

AGREEMENT AMENDING CONTRACT NO. 18774

This agreement is entered into between the City of Portland and Urban League of Portland, Inc.. The parties have previously executed a contract providing for the operation of a Youth Service Center in a specified area of the City of Portland for the period July 1, 1980 through June 30, 1983.

The parties therefore agree that Contract No. 18774 is amended as follows:

1. Total City support shall be \$188,515 for Fiscal Year 1981-82.
2. Required cash match shall be \$8,483 for Fiscal Year 1981-82.
3. The Project Application has been revised, including revised budgets, objectives, and activities, and is attached as Exhibit A-1.
4. Section VI, D. shall now read:

"The City shall monitor the project based on the provisions set forth in this contract. The City shall monitor the services provided under this contract by conducting reviews of contract compliance, including on-site monitoring of client case files, Center Facilities, and areas of Center operation that may effect contract compliance. Contract reviews will be conducted according to a schedule developed by the City. On-site monitoring will be pre-arranged with each Contractor."

5. Section VII, C. shall now read:

"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 supporting documentation attached. All supporting documentation shall be annotated with the check number, budget line item number, service category, and funding source. Reimbursement requests shall be received by the fifteenth (15th) working day of each month. Reimbursement requests not received by the specified time shall be delayed and processed for payment the following month, or may result in suspension or termination of contract. (Please note that suspension means that any expenses incurred during this period shall be the sole responsibility of the Contractor.) Payments shall also be delayed if the required program reports are not received by the specified time."

6. The following paragraph shall be added to Section VII, E.

"Retention of advances shall be predicated upon timely submission of reimbursement requests."

7. Section VII, J. shall now read:

"All items with a purchase price in excess of two hundred dollars (\$200) per item hereunder shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days, tagged by the City, included in the City's property control, and shall be the property of the City. Contractor shall maintain a current log (refer to Exhibit C) and copies of these logs shall be submitted with the final reimbursement. All non-expendable items shall be returned to the City within ten (10) days after contract termination."

8. Section VII, K. shall now read:

"Contractor shall also maintain a current log (Refer to Exhibit C) of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of twenty-five dollars (\$25) per item to a maximum value of two hundred dollars (\$200) per item. Copies of these logs shall also be submitted with the final reimbursement. All such items shall be returned to the City within ten (10) days after contract termination."

9. Section VIII, A. shall now read:

"Contractor shall abide by all federal, state and local regulations, policies, and procedures governing project operations, management and service delivery. The funds shall be used solely for the purpose for which they are provided."

10. Section VIII, B.5) shall be added and read:

"that the Contractor has qualified a) as a direct responsibility employer under 656.407 (Workers' Compensation), or b) as a contributing employer under ORS 656.411, or c) if the contract is to be performed without the assistance of others, that Contractor has signed a joint declaration with the City that the services are rendered as an independent contractor."

11. Section VIII, C. and D. shall now read:

"C. 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 contract.

D. 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."

The last two paragraphs of Section VIII, B. are deleted.

12. In Section VIII, C. becomes E., D. becomes F., E. Becomes G., F becomes I.

13. In Section IX, B. the following shall be deleted:

"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."

14. Section IX, F. shall be added and read:

"Contractor shall submit copies of logs which list non-expendable (\$100 or more per item) and non-consumable (minimum value of \$25 to a maximum value of \$99.99 per item) items from previous contracts by August 31, 1981."

15. Section VII,B. shall now read:

"An advance shall be made to cover the cost of the CONTRACTOR's initial expenses for operation, not to exceed the sum of \$31,419, upon receipt of a written request from the CONTRACTOR."

These changes are incorporated in Contract No. 18774 as set forth in the attached pages.

Dated this ___ day of _____, 1981.

Approved:

URBAN LEAGUE OF PORTLAND, INC.

Emma E. Hylburn

Executive Director
Human Resources Bureau

By _____

Title _____

CITY OF PORTLAND

Approved as to Form:

By _____
Commissioner of Public Utilities

City Attorney

By _____
Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

Exhibit A 151826

1. Project Title Northeast Youth Service Center

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name URBAN LEAGUE OF PORTLAND

Address 718 W. Burnside - Suite #404

Portland, Oregon 97209

Phone Number (503) 224-0151

Project Director Avel L. Mayfield

Official Authorized to Bind Agency Freddye Petett, Executive Director

Financial Officer Michelle Muckey

4. Contract Period: From July 1, 1980 To June 30, 1983

5. Budget Period: From July 1, 1981 To June 30, 1982

6. City Support Requested \$188,515 Match Required: \$8,483

1. *Summary of Project. Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project. Address:*

- *Statement of Problem (Provide a description of the conditions and problems to be addressed by the project. Use quantifiable terms.)*
- *Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)*
- *Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)*

For the past eight years the Urban League Northeast Youth Service Center has provided services in areas of diversion, personal and family counseling, employment and education assistance, as well as recreation to delinquency prone youth. Services are particularly focused upon youths diverted from the Juvenile Justice System and law enforcement agencies.

The majority of these youths come from neighborhoods that contain as high as 95% low-income people and from families who live on less than \$5,000 a year.

Nearly one-half of the housing is substandard within these systematically depressed neighborhoods and the incidence of teenage pregnancy in single heads-of-household families is on the rise.

The problems of teenage unemployment (Black youth unemployment rate is officially 40 percent, but is estimated as high as 52%), alcoholism, drug abuse, child and family violence, along with the lack of emergency residential shelter facilities for families of this area, adds to the social and family dysfunction of the area. It is not surprising then, that residents of the Northeast, according to the Neighborhood Information Program, are most concerned about crime and the least satisfied with the liveability of their neighborhood.

Inner-Northeast Portland contains 93 percent of the 31,087 Black people who live in the Portland metropolitan area. Employment statistics indicate that 81 percent of Black residents have no employment training and are unable or lack the opportunity to perform in legitimate economic spheres.

1. Summary of Project. Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project. Address:

- Statement of Problem (Provide a description of the conditions and problems to be addressed by the project. Use quantifiable terms.)
- Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)
- Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

In the neighborhood with the highest concentration of Blacks, 56% of the residents have had some service or contact with the police in the past two years.

The area is beset with the problem of juvenile crime. Ten thousand of the area's youth population are contained within this limited socio-economic environment. According to the Portland Police Crime Index, statistically, the area's juvenile crime rate is the highest in the city. Law enforcement authorities further estimate that this district, with 12 percent of the City's population, represents 20 percent of the reported crimes. Among the Black youth arrested in 1976, 45 percent were arrested for the commission of serious crimes.

Low educational achievement within the targeted neighborhoods is another problem resulting from the effects of poverty and barriers to the system. This is evidenced by statistics which indicate that 20% of Black residents have less than an eight grade education and 61 percent of Blacks fail to graduate from high school. Dropout rates for Black children are three times greater than Whites and Black students are twice as likely to be suspended than Whites.

These factors, allied with the scarcity of critically needed educational resources and effective methods of teaching racially and culturally diverse groups, suggest that inadequate school adjustment is a primary factor in a child's premature involvement in the juvenile justice system.

1. Summary of Project. Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project. Address:

- Statement of Problem (Provide a description of the conditions and problems to be addressed by the project. Use quantifiable terms.)
- Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)
- Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

It is also recognized that many youth are reluctant to work with traditional authorities, preferring to deal with more community oriented resources, and that traditional authorities have neither the manpower or mechanisms to handle prevention and intervention services. This is substantiated in a study conducted by the Regional Research Institute at Portland State University (1972), which found that 67 percent of youth referred in Portland to court for minor offenses did not receive effective counseling nor support services. Twenty-five percent were later referred for more serious offenses, indicating the continued need for alternatives to the juvenile system and for earlier intervention in the lives of "high risk" youngsters.

In response to this alarming trend, Northeast residents, agencies, and the Portland Police have consistently identified the continued need for the services provided at the Northeast Youth Service Center. There is also a need to implement projects and programs that involve youth in the development of positive self-esteem.

Early in 1978, the Urban League's Northeast Youth Service Center, recognizing the uniqueness of the Northeast community, decided that if the Center was going to have an impact on the lives of the area's youth and their families, its staff must intervene at the earliest juncture. The Center then made a drastic decision to change its emphasis to prevention, employment, and educational efforts.

We know that skill development and positive role modeling are essential elements for a young person in negotiating the educational system and avoiding negative experiences in society. For these reasons our proposal focuses on peer tutoring, community services through restitution, school advocacy, and education in youth law.

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 Northeast Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 22.01, 22.02, 23.01, 23.02, 24.01, 24.02, 25.02, 30, 31, 32, 33.03, 34.02, 36.01, 36.02, 36.03, 37.01, 37.02, 72, encompassing that area of northeast Portland west of 47th Avenue to I-5 and north of 84 to the City limits.

Target Population

The population to be served during FY 1980-81 is youth between the ages of 10-17, with emphasis on youth referred from the Police and Juvenile Court for committing status and minor misdemeanor offenses. Methods 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 Northeast Youth Service Center. Services are available to youth between the ages of 10-17, and their families, living within the designated service area. Priority for services is to be given 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.

OBJECTIVE: #1

To increase access to quality services for all youth

PERFORMANCE INDICATOR:

Accept 895 unduplicated referrals of youth under 18 by June 1982

PROGRAM ELEMENTS AND STAFFING PATTERN:

Youth will participate in the following Program Services:

- Advocacy and educational assistance to 45 suspension/expulsion and/or dropout prone youth.
- Restitution for 120 youth through Community Service.
- Employment assistance and job preparedness training for 100 youth; placement of 100 youth in casual labor jobs.
- Recreational opportunities and activities to 300 youth.
- Direct tutorial assistance to 50 youth; 50 youth referral to Urban League Whitney Young Learning Center.
- Youth Participation Projects for 75 youth: Cornrows Unlimited; Beauty from Head to Toe.

Outreach to 45 Indo-Chinese youth in NE Community and schools and their integration into center and Community Programs and resources; establish coordination and linkage with existing SE Asian Programs and resources. Explore cooperative agreements with organizations serving SE Asian Youth i.e. Indo-Chinese Cultural Center, SE Asian Vicariate, refugee Forum. All counselors will assist with the outreach, with one counselor assigned primary responsibility for coordination.

OBJECTIVE: #2

- To reduce the incidence of personal & family problems by providing 2500 hours of counseling to youth & parents by June 30, 1982.

PERFORMANCE INDICATOR:

- Number of counseling and case management hours provided by type.
- Unduplicated number of youth and parents receiving counseling and case management.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Establish and maintain five (5) counselor positions and one supervising counselor position to provide the following:
- Provide individual, group and family counseling according to needs assessment.
- Provide case management services according to needs assessment. Record progress of counseling on appropriate forms as well as number of hours and number of clients involved.
- Monitor files to assure needs identified are being met.
- Provide outreach to youth and families especially special populations i.e. Indo-Chinese.

STAFFING PATTERN:

- Director
Supervising Counselor
Counselors

OBJECTIVE: #3

- To effectively identify the needs of referred youths by completing a needs assessment for 90% of all youth referred by June 30, 1982

PERFORMANCE INDICATOR:

- Unduplicated number of youth receiving needs assessment.
- Unduplicated number of youth referred.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Assign referred youth to staff (Supervising Counselor, Counselors & Community Advocate/Program Developer.)
- Complete needs assessment and develop service plans with clients.
- Record needs assessment on appropriate form.
- Monitor needs assessment procedures to insure timely and meaningful completion.

STAFFING PATTERN:

- Supervising Counselor
Counselors
Community Advocate/Program Developer
Consultant

OBJECTIVE: #4

- To provide follow-up services three (3) months after case termination to 90% of all youth referred by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth attempted to contact for follow-up service.
- b. Unduplicated number of youth for which follow-up services are completed.
- c. Unduplicated number of youth referred.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Assign practicum students to conduct three (3) month follow-up.
- Record three (3) month follow-up on appropriate forms.
- Monitor follow-up procedures to insure timely and meaningful completion.

STAFFING PATTERN:

- Supervising Counselor
Counselors
Practicum Students

OBJECTIVE: #5

- To instill in youth, respect, responsibility, pride and self discipline by providing special youth participation projects to 75 youth by June 30, 1982.

PERFORMANCE INDICATOR:

- Number of youth participating in two (2) continuous projects.
- Number of performances or demonstrations completed.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Continue Cornrows Unlimited, a youth enterprise.
- Recruit practicum students in business administration to coordinate the Cornrows Program.
- Provide 8 week training sessions for Cornrows Unlimited
- Continue Beauty From Head To Toe: Building Self Esteem Class.
- Recruit Speakers & other resource people to meet Special Projects needs.
- Award certificates to graduates of Special Projects.
- STAFFING PATTERN:
 - Community Advocate/Program Developer
 - Counselors
 - Volunteers when possible

OBJECTIVE: #6

- To enhance the academic skills of youth by providing direct tutorial assistance to 50 youth (grades K-6) and by referring 50 youth (grades 7-12) to Whitney M. Young Learning Center by June 30, 1982.

PERFORMANCE INDICATOR:

- Unduplicated number of youth receiving assistance.
- Unduplicated number of youth received for tutorial assistance.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Establish tutorial sites at two (2) local schools staffed by four (4) volunteer tutors, supervised by the supervising counselor, September thru May.
- Provide direct tutorial assistance in reading, math and homework to students (K-6).
- Coordinate with Whitney M. Young to inform staff of local schools about services available.
- Establish referral & follow-up procedures with community schools.
- Maintain appropriate records.
- Refer youth grades 7-12 in need of academic assistance or enhancement to Whitney M. Young Learning Center.

STAFFING PATTERN:

- Supervising Counselor
Counselors
Community Advocate/Program Developer
Practicum Students

RECREATIONAL ACTIVITIES

151826

OBJECTIVE: #7

- To increase youth access to recreational opportunities by providing activities to 300 youth by June 30, 1982.

PERFORMANCE INDICATOR:

- Unduplicated number of youth receiving activities.
- Number of recreational activities provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Establish and maintain open gym and recreation at King School and Park.
- Establish and maintain tennis check-out and Spring - Summer Instruction at one site.
- Provide Special Field Trips on a quarterly basis. Coordinate with SEYSC, when possible.
- Establish Joint Programs with Community Centers at Salvation Army, (swimming), Matt Dishman, (swimming) Peninsula Park, (swimming, tennis & drill team) Dekum Court, (crafts, arts, other).
- Maintain updated recreation resource file.
- Maintain appropriate client records.
- Inform NE Community of recreation opportunities for youth in NE.

STAFFING PATTERN:

- Community Advocate/Program Developer
Public Information Specialist
Volunteers when possible

OBJECTIVE: #8

- To increase youth access to employment opportunities by providing 100 youth with employment assistance and Job Preparedness Training, and placing 100 youth in casual labor jobs by June 30, 1982.

PERFORMANCE INDICATOR:

- Unduplicated number of youth provided employment assistance and job preparedness training.
- Number of casual labor jobs developed.
- Unduplicated number of youth placed in casual labor jobs.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Establish Job Bank information and referral system
- Establish Job Preparedness Training and Counseling emphasizing work skills, assessment, interview techniques, work permit, food handlers card, first aid, and CPR.
- Place youth in casual labor, lawn and service jobs to Senior Citizens in cooperation with Urban League Senior Center.
- Locate mentors for youth in Business and Professions.
- Maintain appropriate records.

STAFFING PATTERN:

- Community Advocate/Program Developer
Public Information Specialist
Volunteers when possible

RESTITUTION COMMUNITY SERVICE

151826

OBJECTIVE: #9

- To provide restitution for 120 youth through Community Service by June 30, 1982.

PERFORMANCE INDICATOR:

- Unduplicated number of youth completing restitution/community service.
- Number of hours of restitution/community service performed.
- Number of restitution/community service sites developed.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit individual and group community service placements.
- Develop one on-going community service program or site to benefit the Northeast Community.
- Advocate for and assist clients in making monetary restitution.
- Recruit and supervise clients in performing community service.
- Assist clients in writing letters to their victims, outlining their community service/restitution performance when appropriate.
- Maintain appropriate client records.

STAFFING PATTERN:

- Community Advocate/Program Developer
Public Information Specialist
Volunteers when possible

PARENT TRAINING

151826

OBJECTIVE: #10

- To establish a method for parents to identify and reinforce positive parenting skill by providing a Parent Support Group to 40 parents by June 30, 1982

PERFORMANCE INDICATOR:

- Number of Parent Support Groups Provided.
- Number of parents participating in groups.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit parents 1st, 2nd, 3rd and 4th quarters of the fiscal year.
- Provide Parent Support Group one evening per week for 6 weeks 1st, 2nd, 3rd and 4th quarters of the fiscal year.
- Staff lead Parent Support Group.
- Locate Speakers and identify resources for Parent Support Group.
- Provide support to Parents of youth who have been identified as Suspension, Expulsion, Truant Prone.
- Provide mediation skills to group participants.
- Provide on-going follow-up to group participants as needed.
- Maintain appropriate client records.
- STAFFING PATTERN:
 - Director
 - Counselors
 - Volunteers when possible

USE OF VOLUNTEERSOBJECTIVE: #11

To increase community involvement and service capability of the YSC by recruiting volunteers to provide 3500 hours of service to youth by June 30, 1982

PERFORMANCE INDICATOR:

- Number of volunteer hours provided
- Unduplicated number of volunteers active
- Number and type of services provided by volunteers

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit volunteers on an on-going basis.
- Inform community residents, groups and schools of volunteer needs on an on-going basis.
- Provide training and support and supervision for volunteers.
- Insure provision of volunteer services to include but not be limited to: Big Brother/Sisters, CAB members, Recreation aides, tutors, practicum students and clerical aides.
- Maintain coordination with all program elements so that needs for volunteers are identified on an on-going basis.
- Maintain appropriate records.

- Staffing Pattern:
 - Director
 - Community Advocate/Program Developer
 - Supervising Counselor

OBJECTIVE:#12

- To maintain program responsiveness through the initiation of 10 special youth/ community development projects by June 30, 1982.

PERFORMANCE INDICATOR:

- Number of Youth/Community Development Projects initiated.
- Type of development projects.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit youth, adults, CAB and representatives of other community organizations to assist or contribute to special youth/community development projects.
- Coordinate the following youth/community development projects and activities:
 - June thru August - Park Outreach.
 - August - 2nd Annual Community Picnic.
 - September - Volunteer Recruitment month
 - October - 3rd Annual Community Halloween Party.
Center Anniversary - Open House.
 - November - Anti-Shoplift Campaign.
 - December - Community Christmas Party.
 - January - Martin Luther King Jr., Birthday observance.
 - February - Black History month observance.
 - May - CAB/Staff Retreat
 - June - Anti Shoplift Campaign
- Develop appropriate PR approaches to inform community of planned events.
- STAFFING PATTERN:
 - Director
 - Community Advocate/Program Developer
 - Public Information Specialist

OBJECTIVE: #13

- To reduce the incidence of suspension and expulsion and to decrease the number of youth dropping out of school by coordinating with area schools and providing advocacy and educational assistance to 45 suspension/expulsion and/or dropout prone youth.

PERFORMANCE INDICATOR:

- Unduplicated number of youth receiving education assistance.
- Monthly reports on school contacts.
- Number of education assistance services provided.
- School coordination documented in Counselors Monthly Narrative Report.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Provide training for counselors regarding parent/student rights and educational alternatives by having speakers from Portland Public Schools, alternative education programs, and American Friends Service Committee Education Project, etc. make presentations on relevant topics.
- Advocate on behalf of youths experiencing school related problems, especially in cases involving suspension/expulsion by assisting parents with transportation to school meetings, assisting school staff in communicating corrective action to parents, and providing information to parents and youths on student/parent rights and educational alternatives (on-going).
- Disseminate PPS Student Rights & Responsibilities Handbook to all youth served by the YSC (on-going).
- Make monthly contact with designated area schools in order to serve as resource persons regarding education, employment, health, legal, and housing resources for youths.
- Establish agreements with four (4) area schools for referral of dropout and/or suspension/expulsion prone youth.
- Maintain appropriate records and complete in house reports (monthly).
- Maintain contact with 23 Schools in service area
- STAFFING PATTERN:
 - Director
 - Supervising Counselor
 - Counselors

COORDINATION WITH POLICE AND JUVENILE COURT

OBJECTIVE: #14

- To reduce the involvement of youth with the Juvenile Justice System by accepting for services 100% of all referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1982.

PERFORMANCE INDICATOR:

- Unduplicated number of youth referred by source of referrals.
- Unduplicated number of youth referred by reason for referrals.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Maintain five (5) counselor positions.
- Accept Police and Juvenile Court referrals.
- Assign counselors to diverted youth. Conduct needs assessment, provided counseling and case management.
- Maintain a working relationship with Portland Police and Juvenile Court.
- Participate in training sessions, community forum, provide follow-up contact on youth to the referring agency.
- Maintain appropriate records.
- STAFFING PATTERN:
 - Director
 - Supervising Counselor
 - Counselors

PUBLIC INFORMATION ACTIVITIES

151826

OBJECTIVE: #15

- To promote Youth Service Center Programs in the community through 12 Public Information Activities by June 30, 1982.

PERFORMANCE INDICATOR:

- Number of radio public service announcements.
- Number of television public service presentations or television appearances.
- Number of newspaper articles printed.
- Number of oral presentations conducted.
- Fact Sheets on center programs updated.
- Two newsletters developed and distributed.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Prepare and submit two (2) radio public service presentations.
- Prepare and submit two (2) television public service presentations or present center information on two television programs.
- Prepare and submit four (4) newspaper articles on Center Activities.
- Conduct two (2) oral presentation on Center Activities.
- Update Fact Sheets on Center Programs, distribute to area agencies and schools.
- Involve youth in development and distribution of Center Newsletter, twice during fiscal year.

STAFFING PATTERN:

- Director
Public Information Specialist

OBJECTIVE: #16

- To increase youth and family access to community resources (legal, recreational, health, educational, mental health, employment, housing) by responding to *2,000 telephone requests for information and referrals by June 30, 1982.

PERFORMANCE INDICATOR:

- Number of telephone responses provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Maintain library of resource directories.
- Provide resource up-dates and persons at staff meetings and training sessions.
- Develop appropriate information and referral tally form.
- Record number and type of requests serviced.
- Maintain appropriate records.
- Assist Urban League planning staff in assessing community needs.
- STAFFING PATTERN:
 - Director
 - Supervising Counselor
 - Community Advocate/Program Developer
 - Public Information Specialist

* This number is probably more reflective of actual information and referral giving calls. The center will develop and use a supplemental tally sheet to log specific types of requests for information, points of referral and which will also assist The Urban League in assessing community needs. The current tally sheet has not provided this information and has been used consistently to log each phone call only. The current system does not give a clear picture of what we actually need to record, which is type of requests for information and subsequent referral.

4. Center Organization (Briefly describe the staffing pattern, operating hours, and official holidays. Describe safety and accountability procedures regarding center coverage and emergencies.)

The Northeast Youth Service Center has nine (9) full-time staff. In FY 81-82, this contingency will increase to ten (10) full-time staff. This composition includes: one (1) Project Director, one (1) Supervising Counselor, one (1) Public Information Specialist $\frac{1}{2}$ time, one (1) Community Advocate Program Developer, five (5) Counselors and one (1) Secretary. The staff will be operated on a team concept requiring close coordination and joint staffing of cases and resource sharing. Training for interpersonal development and counseling techniques will be handled through periodic consultation with qualified consultants. Overall supervision of counseling staff will be the coordinated responsibility of a supervising counselor. This individual's responsibility will be maintaining the quality of client services and insuring that adequate case management is being carried out.

The Center is open during the hours of 8:30 a.m. to 10:00 p.m., Monday through Friday and 1:00 p.m. to 10:00 p.m., Saturday.

Official* holidays for the Urban League are the following: New Years Day, Martin Luther King, Jr.'s Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day,

Thanksgiving Day, Christmas Day, Day after Thanksgiving or Christmas Eve. At least two (2) paid staff are on duty at all times. Additional coverage is available and provided by paid youth clerical workers and practicum students Monday through Saturday. In case of emergency need for coverage and/or emergency situations, the staff is instructed to notify either the Supervising Counselor, Project Director, Urban League Deputy Director or Executive Director in that order of availability. Staff is provided with an appropriate exchange of emergency telephone numbers.

A standard first aid kit is available within the Youth Service Center and the King Neighborhood Facility where the Center is housed.

* See attached copy of current Urban League Holidays outlined in Personnel Policy.

Holidays

The following holidays are observed by the Urban League and all offices are closed on those days.

New Year's Day	-----	January 1
Martin Luther King Jr's Birthday	-----	January 15
President's Day	-----	February 12 or 3rd Monday in February
Memorial Day	-----	Last Monday in May
Independence Day	-----	July 4
Labor Day	-----	1st Monday in September
Veteran's Day	-----	November 11
Thanksgiving Day	-----	4th Thursday in November
Christmas Day	-----	December 25
Day after Thanksgiving or Christmas Eve	-----	Friday after Thanksgiving or December 24.

When one of these legal holidays falls on Sunday, the Monday following is observed as a holiday and the office is closed. When one of these holidays falls on Saturday, the preceeding Friday is observed as a holiday. If it is deemed advisable by the Executive Director, a skeleton staff may be assigned to keep the office open, in which case these staff members will be given a holiday on the following Monday.

When one of these holidays falls within the vacation period of a staff member, he/she will be entitled to an additional day which may be added to the vacation period or taken in combination with another scheduled day off.

5. Contracting Agency Involvement (Describe support services to be provided for this project. Discuss the role of the contracting agency in the areas of fund-raising, advocacy, and provision of support services to the Center program.)

The Urban League, Incorporated, a non-profit social agency, has been providing services to the Portland Metropolitan area since 1945, by working to improve interracial understanding and improve the conditions under which minorities and other disadvantaged persons of all ages live. The Urban League will provide for the Northeast Youth Service Center, as it does for its other programs, administrative support through the Executive Director, Deputy Director and book-keeping personnel. Fund raising activity on behalf of the center is a short term and long range goal of the organization. Additionally, The Urban League Guild provides a fund-raising and volunteer source to the Northeast Youth Service Center Project. Of particular concern to the League in 1981-82, is a needs assessment, a determination of priorities and an effort to continue to maximize utilization of existing community resources to accomplish the League's goals. An analysis of educational and economic trends will also continue, noting significant changes in policies which interface with Urban League Programs.

6. Community Participation (Describe the citizen involvement in planning this project and the ways the community will be involved in the project's operation. Describe staff, Advisory Council, and Corporate Board relationships.)

Residents within the Northeast Youth Service Center target area have been involved with the planning of the Center, along with the Citizens Advisory Council. The functions of the Citizens Advisory Council are:

- 1) To continually assess the needs of Northeast Portland and also represent the interest of the youth and families of the community.
- 2) To advise and assist the staff of the Northeast Youth Service Center.
- 3) To make policy recommendations to the Director of the Northeast Youth Service Center
- 4) To monitor and evaluate the program and to help prepare the budget.

The use of volunteers to augment paid staff will also continue to be a vital part of the Northeast Youth Service Center program. Volunteers will be recruited through community groups, college practicum placement programs, public service announcements, and alternative community service programs. Volunteers will assist regular staff with tutoring, a Big Brother/Sister program, three month follow-up, recreational activities, a community service/restitution program, park outreach and other projects as they are developed.

Staff will participate in significant community forums, including Advisory Council meetings, Neighborhood Improvement and Association meetings, NE Police Precinct Council meetings, King Facility Board and Interagency meetings, Urban League Guild, etc.

The Corporate Board will give direction and guidance through on-going development of a Youth Council; the source of future leaders.

7. Coordination (Describe the coordination of 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.)

Coordination with other community organizations and statutory agencies is an integral part of Northeast Youth Service Center provision of services to area youth. Coordination will occur in FY 1981-82 in the following ways:

Referral agreements with Jefferson and Washington-Monroe are already in effect for suspension and/or dropout prone youth. In 1981-82 this program will be expanded to include other area schools. Counselors are also assigned designated schools within the service area so that each school in the area has a YSC worker assigned. Monthly contacts with school personnel are planned to facilitate joint provision of service to youth. In addition, counselors will coordinate with American Friends Service Committee Education Project to provide advocacy assistance to suspension/expulsion prone youth. The latter effort is targeted at Black and other minority youth.

Counselors will assist youth in making use of various mental and physical health, housing, employment, and educational resources by coordinating with providers at agencies such as Job Corp, Center for Community Mental Health, Multnomah County Medical Access Clinic, Youth Career Training, among others. The staff also coordinates with other Urban League Programs such as Whitney Young Learning Center to inform the community of the services and to assist center clients in receiving needed services.

Information/planning sessions will be held with such organizations as CSD, Exodus, and Center for Community Mental Health to keep respective youth serving staffs abreast of current information on resources available.

The Community Service/component will continue to coordinate services with Alternative Community Service Programs and various agencies such as AMA Child-care, Loaves and Fishes and Urban League Senior Adult Service Center in an effort to prevent future law violations through meaningful restitution activities.

The Center Director will continue to coordinate monthly meetings of the Northeast Youth Service Providers to provide a forum for discussion of issues of concern to youth and their families.

The Center staff will coordinate with many community agencies (police, park bureau, ULSASC in planning for and carrying out such annual events as the community picnic and the halloween party.

The public information specialist will work closely with community press and other community agencies to disseminate youth related information to the community as well as assisting with some of the above activities.

Additionally, the NEYSC has several major agreements calling for coordination with the Portland Police Bureau, The Multnomah County Juvenile Court and the School Police in providing a disposition alternative for status and misdemeanor offenders.

151826

EXHIBIT B:
BUDGET AND ATTACHMENTS

1. FUNDING RECAP - Youth Service Centers

a. Budget Summary: (List all sources of funding by amount and source)

<u>City Support Requested</u>	<u>Amount</u>
CITY GENERAL FUND	188,515.00
Subtotal	188,515.00
<u>Required Cash Match</u>	8,483.00
TOTAL	196,998.00

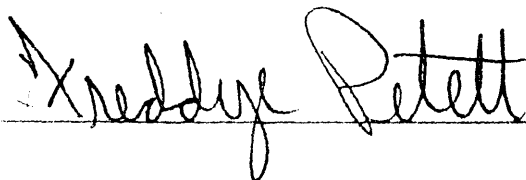
b. Funding Statement: (Briefly describe the duration of each source of match.)

The source of match is the Urban League Youth Leadership and Development Project. The duration of this match is for FY 81-82.

2. STATEMENT OF CERTIFICATION

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

Authorized Signature



Date

4-30-81

Northeast Youth Service Center
 Urban League
 July 1, 1981 - June 30, 1982

APPROPRIATION UNIT
 LINE ITEM WORKSHEET

151826

Code	Object Title	CITY GENERAL FUND	CASH MATCH	TOTAL CONTRACT		
110	Full-Time Employees	130,918	7,250	138,168		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	22,480	1,233	23,713		
190	Less-Labor Turnover					
100	Total Personal Services	153,398	8,483	161,881		
210	Professional Services	2,643		2,643		
220	Utilities					
230	Equipment Rental	1,500		1,500		
240	Repair & Maintenance	300		300		
260	Miscellaneous Services					
310	Office Supplies	3,729		3,729		
320	Operating Supplies	3,693		3,693		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education	675		675		
420	Local Travel	2,700		2,700		
430	Out-of-Town Travel	400		400		
440	Space Rental	12,677		12,677		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services	1,200		1,200		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services	2,400		2,400		
560	Insurance	200		200		
570	Telephone Services	3,000		3,000		
580	Intra-Fund Services					
590	Other Services--Internal					
200- 500	Total Materials & Services	35,117		35,117		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay	-0-	-0-	-0-		
700	Other					
	TOTAL	188,515	8,483	196,998		

CONTRACT BUDGET JUSTIFICATION

151826

PERSONNEL

CONTRACT NO. #18774

DATE April 22, 1981

PROJECT TITLE Northeast Youth Service Center

AGENCY Urban League of Portland, Inc.

Service Category (if applicable)

FUNDING SOURCE City General Fund

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Director	1,584.33	100	12	19,012.00
1	Supervising Counselor	1,219.08	100	12	14,629.00
* 1	Public Information Specialist	459.00	100	6	2,754.00
1	Comm. Prog. Developer	1,045.16	100	12	12,542.00
1	Secretary	958.27	100	12	11,499.00
1	Counselor	1,268.48	100	12	15,222.00
** 1	Counselor	1,072.90	100	10	10,729.00
1	Counselor	1,072.92	100	12	12,875.00
1	Counselor	1,068.42	100	12	12,821.00
1	Outreach Counselor (SE Asian)	1,067.00	100	12	12,804.00
*** 1	Executive Director	2,666.66	10	12	3,200.00
*** 1	Admin. Asst. Fiscal	1,317.70	10	12	1,581.00
*** 1	Deputy Director	2,083.32	5	12	1,250.00

* This is a part-time position being funded totally by this contract.						
** Position vacated by maternity leave 2 mos.				SUB-TOTAL, PERSONNEL		130,918.00
*** No benefits paid on these positions.						
Benefits at 18%				* % FRINGE BENEFITS		22,480.00
TOTAL, PERSONNEL					153,398.00	

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

CONTRACT BUDGET JUSTIFICATION

151826

PERSONNEL

CONTRACT NO. #18774

PROJECT TITLE Northeast Youth Service Center

AGENCY Urban League of Portland, Inc.

FUNDING SOURCE Total Match

DATE April 22, 1981

Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Ore. Youth Work Alliance/Coordinator	1,208.32	50	12	7,250.00
SUB-TOTAL, PERSONNEL					7,250.00
17% * % FRINGE BENEFITS					1,233.00
TOTAL, PERSONNEL					8,483.00

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

CONTRACT BUDGET JUSTIFICATION

151826

MATERIALS AND SERVICES

CONTRACT NO. #18774

DATE April 22, 1981

PROJECT TITLE Northeast Youth Service Center

AGENCY Urban League of Portland, Inc.

FUNDING SOURCE City General Fund

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	<u>PROFESSIONAL SERVICES:</u> A.) Audit B.) Client Services 1. Medical and Diagnostic Evaluations	800.00 1843.00	2643.00
320	<u>OPERATING SUPPLIES:</u> A.) Special Programming Supplies for youth: 1. Educational / CIS Terminal 2. Cultural 3. Recreational 4. Occupational	3693.00	3693.00
230	<u>EQUIPMENT RENTAL:</u> A.) Xerox	1500.00	1500.00
240	<u>REPAIR and MAINTENANCE:</u> A.) Miscellaneous	300.00	300.00
310	<u>OFFICE SUPPLIES:</u> A.) Consumable (Paper, desk top supplies)	3729.00	3729.00
410	<u>EDUCATION:</u> A.) Fees for staff training, conferences, workshops and seminars. B.) Special Programming for youth.	275.00 400.00	675.00

CONTRACT BUDGET JUSTIFICATION

151826

MATERIALS AND SERVICES

CONTRACT NO. #18774

DATE April 22, 1981

PROJECT TITLE Northeast Youth Service Center

AGENCY Urban League of Portland, Inc.

FUNDING SOURCE City General Fund

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
420	<u>LOCAL TRAVEL:</u> A.) .20¢ per mile	2700.00	2700.00
430	<u>OUT OF TOWN TRAVEL:</u> A.) Travel for fundraising activities and conferences.	400.00	400.00
440	<u>SPACE RENTAL:</u> A.) 742.08 per month X 12 months/ current level spending. B.) Acquisition of space upon close down of Energy Assistance Project	8905.00 3772.00	12,677.00
520	<u>PRINTING SERVICES:</u> A.) Brochures, fliers, newsletter, fact sheets, pamphlets, stationery, etc.	1200.00	1200.00
550	<u>DATA PROCESSING SERVICES:</u> Payroll, accounts payable/receivable, track expenditures, general ledger, budget analysis	2400.00	2400.00
560	<u>INSURANCE:</u> A.) Bonding and Liability	200.00	200.00
570	<u>TELEPHONE SERVICES:</u>	3000.00	3000.00

PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTERList of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
<u>Judge H.J. Belton Hamilton</u> President 800 Terminal Sales Bldg 1220 S.W. Morrison St. Portland, Ore. 97205	221-3278(W) 636-6554(H)	1982
<u>Clair Silver</u> First Vice President White Stag 5100 S.E. Harvey Dr. Portland, Or. 97205	777-1711(W)	1981
<u>Gayle Gemmell</u> Second Vice President 222 S.W. Harrison #14F Portland, Or. 97201	229-5951(W)	1983
<u>William Hilliard</u> Secretary The Oregonian 1320 S.W. Broadway Portland, Ore. 97201	221-8147(W) 227-6935(H)	1981
<u>Dick Kishimoto</u> Treasurer Xerox Corporation 1800 S.W. First Portland, Or. 97201	221-1850(W)	1981
<u>Gwen Blake</u> Member at Large Tektronix, Inc. Employee Resources P.O. Box 500 Y6-590 Beaverton, Or. 97077	627-8198(W)	1982
<u>Benita Stroughter</u> Member at Large Pacific N.W. Bell 2911 N.E. 24th Ave Portland, Or. 97212	282-1122(W)	1981
<u>Luis A. Alvarez</u> COSSPO 1006 S.E. Grand Ave. 3rd Floor Portland, Or. 97214	238-1387(W) 245-5261(H)	1982
David Baugh 5701 Arizona Drive Vancouver, Wa. 98661	695-5972(H)	1981

(2)

PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTERList of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Joan Biggs KGW (Channel 8) 1501 S.W. Jefferson Portland, Or. 97201	226-5000(W)	1981
Robert P. Burns National Electrical Contractor's Assn. 601 N.E. Everett Portland, Or. 97232	233-5787(W) 246-3974(H)	1982
Waynette Chan 7827 S.W. 30th #20 Portland, Or. 97219	245-6701(H) 248-3335(W)	1983
Paul Cook First State Bank 1212 S.W. Sixth Portland, Or. 97204	243-3644(W) 287-0268(H)	1981
Kev Collins 2103 N.E. Morgan Portland, Ore. 97211	285-5166(H) 292-3587(W)	1983
Nellie Fox State AFL-CIO 530 Center, N.E. Suite 210 Salem, Or. 97301	224-5166(W) 644-8520(H)	1983
Andrea Hollie Tri-Met 4012 S.E. 17th Portland, Ore. 97202	238-5877(W)	1983
William June Portland General Electric 121 S.W. Salmon Portland, Or. 97204	226-8611(W) 228-5963(H)	1983
Odessa Hendrix 3274 N.E. Alameda Portland, Or. 97212	283-2541(W) 282-7421(H)	1983
Howard McElroy 4030 S.W. 57th Portland, Or. 97221	297-7340(W)	1983

PROJECT TITLE: URBAN LEAGUE NORTHEAST YOUTH SERVICE CENTERList of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Richard M.G. Miller Military Department 2150 Fairgrounds Rd. Northeast Salem, Or. 97303	378-3981(W) 655-6056(H)	1983
Sue Pisha 18026 S.E. Main Portland, Or. 97233	761-9191(H) 222-2911(W)	1983
Bruce Posey Pacific N.W. Bell 421 S.W. Oak Portland, Or.	242-5541(W) 643-7638(H)	1982
Ted Runstein The Bank of Ca. Tower 707 S.W. Washington Suite 1330 Portland, Or. 97205	222-3531(W) 222-5622(H)	1981
Henry Scott Coast Janitorial Ser. 714 NE Alberta Portland, Or. 97211	288-5138(W) 253-5266(H)	1983
Bill Supak United Airlines Portland International Airport Portland, Or. 97218	249-4201(W)	1982
Carl Talton 4212 N.E. 31st Portland, Or. 97211	249-5094(H) 248-3300(W)	1983
Linda Torrence 2703 N.E. 11th Portland, Or. 97212	281-8311(H)	1981
Lou Williams Oregon Offices Systems 147 Liberty, N.E. Salem, Or. 97301	1-363-0520 Work #	1981
Jeana Woolley 4205 N.E. 15th Portland, Or. 97211	229-6438(W)	1981

Ex-Officio Member

Roy Schnaible
Pacific Northwest Bell
100 Lincoln Bldg
421 S.W. Oak
Portland, Or. 97204

B-9

Joel Smith Term Expires -- 1983
Termicold Corp.
1618 S.W. First
Portland, Or.
97201

ATTACHMENT

PROJECT TITLE: URBAN LEAGUE NORTHEAST 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.)
Sherrian Haggard-Warren *	1817 N.E. 17th Ave. Portland, Ore. 97212		No	American Friends Service Comm., Education Project
Danita Calhoun	4539 N.E. Rodney Portland, Or. 97212		No	Youth
Janice Barrett	1401 N.E. 68th Ave. Portland, Or. 97213		No	Juvenile Court
Roy Pittman	6400 N. Albina Portland, Or. 97217		No	Park Bureau
Halim Rahsaan	049 S.W. Porter St. Portland, Or. 97219		No	Black United Front/PCC
Jessie Wooten	5022 N. Vancouver Ave Portland, Or. 97217		No	CSD
Capt. Vern McCabe	7214 N. Philadelphia Portland, Ore. 97203		No	Police Bureau
Sonja Cameron	5255 NE Mallory Portland, Or. 97211		No	Youth
Avery Grant	6315 N.E. Garfield Portland, Or. 97211		No	Youth
Marlene Bayless	501 N. Dixon Portland, Or. 97217		NO	Portland Public Schools
Karen Powell	1817 N.E. 17th Ave. Portland, Or. 97212		No	American Friends Service Comm., Education Project
Jeffery Pittman	5906 N.E. 16th Ave. Portland, Or. 97211		No	Youth
Jerry Brooks	5845 N.E. 11th Ave. Portland, Or. 97211		No	Youth
Alfred Richardson	4815 N. Minnesota #2 Portland, Or. 97217		No	Adult

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

URBAN LEAGUE OF PORTLAND

(hereinafter called the "Contractor")

HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, 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 Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland 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 4/30/81

By Xredye Petell

718 W. Burnside, Suite #404
(Contractor's Mailing Address)

Title Executive Director

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

URBAN LEAGUE OF PORTLAND (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 effects 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 unable 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 30 day of April, 1981.

By *Kreddy Pettit*

Title Executive Director

718 W. Burnside Pm 404

Contractor's mailing address

CITIZENS ADVISORY BOARD REVIEW

The Citizens Advisory Board of the URBAN LEAGUE NORTHEAST Youth Service Center has reviewed the proposal for youth services to be provided by URBAN LEAGUE OF PORTLAND in the target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

X The Citizens Advisory Board approves the proposal.

 The Citizens Advisory Board does not approve of the proposal for reasons listed below:

 The Citizens Advisory Board has reviewed the proposal but has taken no action at this time.

Sharon E. Hooper-Walker
Signature of Chairperson

4/21/81
Date

BOARD OF DIRECTORS REVIEW

151826

The Board of Directors of URBAN LEAGUE (agency)
has reviewed the proposal to be provided by URBAN LEAGUE
YOUTH SERVICE CENTER in the NORTHEAST target
area through contract with the City of Portland, Human Resources Bureau.
Comments are attached.

The Board of Directors approves the proposal.

The Board of Directors does not approve the proposal for the
reasons listed below:

The Board of Directors has reviewed the proposal but has taken
no action at this time.

Stephen Harrison
Signature of Board Chairperson

April 30, 1981
Date

151826

EXHIBIT C
REQUIRED REPORTING FORMS

Contract Agency _____

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Reimbursement Request for _____
month & year

Area Agency on Aging
Youth Service Centers
Accounting Unit
522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204
Phone: (AAA) 248-4752 (YSC) 248-4356

151826

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				
350	Clothing and Uniforms				
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				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
	TOTAL				

ATTACH TO THIS REIMBURSEMENT REQUEST:

1. Supporting documentation for all costs or expenditures grouped by expenditure code number. (Attach adding machine tape to each group of supporting documents.)
REIMBURSEMENT REQUEST AND 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 _____

CONTRACTOR RECORD OF NON-CONSUMABLE SUPPLIES PURCHASED
 (Items with a minimum value of \$25.00 per item and a maximum value of \$200.00 per item)

**THE CITY OF
 PORTLAND**



OREGON

DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

151826

CONTRACTOR RECORD OF CAPITAL EQUIPMENT PURCHASED
(Items with value in excess of \$200.00 per item)



DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

Revised 151828
8/2/81

151826

Contract Reimbursement Procedures

ON FILE AT HRB

Other required reporting forms specified in the
Youth Service Center "Management Information
System Training Manual"

ON FILE AT HRB

Other procedures specified in the Youth Service
Center Standards and Guidelines

ON FILE AT HRB

AGREEMENT AMENDING CONTRACT NO. 18748

This agreement is entered into between the City of Portland and National Council of Jewish Women, Inc.. The parties have previously executed a contract providing for the operation of a Youth Service Center in a specified area of the City of Portland for the period July 1, 1980 through June 30, 1983.

The parties therefore agree that Contract No. 18748 is amended as follows:

1. Total City support shall be \$130,368 for Fiscal Year 1981-82.
2. Required cash match shall be \$6,466 for Fiscal Year 1981-82.
3. The Project Application has been revised, including revised budgets, objectives, and activities, and is attached as Exhibit A-2.
4. Section VI, D. shall now read:

"The City shall monitor the project based on the provisions set forth in this contract. The City shall monitor the services provided under this contract by conducting reviews of contract compliance, including on-site monitoring of client case files, Center Facilities, and areas of Center operation that may effect contract compliance. Contract reviews will be conducted according to a schedule developed by the City. On-site monitoring will be pre-arranged with each Contractor."

5. Section VII, C. shall now read:

"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 supporting documentation attached. All supporting documentation shall be annotated with the check number, budget line item number, service category, and funding source. Reimbursement requests shall be received by the fifteenth (15th) working day of each month. Reimbursement requests not received by the specified time shall be delayed and processed for payment the following month, or may result in suspension or termination of contract. (Please note that suspension means that any expenses incurred during this period shall be the sole responsibility of the Contractor.) Payments shall also be delayed if the required program reports are not received by the specified time."

6. The following paragraph shall be added to Section VII, E.

"Retention of advances shall be predicated upon timely submission of reimbursement requests."

7. Section VII, J. shall now read:

"All items with a purchase price in excess of two hundred dollars (\$200) per item hereunder shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days, tagged by the City, included in the City's property control, and shall be the property of the City. Contractor shall maintain a current log (refer to Exhibit C) and copies of these logs shall be submitted with the final reimbursement. All non-expendable items shall be returned to the City within ten (10) days after contract termination."

8. Section VII, K. shall now read:

"Contractor shall also maintain a current log (Refer to Exhibit C) of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of twenty-five dollars (\$25) per item to a maximum value of two hundred dollars (\$200) per item. Copies of these logs shall also be submitted with the final reimbursement. All such items shall be returned to the City within ten (10) days after contract termination."

9. Section VIII, A. shall now read:

"Contractor shall abide by all federal, state and local regulations, policies, and procedures governing project operations, management and service delivery. The funds shall be used solely for the purpose for which they are provided."

10. Section VIII, B.5) shall be added and read:

"that the Contractor has qualified a) as a direct responsibility employer under 656.407 (Workers' Compensation), or b) as a contributing employer under ORS 656.411, or c) if the contract is to be performed without the assistance of others, that Contractor has signed a joint declaration with the City that the services are rendered as an independent contractor."

11. Section VIII, C. and D. shall now read:

"C. 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 contract.

D. 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."

The last two paragraphs of Section VIII, B. are deleted.

12. In Section VIII, C. becomes E., D. becomes F., E. Becomes G., F becomes I.

13. In Section IX, B. the following shall be deleted:

"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."

14. Section IX, F. shall be added and read:

"Contractor shall submit copies of logs which list non-expendable (\$100 or more per item) and non-consumable (minimum value of \$25 to a maximum value of \$99.99 per item) items from previous contracts by August 31, 1981."

15. Section VII,B. shall now read:

"An advance shall be made to cover the cost of the CONTRACTOR's initial expenses for operation, not to exceed the sum of \$21,728, upon receipt of a written request from the CONTRACTOR."

These changes are incorporated in Contract No. 18748 as set forth in the attached pages.

Dated this ___ day of _____, 1981.

Approved:

NATIONAL COUNCIL OF JEWISH WOMEN, INC.

Erma E. Hyndman
Executive Director
Human Resources Bureau

By _____
Title _____

CITY OF PORTLAND

Approved as to Form:

By _____
Commissioner of Public Utilities

City Attorney

By _____
Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

1. Project Title S.W Youth Service Center

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name National Council of Jewish Women Inc. Portland, Oregon Section

Address 3030 S. W. 2nd
Portland, Oregon, 97201

Phone Number 222-5006

Project Director Joan Liebreich

Official Authorized to Bind Agency JoAnn Marks

Financial Officer Joan Liebreich

4. Contract Period: From July 1, 1980 To June 30, 1983

5. Budget Period: From July 1, 1981 To June 30, 1982

6. City Support Requested \$130,368.00 Match requirement \$6466.00

PROJECT NARRATIVE

1. Summary of Project. Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project. Address:

- Statement of Problem (Provide a description of the conditions and problems to be addressed by the project. Use quantifiable terms.)
- Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)
- Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

Statement of Problem

There are 8100 youth aged 10 - 18 residing in the Southwest Youth Service Center target area. (US Census data) Many problems arise simply in the process of growing up, however, certain of these needs must be addressed on a community level to assist youth and their families in handling their lives positively. This project will focus on the following problems of our target population: interpersonal and family problems, criminal activity, unemployment, constructive use of leisure time and problems facing teen parents.

The results of these problems affect every member of our society. The obvious people effected are the victims of criminal actions, the families of troubled youth and the youth themselves who are bored and/or frustrated and/or unemployed. However, every member of the community pays a price for those youth who fail to constructively handle the problems that life presents them. The price is one of taxpayer supported prisons, expensive welfare programs and the loss of the creativity these youth could potentially contribute for the good of society.

Most of the juvenile crimes committed in Southwest Portland are either status or minor misdemeanor offenses (Portland Police Crime Index). The number of youth referred for these offenses over the past six years has been 280 youth per year (Youth Service Center Reports). Over 25% of all youth referred to the Juvenile Court reappear for subsequent offenses (Donald E. Long Annual Report, 1974). This high recidivism rate indicates a need for an effective diversion program for westside youth.

The past seven years of operation tend to suggest that there is a need for: 1) diversion services to offer first and second time offenders, 2) individual, family and group counseling to assist in the resolution of personal and interpersonal problems, 3) recreational activities to provide positive uses for leisure time, 4) truancy and tutoring programs designed to increase school attendance and performance, 5) employment assistance and placement services to help youth earn money and stay employed, and 6) support groups for teen-age parents.

Project Goals

To reduce involvement with the juvenile justice system of youth committing, or likely to commit, status and minor misdemeanor offenses in the southwest and northwest areas 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 crimes.

To provide services to teen parents designed to increase their parenting skills and reduce the likelihood of subsequent unwanted births.

To provide support services to parents of youth aged 10 -18 so as to increase their skills, improve family interactions and prevent the need for out-of-home placements.

Strategies for Delivering Services

The NCJW will administer a neighborhood based Youth Service Center which will provide judicially and non-judicially referred youth with an array of services including counseling, employment, education, recreation, advocacy and information and referral. The programs offered will be designed to meet the changing needs of southwest youth and their families. The center, besides providing the above services, will offer intensive services to teen parents and seriously disfunctioning families.

Staff operate as an interdisciplinary team, coordinating services within the agency as well as with other community resources. Trained community volunteers, graduate and undergraduate students are incorporated into the service delivery plan so as to increase the center's capabilities. The NCJW insures that clients will receive immediate diagnosis, comprehensive services and follow-up contact. Agency outreach efforts and publicity campaigns will be conducted to maintain high community visibility. Services will be well coordinated with the schools, police, JDH and other youth service providers.

2. Service Area, Target Population, and Eligibility Criteria for Service

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 Southwest Portland Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 46.02, 52, 53, 54, 55, 56, 57, 58, 59, 60.01, 60.02, 61, 62, 63, 64, 65.01, 65.02, 66.01, 66.02, 67.01, 67.02, 68.01, 68.02; including the following census tracts in northwest Portland: 46.01, 47, 48, 49, 50, 51 and portions of 45 south of N.W. Vaughn Street.

Target Population

The population to be served during FY 1981-82 is youth between the ages of 10 - 17, with emphasis on youth referred from the Police and Juvenile Court for committing status and minor misdemeanor offenses. Method of justification 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 Southwest Portland Youth Service Center. Services are available to youth between the ages of 10-17, and their families, living within the designated service area. Priority for services is to be given those youth living in southwest Portland and between the ages of 10 and 14. Exceptions to the eligibility criteria may be made if they do not detract from the quality of services delivered to the target population.

OBJECTIVE: #1

To increase access to services for all youth by accepting 640 referrals of youth under 18 from all sources by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth referred by source of referral.
(non-judicial)

PROGRAM ELEMENTS AND STAFFING PATTERN:

A staff of eight will be employed to receive referrals and provide services as appropriate. The staff will publicize services in flyers, newspapers, public service announcements, speaking engagements and community forums. Through the use of a needs assessment, staff will develop a service delivery plan for clients. On a semi-annual basis the staff will evaluate referral patterns and review the appropriateness of the Center's programs. Files will be maintained on all clients receiving services.

Director - 15% time

Office Manager - 10% time

Volunteer Coordinator - 10% time

Other staff and volunteers will be utilized as appropriate.

OBJECTIVE: #2

To reduce the involvement of youth with the juvenile justice system by accepting for services 100% of all referrals from the Police and Juvenile Court of youth under 18 committing status and minor misdemeanor offenses by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth referred by Police and Court.
- b. Unduplicated number of youth accepted for services.(judicial)

PROGRAM ELEMENTS AND STAFFING PATTERN:

One counselor will be the diversion coordinator and will ensure that all judicial referrals receive timely intakes and needs assessments. Additionally he/she will case manage these clients and monitor their involvement with all of the Center's programs. The diversion coordinator and the director will make roll call presentations, meet with Central Precinct officers, supply monthly director's reports to the Police, provide in-service trainings, coordinate police ride-a-longs and in general maintain an effective working relationship with the Police and the Court. Police and Court personnel will sit on the Center's Advisory Board to further ensure a positive working relationship. Follow-up letters will be sent to Court and the Police on all referrals. The Office Manager and the Director will submit appropriate reports to HRB to monitor the aforementioned activities.

Director - 5% time
Office Manager - 10% time
Counselor - 40% time
Practicum Students- as appropriate

OBJECTIVE: #3

To effectively meet the needs of referred youth by completing a needs assessment for 90% of all youth referred by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth receiving need assessments.
- b. Unduplicated number of youth referred.

PROGRAM ELEMENTS AND STAFFING PATTERN:

All staff and volunteers will be trained in administering a needs assessment. Needs assessments and service plans will be completed prior to the clients third visit to the Center and will be kept in the client files. The Office Manager and the Director will submit monthly reports on the number of clients receiving needs assessments.

All staff - 5% time

OBJECTIVE: #4

- A. To provide follow-up services three months after the case termination date to 90% of all youth referred by June 30, 1982.
- B. To provide pre- and post-test assessments to 60% of all judicial referrals by June 30, 1982.

PERFORMANCE INDICATOR:

- 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.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The counseling supervisor is responsible for overseeing the center's follow-up program. With the assistance of the Office Manager a monthly follow-up list will be developed, indicating the type of follow-up to be performed. Volunteers and staff will contact clients on this list in one of three ways - telephone, letter or person-to-person. Follow-up records on all clients will be kept in client files. The counseling supervisor will monitor and evaluate the results. Reports on this activity will be submitted monthly to HRB.

Supervising Counselor - 5% time
Office Manager - 5% time
Volunteers and staff as required.

OBJECTIVE: #5

To reduce number of unmet youth needs by obtaining support services through inter-agency coordination (case sharing) or referral for 200 youth by June 30, 1982.

PERFORMANCE INDICATOR:

- 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.

PROGRAM ELEMENTS AND STAFFING PATTERN:

Whenever it is appropriate staff will coordinate service delivery with other agencies e.g. schools, Juvenile Court, CSD and other youth serving agencies. Representatives from youth serving agencies will be invited to make monthly presentations about available resources for youth. Additionally staff will attend planning and coordination meetings with other agency representatives to ensure that referral agreements are operational. On a monthly basis HRB will be supplied with information regarding all instances of inter-agency and coordination.

Director - 10% time
All other staff - 5% time

OBJECTIVE: #C

To reduce the incidence of personal and family problems by providing 2500 hours of counseling to youth and parents by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Number of counseling hours provided by type.
- b. Unduplicated number of youths and parents receiving counseling by type.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The counseling program will consist of three staff and several practicum students. The counseling will be provided in individual, family and group sessions, as appropriate. All counseling hours will be recorded in the client files and will be monitored monthly by both the counseling supervisor and the director. Appropriate reports will be submitted on a monthly basis.

Counseling Supervisor - 40% time
Counselor I - 20%
Counselor II - 50%
Practicum students as appropriate.

OBJECTIVE: #7

To increase youth access to educational opportunities by providing 250 education assistance services to 50 youth by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth receiving education assistance.
- b. Number of education assistance services provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The Volunteer Coordinator will supervise a study hall program and an individual tutoring program. The study hall will consist of three meetings per week and will be available to clients who need assistance in developing positive study habits. Referrals will be received from schools and the counselors caseload. The study hall will operate during the second through fourth quarters and will serve twenty-five clients. An additional twenty-five clients will be matched with individual tutors for remedial work. Both education programs will be staffed solely with volunteers.

Volunteer Coordinator - 15% time
Volunteers and practicum students as necessary.

OBJECTIVE: #8

To increase youth access to recreational opportunities by providing 2000 services to 300 youth by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth receiving activities.
- b. Number of recreational activities provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The recreation coordinator will develop and coordinate after-school programs, sports teams, a Hillsdale Terrace recreation program, a seasonal Day Camp and several special projects. Practicum students and volunteers will assist in the operation of these programs. Additionally, the coordinator will publish a monthly recreation calendar listing ongoing activities and special events. Recreation programming will be coordinated with local schools, Neighborhood House, Friendly House and other Youth Service Centers. All activities will be logged and reported monthly to HRB.

Recreation Coordinator 80% time
Volunteer Coordinator 5% time
Volunteers and practicum students as available.

OBJECTIVE: #9

To increase youth access to employment opportunities by placing 150 youth in 200 casual labor jobs and providing 200 youth with employment assistance services by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth placed 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.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The employment coordinator will be responsible for maintaining the Youth for Hire program. This will entail ongoing recruitment of employers and youth, placing youth in appropriate job sites and providing follow-up calls to employers. Additionally the employment coordinator will provide monthly employment orientation workshops to prepare youth for work.

Another aspect of the employment program is geared towards out-of-school youth. The employment coordinator conducts individual needs assessments and then works for the client towards the goal of securing full-time employment. The coordinator assists with career assessment, job-searching skills, and with the development of employment sites in the private sector.

Finally the employment coordinator will record all employment services in the appropriate files and submit monthly reports detailing her/his activities.

Employment Coordinator 80% time

OBJECTIVE: #10

To increase youth access to community resources (legal, recreational, educational, mental health) by responding to 750 telephone requests for information and referral by June 30, 1982.

PERFORMANCE INDICATOR:

a. Number of telephone responses provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The Office Manager is responsible for maintaining an updated I and R file and providing training for volunteers in the handling of information and referral requests. On a monthly basis the number of request received will be tabulated and supplied to HRB.

Office Manager 40% time

OBJECTIVE: #11

To increase community involvement and service capability of the YSC by recruiting 150 volunteers to provide 9000 hours of service to youth by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Number of volunteer hours provided.
- b. Unduplicated number of volunteers active.
- c. Number and type of services provided by volunteers.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The Volunteer Coordinator will recruit, assess, train and provide ongoing support to 150 volunteers. In order to accomplish this he/she will maintain contacts with colleges, universities and service groups. Volunteers will be assigned to program areas that coincide with their skills and interests. Each volunteer will have a job description that clearly delineates expectations, responsibilities, tasks and staff supervision. The Volunteer Coordinator will provide an ongoing volunteer training program during the Winter and Spring Quarters. The Volunteer Coordinator will work regularly with the program coordinators to ensure that program and volunteer needs are being met. Appropriate files will be maintained on all volunteers and reports will be submitted on a monthly basis to HRB.

Volunteer Coordinator	50% time
Director	5% time

OBJECTIVE: #12

To provide restitution for 100 youth through community service work by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth completing restitution.
- b. Number of hours of restitution performed.

PROGRAM ELEMENTS AND STAFFING PATTERN:

At the time of intake, each judicial referral will be informed of the restitution program and assigned if circumstances warrant. On a monthly basis the restitution coordinator will contact clients assigned to do restitution to confirm their participation. On the day scheduled for restitution several volunteers will supervise the clients as they blaze trails in Tryon Creek Park. The day will conclude with the clients writing letters to the victims of their law violation. At times, due to a client's age or circumstances, he/she may be assigned to an individual restitution site at one of several local agencies.

The restitution program is monitored by the Diversion Coordinator and implemented by community volunteers and practicum students.

Counselor 5% time
Volunteers as required.

OBJECTIVE: #13

To promote YSC programs in the community through 24 public information activities by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Number of newspaper articles produced.
- b. Number of TV/radio appearances.
- c. Number of special public relations events implemented.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The Project Administrator and the Director will coordinate the Center's publicity and public relations efforts. Staff will publicize center programs in local newsletters and newspapers in addition to making presentations at local churches, agencies and schools. As appropriate staff will also appear on TV and radio shows. A publicity file will be maintained to document these efforts and the director will provide this information on a monthly basis to HRB.

Project Director	5% time
Director	15% time
Staff	0-5% time

OBJECTIVE: #14

To maintain program responsiveness through the initiation of 5 special youth/community development projects by June 30, 1982. Examples of special projects are: Forums on Parenting, Drug and Alcohol Abuse and Treatment, Women in the Juvenile Justice System; Summer Camps; and Crime Prevention Workshops.

PERFORMANCE INDICATOR:

- a. Number of youth/community development projects initiated.
- b. Type of development projects.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The Director and staff will be responsible for developing special projects and advocacy efforts designed to meet community needs. On a quarterly basis the Director or designee will meet with staff from both Neighborhood House and Friendly House to coordinate service delivery and special projects. Community input will also be gathered from the Advisory Board and client follow-up contacts. Special projects may include recreational events, camping programs, employment programs and/or legislative advocacy. Special emphasis will be placed on those projects that involve youth and can be coordinated with other service deliverers. All activities will be documented and reported monthly to HRB.

Staff 5% time

OBJECTIVE: #15

- A. To provide support services to 20 teenage mothers and their children by June 30, 1982.
- B. To offer 5 presentations in the community on teenage pregnancy by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of youth involved in Young Moms' Group.
- b. Number and type of services provided to teenage parents.
- c. Number of presentations completed.

PROGRAM ELEMENTS AND STAFFING PATTERN:

A counselor is assigned to coordinate services to young mothers. With the assistance of the volunteer coordinator and volunteers the following services are provided:

- weekly group sessions for 6 - 12 young mothers
- transportation and childcare
- individual client advocacy
- outreach efforts to referral sources
- coordination of teen-pregnancy presentations
- maintenance of client files

Counselor 10% time
Volunteer Coordinator 10% time
Volunteers as appropriate

OBJECTIVE: #16

To provide 40 seriously dysfunctional families with intensive family intervention services by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Unduplicated number of families enrolled in IFI program.
- b. Number and type of services provided to IFI families.

PROGRAM ELEMENTS AND STAFFING PATTERN:

On a quarterly basis counselors, practicum students and the IFI coordinator will provide 10 families referred by the Courts, Schools or other agencies with the following services:

- weekly family counseling
- weekly group counseling for parents
- weekly group counseling for youth
- interagency coordination and referral
- evaluations, pretests and post-tests

Counseling staff 15% time
Practicum students as available

OBJECTIVE: #17

To offer 5 self enhancement/peer counseling groups in five neighborhood schools to 40 youth by June 30, 1982.

PERFORMANCE INDICATOR:

- a. Number of groups initiated in local schools.
 - b. Number of schools having groups.
-
-

PROGRAM ELEMENTS AND STAFFING PATTERNS:

The counseling supervisor or his/her designee will develop group counseling programs that meet the needs of five neighborhood schools. Groups will be led by the counselors with assistance from appropriate school personnel. Each group will be evaluated upon completion and all sessions of the groups will be documented in the group files.

Counseling Staff 5% time

4. Center Organization (Briefly describe the staffing pattern, operating hours, and official holidays. Describe safety and accountability procedures regarding center coverage and emergencies.)

The Center is staffed by eight employees. Six staff work forty hours per week and two staff work thirty hours per week. Staff and volunteers will run programs Monday through Saturday. The Center will be open for intakes Monday through Friday 9:00 a.m. to 9:30 p.m. On Saturdays, in addition to recreation and restitution programs, staff will be reachable through an on-call system to respond to client emergencies.

Center coverage always consists of a minimum of two staff, one of whom is trained in crisis intervention and intake procedures.

Staff schedules are coordinated weekly by the Office Manager and Director to ensure proper coverage.

In the event of an external emergency (fire, ice storms, etc.) the Center director will be contacted to determine an appropriate response. If the Center must close, due to an emergency, the Human Resource Bureau will be informed.

Official holidays for the Center are: Christmas Eve Day, Christmas, Thanksgiving, Labor Day, Memorial Day, Independence Day, New Year's Day.

5. Contracting Agency Involvement (Describe support services to be provided for this project. Discuss the role of the contracting agency in the areas of fund-raising, advocacy, and provision of support services to the Center program.)

The NCJW's style of administering the Southwest Youth Service Center differs from other agencies. Our Project Director has an office in the YSC facility and interacts with the staff of the agency as another staff person. She attends all staff meetings and is an integral part of the decision making process in terms of program planning. She personally processes all payroll and payroll records. She does the bookkeeping, and organizes and submits the city invoices in a timely manner. She is advised by a CPA and an attorney and is responsible to the Executive Committee of the NCJW.

The Project Director is expected to do advocacy for youth throughout the State of Oregon. She sits on the Juvenile Justice Advisory Committee for state, was a member of its Steering Committee and is now part of the Transition Team. She is also a member of the Juvenile Court Advisory Committee and is a member of that Executive Committee as well. The Project Director has been a fundraiser, actively seeking and obtaining grants from community groups in the area for the SWYSC.

The NCJW has committed their volunteer corp for publicity, public relations, and fundraising. The Board of Directors of NCJW will make all major fiscal decisions for the SWYSC and approve any contracts entered into on its behalf. They will always act as advocates for youth diversion and alternatives to incarceration and will continue as advocates for the Youth Service Center. They will continue to have two NCJW members on the CAB. In addition to taking an active part on the CAB these people are responsible to keep the NCJW Board informed of the activities of the SWYSC. NCJW Board has budgeted monies for allocation to the SWYSC and plans to do so again during the next fiscal year.

6. Community Participation (Describe the citizen involvement in planning this project and the ways the community will be involved in the project's operation. Describe staff, Advisory Council, and Corporate Board relationships.)

The National Council of Jewish Women (NCJW) and the Southwest Youth Service Center (SWYSC) have a history of actively involving community residents in Center activities. Community participation will be evidenced through the use of community volunteers in recreational activities and programs, day care for the Young Mom's who attend support group, tutoring, the Big Brother/Big Sister program, counseling and the restitution program.

A unique aspect of the volunteer plan is that we provide two hours of training once a week for volunteers. This training includes a workshop on communication skills, value clarification and an opportunity to do role playing in order to improve helping skills.

The SWYSC has an active advisory board comprised of parents, former clients, staff of other community agencies such as counselors from Jackson and Wilson High Schools, the Housing Authority of Portland, CSD, JDH and the Police. This group meets monthly to advise the staff and provide the following:

1. To continually assess the needs of the southwest 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 SWYSC as the needs of the community and youth change, within the Standards and Guidelines of the SWYSC;
3. To work with the Center Director to meet the presently identified needs of the community and youth;
4. 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.

The goals and objectives stated in this project description have been reviewed and approved by the CAB. As particular activities are scheduled, youth and adult participants are asked to provide input into the structuring of the group activity. All programs are intended to be a responsive step towards meeting the needs of westside residents.

Staff, Advisory Board, Corporate Board Relationships

The Board of the NCJW meets quarterly to review the performance of the Center and to receive the Project Administrator's report. Additionally, two representatives of the Council sit on the Advisory Board. The Center Director meets monthly with the Advisory Board to review the Center programs and plans for the coming months. The results of this meeting are then shared with the entire staff.

7. Coordination (Describe the coordination of 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.)

The Southwest Youth Service Center has committed much time and energy towards coordinating services in southwest Portland as well as throughout the County. Coordination takes place within every program area at the Center. Listed below is a description of this process.

1. Counseling:

Throughout the year counselors meet with teachers, school counselors and social workers and school administrators. These meetings lead to referral of clients as well as the formation of counseling groups in the schools. This past year the counseling staff received referrals from every school in the southwest and northwest area and operated groups in Metropolitan Learning Center, Hayhurst, Robert Gray, Markham, Wilson, Jackson and Lincoln Schools.

Throughout the year counselors are assigned as liaisons to the neighborhood schools and serve as the Center representative to that school. This linkage allows the Center to stay in close communication and assists the Center in meeting the needs of each school's students.

The IFI program is another example of this Center's commitment to service coordination. The Morrison Center and the Youth Service Center have entered into a formal working agreement that provides for sharing of staff, space and referrals. This agreement brings a much needed counseling service to westside residents.

Finally, this Center coordinates counseling services with CSD, local churches, Outside-In, County Mental Health, Harry's Mother, the Health Service Center, the Psychology Center, Friendly House, and Neighborhood House. Counseling staff have planned in-service trainings, jointly sponsored groups, received and referred clients, and competently provided services to residents of the Westside by successfully coordinating its services with these agencies.

Formal working agreements exist with Harry's Mother, Portland Public Schools, Children's Services Division, Portland Police Bureau and Multnomah County Juvenile Court.

Additionally, an informal arrangement exists with Friendly House that allows center counselors to see Northwest clients on Monday evening at Friendly House. This agreement will continue through the next contract year.

2. Recreation:

In the coming year the Recreation Coordinator will coordinate programming with the Schools, Neighborhood House, Friendly House, the Portland Parks Department and other Youth Service Centers. After-school clubs will be designed to meet the needs of specific schools and the Coordinator will jointly plan day camps and sports teams with Neighborhood House and Friendly House staff. Outings and field trips will also be planned with these agencies. Additionally, a week-long summer camp is scheduled to be staffed by representatives of each Youth Service Center.

3. Employment:

The Employment Coordinator works cooperatively with the High School Work Experience Coordinators, the Youth CETA office and with local clubs and businesses. Presently, Neighborhood House staff refer their clients needing employment assistance to the Center. This arrangement will continue in the next contract year. Also, the Employment Coordinator has an informal agreement with the Work Experience Coordinators to share job leads when they are unable to fill positions with their own clients. The Employment Coordinator is also available to lead employment orientation workshops in the schools, at the request of school personnel.

4. Education:

Referral agreements are in place with local schools for both the tutoring program and the study hall. Staff and volunteers involved with these programs meet with each client's teacher so that the services offered by the Center complement those provided by the schools. Additionally, counselors work with school personnel to design programs that better meet their clients' needs. Also in the area of education, the Director serves as an advisor to both the Wilson High Citizen's Council and the district's Office of Special Youth Services.

5. Tri-County Coordination:

Staff at the Youth Service Center (Director and Volunteer Coordinator) have been instrumental in establishing two service delivery consortiums. One is the Tri-County Youth Services Consortium, the other is the Teen Pregnancy Task Force. Both of these networks are comprised of service providers and their aim is to enhance service delivery, share information, provide for multi-agency group trainings and advocate for institutional change. Both Youth Service Center staff serve as chairpersons of their respective consortiums and plan to continue in that capacity during the coming year.

In summary, this Center works actively with other service providers to ensure comprehensive planning and delivery of services. Each staff person is responsible for serving as a liaison to specific agencies and schools. The Director monitors the staff's coordination efforts on a monthly basis and assists in identifying the areas where additional coordination is necessary.

151826

EXHIBIT B:

BUDGET AND ATTACHMENTS

1. FUNDING RECAP - Youth Service Centers

a. Budget Summary: (List all sources of funding by amount and source)

<u>City Support Requested</u>	<u>Amount</u>
City General Fund	\$130,368.00
_____	_____
_____	_____
_____	_____
Subtotal	_____
<u>Required Cash Match</u>	\$6,466.00
TOTAL	<u>\$136,834.00</u>

b. Funding Statement: (Briefly describe the duration of each source of match.)

National Council of Jewish Women (1 year)	\$ 3500.00
Morrison Center (1 year)	\$ 2966.00

2. STATEMENT OF CERTIFICATION

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

Authorized Signature Janet Luosen Date 4-25-'81

Southwest Youth Service Center
National Council of Jewish Women
July 1, 1981 - June 30, 1982

APPROPRIATION UNIT
LINE ITEM WORKSHEET

Code	Object Title	Services	Cash Match	Total Contract	Other NCJW Support	Total
110	Full-Time Employees	102,203		102,203		102,203
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	17,958		17,958		17,958
190	Less-Labor Turnover					
100	Total Personal Services	120,161		120,161		120,161
210	Professional Services	900	4760	5660		5660
220	Utilities	583	617	1200		1200
230	Equipment Rental					
240	Repair & Maintenance				100	100
260	Miscellaneous Services					
310	Office Supplies	1500		1500	500	2000
320	Operating Supplies	350		350		350
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education	950		950		950
420	Local Travel	1400		1400	500	1900
430	Out-of-Town Travel	200		200		200
440	Space Rental	1200	260	1460		1460
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous	864		864		864
510	Fleet Services					
520	Printing Services	500		500		500
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	500	829	1329		1329
570	Telephone Services	1260		1260	1840	3100
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	10207	6466	16,673	2940	19,613
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	130,368	6466	136,834	2940	139,774

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. 18748

DATE April 29, 1981

PROJECT TITLE Southwest Youth Service Center

AGENCY National Council of Jewish Women

Service Category (if applicable)

FUNDING SOURCE City General Funds

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full- time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
one	Director	\$1654.38	100%	12	\$19,852.00
one	Counselor	\$1304.92	100%	12	\$15,659.00
one	Counselor	\$1194.83	75%	12	\$10,753.00
one	Counselor	\$1098.88	75%	12	\$ 9,890.00
one	Volunteer Coord.	\$1171.58	100%	12	\$14,059.00
one	Office Manager	\$ 866.66	100%	12	\$10,400.00
one	Relief Person	3.35/580.65	11 1/4%	12	\$ 784.00
one	Employment Coord.	\$ 994.25	100%	12	\$11,931.00
one	Project Director	\$1479.16	50%	12	\$ 8,875.00
SUB-TOTAL, PERSONNEL					\$102,203.00
18* % FRINGE BENEFITS					\$ 17,958.00
TOTAL, PERSONNEL					\$120,161.00

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18748DATE April 29, 1981PROJECT TITLE Southwest Youth Service CenterAGENCY National Council of Jewish WomenService Category (if applicable)FUNDING SOURCE City General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
#210	<u>Professional Services</u> a. Medical diagnostic evaluation Emergency shelter care Special service to clients b. Accounting Services Assistance and support for payroll computation, budget modification, budget determination. Year-end closing and compilation with other section budgets for non-profit tax return.	\$100.00 \$800.00	 \$900.00
#220	<u>Utilities</u> a. Water, oil, electricity for 2.5 months (balance in match) July 1, 1981 - December 31, 1981	 \$583.00	 \$583.00
#310	<u>Office Supplies</u> a. Stationary, envelopes, pens, pencils, desk equipment (no single item to exceed \$200.00) b. Checks - 625 Safeguard checks paper, pens, stationary	 \$1400.00 \$ 62.75 \$ 37.25	 \$1500.00
#320	<u>Operating Supplies</u> a. Training materials for Citizen's Advisory Board b. Arts and crafts materials for recreation program c. Janitorial supplies d. Miscellaneous consumable items (no item to exceed \$200.00)	 \$ 25.00 \$ 200.00 \$ 100.00 \$ 25.00	 \$ 350.00

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18748DATE April 29, 1981PROJECT TITLE Southwest Youth Service CenterAGENCY National Council of Jewish WomenFUNDING SOURCE City General FundsService Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
#410	<u>Education</u> a. Staff training at \$100.00 per day to provide technical assistance for professional and volunteer staff b. Individual fees for training five people at \$100.00, 2 people at \$75.00 c. Books, professional journals, publications, subscriptions	\$200.00 \$650.00 \$100.00	\$950.00
#420	<u>Local Travel</u> a. Repair and maintenance on van b. Gasoline for van c. Re: local travel at .18¢ per mile	\$150.00 \$250.00 \$1000.00	\$1400.00
\$430	<u>Out of Town Travel</u> Planning conference for staff in Neotsu, Oregon with lodging and per diem	\$200.00	\$200.00
#440	<u>Space Rental</u> a. January 1, 1982 - June 30, 1982 \$200.00 per month (\$260.00 in match)	\$1200.00	\$1200.00
#490	<u>Miscellaneous</u> a. Postage	\$ 864.00	\$ 864.00

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18748DATE April 29, 1981PROJECT TITLE Southwest Youth Service CenterAGENCY National Council of Jewish WomenFUNDING SOURCE: City General FundsService Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
#520	<u>Printing</u> Public relations material	\$500.00	\$500.00
#560	<u>Insurance</u> General liability Professional liability	\$246.00 \$254.00	\$500.00
#570	<u>Telephone Service</u> For 5.6 months (balance in other NCJW support)	\$1260.00	\$1260.00

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18748DATE April 29, 1981PROJECT TITLE Southwest Youth Service CenterAGENCY National Council of Jewish WomenService Category (if applicable)FUNDING SOURCE: Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
#210	<u>Professional Services</u> a. Janitorial service alternate weeks - \$5.00 per hour x 4 hours x 26 weeks 7/1/81 Through 12/31/81 b. One Jesuit volunteer	\$ 260.00 \$4500.00	\$4760.00
#220	<u>Utilities</u> Water, oil, electricity for 3.5 months	\$ 617.00	\$ 617.00
#440	<u>Space Rental</u> \$43.33 per month for 6 months	\$ 260.00	\$ 260.00
#560	<u>Insurance</u> Van insurance	\$ 829.00	\$ 829.00

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.)
Shirley Bankston *	1122 SW Stevenson	6/82	No	Hillsdale Church
Alice Porter	335 NW 19th	6/82	No	Housing Authority
Ken Magnuson	3631 SW Admiral	6/81	No	Consumer
Dorothy Alexander	6805 SW 26th	6/81	No	Parent
Fred Stock	7035 SW 34th	6/82	No	Agency
Sid Burt	1151 SW Vermont	6/82	No	Wilson High School
Toni Hunter	10625 SW 35th	6/82	No	Jackson High School
Paul Harvey	1401 NE 68th	6/82	No	JDH
Lew Winchester	5022 N. Vancouver	6/82	No	Minority
Linda Lambert	2474 NW Overton	6/82	No	NCJW
Margaret Labby	5931 SW Hamilton	6/82	No	Lincoln High School
Wanda Niemi	10225 SW Driftwood	6/82	No	Pacific NW Bell
Rick Meade	7940 SW Cedar	6/82	No	student
Tim Sheerin	6220 SW Spruce	6/82	No	student
Nick Stanley	11728 SW Summerville	6/82	No	student
Robert Tepedino	5305 SW Chestnut	6/82	No	student
Donna Nokua	6350 SW Canby St.	6/82	No	NCJW
Jerry McCubbin	10542 SW Capitol Hwy	6/82	No	Agency
Sharon VanSant	4139 SW Huber	6/82	No	Parent
Elizabeth Bergman	3808 SW Hewett	6/82	No	Parent/Social Worker
Ralph Huff	17201 N. Interstate	6/82	No	CSD
Gary Boek	209 SW Oak	6/82	No	Portland Police
Jim Lambert	3544 SW Dolph	6/82	No	Portland Police
Patricia O'Brien	5820 SW Shattuck	6/82	No	Parent
Wesley Oliphant	10627 SW Hood	6/82	No	Student

PROJECT TITLE: National Council of Jewish Women BoardList of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Amy Tanne*/6517 Buena Vista Dr. Vancouver, WA	285-6099	6/30/81
Rose Rustin/2866 NW Fairfax Terrace, 97210	223-1342	6/30/81
Elaine Weinstein/5520 SW Menefee Dr., 97201	244-2969	6/30/81
Linda Nelson/2108 SW Laurel St., 97201	227-1859	6/30/81
Lesley Glasgow/8490 SW Cecelia Terrace, 97223	246-4073	6/30/81
Leslie Peltz/3421 SW Boundary, 97201	245-2517	6/30/81
Sharon Brenner/2411 SW Arden Rd., 97201	221-0842	6/30/81
Janet Gordon/4162 SW 44th, 97221	292-6520	6/30/81
Evelyn Maizels/6575 SW Scholls Ferry Rd., 97223	246-1618	6/30/81
Linda Veltman/7430 SW Pineridge Court, 97225	292-0376	6/30/81
Laura Berlin/9116 SW Pony Place, Beav.	644-3699	6/30/81
Charlene Sherwood/17900 SW Chippewa Trail, Tualatin	638-8926	6/30/81
Aline Greenblatt/3320 SW 70th, 97225	292-4555	6/30/81
Gayle Marger/8875 SW Oak Lane, 97223	244-6976	6/30/81
Eleanore Rubinstein/9785 SW Melnore, 97225	292-4701	6/30/81
Laurie Rogoway/2770 SW 107th, 97225	292-6985	6/30/81
Barbara Cohen/9665 SW Melnore, 97221	297-2832	6/30/81
Wendy Liebreich/7755 SW Wilson, Beaverton	644-1681	6/30/81
Leah Nepom/4300 S.W. Downsview Court, 97221	292-6552	6/30/81
Sylvia Pearlman/5331 SW Santa Monica Ct., 97221	292-5122	6/30/81
Debbie Kovsky/9150 S.W. Alpine Terrace, 97225	292-5683	6/30/81
Reena Davis/2524 SW 17th, 97201	224-5621	6/30/81
Nikki Director/9792 SW Arbor Crest Way, 97225	292-3061	6/30/81
Jan Milstein/3036 NE 59th, 97213	287-0785	6/30/81
Elinore Frochlich/3504 SW Jerold Ct., 97221	223-5515	6/30/81
Joann Marks/7045 SW 84th, 97223	244-9985	6/30/81
Sydney Baer/01316 SW Mary Failing Dr., 97219	636-6367	6/30/81
Fay Menashe/7035 SW Brennelane, 97225	297-3883	6/30/81
Selma Duckler/3137 SW Fairmont Blvd., 97201	244-5700	6/30/81
Betsy Romain/930 York Rd, Lake Oswego, 97034	636-6181	6/30/81
Joan Weil/14670 SW Forest Dr, Beaverton	643-3181	6/30/81
Ty Rosenberg/864 NW Albermarle Terrace, 97210	224-3319	6/30/81
Linda Lambert/2474 NW Overton, 97210	228-6789	6/30/81
Patti Nemer/11955 SW Faircrest, 97225	643-1494	6/30/81
Sherri Cordova/18867 SW Indian Springs, L.O., 97034	639-0853	6/30/81
Sherry Gold/3803 SW Kanan Dr., 97221	246-1875	6/30/81
Patti Berger/8450 SW 71st Place, 97223	246-7992	6/30/81
Suzanne Henry/8916 NE 11th St., Vancouver, 98664	892-5477	6/30/81

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

National Council of Jewish Women (hereinafter called the "Contractor")
HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, 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 Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland 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 April 29, 1981

By *Gary Lois Lanne*
Title President

3030 SW Second Ave., Portland, OR
(Contractor's Mailing Address)

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

National Council of Jewish Women (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 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 effects 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 unable 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 28th day of April, 1981.

By *Gary L. Linn*

Title President

3030 SW Second Ave., Portland, OR
Contractor's mailing address

CITIZENS ADVISORY BOARD REVIEW

The Citizens Advisory Board of the Southwest Youth Service Center has reviewed the proposal for youth services to be provided by National Council of Jewish Women in the target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

- The Citizens Advisory Board approves the proposal.
- The Citizens Advisory Board does not approve of the proposal for reasons listed below:

The Citizens Advisory Board has reviewed the proposal but has taken no action at this time.

Shirley A. Barkston
Signature of Chairperson

4/28/81
Date

BOARD OF DIRECTORS REVIEW

151826

The Board of Directors of National Council of Jewish Women (agency) has reviewed the proposal to be provided by Southwest Youth Service Center in the westside target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

The Board of Directors approves the proposal.

The Board of Directors does not approve the proposal for the reasons listed below:

The Board of Directors has reviewed the proposal but has taken no action at this time.

Almy Lisa Larone
Signature of Board Chairperson

April 29, 1981
Date

EXHIBIT C
REQUIRED REPORTING FORMS

151826

Contract Agency _____

Area Agency on Aging
Youth Service Centers
Accounting Unit
522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204
Phone: (AAA) 248-4752 (YSC) 248-4356

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Reimbursement Request for _____
month & 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				
350	Clothing and Uniforms				
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				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
	TOTAL				

ATTACH TO THIS REIMBURSEMENT REQUEST:
 1. Supporting documentation for all costs or expenditures grouped by expenditure code number. (Attach adding machine tape to each group of supporting documents.)
 REIMBURSEMENT REQUEST AND 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 _____

CONTRACTOR RECORD OF NON-CONSUMABLE SUPPLIES PURCHASED
 (Items with a minimum value of \$25.00 per item and a maximum value of \$200.00 per item)



DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

CONTRACTOR RECORD OF CAPITAL EQUIPMENT PURCHASED
 (Items with value in excess of \$200.00 per item)

THE CITY OF
PORTLAND



OREGON

DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR *AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

Contract Reimbursement Procedures

ON FILE AT HRB

Other required reporting forms specified in the
Youth Service Center "Management Information
System Training Manual"

ON FILE AT HRB

Other procedures specified in the Youth Service
Center Standards and Guidelines

ON FILE AT HRB