

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

DeLaunay Mental Health Center (hereinafter called the "Contractor"), HEREBY

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

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

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

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

4. The Contractor shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee.
5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or 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 28 day of April, 1981.

By Donald J. Freeman

Title Chairman

5215 North Lombard St., Portland, Ore. 97203

Contractor's mailing address

CITIZENS ADVISORY BOARD REVIEW

The Citizens Advisory Board of the North Portland Youth Service Center has reviewed the proposal for youth services to be provided by North Portland Youth Service Center 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.

Robert Conrad
Signature of Chairperson

April 28, 1981
Date

BOARD OF DIRECTORS REVIEW

The Board of Directors of DeLaunay Mental Health Center (agency) has reviewed the proposal to be provided by the North Portland Youth Service Center in the North Portland target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

X 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.

Donald J. Friedman
Signature of Board Chairperson

April 28, 1981
Date

EXHIBIT C
REQUIRED REPORTING FORMS

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 REOUEST	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:

- 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 _____

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 _____

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. 18763

This agreement is entered into between the City of Portland and Young Mens Christian Association of Columbia-Willamette, 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. 18763 is amended as follows:

1. Total City support shall be \$161,568 for Fiscal Year 1981-82.
2. Required cash match shall be \$7,181 for Fiscal Year 1981-82.
3. The Project Application has been revised, including revised budgets, objectives, and activities, and is attached as Exhibit A-5.
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 \$26,928, upon receipt of a written request from the CONTRACTOR.

These changes are incorporated in Contract No. 18768 as set forth in the attached pages.

Dated this ___ day of _____, 1981.

Approved:

YOUNG MENS CHRISTIAN ASSOCIATION OF COLUMBIA-WILLAMETTE, INC.

Erma 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

1. Project Title Outer East Youth Service Center

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name YMCA of Columbia-Willamette

Address 2331 SW Barbur Blvd.

Portland, Oregon 97201

Phone Number 223-9622

Project Director Bart Roen, Director Community Services

Official Authorized to Bind Agency Thomas P. Tisdale

Financial Officer Thomas P. Tisdale

4. Contract Period: From 7/1/80 To 6/30/83

5. Budget Period: From 7/1/81 To 6/30/82

6. City Support Requested \$161,568 Match Required: \$7,181

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

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

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

Project Goals

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

Strategy

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

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

Target Population

The population to be served during FY 1981-82 is youth between the ages of 10 to 18, with emphasis on youth referred from the Police and Juvenile Court for committing status and minor misdemeanor offenses. Method of identification for Youth Service Center clients are referrals from judicial and non-judicial sources. Schools, families, agencies, and self are sources of non-judicial referrals.

Eligibility Criteria

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

OBJECTIVE: 1

To accept 350 referrals from the Police and Juvenile Court of youth under 18 who have committed status or minor misdemeanor offenses by June 30, 1982.

PERFORMANCE INDICATOR:

Unduplicated number of youth referred and tracked by source of referral and reason for referral.

PROGRAM ELEMENTS AND STAFFING PATTERN:

ACTIVITIES

STAFF ASSIGNED

TIMELINE

Accept referrals in a timely manner.

Counselors

on-going

Maintain good working relationships with East Precinct officers and patrolmen through roll calls, police ride-a-longs, open houses, personal contacts.

Counselors, Director
practicum students

on-going

Maintain good working relationships with Juvenile Court staff through regular communication and coordinated services.

Counselors, Director

on-going

Maintain appropriate records.

Counselors

on-going

Submit appropriate reports to HRB

Center Coordinator

monthly

OBJECTIVE: 2

To accept 350 referrals of youth under 18 from non-judicial sources (CSD, schools, family, self, other agencies) by June 30, 1982.

PERFORMANCE INDICATOR:

Unduplicated number of youth referred and tracked by source of referral and reason for referral.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Accept referrals in a timely manner.	Counselors, Youth Program Specialist	on-going
Publicize the services available at OEYSC through flyers, newspapers, TV, public speaking and public forums to the OE community.	All staff	on-going
Maintain good working relationships with schools, CSD and other agencies.	All staff	on-going
Maintain appropriate records.	All staff	on-going
Submit appropriate reports to HRB.	Center Coordinator	monthly

OBJECTIVE: 3

To complete needs assessments for 90% of all youths referred by June 30, 1982.

PERFORMANCE INDICATOR:

1. Unduplicated number of youth receiving needs assessments.
2. Unduplicated number of youth referred.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Conduct needs assessments and develop service plans.	Counselors with the assistance of practicum students	on-going
Recruit and train graduate students to carry part-time caseloads.	Volunteer Coordinator, Counselors	on-going
Maintain appropriate records.	Counselors, students	on-going
Submit appropriate reports to HRB.	Center Coordinator	monthly
A-6		

OBJECTIVE: 4

To provide 2200 hours of counseling to youth and parents by June 30, 1982.

PERFORMANCE INDICATOR:

1. Number of counseling hours provided by type.
2. Unduplicated number of youth and parents receiving counseling by type.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Provide individual, group and family counseling to judicial and non-judicial referrals.	Counselors and practicum students	ongoing
Maintain appropriate records.	Counselors and practicum students	ongoing
Submit appropriate records to HRB	Center Coordinator	monthly

OBJECTIVE: 5

To obtain support services by providing 500 inter-agency coordination or referral services by June 30, 1982.

PERFORMANCE INDICATOR:

1. Number of inter-agency coordination or referral services delivered.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>		
<u>ACTIVITIES</u>	<u>STAFF ASSIGNED</u>	<u>TIMELINE</u>
Develop case-sharing, case consultation and inter-agency referral agreements with agencies which have the potential of working with OE families. (eg. schools, CSD, legal aid, MCCAAs, housing program, Planned Parenthood, Leach YMCA CODA, Mainstream...)	Director, counselor, other staff	ongoing
Develop and coordinate joint service plans with other agencies when deemed necessary.	Counselors, Youth Program Specialists	ongoing
Follow up with other agencies to insure service provision.	Counselors, Youth Program Specialists	ongoing
Maintain appropriate records.	Counselors, Youth Program Specialists	ongoing
Submit appropriate records to HRB.	Center Coordinator	ongoing

OBJECTIVE: 6

To provide family counseling to 48 families through the Intensive Family Intervention program by June 30, 1982.

PERFORMANCE INDICATOR:

Unduplicated number of families served.

PROGRAM ELEMENTS AND STAFFING PATTERN:

ACTIVITIES

STAFF ASSIGNED

TIMELINE

Recruit families for the IFI Program.

Counselors

quarterly

Conduct individual family counseling sessions.

Counselors

on-going

Conduct separate teen and adult counseling groups.

Counselors, practicum students.

on-going

Maintain appropriate records.

Counselors

on-going

Submit appropriate records to HRB.

Center Coordinator

monthly

OBJECTIVE: 7

To provide group counseling to 30 youths by conducting three groups in coordination with local schools by June 30, 1982.

PERFORMANCE INDICATOR:

1. Number of groups formed.
2. Unduplicated number of youth served.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u> ACTIVITIES	STAFF ASSIGNED	TIMELINE
Form a truancy group at Binnsmead School. (10 youths)	Counselors	Fall
Form a truancy group at a local middle school. (10 youths)	Counselors	Winter
Form a female sexuality group at a local middle school. (10 youths)	Counselors	Spring
Maintain appropriate records.	Counselors	on-going
Submit appropriate records to HRB.	Center Coordinator	monthly
A-10		

OBJECTIVE: 8

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

PERFORMANCE INDICATOR:

1. Unduplicated number of youth attempted to contact for follow-up services.
2. Unduplicated number of youth for which follow-up services are completed.
3. Unduplicated number of youth referred.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u> ACTIVITIES	STAFF ASSIGNED	TIMELINE
Complete follow-up calls or letters three months after case termination date.	Counselors and practicum students	monthly
Monitor follow-up procedures.	Center Coordinator	monthly
Maintain appropriate records.	Counselors and Practicum students	monthly
Submit appropriate records to HRB.	Center Coordinator	monthly

OBJECTIVE: 10

To respond to 2,000 telephone requests for information and referral by June 30, 1982.

PERFORMANCE INDICATOR:

Number of telephone responses provided.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Maintain resource file on services available to Outer East families.	Center Coordinator	on-going
Train staff to make appropriate referrals including referrals to non-youth-serving agencies.	Director, Counselors, Center Coordinator	on-going
Maintain appropriate records.	All staff	on-going
Submit appropriate records to HRB.	Center Coordinator	monthly
A-12		

OBJECTIVE: 11

To provide educational assistance to youth by referring 30 youths to the John R. Leach YMCA Tutoring Project by June 30, 1982.

PERFORMANCE INDICATOR:

Number of unduplicated youth referred.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>		
ACTIVITIES	STAFF ASSIGNED	TIMELINE
Conduct educational needs assessments and make referrals.	Counselors and Youth Program Specialist	on-going
Provide follow-up services in consultation with Project tutors.	Counselors and Youth Program Specialist	on-going
Maintain appropriate records.	Counselors and Youth Program Specialist	on-going
Submit appropriate records to HRB.	Center Coordinator	monthly

OBJECTIVE: 12

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

PERFORMANCE INDICATOR:

Unduplicated number of youth served.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Recruit one Restitution Coordinator.	Director, Volunteer Coordinator	as needed
Develop community service sites.	Restitution Coordinator	on-going
Refer to Restitution Program.	Counselors	on-going
Follow on youth referred to Restitution Program (letter to stores, contact sites, etc.)	Restitution Coordinator	on-going
Maintain appropriate records.	Restitution Coordinator	on-going
Submit appropriate reports to HRB.	Center Coordinator	monthly

OBJECTIVE: 13

To provide 1000 recreational services to 300 youths by June 30, 1982.

PERFORMANCE INDICATOR:

1. Number of recreational services provided.
2. Number of unduplicated youth served.

PROGRAM ELEMENTS AND STAFFING PATTERN:

ACTIVITIES	STAFF ASSIGNED	TIMELINE
Maintain recreational resource directory for Outer East staff.	Youth Program Specialist	on-going
Provide recreational counseling for youth referred by Outer East staff.	Youth Program Specialist	on-going
Provide outings, sports, leagues, clubs, special events, etc.	Youth Program Specialist, other staff, volunteers	on-going
Coordinate recreation with existing agencies.	Youth Program Specialist	on-going
Maintain appropriate records.	Youth Program Specialist, other staff	on-going
Submit appropriate records to HRB	Center Coordinator	monthly

OBJECTIVE: 14

To place 200 youth in 200 casual labor jobs and provide 250 youth with employment assistance services by June 30, 1982.

PERFORMANCE INDICATOR:

1. Unduplicated number of youth in casual labor jobs.
2. Number of casual labor jobs developed.
3. Unduplicated number of youth served by employment assistance.
4. Number of employment assistance services provided.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Publicize Casual Labor Program through flyers, PSA's, etc.	Youth Program Specialist and practicum students	on-going
Maintain Casual Labor employee/employer resource files.	Youth Program Specialist and practicum students	on-going
Provide job readiness trainings using outside resources (filmstrips, pamphlets, etc.)	Youth Program Specialist and practicum students	on-going
Provide field trips to employment-related sites such as Oregon State Employment Office, vocational training centers, etc.	Youth Program Specialist and practicum students	on-going
Visit businesses and potential employers of youth regarding hiring possibilities.	Youth Program Specialist and practicum students	on-going
Maintain appropriate records.	Youth Program Specialist and practicum students	on-going
Submit appropriate records to HRB.	Center Coordinator	Monthly

OBJECTIVE: 15

To cooperate with the Community Juvenile Officers (CJO) Program by participating in ten CJO in-school presentations, ten CJO field trips and one public education event by June 30, 1982.

PERFORMANCE INDICATOR:

1. Number of presentations given.
2. Number of field trips provided.
3. Public education events held.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Hold program planning meetings with CJO's	Director, other staff	Summer, Fall
Give in-school presentations on shoplifting, runaways, employment, turancy	Counselors, Youth Program Specialist	on-going
Organize field trips to House Patrol Barn, Sunshine Division, JDH.	Youth Program Specialist	on-going
Identify youth-related issue for public education event co-sponsored by CJO's.	Director, CAB	Winter
Maintain appropriate records.	Youth Program Specialist	on-going
Submit appropriate records to HRB	Center Coordinator	monthly

OBJECTIVE: 16

To recruit 200 volunteers to provide 5,000 hours of service to youth by June 30, 1982.

PERFORMANCE INDICATOR:

1. Unduplicated number of active volunteers excluding Big Brother/Big Sisters.
2. Number of volunteer hours provided excluding BB/BS.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Recruit volunteers through PSA's, presentations, newspaper articles, flyers, Volunteer Bureau, etc.	Volunteer Coordinator	on-going
Maintain contacts with college field placement offices and interview practicum students.	Volunteer Coordinator	on-going
Orient, train, supervise and evaluate all volunteers through regular training sessions.	Volunteer Coordinator and other staff	on-going
Train staff to supervise volunteers.	Volunteer Coordinator	on-going
Record volunteer hours and activities.	Volunteer Coordinator	monthly
Submit appropriate reports to HRB	Center Coordinator	monthly

OBJECTIVE: 17

To recruit 65 Big Brother/Big Sisters to provide 4,000 hours of service to youth by June 30, 1982.

PERFORMANCE INDICATOR:

1. Unduplicated number of Big Brother/Big Sisters.
2. Number of volunteer hours provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

ACTIVITIES	STAFF ASSIGNED	TIMELINE
Recruit BB/BS's through Mt. Hood Community College classes co-taught by Volunteer Coordinator.	Volunteer Coordinator	ongoing
Recruit BB/BS's through PSA's, articles, presentations, etc...	Volunteer Coordinator	ongoing
Orient, train, supervise and evaluate BB/BS's.	Volunteer Coordinator, Counselor	ongoing
Maintain volunteer newsletter	Volunteer Coordinator	monthly
Record BB/BS hours and activities.	Volunteer Coordinator, Counselor	monthly
Submit appropriate reports to HRB.	Center Coordinator	monthly

OBJECTIVE: 13

To promote YSC programs in the community through 15 public information activities by June 30, 1982.

PERFORMANCE INDICATOR:

Number of public informations activities provided.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u> ACTIVITIES	STAFF ASSIGNED	TIMELINE
Increase community awareness of OEYSC as an information and referral resource through PSA's, newspaper articles, flyers, etc.	Director, Volunteer Coordinator, other staff	on-going
Arrange for contract agency to act as the public relations agent for OEYSC through workshops and other meetings.	Director	on-going
Provide public presentations on OEYSC to civic groups, schools, churches, other agencies, etc.	All staff	on-going
Maintain appropriate records.	Volunteer Coordinator	on-going
Submit appropriate records to HRB.	Center Coordinator	on-going
A- 21		

OBJECTIVE: 19

To provide leadership in the Outer East community by operating Foster School as community center which will sponsor two community forums, provide meeting space for three community groups, host two other neighborhood events and provide technical assistance to two new or established citizen groups by June 30, 1982.

PERFORMANCE INDICATOR:

1. Number of community forums held.
2. Number of groups using space.
3. Number of neighborhood events.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>	STAFF ASSIGNED	TIMELINE
ACTIVITIES		
Interview key informants in the community to determine kinds of forums and events needed by Outer East community.	Director, volunteers, CAB	Summer
Publicize availability of facility for community use.	Director	on-going
Plan forums and neighborhood events.	Director, staff, CAB, other agencies	on-going
Manage facility so that it can be used by the community.	Director, Center Coordinator	on-going
Maintain appropriate records	Center Coordinator	on-going
Submit appropriate records to HRB	Center Coordinator	on-going

OBJECTIVE: 20

To provide 150 Southeast Asian youth with 600 recreational services by June 30, 1982.

PERFORMANCE INDICATOR:

Unduplicated number of youth served.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>		
<u>ACTIVITIES</u>	<u>STAFF ASSIGNED</u>	<u>TIMELINE</u>
Recruit SE Asian youth through community outreach.	Youth Program Specialist	ongoing
Integrate SE Asian youth into ongoing Center recreational groups and clubs.	YPS	ongoing
Form SE Asian soccer team to play in the Rockwood Soccer League or with other YMCA or school teams.	YPS	seasonal
Maintain appropriate records.	YPS	ongoing
Submit appropriate records to HRB.	Center Coordinator	monthly
Coordinate service delivery with Project ICE, YMCA and American Indochinese Friendship Exchange.	YPS Youth Program Specialist	ongoing

OBJECTIVE: 21

To place 50 S.E. Asian youth in 50 casual labor jobs and provide 150 youth with employment assistance services by June 30, 1982.

PERFORMANCE INDICATOR:

1. Unduplicated number of youth in casual labor jobs.
2. Number of casual labor jobs developed.
3. Unduplicated number of youth served by employment assistance.
4. Number of employment assistance services provided.

<u>PROGRAM ELEMENTS AND STAFFING PATTERN:</u>		
<u>ACTIVITIES</u>	<u>STAFF ASSIGNED</u>	<u>TIMELINE</u>
Publicize Casual Labor Program through flyers, PSA's, etc.	Youth Program Specialist and practicum students	on-going
Maintain Casual Labor employee/employer resource files.	Youth Program Specialist and practicum students	on-going
Provide job readiness trainings using outside resources (filmstrips, pamphlets, etc.)	Youth Program Specialist and practicum students	on-going
Provide field trips to employment-related sites such as Oregon State Employment Office, vocational training centers, etc.	Youth Program Specialist and practicum students	on-going
Visit businesses and potential employers of youth regarding hiring possibilities.	Youth Program Specialist and practicum students	on-going
Maintain appropriate records.	Youth Program Specialist and practicum students	on-going
Submit appropriate records to HRB. A-24	Center Coordinator	monthly

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

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

The OEYSC will be open from 1:00 P.M. to 9:00 P.M. on Monday, 9:00 A.M. to 9:00 P.M. Tuesday through Friday and Saturday 10:00 A.M. to 9:00 P.M. and closed on Sunday.

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

In addition each staff member will be eligible for two personal, floating holidays.

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

Fund-raising activities provided by the YMCA include the Annual Sustaining Membership Campaign, the Community Services Auction, and the Haunted House. Outer East participates in all of these fund-raisers.

The YMCA is a member of the Tri-County Youth Services Consortium through which the YMCA addresses advocacy issues.

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

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

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.)

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

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

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

EXHIBIT B:

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>
<u>City General Funds</u>	<u>\$ 161,568.00</u>
Subtotal	<u>\$ 161,568.00</u>
<u>Required Cash Match</u>	<u>7,181.00</u>
TOTAL	<u>\$168,749.00</u>

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

Cash Match - YMCA fund raising events.
Auction 9/81
Haunted House 10/81
Sustaining Campaign 2/82

2. STATEMENT OF CERTIFICATION

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

Authorized Signature


Date 4/20/81

Outer East Youth Service Center
 YMCA of Columbia-Willamette
 Contract Period - 7/1/81 - 6/30/82

APPROPRIATION UNIT
 LINE ITEM WORKSHEET

151826

Code	Object Title	City General Fund	Cash Match	Total Contract		
110	Full-Time Employees	113,656	3,286	116,942		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	32,070	1,227	33,297		
190	Less-Labor Turnover					
100	Total Personal Services	145,726	4,513	150,239		
210	Professional Services		2,668	2,668		
220	Utilities	1,773		1,773		
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services					
310	Office Supplies	177		177		
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental	10,392		10,392		
450	Interest					
480	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	700		700		
570	Telephone Services	2,800		2,800		
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	15,842	2,668	18,510		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL	161,568	7,181	168,749		

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. 18768DATE April 30, 1981PROJECT TITLE Outer East Youth Service CenterAGENCY YMCA of Columbia-WillametteFUNDING SOURCE City General FundService 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	Director	1,485	100%	12	17,820
1	Counselor	1,173	100%	12	14,076
1	Counselor	1,086	100%	4	4,344
1	Counselor	1,173	100%	8	9,384
1	Counselor	1,086	100%	6	6,516
1	Counselor	1,173	100%	6	7,038
1	Volunteer Coordinator	1,102	100%	12	13,224
1	Center Coordinator	\$5.53 hr/957 mo.	100%	12	11,484
2	Youth Program Specialists	1,000	100%	12	24,000
1	Associate Director	1,742	25%	12	5,226
1	Secretary	453	10%	12	544
SUB-TOTAL, PERSONNEL					113,656
28* % FRINGE BENEFITS					32,070
TOTAL, PERSONNEL					145,726

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

CONTRACT BUDGET JUSTIFICATION

151826

PERSONNEL

CONTRACT NO. 18768

DATE April 30, 1981

PROJECT TITLE Outer East Youth Service Center

AGENCY YMCA of Columbia-Willamette

FUNDING SOURCE Cash Match

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	Division Director	2,544	5%	12	1,526
1	Admin. Assistant	1,467	10%	12	1,760
SUB-TOTAL, PERSONNEL					3,286
* % FRINGE BENEFITS					1,227
TOTAL, PERSONNEL					4,513

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

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18768

DATE April 30, 1981

PROJECT TITLE Outer East Youth Service Center

AGENCY YMCA of Columbia-Willamette

Service Category (if applicable)

FUNDING SOURCE City General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
220	<u>Utilities</u> Electricity and heat	1,773	1,773
310	<u>Office Supplies</u> Miscellaneous office supplies	177	177
440	<u>Space Rental</u> \$866 per month	10,392	10,392
560	<u>Insurance</u> a. Liability b. Van	600 100	700
570	<u>Telephone Service</u> Service for 10 instruments, long distance	2,800	2,800
	TOTAL		15,842

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18768DATE April 30, 1981PROJECT NO. Outer East Youth Service CenterAGENCY YMCA of Columbia-Willamette

Service Category (if applicable)

FUNDING SOURCE Cash Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	<u>Professional Services</u>		
	A. Use of Y space (one-sixth of 176 sq. ft. @ \$36.64 per sq. foot.)	1,075	
	B. Community Services telephones (One-sixth of 3 instruments @ \$1,880)	313	
	C. Copier charges (One-sixth of \$625)	104	
	D. Postage (One-sixth of \$120)	20	
	E. Use of Y equipment (One-sixth of \$96)	16	
	F. Employee expense (One-sixth of \$550)	92	
	G. Divisional Office Supplies (One-sixth of \$300)	50	
	H. Use of Y staff (Communications staff, Financial Director)	600	
	I. Support to Individual clients, Camp scholarships	398	2,668

PROJECT TITLE: Outer East Youth Service Center

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

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Adams, Bill	9330 SE Harold, 97266	6/3/84	No	Agency
* Amling, Ray	1806 SE Miller, 97202			Citizen
Broderick, Dale	1406 NE 68th, 97213			Agency
Cropley, Sue	7019 SE 92nd, 97266			Student
Edwards, Larry	380 NW Norman, Gresham			Citizen
Flemming, Larry	532 NE Union, 97232			Agency
Heide, Gary	5415 SE Powell, 97206			Citizen
Jamison, Ann	2735 NE 82nd, 97220			Agency
Ritchie, Steve	9207 SE Foster, 97266			Agency
Stacey, Bob	6540 SE 85th, 97266			Citizen
Insley, Jackie	222 SW Pine, 97204			Agency
Stivers, Pam	5224 SE Foster, 97206			Agency

PROJECT TITLE: Outer East Youth Service Center

List of current Board Members: (Indicate Chairperson by asterisk)

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Blumenauer, Earl	PO Box 1396, 97201	81		
Hathaway, Paul	200 Market Bldg., 97201	81		Agency
Heimbuck, Dan	PO Box 3066, 97208	81		Agency
Lent, Pat	8431 SE Bush, 97266	81		Citizen
MacNaughton, Joanne	6485 SW Burlingame Pl. 97201 (81)			Citizen
Page, Rodney	1734 NE Tillamook, 97212	81		Agency
Rhodes, Jane	3525 SE 80th, 97206	81		Citizen
Richen, Clarence	2822 NE 32nd Pl., 97212	81		Citizen
Shattuck, Charles	7765 SW Miner Wy., 97225	81		Citizen
Withycombe, Tom	Georgia-Pacific Corp.	81		Agency
Bauman, Frank	2815 SW Sunset Blvd. 97201	82		Citizen
Bayless, Marlene	PO Box 3107, 97208	82		Citizen
Davis, Gordon	521 SW 11th, 97205	82		Citizen
Forbes, Orcilia	11965 NW Maple Hill, 97299	82		Citizen
Gulbrand, Karl	P.P & L 920 SW 6th	82		Agency
Gurusinghe, Malcolm	1114 NE 28th, 97232	82		Citizen
Heagerty, Bobby	4835 SW 31st Dr. 97201	82		Citizen
Papenfuse, Lois	7604 NE Hazel Dell Ave. Van. (82)			Citizen
Stewart, Milt	813 SW Alder, 97205	82		Citizen
*Vernon, Al	PO Box 3447, 97208	82		Agency
Ambers, Floreid	3106 SW Doschdale Dr. 97201 (83)			Citizen
Chase, Vern	8700 SW White Ct., 97225	83		Citizen

ATTACHMENT

PROJECT TITLE: Outer East Youth Service Center

List of current Board Members: (Indicate Chairperson by asterisk)

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Fraser, George	900 SW 5th, Suite 2300	83		Citizen
Jaques, Mark	421 SW 6th, 97204	83		Agency
Kennedy, Howard	140 SW Columbia, 97201	83		Agency
Kenward, John	4099 SW Lowell Ln. 97201	83		Citizen
Leeding, Doug	15707 NE Siskiyou Ct. 97220	(83)		Citizen
Rankin, Robert	1408 Standard Plaza, 97204	83		Agency
Shelden, El	2801 SW Spring Garden	97219	(83)	Citizen
Findlay, William	700 NE Multnomah, Suite 200,	97232		Citizen
Gorini, Dick	PO Box 1180 Vancouver	98666		Agency
Lang, James	2828 SW Corbett #106,	97201		Agency

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

YMCA of Columbia-Willamette (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 30, 1981

By *Thomas A. Seedale*

2831 SW Barber Blvd, Portland, OR 97202
(Contractor's Mailing Address)

Title Financial Director

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

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

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

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

1. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment by the Contractor.
2. The Contractor shall make all decisions concerning employment in a manner which ensures that discrimination on the basis of handicap does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely 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 

Title Financial Director

YMCA OF COLUMBIA - WILLAMETTE
2831 S. W. BARBUR BLVD.
PORTLAND, OREGON 97201

Contractor's mailing address

CITIZENS ADVISORY BOARD REVIEW

The Citizens Advisory Board of the Outer East Youth Service Center has reviewed the proposal for youth services to be provided by Outer East Youth Service Center 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.

Ray L. Ambling
Signature of Chairperson

4/30/81
Date

BOARD OF DIRECTORS REVIEW

The Board of Directors of YMCA of Columbia--Willamette (agency) has reviewed the proposal to be provided by Outer East Youth Service Center in the Outer East target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

X Community Services Council approves proposal concept.
_____ 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.

Lane W. Rhodes

Signature of Board Chairperson
Comm. Serv.

May 28, 1981

Date

EXHIBIT C
REQUIRED REPORTING FORMS

Contract Agency _____

Area Agency on Aging
Youth Service Centers

Address _____

Accounting Unit

City _____ State _____

522 S. W. Fifth Ave., 8th Fl.

Portland, OR. 97204

Phone: (AAA) 248-4752 (YSC) 248-4356

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:

- 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)



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

EXHIBIT "A"

A-1	Urban League of Portland, Inc.	\$188,515
A-2	National Council of Jewish Women, Inc.	\$130,368
A-3	Portland Action Committees Together, Inc.	\$153,207
A-4	Delaunay Mental Health Center, Inc.	\$160,399
A-5	Young Men's Christian Association of Columbia Willamette, Inc.	\$161,568

ORDINANCE NO.

151826

An Ordinance authorizing amendments to five (5) contracts to continue Youth Service Center services under the Human Resources Bureau, AU 380, in the sum not to exceed \$794,057, for the budget period of July 1, 1981, through June 30, 1982, revising budgets, modifying objectives, terms and conditions, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Pursuant to Ordinance No. 149828, passed by Council on June 25, 1980, five (5) new contracts for Youth Service Center services were executed for the period July 1, 1980 through June 30, 1983 with contract budgets and objectives to be negotiated annually.
2. Funds have been budgeted in the FY 198182 City Budget to continue these services for the period of July 1, 1981, through June 30, 1982, subject to its adoption by the Council.
3. Costs of the Youth Service Centers shall not exceed the amounts herein indicated: Urban League of Portland, Inc., \$188,515; National Council of Jewish Women, Inc., \$130,368; Portland Action Committees Together, Inc., \$153,207; DeLaunay Mental Health Center, Inc., \$160,399; Young Men's Christian Association of Columbia-Willamette, Inc., \$161,568.
4. It is therefore appropriate that the Commissioner of Public Utilities and the Auditor execute, on behalf of the City, amendments to the five (5) specified contracts under the Human Resources Bureau, AU 380, in the amount not to exceed \$794,057, for the budget period of July 1, 1981, through June 30, 1982, revising budgets, and modifying objectives, terms, and conditions, as set forth in Exhibit "A".

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and the Auditor are hereby authorized to execute, on behalf of the City, amendments to the five (5) specified contracts under the Human Resources Bureau, AU 380, in the amount not to exceed \$794,057, for the budget period of July 1, 1981, through June 30, 1982, revising

budgets, modifying objectives, terms, and conditions, as set forth in Exhibit "A".

Section 2. The Council declares that an emergency exists because delay in the enactment of this Ordinance will result in disruption of Youth Service Center services; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, JUN 24 1981

Commissioner Margaret Strachan
June 12, 1981
SN:RJD:mem

Attest:


Auditor of the City of Portland

Calendar No. 2C75

ORDINANCE No. 151826

Title

An Ordinance authorizing amendments to five (5) contracts to continue Youth Service Center services under the Human Resources Bureau, AU 380, in the sum not to exceed \$794,057, for the budget period of July 1, 1981, through June 30, 1982, revising budgets, modifying objectives, terms and conditions, and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN		
LINDBERG		
SCHWAB		
STRACHAN		
IVANCIE		

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

Filed JUN 19 1981

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By Gordon Coe
Deputy

INTRODUCED BY
Commissioner Margaret Strachan

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>Margaret A. Strachan</i>
Works

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: Sarah Newhall Date: 6-12-81
Budget Impact Review: <input type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: Erma Hepburn <i>Erma Hepburn</i>

CALENDAR	
Consent	Regular <input checked="" type="checkbox"/>

NOTED BY
City Attorney
City Auditor
City Engineer