordinator	CENTER:	Outer East Youth Service Center, 2005 S.E. 62nd
SUPERVISOR:	Director, Youth Service Center	INCUMBENT:	Dian Davis
DEPARTMENT:	Community Services	DATE:	March 13, 1980
ASSOCIATION:	Columbia-Willamette Portland, Oregon		

GENERAL FUNCTION:

Under the supervision of the Youth Service Center Director, the center coordinator manages the Center, supervises all support staff and maintains all required office systems.

KNOW HOW:

This position requires excellent management skills to handle the diverse aspects of the job. Skills in supervision, personnel management, statistical data collection, training and budget are required.

Qualifications include:

A.B.A. or B.S. in education, business or social sciences or its equivalent in experience is needed. The position requires the ability to recruit, train and work with volunteers, work-study and teenage employees.

JOB SEGMENTS:

I. Constituency:

Assists in the development of constituency goals and descriptions for Outer East Youth Service Center.

Represents the Youth Service Center on staff and advisory committees.

Interprets and communicates the objectives of the YMCA and Youth Service Center System to the community.

Performs in a manner consistent with YMCA and youth diversion policies.

II. PROGRAM/SERVICES:

1. Prepares and submits all appropriate records and reports to the Center Director

2. Maintains files on clients as required by the YMCA and the HDB.

III. MANPOWER DEVELOPMENT:

1. Assists in the recruitment and development of Citizen's Advisory Board members.

2. Recruits, interviews, trains, and supervises receptionist, clerical and janitorial staff as needed from public and private funded sources.
3. Interviews and trains volunteer receptionists.
4. Interviews and hires work-study students from colleges: PSU, MHCC, PCC, and Lewis and Clark.
5. Facilitates staff development by coordinating training courses.
6. Assists in orientation/training programs for volunteers and staff.

#### IV. FINANCIAL RESOURCES:

1. Monitors OEYSC budget.  
Prepares budget modifications when necessary.
2. Participates in Youth Service Center and Association fund raisers.
3. Solicits donations of tickets to events for use by volunteers and clients.
4. Supervises inventory and ordering of all office supplies.

#### V. PHYSICAL RESOURCES:

Assists in acquiring necessary physical resources for the Center through budget, community donations and individual solicitations.

#### VI. COMMUNITY COLLABORATIONS:

1. Advocates for Y.S.C. programs through liaison work with area agencies and service organizations.
2. Fosters and maintains good working relationships with colleges and university work-study programs.

#### VII. GOVERNANCE:

1. Participates in Citizens Advisory Board meetings by helping with agenda coordinating necessary supports.
2. Represents the OEYSC at special meetings of the Youth Service System.
3. Participates in staff meetings.

#### VIII. SPECIAL AREAS:

1. Carries out special assignments under the direction of the Youth Service Center's Director.
2. Assists Director in designing community education projects, public forums, etc. to promote Center goals.

EFFECT ON END RESULTS:

The position of center coordinator at Outer East will result in a well-managed, pleasant and effectively run Youth Service Center. All systems of office management, personnel and budget will enhance the services to clients from the Center.

YMCA of Columbia-Willamette  
2831 S.W. Barbur Blvd.  
Portland, Oregon 97201

149828

### JOB DESCRIPTION

JOB TITLE: Youth Program Specialist  
SUPERVISOR: Director, Youth Service Center  
DEPARTMENT: Urban Services  
ASSOCIATION: Columbia-Willamette Portland, Oregon  
CENTER: Sunset Youth Service Center, 2005 S.W. Bond Ave.  
INCUMBENT: ~~Sam~~ Bob Shaw  
DATE: March 1, 1978

#### GENERAL FUNCTION:

Under the general direction of the Youth Service Center, the Youth Program Specialist directs the major support services to Center clients to include: recreation, employment, restitution and neighborhood mediation.

#### KNOW HOW:

As this position provides a multi-services component, the Youth Program Specialist must be skilled in the following areas:

- youth group leadership
- community organization
- supervision of high school and college staff
- volunteer coordination
- crisis intervention
- communications skills

#### Qualification include:

1. B.S. in Recreation, Education, Counseling or related field with two years experience in community recreation or community organization.
2. The Youth Program Specialist must be 21 years of age or older, possess a valid Oregon driver's license, good driving record and ability to obtain a chauffeur's license.

#### JOB SEGMENTS:

- I. Constituency: Juveniles and their families, neighborhood groups and other agencies inside target area of CEVSC.
- II. Program/Services:
  1. Conducts outreach to clients and agencies.
  2. Transports youth when needed.
  3. Performs neighborhood mediation.
  4. Supervises restitution program.
  5. Writes monthly narratives, statistics, special reports.

6. Performs emergency counseling and crisis intervention.
7. Expands restitution program to include businesses, SCLV program.
8. Advocates for clients with the police, schools, other agencies and community.
9. Develops working knowledge of community resources.
10. Promotes restitution program.
11. Conducts follow-ups on clients.
12. Assists youth in obtaining resources.
13. Assesses community needs.
14. Devalops and promotes casual labor program.
15. Supervises Casual Labor Coordinator.
16. Devalops recreation program.
17. Supervises recreational outings.

III. Manpower Development: Supervises Restitution Coordinator.

IV. Financial Resources: Assists in special fund-raising projects.

V. Physical Resources: Maintains staff car.

VI. Community Collaboration:

1. Devalops and maintains working relationships with other agencies for restitution program.
2. Represents OEYSC at community events.
3. Coordinates provision of services to clients with other agencies.
4. Devalops good relations with Police and Juvenile Court.

VII. Governance:

1. Participates in staff meetings.
2. Devalops goals for programs under Youth Advocate's supervision.
3. Participates in in-house evaluations.

VIII. Special Areas: Devalops restitution agreements with SCLV and Businesses.

#### EFFECT ON END RESULTS

The position of Youth Program Specialist will insure that diversified, extensive services available for youth in the areas of recreation, youth employment and training, restitution and neighborhood mediation.

The image of youth as productive members of a community will be enhanced through constructive use of leisure time and youth's involvement in criminal activity will be lessened.

## 5. Community Relationships to be maintained:

1. Portland Park Bureau
2. J. R. Leach YMCA
3. YMCA Project Move
4. Harry's Mother
5. Tri-County Community Council
6. American Camping Association
7. Lents Education Center
8. Child Development Specialist Program
9. Pals Boys Club
10. Little League
11. Boys Scouts of America
12. Girl Scouts
13. Camp Fire
14. 4-H
15. Youth Red Cross
16. YMCA
17. Outward Bound

Position Facts (Please supply the following information to indicate magnitude of responsibility or accountability.)

1. Budget for which this position is responsible Expenses 0 Income 0

2. Budget for total unit, branch or association Expenses \$4,500 Income \$1,171

3. Supervisory responsibilities of this position

a. Number of people (primary) Exempt 5 (part-time 5\*  
full-time 1)

Non-Exempt 3 (part-time 5  
full-time 1)

Volunteers 10

b. Equipment or facilities - approximate replacement cost: 0

c. Volume of activities

weekly participation or attendance                     

number of groups, classes or clubs                     

4. Primary volunteer committee responsibilities

Name of Committee	Frequency of Meetings	Number of Committee Members

5. Community relations to be maintained.

(see attached sheet)

Other facts or comments that will further describe the accountability of this position.

Co-leads weekly teenage agroup therapy session under Center's Intensive Family Therapy program.

Driver & Lifeguard

Handles all sales- peanuts, candy, car washes, camp registration

\*Supervises 5 full-time professionals during summer months as loan from

Child Development Specialist program.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

                      
SUPERVISOR

                      
SUPERVISOR



**YOUNG MEN'S CHRISTIAN ASSOCIATION OF COLUMBIA-WILLAMETTE**  
 2831 SW Barbur Boulevard, Portland, Oregon 97201

METROPOLITAN BOARD OF DIRECTORS

President: Vernon W. Chase	Vice Pres./Prop. Mgmt: Dan Heimbuck
Vice Pres./HEFR: Ronald Getchell	Vice Pres./Comm. Svs.: Robert Rankin
Vice Pres./F/C: Paul Hathaway	Vice Pres./PR & Mkt: John Kenward
Vice Pres./International: Thomas Withycombe	Corporate Secretary: George Fraser
Vice Pres./Fin. Mgmt: Milt Stewart	Executive Director: William D. Stuber

TERM EXPIRING IN 1980

Ambers, Floreid	3106 SW Doschdale Drive 97201	244-7080
Chase, Vernon W.	8700 SW White Court 97225	231-5000
Fraser, George	900 SW Fifth Avenue, Suite 2300 97204	224-3380
*Getchell, Ronald K.	BB-4 US National Bank, PO Box 4412 97208	225-5623
Hall, Jayne	5325 SW Westwood View 97201	246-3521
Kenward, John B.	4099 SW Lowell Lane 97201	223-2900
McElroy, Howard J.	4030 SW 57th 97221	297-7340
Rankin, Robert D.	1408 Standard Plaza 97204	226-7321
*Schoepper, Greg A.	1012 SE Washington 97214	233-5678
*Somers, Howard B.	707 SW Washington, Suite 500 97205	224-2711

TERM EXPIRING IN 1981

Blumenauer, Earl	P.O. Box 1396 97201	248-5218
Hathaway, Paul	NW Natural Gas, 200 Market Bldg. 97201	226-4211
Heimbuck, Dan	Oregon Bank, PO Box 3066 97208	222-7618
Lent, Patricia	8431 SE Bush 97266	242-8921
MacNaughton, Joanne	6485 SW Burlingame Place 97201	246-5903
Page, Reverend Rodney	1734 NE Tillamook 97212	221-1054
Rhodes, Jane	3525 SE 80th 97206	771-6461
Richen, Clarence W.	2822 NE 32nd Place 97212	287-9264
Shattuck, Charles H., Jr.	7765 SW Miner Way 97225	292-0141
Withycombe, Thomas E.	c/o Georgia-Pacific Corp, 900 SW 5th 97204	248-7024

TERM EXPIRING IN 1982

Bauman, Frank	2815 SW Sunset Blvd. 97201	246-9293
*Bayless, Marlene	PO Box 3107 97208	249-2000
Davis, Gordon	222 SW Harrison, Suite #4, 97201	227-0455
Forbes, Orcilia	11965 NW Maple Hill Lane 97299	229-4422
Gulbrand, Karl	Pacific Power & Light, 920 SW Sixth 97204	243-4940
Gurusinghe, Malcolm	1114 NE 28th 97232	288-0253
Heagerty, Bobby	4835 SW 31st Drive 97201	229-7348
*Papenfuse, Lois	7604 NE Hazel Dell Ave., Vancouver, WA 98663 (206)	695-5121
Stewart, Milt	500 Woodlark Bldg., 813 SW Alder 97205	223-6121
*Vernon, A.H.	1st National Bank, PO Box 3447 97208	225-3107

EX OFFICIO (National Board)

Findlay, William S.	700 NE Multnomah, Suite 200, 97232	234-9701
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IMMED. PAST PRESIDENT

Russell, John W.	71 SW Oak Street 97204	228-9854
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Terms expire in October of each year.

\*Indicates 2nd three-year term.

10/5/79

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PROJECT TITLE: OUTER EAST YOUTH SERVICE CENTER

List of Current Advisory Council Members: (Indicate the Chairperson by an asterisk (\*)).

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Adams, Bill	9330 S.E. Harold 97266	6/30/81	no	agency
*Amling, Ray	1806 S.E. Miller 97202	"	no	citizen
Daggett, Frank	4735 E. Burnside 97215	"	no	agency
Dexter, Ron	2735 N.E. 82nd 97220	"	no	agency
Edwards, Larry	3905 S.E. 91st 97266	"	yes	agency
Freeman, Joyce	4506 S.E. Belmont 97215	"	no	agency
Heide, Gary	5415 S.E. Powell 97206	"	no	citizen
Lickey, Liz	5604 S.E. 51st 97206	"	no	citizen
Orazio, Pat	7511 S.E. Market 97215	"	no	citizen
Osborn, Julie	3866 S.E. Taylor #3 97214	"	no	citizen
Piacentini, Kay	2200 S.E. 76th 97215	"	no	citizen
Picco, Mike	9207 S.E. Foster 97266	"	no	agency
Rice, George	222 S.W. Pine 97204	"	yes	agency
Rinderknecht, Lillian	1401 N.E. 68th 97213	"	no	agency
Sylvester, Sherry	5224 S.E. Foster 97206	"	no	agency
Smith, Chuck	2225 S.E. 87th 97216	"	no	agency
Stacey, Bob	6540 S.E. 85th 97266	"	no	citizen
Cropley, Sue	7019 S.E. 92nd 97266	"	no	student
Werneken, Corrinne	2055 N.W. Kearney 97209	"	no	citizen
Van Lom, Mel	5635 S.E. Foster Rd 97206	"	no	citizen

## APPLICANT AGENCY RESUME

Applicant Agency Legal Name: YMCA of Columbia-Willamette, Inc.	Date of Incorporation: 1896
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Type of Organization:

Public \_\_\_\_\_  
 Private Non-Profit   X    
 Private-Profit \_\_\_\_\_  
 Other ( \_\_\_\_\_ ) \_\_\_\_\_

Short Statement of Agency Purpose: Strengthen and improve the quality of family and individual life in the greater Portland-metropolitan area.

Major Agency Bank Account (give name of bank, address and contact person): Rudy Campbell Metro Branch, U.S. National Bank 900 SW. 6th Avenue Portland, Oregon 97204	Fiscal Accounting Arrangement (give name of staff responsible or, if by contract, name of agency, address and contact person): Tom Tisdale, Finance Director Associate Director YMCA of Columbia-Willamette
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Does Applicant Agency have federal tax exempt status? Yes   X   No \_\_\_\_\_

Does Applicant Agency have liability, fire and theft insurance? (List the kind of insurance, the amount, expiration date and name of Insuring Agent.)

General liability and umbrella--\$1.3 million

Fred S. James Company--Current  
Insurance Co of North America

Are key staff bonded? Yes   X   No \_\_\_\_\_  
 (List individuals, by name and position, who are bonded, amount and name of Insuring Agent.)

All YMCA staff members who handle money are covered by a blanket bond

Fred S. James Company  
Insurance Co. of North America

Description of Lease Arrangement: (Describe terms of lease agreement, e.g., dates, excluded activities and other conditions or other arrangements for space availability.)

Lease with Mr. Kirkham, owner, July 1, 1980, through June 30, 1981  
 Space at 2005 SE Division--Rooms 6, 7, 9, 8, and 10  
 Cost: \$15,500

Assurance of Compliance with  
 "Nondiscrimination on Basis of Handicap"  
 Section 504 of the Rehabilitation Act of 1973

YMCA of Columbia-  
 Willamette

(hereinafter called the "Contractor"), HEREBY

AGREES THAT it will comply with "Nondiscrimination on Basis of Handicap" Section 504, of the Rehabilitation Act of 1973, dated June 3, 1977, (hereinafter referred to as Section 504) and procedures established by City of Portland, Human Resources Bureau, Aging Services Division (hereinafter referred to as the Area Agency on Aging - AAA). The regulation defines and forbids acts of discrimination against qualified handicapped persons in employment and in the operation of programs/activities receiving assistance from the Department of Health Education and Welfare. The Contractor hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

As an employer, the Contractor agrees to make reasonable accommodation to the handicaps of applicants and employees unless the accommodation would cause the employer undue hardship, as defined in Section 504. This extends to all phases of employment including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment.

The Contractor shall submit to the AAA, for analysis and recommendations, copies of their affirmative action plan and personnel policies which include provisions that assure the following:

1. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment by the Contractor.
2. The Contractor shall make all decisions concerning employment in a manner which ensures that discrimination on the basis of handicap does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.
3. The Contractor shall not participate in a contractual or other relationship that has the effect of subjecting qualified handicapped applicants or employees to discrimination.
4. The Contractor shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee.