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OCT 3 1955

DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

OREGON STATE CIVIL DEFENSE AGENCY
Room 12, State Office Building
Salem, Oregon

27 September 1955

ADMINISTRATIVE BULLETIN NO. 76

To: All City and County Civil Defense Directors

Subject: Announcement of Fiscal Year 1956 Matching Program

This is to announce that the federal allocation to Oregon for fiscal 1956 for Civil Defense Matching Program is \$115,729 for the following programs:

- Attack Warning
- Communications
- Engineering
- Evacuation Studies
- Health and Special Weapons
- Public Education and Information
- Rescue
- Training and Education
- Welfare

The same Contributions Manual as last year will be in effect this year and copies have been made available to each County Civil Defense Director.

Prior to submitting project applications it will again be necessary to furnish Estimate of Needs. Copy attached. A separate sheet for each program is requested and they may now be submitted. Upon our receipt of completed estimate of needs we will furnish you with the required project application forms. The Estimate of Needs is not an application--it is, as the title indicates, an estimate of your needs and will enable us to determine the need for additional federal funds and whether or not a program balance is being maintained.

Project applications, if approved, will be on a 25% local, 25% state and 50% federal matching basis, with the exception of control center construction, and title rests with the subdivision. The items approved will be for either federal or your procurement.

For Communications items your particular attention is called to the requirements of Chapter 9.

Project applications will not be on a "first come first served" basis and as a result it is necessary to set some deadline dates.

Estimate of Needs should be promptly submitted and followed by completed project applications received in this headquarters by 15 November 1955. If additional federal funds are available after that date you will be notified so that additional applications may be submitted for consideration.

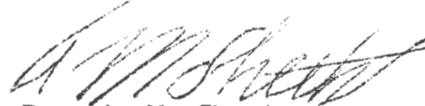
There are some projects submitted under fiscal 1955 program on which decisions have not yet been made by FCDA. This is because of requests for additional information or, in some instances, lack of federal funds to approve all of the applications we received. FCDA has indicated that 30 September 1955 has been set as the date for reallocating unused fiscal 1955 funds. As a result, those pending decision because of lack of federal funds should have decisions made shortly after 30 September. We shall advise those so affected.

It appears that due to limited federal funds all applications may not be initially approved. As a result of receiving applications, it may be necessary for this headquarters to establish priorities.

It is also necessary to establish a program balance. A program balance requires (1) observation of a priority use and (2) consistency in development within and among program areas and among the political subdivisions of the state. One program should not be overemphasized to the exclusion of others and the subdivisions should be prepared to carry out their respective civil defense missions.

We should be happy to assist you in any way we can and feel free to call upon us.

OREGON STATE CIVIL DEFENSE AGENCY


By: A. M. Sheets
Director

Attachment

ADVISORY COUNCIL
HARRY C. BRUMBAUGH
PAUL B. MCKEE
E. A. VALENTINE
I. D. WINSLOW



STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
STATE OFFICE BUILDING
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DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

27 September 1955

Captain Jack Lowe, Director
Disaster Relief and Civil Defense
2200 Northeast 24th Avenue
Portland 12, Oregon

Dear Captain Lowe:

In addition to the information contained in the attached Bulletin, this is to advise you that an initial allocation of the federal funds has been made by this headquarters as follows:

Clackamas County and Subdivisions	\$ 3,000.00
Multnomah County, excluding City of Portland	17,000.00
Washington County and Subdivisions	3,000.00
City of Portland	46,000.00
Total Allocation . . .	\$69,000.00

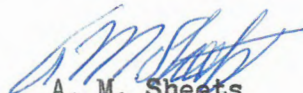
60-70

This would make \$46,729 available to this state agency and the other political subdivisions of the state from the original \$115,729 allocated.

The above is for your information and as a guide in completing estimate of needs. If your requirements are for less than this indicated allocation we would appreciate being advised by 15 November so that those within the above area may receive, if required, such unused allocation. The same is true if your needs are more than indicated above.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY


A. M. Sheets
Director

Attachments

14 October 1955

Colonel Arthur M. Sheets, Director
Oregon State Civil Defense Agency
Room 12 State Office Building
Salem, Oregon

Dear Colonel Sheets:

May I refer to your letter of 27 September advising initial allocation of federal matching funds for Fiscal 56.

Please be advised our matching fund requirements will very probably exceed the allocation as indicated.

Your letter referred to above requests we advise you of our estimated needs by 15 November, while your Administrative Bulletin No. 76, also dated 27 September, indicates completed project applications should be received in your office by 15 November. Will you please clarify when completed applications are to be submitted. Incidentally, it is difficult for us to firm up our Fiscal 56 Matching Program until final action is taken on Fiscal 55 project applications and the question of reallocation of 55 funds is clarified. Will you please endeavor to expedite action on these matters at FCDA level.

Yours truly,

Jack Lowe

JL:el

ADVISORY COUNCIL
HARRY C. BRUMBAUGH
PAUL B. MCKEE
E. A. VALENTINE
I. D. WINSLOW



STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
STATE OFFICE BUILDING
SALEM

October 17, 1955

Captain Jack Lowe, Director
Disaster Relief and Civil Defense
2200 Northeast 24th Avenue
Portland 12, Oregon

Dear Captain Lowe:

Thank you for your letter of October 14 regarding the fiscal 1956 matching program.

For Portland, Multnomah County, Clackamas County and Washington County, the allocation will remain available to you until June 30, 1956, unless it is not to be used by you and we are so notified so it may be reallocated.

The other subdivisions have no individual allocation such as you have so the Bulletin asking for applications by November 15 is correct for them. Also, we would like your Estimate of Needs by November 15, so we can increase your allocation, if possible, shortly after that date, so our letter to you is correct for you.

As a result, completed applications should be submitted as soon as they can be submitted.

We realize how difficult it is for you to firm up your fiscal 1956 program until decisions are made on your fiscal 1955 program. We are pressing for decisions. It is suggested you may want to delay new applications except in those instances where new ones would have a priority over 1955 ones already submitted.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

A. M. Sheets
A. M. Sheets
Director

AMS/bl

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OCT 20 1955

DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

4 January 1956

Colonel A. M. Sheets, Director
Oregon State Civil Defense Agency
Room 12, State Office Building
Salem, Oregon

Dear Colonel Sheets:

This is in furtherance of my letter of 14 October and yours of 17 October both relating to the Fiscal 56 Contributions Program. It now appears our estimate of immediate needs is in excess of your initial allocation of \$46,000 federal funds to the City of Portland. May I, therefore, request the Portland allocation be increased to \$55,000 federal funds. This request is based on project applications already submitted or in preparation as follows:

<u>Our Project</u>	<u>Programs</u>	<u>Total Amount</u>	<u>FCDA Share</u>
a. E&I 5556-1	Auxiliary Police Equip.	\$1,120.88	\$ 560.44
b. E&I 5556-2	Films	781.78	390.89
c. C&CC 5556-1	Add. Funds-Control Center	97,624.00	48,812.00
d. Comm 5556-1	Civil Defense Command Net	4,555.60	2,277.80
e. ?	Recurring Line Charges	1,256.40	628.20
f. ?	Auxiliary Police Equip.	2,000.00 (est)	1,000.00
g. ?	Oper. Greenlight Expenses	<u>2,000.00 (est)</u>	<u>1,000.00</u>
	Total	\$109,338.66	\$54,669.33

It is quite probable we shall have other projects in addition to those above, in which case they will be submitted for consideration under reallocation of funds.

Yours truly,

Jack Lowe

JL:cl

ADVISORY COUNCIL
HARRY C. BRUMBAUGH
PAUL B. MCKEE
E. A. VALENTINE
I. D. WINSLOW



STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
STATE OFFICE BUILDING
SALEM

January 12, 1956

Captain Jack Lowe, Director
Disaster Relief and Civil Defense
2200 N. E. 24th Avenue
Portland 12, Oregon

Dear Captain Lowe:

This will acknowledge receipt of your letter of January 4 requesting an increase in the allocation of federal funds for fiscal 1956 from \$46,000 to \$55,000 for the City of Portland. As you know, the federal allocation to the state was \$115,729. In addition to the \$46,000 allocated to Portland the balance was allocated as follows:


Multnomah County	\$ 17,000
Washington County	3,000
Clackamas County	3,000
Remainder of the state	46,729

Our Administrative Bulletin No. 76 requested the subdivisions to submit applications by 15 November. For Multnomah, Washington and Clackamas Counties, we did not indicate a 15 November deadline date. From applications received to date plus inquiries received and now being resolved by mail, it appears we must and will extend our due date. One thing still not resolved, for example, is the possibility of the state requiring funds for a control center.

As of now we cannot make the additional funds available to you. It is expected we shall be able to make a decision by March 1. In view of our inability to now grant your request, it is suggested you advise us as to the priority of your project applications so those within the \$46,000 may now be submitted.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY


A. M. Sheets
Director

AMS/bl

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JAN 16 1956

DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

16 January 1956

Colonel Arthur M. Sheets, Director
Oregon State Civil Defense Agency
Room 12, State Office Building
Salem, Oregon

Dear Colonel Sheets:

May I refer to your letter of 12 January and my letter of 4 January, both of which concern allocation of Federal funds for matching purposes from fiscal 1956 Federal appropriation.

In view of the considerable amount of funds which Region had available for reallocation it may be possible that additional funds, through reallocation, are still available from Region or the National Office. May I, therefore, suggest an inquiry be made of Region whether or not an additional \$9,000.00 Federal funds can be made available to Oregon to provide the total Federal funds required for the projects listed in my letter of 4 January.

If such additional Federal funds are not available may I request that all the projects listed in my letter of 4 January be approved and that an initial allocation of Federal funds in the amount of \$40,000.00 be provided for our project, C & CC 55-56-1, which provides additional funds for our Control Center building. The remaining Federal funds required for this project to be made available at a later date upon reallocation of fiscal 1956 Federal funds or from Federal funds now available to the State and not required by the State or other political subdivisions.

Yours truly,

JL:pl

Jack Lowe

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Civil and Defense Mobilization
Region Seven, Santa Rosa, California

ADMINISTRATIVE FIELD MEMO

To: All State and Territorial
Civil Defense Directors

From: Office of the Regional Director
OCDM Region 7

No. CO-1-59
January 9, 1959

Subject: CONTRIBUTIONS PROGRAM - AMENDMENT TO CHAPTER 9 OF THE
CONTRIBUTIONS MANUAL M25-1, REVISED, RELATING TO
SPECIFICATIONS FOR RADIO EQUIPMENT

Effective February 1, 1959

1. All specifications issued by a state or political subdivision for radio equipment must be written so that any manufacturer whose equipment is certified in accordance with paragraph 9.5 a (1) of M25-1, Revised, is able to bid without being required to take exception to the specifications as issued. If the Federal share of all similar or identical items exceeds \$500.00, procurement must be by invitation to bid through public advertisement as required by OCDM Regulation 1701.10(b).
2. The performance specification of the requested items shall be identical with those given under the applicable OCDM equipment number in Standard Item Specification Manual I-100. No request for permission to deviate from established OCDM specifications for radio equipment or to issue restrictive specifications will be approved. The only additional details which are required are those which set forth the following:
 - 2.1 Operating frequency
 - 2.2 Transmitting power
 - 2.3 Type of mounting or installation

2.4 Specifications which set forth the physical and electrical characteristics of antennas, remote control consoles and other allied system accessories not covered in OCDM Specification Manual I-100. Specifications for such accessories must be written so that all requirements are issued in such a manner as to not be restrictive to one manufacturer.

3. Where a state or political subdivision desires to accept a bid other than the lowest acceptable bid, OCDM will have no objection to their so doing, if such is permissible under all state and local laws and regulations as required by OCDM Regulation 1701.10 (b). However, OCDM's contribution will not exceed one-half of the lowest acceptable bid.
4. The requirements set forth in this AFM will be incorporated into Manual M25-1, Revised.

/s/ Philip D. Batson

Philip D. Batson

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EXECUTIVE OFFICE OF THE PRESIDENT
Office of
Defense and Civilian Mobilization
Region 7, Santa Rosa, California

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FEB 24 1959

DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

ADMINISTRATIVE FIELD MEMO

To: All State and Territorial
Civil Defense Directors

No. GA-60-58
August 14, 1958

From: ODCM Region 7

Subject: CONTRIBUTIONS PROGRAM -- PURCHASE PROCEDURES

1. Considerable difficulty continues to exist regarding the application of restrictive bidding features for purchase of equipment under the Federal Contributions Program. The fundamental instructions concerning purchase procedures are contained in paragraph 1.11.b of FCDA Manual 25-1, Revised.
2. When the Federal share of the total estimated costs for all similar or identical items exceeds \$500, procurement must be by invitation to bid by public advertisement. This does not preclude the agency from accepting the bid for whatever type equipment they prefer for their use, but it must be remembered that ODCM's contributions will not exceed one-half of the lowest acceptable bid, except as covered in paragraph 5 of this AFM.
3. Identical items do not need further identification. However, some question might arise as to what is meant by the word "similar" in these cases. Examples of these are radio receivers, transmitters, antennas, and power supplies, and other accessories are similar in that they contribute to the functioning of a radio communications system. Other examples are loud speakers, amplifiers, microphones which go to the makeup of a voice sound system; sirens, timers and control equipment as parts of a warning system; telephone and teletype rental as required for telecommunication systems.
4. This regulation should not be evaded by requesting an item on one application and then requesting an identical or similar item on a second application within a period of a year. An exception to these conditions might be made if an unforeseen item must be added after the major portion of the system has been applied for. However, in this case, it would be up to the applicant to thoroughly substantiate the need for the additional item.

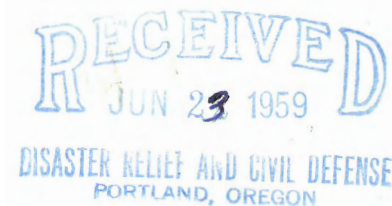
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5. Another troublesome situation arises when a state or political subdivision desires to limit their request for bids to a single manufacturer. For your information, equipment specifications are considered to be restrictive when they call for exact limitations on items such as the following: Size of speaker, location of the tunable circuit, method of circuit metering, design of antenna, IF and RF circuit, design of the chassis, and microphone impedance. These limitations are definitely written around one manufacturer's product and do not affect the technical operation of an efficient system. It must be emphasized that permission to limit or restrict request for bidding to one manufacturer must receive prior approval of ODCM. Numerous complaints are being received from various equipment manufacturers that restrictive bids are being issued without the required prior approval. Continued violation of this requirement will result in refusal of ODCM to reimburse states and political subdivisions for equipment obtained under the Federal matching fund program.
 6. While the greatest number of requests for restrictive bidding are in the communications field, it must be recognized that these regulations apply to all programs of the Federal Contributions Program. For instance, if a political subdivision has a public information program which requires printing, and they desire the printing plant of the municipality to do the work, it will be necessary to obtain prior approval of ODCM, as this falls in the category of restrictive bidding. If several bids were requested and the printing plant of the local municipality offered the lowest bid, this would meet the requirements of advertising for bidding and request for restrictive bidding would not be needed.

FOR THE REGIONAL DIRECTOR:

John J. Kinney, Director
Administrative Office

OREGON STATE CIVIL DEFENSE AGENCY
122 State Finance Building
Salem, Oregon



June 17, 1959

ADMINISTRATIVE BULLETIN NO. 92

To: All City and County Civil Defense Directors

Subject: Matching Fund Program

Chapter 484 of Oregon Laws of 1959 appropriated \$22,000 (the same amount as for the present budget period) for matching purposes with eligible political subdivisions and the federal government. This amount is available from July 1, 1959, through June 30, 1961. This is the state's 25% and when matched equally with the eligible political subdivisions 25% and the federal government's 50% may be expended for the acquisition of organizational equipment for civil defense purposes. Title to such equipment rests with the participating subdivision. The Civil Defense Advisory Council recommended \$50,000 for this purpose, and every effort was made to have that amount appropriated.

Because of the limited amount of state funds for this two year period it is necessary to establish a guide to assist the subdivisions and the state in submitting and reviewing such applications. As a result the following policy is announced as a guide to be followed:

1. Allocations of the state funds for the 1959-1961 budget period on a percentage basis is here made:

<u>Subdivision</u>	<u>Percentage</u>	<u>Amount</u>
City of Portland	30%	\$6,600
Multnomah County	7%	1,540
Clackamas County	7%	1,540
Washington County	7%	1,540
Klamath County	7%	1,540
Remainder of State	42%	<u>9,240</u>
		\$22,000

2. If applications are received which exceed the above allocation to the subdivision, the subdivision will be so notified. The application can still be submitted but would be forwarded to OCDM with your understanding that the state could not participate in the project. This would of course mean that the federal government would pay 50% of the cost of the approved project and the eligible political subdivision 50%.

3. So that the political subdivisions which are included in the "Remainder of State" category share in the state's \$9,240 and so that applications will not be approved on a first come, first served basis, the following procedure is here outlined:
 - (1) No applications against the 1959-61 appropriation will be accepted until after June 30, 1959.
 - (2) No applications will be forwarded until August 31 at which time all applications received from "Remainder of State" will be reviewed and submitted so that all of the political subdivisions will be considered for state participation in the applications. If there are insufficient state funds to match the applications received, a priority will be established for state participation which will take into consideration: (a) The type of equipment requested and (b) The state's previous participation or nonparticipation with the applicant.
 - (3) If there are sufficient funds for the state to participate in all of the applications, a second period will be established for again accepting applications and the above procedure again followed.

We are now advised that OCDM is preparing a revised Contributions Manual, M25-1 and as soon as our supply is received, which should be about July 1, we shall provide a copy to all county directors and to the City of Portland. This new Manual should be carefully followed in the preparation of the project applications and this office will again assist the subdivisions in preparation of the project applications.

One of the things that will be included in the new Manual, and is currently in effect, is retroactive contributions may not be made for obligations incurred (purchase orders issued or contracts negotiated) or expenditures made by the applicant prior to the date the federal appropriation becomes available. For those subdivisions which may have a requirement to submit project applications for continuing maintenance, recurring charges, and continuing training programs, we suggest that you submit applications prior to the recurring charge or continuing maintenance or the proposed training.

OREGON STATE CIVIL DEFENSE AGENCY


A. M. Sheets
Director

DRAFT

Office of Civil and Defense Mobilization Battle Creek, Michigan PROJECT APPLICATION Part II			FOR STATE OR POLITICAL SUBDIVISION USE ONLY				FOR OCDM USE ONLY				
			State OREGON		Request No.		OCDM No.				
			Subdivision CITY OF PORTLAND		Date Prepared 1 July 1959						
Program <u>EMERGENCY OPERATING CENTER</u>			Type of Procurement Federal <input type="checkbox"/> State <input type="checkbox"/>		Total Federal Contribution Requested \$		Total Federal Contribution Approved \$				
Line No.	OCDM Item No.	Description	Unit	Quantity	Date of Contract or Purchase Order where Applicable	Estimated Unit Price	Total Estimated Cost	Total Cost (Estimated) by OCDM	Remarks		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
1.		Additional development of water well within Emergency Operations Center.				\$12500.	\$12500.00		<i>Sep. orig. supply req.</i>		
2.		Modifications to standby generator control panel.				500.	500.00				
3.		Additional development of CONELRAD Room.				250.	250.00				
4.		Spare parts for radio equipment.				600.	600.00				
5.		Spare parts for mechanical equip.				1000.	1000.00				
6.		Tableware for Mess Hall				60.	60.00				
7.		Emergency food supply				1000.	1000.00				
Consignee and Shipping Destination:			Page Total							Page _____ of _____ pages of Part II	
<i>These Lines For Page 1 only</i>			Total of Pages 1 thru								
			Cost of Transportation and Federal Procurement, if authorized								
			Total Cost								

ADVISORY COUNCIL
IRVING D. WINSLOW, VICE-CHAIRMAN
WILLIAM H. BOONE
WILLIAM H. HEDLUND
LAMAR TOOZE
EDWARD A. VALENTINE



STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

September 2, 1959

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SEP 8 1959

DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

[Handwritten signature]

MEMORANDUM TO ALL COUNTY CIVIL DEFENSE DIRECTORS AND CITY OF PORTLAND

Subject: Matching Fund Program

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We have been requested by OCDM to forward to their office the amount of anticipated expenditures by program for maintenance costs and recurring charges covering the period July 1, 1959, through June 30, 1960, for matching funds applications not yet submitted.

This information is required to reserve federal funds due to the limited fiscal year 1960 contributions appropriation.

Would you provide us, by Tuesday, September 8, your estimate by program. The amount should show total amount of the application - - not the 50% federal share.

It is suggested that if you do plan to submit a project application under the matching program you request the necessary forms from us at the same time you provide us with the requested information. You need not submit a report to us if you do not plan to subsequently submit an application for funds. Also, do not submit a report or include in your report any amount for which you have already submitted project applications for such maintenance costs or recurring charges.

OREGON STATE CIVIL DEFENSE AGENCY

[Handwritten signature of A. M. Sheets]

A. M. Sheets
Director

AMS:rb

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Civil and Defense Mobilization
Region Eight, Everett, Washington

ADMINISTRATIVE FIELD MEMO

RECEIVED
OCT 2 1959

ORE. STATE CIVIL DEFENSE AGENCY
STATE OFFICE BLDG
SALEM, OREGON

To: All State Civil Defense Directors

No. FAO-88-59

October 12, 1959

From: Office of the Regional Director
OCDM Region 8

SUBJECT: FEDERAL CONTRIBUTIONS - FY 1960 FINANCIAL SITUATION

The \$10 million available for obligation during FY 1960 represents a sizeable reduction from the \$16 million which was obligated during FY 1960 and again during FY 1959. Since the FY 1960 appropriation will not cover the costs of all project applications anticipated during the fiscal year, the Office of Civil and Defense Mobilization proposes that a priority system be established in order to assure that maximum benefit to over-all civil defense will be obtained from those applications approved within these limited funds.

Pending the establishment of such a priority system and the criteria necessary to accomplish the system, no attempt will be made at this time to set up a financial plan by the Regional Office. It is anticipated that a priorities system will be established at an early date, at which time the State Directors in Region 8 will be advised.

To cover this interim period, Region 8 has been allotted a partial amount to be charged against the future Region 8 allotment. Consequently, only a limited number of project applications are being approved.

Applicants are again cautioned against taking procurement action until they are in receipt of an approved project application, or unless they are prepared to assume the total obligation involved.

All States and their political subdivisions are urged to submit without further delay, if they have not already done so, project applications to cover all recurring and maintenance charges. These applications will be handled as top priority documents. We would also suggest early submission of all other applications, especially those that are deemed priority by the State and local governments.

Harold Tepper

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Civil and Defense Mobilization
Region Eight, Everett, Washington

ADMINISTRATIVE FIELD MEMO

RECEIVED
OCT 2 1959

ONE STATE CIVIL DEFENSE AGENCY
STATE OFFICE BLDG
SALEM, OREGON

To: All State Civil Defense Directors

No. FAO-88-59

October 12, 1959

From: Office of the Regional Director
OCDM Region 8

SUBJECT: FEDERAL CONTRIBUTIONS - FY 1960 FINANCIAL SITUATION

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Pending the establishment of such a priority system and the criteria necessary to accomplish the system, no attempt will be made at this time to set up a financial plan by the Regional Office. It is anticipated that a priorities system will be established at an early date, at which time the State Directors in Region 8 will be advised.

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Applicants are again cautioned against taking procurement action until they are in receipt of an approved project application, or unless they are prepared to assume the total obligation involved.

All States and their political subdivisions are urged to submit without further delay, if they have not already done so, project applications to cover all recurring and maintenance charges. These applications will be handled as top priority documents. We would also suggest early submission of all other applications, especially those that are deemed priority by the State and local governments.

Harold Tepper

ADVISORY COUNCIL
IRVING D. WINSLOW, VICE-CHAIRMAN
WILLIAM H. BOONE
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STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

October 13, 1959

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OCT 13 1959

DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

Captain Jack Lowe, Director
Disaster Relief and Civil Defense
P.O. Box 9186
Portland 15, Oregon

Dear Captain Lowe:

The request contained in your October 5 letter to have federal financial assistance made available to the students attending the OCDM Radef Instructors Course for Region 8 in February has been forwarded to Region.

I discussed the subject with Mr. Batson on Friday and he was doubtful that student expenses for the February Course could be approved for federal assistance.

As soon as we have heard from OCDM we shall so advise you.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

A. M. Sheets
Director

AMS:ds

ADVISORY COUNCIL
IRVING D. WINSLOW, VICE-CHAIRMAN
WILLIAM H. BOONE
WILLIAM H. HEDLUND
LAMAR TOOZE
EDWARD A. VALENTINE



STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

October 30, 1959

MEMORANDUM TO ALL COUNTY CIVIL DEFENSE DIRECTORS AND THE CITY OF PORTLAND

Subject: Contributions Program

OCDM Region 8 has now advised us that due to the comparatively small amount of the federal appropriation it is not expected the appropriation will be sufficient to match all of the projects anticipated during fiscal 1960, (period from July 1, 1959 to June 30, 1960).

National Headquarters is now proposing the establishment of a priority system in order to assure that maximum benefit to over-all civil defense will be obtained from those applications approved within the limited funds.

Pending the establishment of such a priority system and the criteria necessary to accomplish the system, we are advised, no attempt will be made by Region to set up a Regional financial plan. It is expected the priority system will soon be announced and in the meantime many applications previously submitted by us are being pended at Region.

Applicants are again cautioned against taking procurement action until they are in receipt of an approved project application, or unless they are prepared to assume the total obligation involved.

All subdivisions are urged to submit without further delay, if they have not already done so, project applications to cover all recurring and maintenance charges. These will be given top priority. It is also suggested early submission be made of other applications which you may deem as priority.

Region does have a small allotment of funds for this interim period which may be used by them.

OREGON STATE CIVIL DEFENSE AGENCY



A. M. Sheets
Director

AMS:rb

ADVISORY COUNCIL
IRVING D. WINSLOW, VICE-CHAIRMAN
WILLIAM H. BOONE
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STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

October 30, 1959

RECEIVED
NOV 12 1959
DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

MEMORANDUM TO ALL COUNTY CIVIL DEFENSE DIRECTORS AND THE CITY OF PORTLAND

Subject: Contributions Program

OCDM Region 8 has now advised us that due to the comparatively small amount of the federal appropriation it is not expected the appropriation will be sufficient to match all of the projects anticipated during fiscal 1960, (period from July 1, 1959 to June 30, 1960).

National Headquarters is now proposing the establishment of a priority system in order to assure that maximum benefit to over-all civil defense will be obtained from those applications approved within the limited funds.

Pending the establishment of such a priority system and the criteria necessary to accomplish the system, we are advised, no attempt will be made by Region to set up a Regional financial plan. It is expected the priority system will soon be announced and in the meantime many applications previously submitted by us are being pended at Region.

Applicants are again cautioned against taking procurement action until they are in receipt of an approved project application, or unless they are prepared to assume the total obligation involved.

All subdivisions are urged to submit without further delay, if they have not already done so, project applications to cover all recurring and maintenance charges. These will be given top priority. It is also suggested early submission be made of other applications which you may deem as priority.

Region does have a small allotment of funds for this interim period which may be used by them.

OREGON STATE CIVIL DEFENSE AGENCY

A. M. Sheets
Director

AMS:rb

ADVISORY COUNCIL
IRVING D. WINSLOW, VICE-CHAIRMAN
WILLIAM H. BOONE
WILLIAM H. HEDLUND
LAMAR TOOZE
EDWARD A. VALENTINE



STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

RECEIVED
NOV 27 1959
DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

November 23, 1959

MEMORANDUM TO ALL COUNTY CIVIL DEFENSE DIRECTORS AND THE CITY OF PORTLAND

Subject: Contributions Program

Our Memo of October 30 indicated that it was not expected that the federal funds would be sufficient to match all of the projects anticipated under the matching funds program for the period July 1, 1959 to June 30, 1960. We have been advised of the priority system established by OCDM and we have also been advised of Oregon's allocation for the period ending December 31, 1959, which is \$49,460. We have also been advised by Region that it is expected that the total allocation for the fiscal year will be \$99,300 to Oregon. It is not expected that further allocations will be made to Oregon unless some states do not use all of their allocation. It is not expected that the \$99,300 for the fiscal year will be sufficient to permit approval of all applications desired by the civil defense organizations of the state.

Prior to being advised of the \$49,460 allocation we forwarded, recommending approval, applications which requested approximately \$70,000 federal funds. This means that some applications already forwarded cannot be considered until after January 1 when it is expected that the second allocation will be made to Oregon.

We are recommending to OCDM approval of all applications received in our office and submitted to date though some applications obviously will not be able to be approved by Region until after January 1. For all applications received from now on we shall process them to the extent that they are in proper form and on February 1 will review them against the balance of the available funds to Oregon. There are many subdivisions which have not submitted applications for federal funds during the current fiscal period and in order to make an equitable distribution of the remaining limited funds available this will be considered when reviewing applications on February 1.

The above allocations do not include the amount of funds requested for the construction or equipping (including communications equipment) of Control Centers which will be approved from a small reserve fund held by National for such applications.

In view of the above you are again cautioned against taking any procurement action until you are in receipt of any approved project application, unless you are prepared to assume the total obligation involved. OCDM has urged us to give priority to the following items in the order listed:

1. Fixed recurring costs of commitments previously given.
2. Control centers, construction, and equipment (including communications equipment).
3. Training, education, and public information (including training centers).
4. Radiological defense instruments.
5. Warning and voice sound systems.
6. All other (including all other communications equipment).

Should you have any questions please let us know.

OREGON STATE CIVIL DEFENSE AGENCY



A. M. Sheets
Director

AMS:rb

ADVISORY COUNCIL

IRVING D. WINSLOW, VICE-CHAIRMAN
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STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

March 2, 1960

RECEIVED
MAR 7 - 1960
CSEDA
DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

Handwritten signature in red ink.

Captain Jack Lowe, Director
Disaster Relief and Civil Defense
P. O. Box 9186
Portland 16, Oregon

Dear Captain Lowe:

Attached is an OCDM paper which outlines the procedure to be followed in order to comply with OCDM Procurement Regulations when the federal share exceeds \$500.

A copy of this regulation is being sent to you inasmuch as you have applications which have been submitted by you and the regulations will apply and must be followed. This is a form letter and does not mean that your applications have or have not been approved. If you have any questions about procurement regulations please present them to this office before procurement is undertaken.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

Handwritten signature of A. M. Sheets

A. M. Sheets
Director

Attachment
AMS:rb

RECEIVED
OSCDA
MAR 7 - 1960

COMPLIANCE WITH OCDM REGULATION 1701.10(b) DISASTERS AND CIVIL DEFENSE
PORTLAND, OREGON
1701.10(b)

From a review of State and local procurement practices under the OCDM Contributions Program, it appears that there is misunderstanding concerning the requirement for public advertisement of an invitation to bid where the Federal share of the total cost for all similar or identical items procured exceeds \$500. (See OCDM Regulation 1701.10(b); 32 CFR 395.)

Under this program, as required by OCDM Regulation 1701.10(b), procurement of any item of civil defense equipment by the State must comply with all statutes, regulations and procedures governing purchasing by the State. Similarly, where such procurement is accomplished by the political subdivision, the requirements of all local ordinances, rules and procedures governing purchasing, as well as any applicable State requirements, must be satisfied. In addition, in all cases where the Federal share of the total estimated cost for all similar or identical items exceeds \$500, procurement must be "by invitation to bid through public advertisement", and OCDM contributions will be limited to one-half of the amount of the lowest acceptable bid.

While the posting of notices of invitation to bid in public places and the practice of sending circular invitations to bid to known suppliers are encouraged and recommended, neither of these procedures constitutes the "public advertisement" required by section 1701.10(b).

The publication of a notice of invitation to bid in a newspaper having general circulation in the competitive area is necessary to meet the public advertisement requirement of this section of the Regulation. This is the traditional and most uniform method used by political jurisdictions in the giving of notice.

What constitutes "the competitive area" depends upon the facts involved in each case. As a general rule, publication in a newspaper of such circulation as is used by the State in advertising for its bids will qualify. Where procurement is by a political subdivision, and local practice is to publish such required advertisements in a newspaper of general circulation within the County or metropolitan area, such publication will generally qualify.

Procurement Prior to March 1, 1960

Because of the apparent misunderstanding of this requirement, reimbursement covering procurement effected prior to March 1, 1960, may be approved even though newspaper advertising was not utilized:

1. Where the combination of other "public" notice (such as posting of notice in public places) and use of circular letter announcing invitations to bid can be determined to have permitted such full and free competition as was consistent with the procurement of the particular item. In such cases the circular letters must have been sent to the suppliers in the competitive area able to furnish the equipment from their source supply. In the OCDM evaluation of compliance with Regulation 1701.10(b), emphasis will be placed upon the fact that full and free competition existed. The actual receipt of a reasonable number of bids under the circumstances of the particular procurement is the best indication of compliance.
2. Where there is but one source of supply; or
3. The State or local government desires to provide the services itself, e.g., by making its own installation or doing its own printing or other work.

Procurement Subsequent to March 1, 1960

Applications for reimbursement covering procurement effected on or after March 1, 1960, where public advertisement is required, will not, except as noted below, be approved unless there is a certification on Form 380 that the procurement procedures included publication of a notice to bid through public advertisement. "Public advertisement" is interpreted to mean publication of notice of invitation to bid in a newspaper of general circulation in the competitive area.

Requests for procurement without newspaper publication of the invitation to bid must receive OCDM approval prior to procurement. Such requests may be approved only where it is demonstrated that:

1. There is but one source of supply; or
2. The State or local government desires to provide the services itself, e.g., by making its own installation or doing its own printing or other work.

The appropriate certification to Points 1 and 2 above must be made a part of the 380 in lieu of the certification printed thereon.

ADVISORY COUNCIL

IRVING D. WINSLOW, VICE-CHAIRMAN
WILLIAM H. BOONE
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STATE OF OREGON
OREGON CIVIL DEFENSE AGENCY
ROOM 122 FINANCE BUILDING
SALEM

June 21, 1960

RECEIVED
JUN 22 1960
DISASTER RELIEF AND CIVIL DEFENSE
PORTLAND, OREGON

Mr. James A. Scott, Assistant Director
Disaster Relief and Civil Defense
P. O. Box 9186
Portland 15, Oregon

Dear Scotty:

We have again had called to our attention OCDM's regulations on calling for bids when the federal share exceeds \$500.00. The main thing they are emphasizing is "public advertisement".

Enclosed is another copy of OCDM's explanation. In going through the files there are several Portland applications which have been approved and the bid procedure must be followed. If you have any questions let me know.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY


R. W. Sandstrom
Administration

RWS:ms
Enclosures

PROJECTS WHICH STATE HAS AGREED TO MATCH

State Share (25%)

1.)	AWS 5960-1	(Siren Inspections)	\$ 720.00
2.)	AWS 5960-2	(Signal and Speech Channels)	284.10
3.)	COM 5960-1	(TWX and Telephones)	747.15
4.)	COM 5960-2	(Spare Parts for COM equipment and photo-copy)	250.00
5.)	COM 5960-3	(State Fire Net Installation and Rental)	160.00
6.)	EOC 5960-1	(Maintenance of standby generators)	150.00
7.)	EOC 5960-2	(Spare parts mechanical equipment and tableware)	265.00
8.)	PI 5960-1	("Operation Cue & Fallout")	31.00

\$ 2,607.25

STATUS REPORT ON 5960 PROJECT APPLICATIONS
Compiled 3 December 1959

PROJECT NO.	DESCRIPTION	STATUS	STATE SHARE	Fed Sh	TOTAL AMOUNT
AWS 5960-1 Req. 600-1(60)	Siren inspections & Electric power	Approved	\$720.00	1440.00	\$2,880.00
AWS 5960-2 Req. 600-2(60)	Signal and Speech Channel Rentals	Approved	284.10	568.20	1,136.40
AWS 5960-3 Req. 600-4(60)	Electronic sirens, PAs & installation	<i>approved 1 Dec 59</i> No decision (8/25/59)	-----	2,720.00	5,440.00
COM 5960-1 Req. 000-10(60)	TWX and Operations Center phones	Approved	747.15	1494.30	2,988.60
COM 5960-2 Req. 400-6(60)	Spare parts for Com equip. & photocopy	<i>approved 7 Dec. 59</i> No decision (10/14/59)	355.00	710.00	1,420.00
COM 5960-3 Req. 000-12(60)	State Fire Net (Installation & Rental)	Approved	160.00	320.00	640.00
COM 5960-4 Req. 000-15(60)	Quick-call units (16), Tester & install.	<i>appr. 17 Dec. 59</i> No decision (8/25/59)	-----	1,120.00	2,240.00
COM 5960-5 Req. 000-22(60)	Mobile units (10), Tester & install.	Approved	-----	3,849.75	7,699.50
COM 5960-6 Req.	Maintenance to Com equipment	No decision (11/27/59) 12 Jan. 60	-----	2,008.45	4,016.90
EOC 5960-1 Req. 400-1(60)	Generator maintenance	Approved	150.00	300.00	600.00
EOC 5960-2 Req. 400-2(60)	Parts for Mechanical Equip.	Approved	265.00	530.00	1,060.00
EOC 5960-3 Req. 400-3(60)	Food stockpiling (<i>Initial increment 3-day supply</i>)	No decision <i>disapproved</i>	125.00	250.00	500.00
EOC 5960-4 Req. 400-5(60)	"5 in 1" rations (250)	Approved	120.10	240.19	480.38
EOC 5960-5 No. No. yet	Water tank lining & platform	No decision by OCDM	Disapproved	300.00	600.00
EOC 5960-6 Req. 400-7(60)	Modifications to generator panel	No decision (12/1/59) <i>approved 30 Dec 59</i>	112.50	225.00	450.00
PT 5960-1 Req. 700-5(60)	Operation Cue & Fallout films	Approved	31.00	62.00	124.00
RADEF 5960-1 Req. 300-3(60)	Radiological Instr. maintenance	Approved	128.25	256.50	513.00

CONT'D FROM PAGE 1 (5960 project application status report)

PROJECT NO.	DESCRIPTION	STATUS	STATE SHARE	<i>Fed Shr.</i>	TOTAL AM T.
T&E 5960-1 <i>Req. 700-6 (60)</i>	ARC Training Courses	Approved	-----	3,103.00	\$6,206.00
T&E 5960-2 <i>Req. 700-8 (60)</i>	Coveralls for training (24)	Completed	34.50	69.00	138.00
T&E 5960-3 <i>Req. 700-13 (60)</i>	Rescue Basic Refresher courses (4)	Approved	125.00	250.00	500.00
T&E 5960-4 <i>Req. 700-16 (60)</i>	Radiological Tng. Courses	Approved	45.00	90.00	180.00
5960-5 <i>Req. 700-20 (60)</i>	Film, "Water for Firefighting"	No decision (11/23/59) <i>Pending previous</i>	-----	222.25	444.50
T&E 5960-6 <i>no no yet</i>	Rescue Tng. Courses (16)	No decision (12/1/59) <i>Pending priority status in 2nd allocation</i>	-----	2,170.00	4,340.00
TOTAL OF APPROVED PROJECTS AS OF 3 December 59...			\$2,810.10		\$25,145.86
TOTAL OF PROJECTS PENDING APPROVAL.....			592.50		19,451.40
GRAND TOTALS.....			\$3,402.60		\$44,597.26
T&E 5960-7 <i>no no. yet</i>	6 Radiological & 12 Rescue Tng. Courses.	No decision Submitted 11 Dec. 59	815.00	1630.00 <i>(if funds available)</i>	3,260.00
T&E 5960-8 <i>no no. yet</i>	Rope 500 ft. 1/2" manila	No decision Submitted 13 Jan 60	7.50	15.00	30.00
DC 5960-7	275 "5 in 1" rations		4,225.10		
			130.21		260.43

PROJECT APPLICATIONS PENDING OCDM DECISION

Compiled 22 January 1960

<u>PORTLAND NO.</u>	<u>OCDM NO.</u>	<u>DESCRIPTION</u>	<u>FEDERAL SHARE</u>	<u>TOTAL AMOUNT</u>
COM 5960-6	Ore. 000-44(60)	Maintenance to communications equipment (Submitted 29 September 59 - pending OCDM review of Lines 1, 2, & 3)	\$2,008.45	\$4,016.90
EOC 5960-3	Oreg. 400-3(60)	Food stockpiling - initial increment - 3-day supply (Submitted 29 September 59 - Last letter dated 16 Oct. (OSDA))	250.00	500.00
EOC 5960-5	Not recd.	Water tank lining and platform (Submitted 28 October 59 - State held project as of 24 Dec.)	300.00	600.00
T&E 5960-5	Ore. 700-20(60)	Film, "Water for Firefighting" (Submitted 21 October 59 - pending OCDM preview of film)	222.25	444.50
T&E 5960-6	Not recd.	Rescue Training Courses (16) (Submitted 1 December 59 - pending 2nd OCDM allocation)	2,170.00	4,340.00
T&E 5960-7	Not recd.	Training courses - 6 Radiological & 12 Rescue (Submitted 11 December 59 - pending 2nd OCDM allocation)	1,630.00	3,260.00
T&E 5960-8	Not recd.	Rope, 500 ft., $\frac{1}{2}$ " manila (Submitted 13 January - now pending State decision)	15.00	30.00