

Edward J. Warmoth

September 9, 1969

Mayor Schrunk

Cooperation with Metropolitan Steering Committee

This is a status report regarding coordination efforts between Model Cities and the Metropolitan Steering Committee.

A small meeting was held on August 27 to discuss coordination efforts. It soon became clear that Metropolitan Steering Director Cleveland Gilcrease wanted action on an OEO leadership training project as the initial step to working together. Apparently \$30,000 is available from OEO for this purpose, but the initial proposal was turned down by the Model Cities Citizens Planning Board.

During the August 27 meeting, it was suggested that a possible course of action would be to have the Mayor invite the Board Chairmen and the Directors of the two groups to a meeting to discuss coordination.

Since Gilcrease wanted the 'Leadership Training Project' on the agenda, I decided to do some work with the CPB Executive Committee, and will try to encourage reconsideration of a leadership training project. We can re-write the proposal if necessary. The \$30,000 is wanted by other cities and can be held for Portland only for a limited time.

It may be that we will want to go forward with a letter from the Mayor at a future time.

EJW.g

cc Howard P. Traver

**PORTLAND METROPOLITAN
STEERING COMMITTEE-EOA (Inc.)**

**1110 S. E. Alder - Second Floor
Portland, Oregon 97214**

Telephone 233-6541

September 9, 1969

Mr. Edward C. Warmoth
Model Cities Coordinator
City Hall
1220 S. W. Fifth Avenue
Portland, Oregon 97204

Dear Mr. Warmoth:

Enclosed please find CAP Management Guide per your request. I trust this meets with your approval.

Very truly yours,

Cleveland Gilcrease

Cleveland Gilcrease
EXECUTIVE DIRECTOR
PORTLAND METROPOLITAN
STEERING COMMITTEE-EOA (Inc.)

CG:vpd

*Thanked by
Phone
Sept. 19
E*

Resolution

Cascade

Contract - Procedure - NDP

Bill Thompson

Community Council
Leadership Training

continued Planning

Program (Proj) monitoring

Get into contract

Watch dog Function

Evaluation
Projects →

Program ↗

continued citizen participation

Switch from function
Concept to neighborhood (8)
Representations

September 19, 1969

Mr. Alvin R. Batiste
Model Cities Program Director
5329 N. E. Union Avenue
Suite 210
Portland, Oregon 97211

Dear Mr. Batiste:

I am forwarding a copy of FIS Teletype received from James L. Young, District Supervisor, Northwest Team OEO San Francisco, California, notifying our office that we have fifteen (15) days from the receipt of this advice - September 15, 1969, to make the necessary revisions of the \$30,000 Model Cities neighborhood residents Technical Assistance Grant. If we are not able to make the necessary revisions within this period of time, it is requested of my office to notify the Western Regional OEO Office, whereby a withdrawal of the application for this grant can be made.

I will be more than pleased to do anything possible to assist in disallowing the withdrawal of this grant. Please do not hesitate to contact my office if anything humanly possible can be done.

Thanks in advance for your cooperation and support.

Yours very truly,

Cleveland Gilcrease
Cleveland Gilcrease
EXECUTIVE DIRECTOR

CG:vpd

cc: Dave Weed, Chairman CDA Board
Reverend Waldschmidt, Chairman PMSC Board
Edward J. Warmoth, Model Cities Coordinator

Enclosure (cc of FIS Teletype)

*Hand
written*



TELETYPE

SEP 15 11 22

163127 WLRAO

RAAUIJAZ RUWLROL0035 2582258-UUUU--RUWLRAO.

OESF

FM JAMES L YOUNG, DIST SUPERVISOR NORTHWEST TEAM OEO SAN FRAN, CALIF
TO MR. CLEVELAND GILCREASE, EXECUTIVE DIR PORTLAND METROPOLITAN
STEERING COMMITTEE, INC 1110 SOUTHEAST ADLER ST. PORTLAND, OREGON 97214
BT

THIS OFFICE HAS NOT RECEIVED A REVISED WORK PROGRAM FOR THE
\$30,000 MODEL CITIES TECHNICAL ASSISTANCE GRANT. WITHIN 15
DAYS PLEASE SUBMIT REVISION OR BE PREPARED TO WITHDRAW APPLICATION
FOR THE GRANT.

BT

CONFIRMATION COPY

of a Teletype Message Transmitted

To: *juw* By: *dmt*
On: *9/15* At: *1428J*

GENERAL SERVICES ADMINISTRATION
Federal Telecommunications System
PHONE: 202-3861 - EXT 1578
FIS - 503 - 226 - 3573

NNNN

163127 WLRAO

September 24, 1969

Edward J. Warmoth

Mayor Schrunk

Proposed Leadership Training with OEO Funds

We are now faced with a deadline if we are to use the \$30,000 OEO has set aside for a Training and Technical Assistance (Leadership Training) Project in Portland.

Other cities are anxious to use this money, and the OEO San Francisco Office has sent a telegram allowing 15 days from September 15, 1969, to take some action on a program to use the money in Portland. This gives us until September 30 to get something started (see telegram and cover letter from Mr. Cleveland Gilcrease attached).

A proposal for this project has been rejected on two previous occasions by the CPB. When I discussed it with the CPB Executive Committee recently, there was much criticism. I believe that the proposal could be re-written and made acceptable to all parties, if people would just listen and sincerely seek a solution to this problem. Mr. Gilcrease advises that we must have cooperation on this project if we are to have a base for future cooperation.

I see three possible courses of action. Which one do you want to follow?

- (1) You, as Mayor, could call a special meeting in the next day or two of the Metropolitan Steering and the CDA Board Chairmen and staff Directors for the purpose of discussing this proposal. Hopefully, we could get agreement and a joint committee would be designated to develop an acceptable work program.
- (2) I can work with Chairman David Weed and his executive committee to persuade them to voluntarily work in a joint effort. There may not be sufficient time to bring this about.

- (3) We can simply let the money go to another city.
This would leave a bad feeling with at least
Mr. Gilcrease and maybe the Metro Steering Board.

EJW.g

Enc.

cc Howard Traver

TECHNICAL ASSISTANCE GRANT


The Model Cities Citizens Planning Board would be designated as the delegate agency for the Training & Technical Assistance Grant. City of Portland City Demonstration Agency, would be designated as the fiscal agent for the Model Cities Citizens Planning Board. All decisions must detail how quality of resident participation in the Model Cities planning process will be extended, increased and improved. Training must be an integral part of the Model Cities planning apparatus with separate staff that functions in isolation and apart from the Model Cities planning process. The Training funds will supplement the planning of Model Cities CDA (City Demonstration Agency) and be responsible to the CDA by virtue of a liaison staff person. The liaison staff person will serve as the communication link between the Model Cities Citizen's Planning Board, the CDA and the PMSC (Portland Metropolitan Steering Committee). The liaison staff person will coordinate the activities of the MCCPB (Model Cities Citizen's Planning Board) and be responsible for setting up the various consultants and Technical Assistants to be used in the program. The Liaison Staff person will be selected by a joint oral board composed of the MCCPB. The liaison staff person will be responsible to the CDA in terms of employment, and be housed at the CDA Central Office.

Mini Proposal

1. Training Program for Model Cities Citizens Planning Board, Organizational Neighborhood Leader, and Committee Worker.
 - A. To prepare the Model Cities Citizens Planning Board and Organizational Neighborhood leaders along with Committee members to serve in their roles as representatives for the Model Cities area.
 - B. This includes the techniques of analyzing problems, developing goals, suggesting programs for achieving them, and developing priorities among submitted proposals.

2. Hiring of Consultants and Technical Assistants

A. By the joint action of the Model Cities Agency and Model Cities Citizens Planning Board and Portland Metropolitan Steering Committee.

B. The Model Cities Citizens Planning Board and the City Demonstration Agency will hire, by contract, consultants and/or Technical Assistants of their choice from the approved list. 

C. The contract with a consultant training firm should spell out the specific concern, e.g., scope of activity, to be undertaken and to provide within their contract a provision for hiring residents of the Model Cities Neighborhood area to serve with them as their assistants.

D. A liaison staff person will coordinate the functions of the consultant or training firms along with a resident assistant and relate their findings, reports, etc., to the Model Cities Planning Board, and the CDA and the PMSC.

3. Training Programs (General)

A. General training sessions in communication, group dynamics and other related areas will be provided as needed.

B. Model Neighborhood Area (Total): One area of training will be the involvement of a particular segment of the Model Neighborhood along with agency people and/or City officials in a Retreat setting. These retreat sessions will be related to particular problems in the Model Cities area.

4. Training Program (Allowances and Expenses)

A. Allowance Payments for Participation

- 1) A \$10 allowance will be paid per meeting to residents of the Model Neighborhood areas who are official representatives to Study Group (Task Force), or workshop with a maximum of two

meetings or \$20 per month.

B. Other Expenses:

1. Set up a babysitting room for all Neighborhood Unit meetings. Hire one to two youths to attend babies, on premise, while parents are engaged in the meeting.
2. Pay the following expenses for Residents of Model Cities Areas who are in the training program serving as leaders, or the Study Groups (Task Forces).
 - a. Babysitting
 - b. Transportation
 - c. Other incidental expenses incurred relative to meeting.
3. Pay the following expenses for persons participating in Retreat Sessions:
 - a. Babysitting
 - b. Transportation
 - c. Meals
 - d. Lodging
4. Cost of out-of-town travel: Pay the expenses of residents who are official representatives to a Model Cities Function. Pay City of Portland rates as per out-of-town cost.
5. Funds for Communication
 - a. Model Cities Planning Board would publish a regular newsletter
 - b. The City Planning Board would purchase radio and television time to promote the Model Cities Program
 - c. Funds should be provided for informational material.

October 1, 1969

Reverend David H. Weed
3134 N. E. 17th Avenue
Portland, Oregon 97212

Dear Reverend Weed:

This is to confirm my request of this week to have the Executive Committee of the Citizens Planning Board reconsider possible uses for the \$30,000 Training and Technical Assistance grant available from OEO.

I am sorry that you were unable to attend the special meeting which was held in my office on Monday, September 29. Vice Chairman E. J. Baskett ably represented the Board. CDA Director Alvin Batiste, Mr. Clifford Gilcrease and Father Waldschmidt also took part, along with Mr. Edward Warmoth. Mr. Baskett accepted the responsibility for bringing the matter to the attention of the Executive Committee and agreed that the group would investigate the possibility of developing a new proposal.

Mr. Baskett spoke strongly against any approach that offered stipends or payments to persons who volunteer to attend classes where information would be presented about the Model Cities. My hope is to organize training for some specific group such as neighborhood organization officers and committee chairmen, or for some particular purpose such as training for individuals who are to be employed as community workers in the pre-NDP activities.

We discussed the availability of an OEO resources person, and I feel an invitation should be extended for the resources individual to participate. The purpose would be to obtain general information which might be helpful as you seek to develop a project specifically tuned to the Portland situation. Mr. Warmoth can aid you in contacting the OEO Office and will be available for counsel with regard to this matter.

Time is of the essence, due to the desire of other cities to use the money if it is not programmed in Portland. Please keep me

Reverend Wedd

Page Two

advised of your action. I am looking forward to a worthwhile project of considerable value to the Model Cities area.

Yours truly,

M A Y O R

TDS.W.g

Page Two

Reverend Webb

advised of your action. I am looking forward to a worthwhile
project of considerable value to the Model Cities area.

Yours truly,

MAYOR

TDS.W.g

MEMORANDUM

TO: Citizens Planning Board
FROM: Ray Holloway
DATE: October 21, 1969

Enclosed is a copy of a letter for request for proposal for a training plan.

If you know of any other firms performing this kind of service, please let me know.

for Warmuth

October 24, 1969

TELEGRAM

Mr. Jim Young
Department Supervisor
Western Regional Office
of Economic Opportunity
100 MacAllister Street
San Francisco, California

We request reconsideration of any action to withdraw OEO
Technical and Training Assistance Grant from Portland.

Following a meeting of Metropolitan Steering Committee and
Portland Model Cities officials in my office, Citizens Planning
Board for Model Cities has voted to develop a specific proposal
in cooperation with Metropolitan Steering Committee. We are
counting on these funds and to have them withdrawn at this time
would be detrimental to the Model Cities Program.

Terry D. Schrunk
Mayor, City of Portland

*ed OK. send
those concerned
copy*

NNNN

163127 WLRAO

FIS TELETYPE

1969 OCT 29 PM 3 44

RECEIVED

OCT 30 1969

MAYOR'S OFFICE

MAYOR	
EXEC. ASST. II	
EXEC. ASST. I	
COMM. ASST.	
AD. SEC.	
YOUTH COORD.	
M. C. COORD.	

233419 117017 MSCWL712214

RAAUIJAZ RUWLROL0099 3022251-UUUU--RUWLRAO.

OESF

FM JAMES L. YOUNG, DISTRICT SUPERVISOR NORTHWEST OEO TEAM SAN CALIF

TO RUWLRAO/3/CLEVELAND GILCREASE, EXECUTIVE DIR PORTLAND METROPOLITAN STEERING COMMITTEE 1110 S.E. ADLER ST PORTLAND, ORE 97214

INFO RUWLRAO/3 REVEREND PAUL WALDSCHMIDT, BOARD CHAIRMAN PORTLAND METROPOLITAN STEERING COMMITTEE UNIVERSITY OF PORTLAND 5000 N. WILLAMETTE BLVD. PORTLAND, ORE 97203

INFO RUWLRAO/3/TERRY D. SCHRUNK, PORTLAND CITY HALL PORTLAND, ORE 97214

INFO RUWLRAA/1/ ZOLTAN SZIGETHY, DEPT. OF HOUSING AND URBAN DEVELOPMENT ARCADE PLAZA BLDG, RM. 225 2ND & UNION SEATTLE, WASH. 98122

BT

PERMISSION HAS BEEN OBTAINED BY THIS OFFICE FOR THE MODEL CITIES TECHNICAL ASSISTANCE GRANT MONIES TO BE FUNDED IN A MANNER THAT WILL CROSS THE PROGRAM YEAR DATE. THIS POSITION HOWEVER DICTATES THAT AN ACCEPTABLE APPLICATION FOR THE FUNDS MUST BE IN THIS OFFICE BY NOVEMBER 30. AFTER THAT DATE, THIS OFFICE WILL WITHDRAW THE MONIES. AFTER THAT DATE, NO FURTHER EXTENSIONS WILL BE ALLOWED.

BT

CONFIRMATION COPY

of a Teletype Message Telephoned

To af By dmt
On 10/29 At 1559 U

GENERAL SERVICES ADMINISTRATION

Federal Telecommunications System

PHONE: 226-3361 - EXT 1578

FIS # 503 - 226 - 3578

Government Teletype
10/29 3:55

James L. Young
District Supervisor
Northwest OEA team
San Francisco

To Cleveland Gilcrease
Info to Rev. Paul Waldschmidt
Info to Terry D. Schrunk
Info to Zoltan Szigethy

Permission has been obtained by this office for the Model Cities Technical Assistance Grant monies to be funded in a manner that will cross the program your date. This position however dictates that an acceptable application for the funds must be in this office by November 30. After that date, this office will withdraw the monies. After that date, no further extensions will be allowed.

aj

CITIZENS
PLANNING
BOARD



MODEL CITIES / PORTLAND
Room 210 5329 N.E. UNION AVENUE OREGON 97211

Phone 288-6923

This is written to request a proposal for developing a plan for training and technical assistance for the Model Cities programs. We are desirous of a proposal to provide training for a) Citizens Planning Board members; b) Working Committee members; and c) neighborhood organizations. The proposal should cover the following components:

- 1) Program monitoring, analysis and assessment
- 2) Executive Decision Making, Managerial Training and Educational Programming
- 3) Program Evaluation and Project Implementation
- 4) Organizational Operation and Community Relations

It is further requested that this proposal be submitted by November 3, 1969.

Sincerely yours,

Ray Halloway, Chairman
Training Committee

This letter was sent to the following:

Portland State Urban Studies Center
C. R. Josephson and Associates
Portland Community College
Teaching Research
Albina Citizens Council

*General approach approved by
CPB - Tues - Nov. 4 - EW 10*

TRAINING AND TECHNICAL ASSISTANCE PROJECT (HUD-OEO)

The committee assigned to prepare a proposal for the \$30,000 OEO grant reports the following:

I. Problems Identified:

1. Understanding of the policy role of the CPB
2. Knowledge of management policy making process by CPB
3. Communication between CPB, staff and residents
4. Lack of understanding of program by working committees and neighborhood organizations

II. Training Project Under Consideration

A 4 or 5 day Training Retreat for: CPB, Chairmen of working committees and officers of neighborhood organizations. To be joined for 2 days by the CDA staff.

A. Content

1. A study of roles of the CPB, working committees and neighborhood organizations
2. Separate study of methods and procedures appropriate to each
3. Study of, and workshop in, problems of inter-personal communication

B. Leadership

Specialists in:

- 1) Executive decision making at the policy level
- 2) Organizational development and operation
- 3) Communication
- 4) Model Cities program implementation

III. Follow up

1. Continued training events for those involved in the Retreat
2. "On the Job" training of working committees and neighborhood organizations

Action requested: Approval of the general idea of the project, charging the committee with full preparation of a proposal.

*In office by
Nov. 30*

How does it tie-in with
current CP Project. —

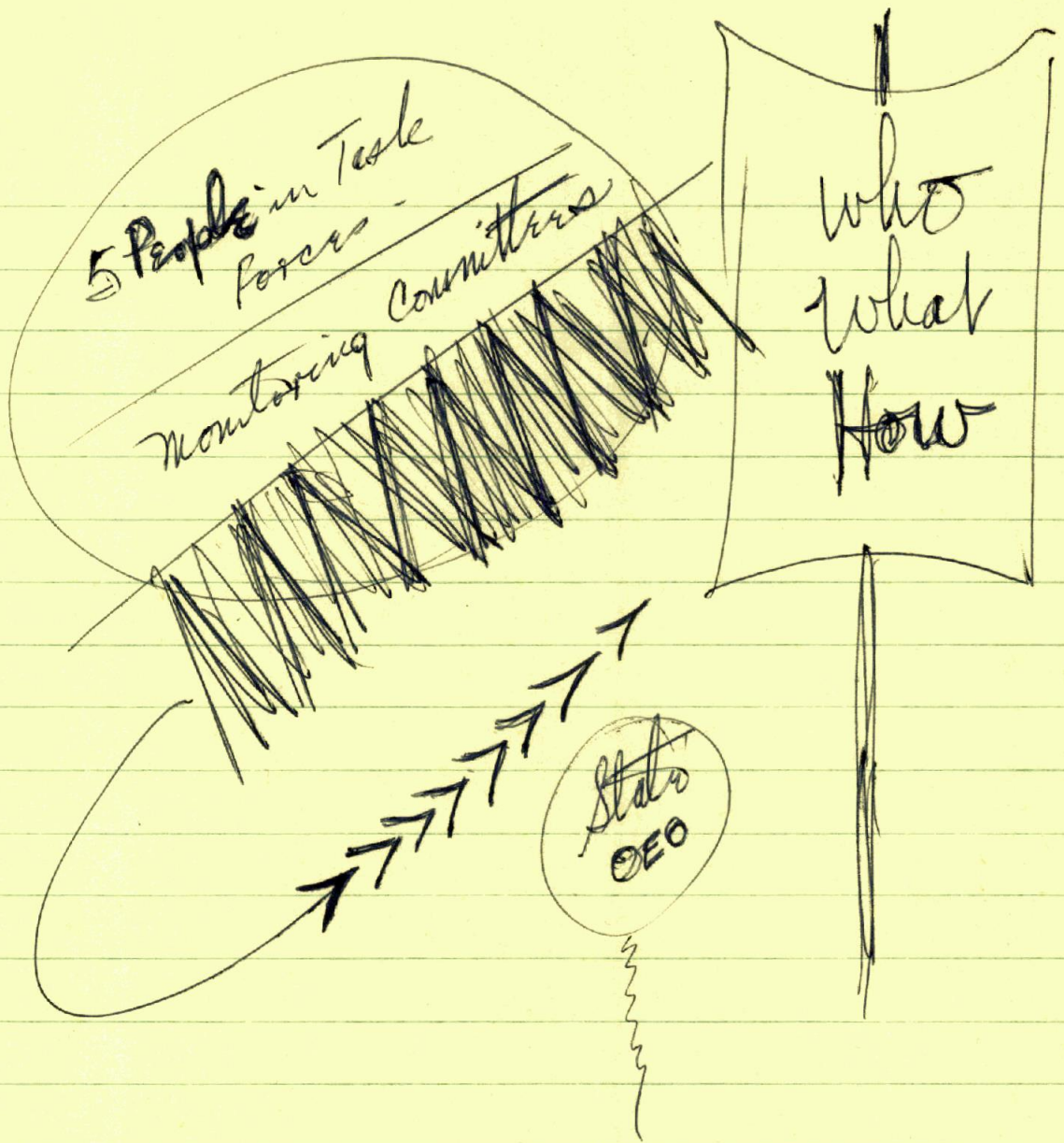
Do People want to be trained?

Sell - working together will
bring better services to
residents -

Chairs - Have people commit
themselves - offer training + let
people enroll.

Juneau
↓
CPC
Citizen Participation
Committee

Who -
What -
How -



OFFICE OF ECONOMIC
OPPORTUNITY

EXECUTIVE OFFICE OF THE PRESIDENT
WASHINGTON, D.C. 20565

*OEO Project
Training*

MAY 29 1970

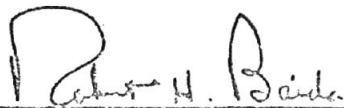
Date: April 22, 1970


Subject: Urban Technical Assistance Program (Formerly T&TA/PDP Program)

To: All Regional Directors, OEO
All Regional Administrators, HUD
Attn: Assistant Regional Administrators, NC

The attached document outlines the OEO/HUD policy for the refunding of the Urban Technical Assistance Program, an experimental program designed to strengthen the capacity of residents in model neighborhood areas to participate in the Model Cities Program. The attachment is the 1970 OEO/HUD Policy for refunding this program. The close cooperation of Federal agencies at the Regional level is essential to insure that the target area residents are able to participate effectively in programs designated for the model neighborhoods. Because this participation is crucial to the success of both Model Cities and Community Action Programs, it is important that the Regional Offices accord this effort a high priority.

We urge the Regional Offices to meet together as soon as possible to begin the process of carefully reviewing and refunding these grants. In order to assess the performance of the individual grants, it may be necessary for OEO and HUD personnel to visit specific cities before making a determination on refunding. The Regional Offices may use contractor personnel for these visits, provided both HUD and OEO are in agreement on the contractors.


Deputy Assistant Secretary,
Model Cities


Director, Office of Operations

Attachment

cc *L. Graham* ✓
A. G. G. G. G. ✓
L. G. G. G.
K. Hampton ✓



OFFICE OF THE MAYOR
ADMINISTRATIVE STATEMENT--MAY 1, 1970

PORTLAND MODEL CITIES

THE GOAL

The Model Cities Program is a special effort to improve the quality of life in a specific area of a city where human needs are the greatest, by using new approaches and federal funds along with local resources.

BASIC PRINCIPLES

The foundation for the Portland Model Cities Program is a grant agreement between the city government and the Model Cities Administration of the U.S. Dept. of Housing and Urban Development (HUD). Portland became a participating city in late 1967 and entered a planning phase. The Comprehensive City Demonstration Program plan submitted by Portland was approved by HUD and the grant agreement was signed August 26, 1969, starting our First Action Year which runs through August 31, 1970.

In return for federal funds, the city government has agreed to follow these principles and to comply with HUD regulations---

- (1) City Government to assume responsibility for program operation and expenditures.
- (2) Arrangements to be provided so that views of citizens in the Model Cities area can influence policy, planning and program decisions.
- (3) Concentration and coordination of resources for physical, social and economic projects.
- (4) Development of a comprehensive plan with priorities and use of evaluation techniques.

ROLE OF THE CITY COUNCIL

The Council after conferring with local citizens: (A) adopted a structure and operating policies for the Model Cities Program, (B) established the Citizens Planning Board to provide a channel for citizen views (C) created the Model Cities Agency as a city bureau to provide staff for the CPB and to carry out the program, and (D) established continuing communications with HUD officials.

The Council adopted a policy requiring full consideration and approval of any project or program plan by the CPB prior to consideration by the Council, reserving the right to recommend changes or reject a plan which they determine to be unsatisfactory. In making the final decision city officials must consider these points: The effect on citizens within the Model Cities area; the effect if any on all citizens of Portland; legal requirements; the city contract with HUD; and the relationship of a particular action to other city programs.

The Council assigned administrative matters and the supervision of the Model Cities Agency to the Mayor as Commissioner-in-charge. He has the final responsibility in this regard and his actions are to be taken within the framework of the city charter and city codes. He gives consideration to comments and suggestions from both the CPB and the Model Cities Agency in making administrative decisions. The position of Model Cities Coordinator was created on the Mayor's staff to aid him in implementing program objectives and policies.

ROLE OF THE CITIZENS PLANNING BOARD

The basic organization of the Citizens Planning Board (CPB), designed to focus citizen views and make them available to the Council for consideration in decision making, was confirmed in early 1968. It was determined to have 16 elected members, with two from each of the eight neighborhoods within the Model Cities area, and eleven to be appointed by the Mayor giving a voting majority to the elected members. The appointed members serve in the same capacity as other members and shall not be removed or deprived of voting rights except by action of the Mayor.

The CPB is an advisory body in nature, however, there is assurance that motions which are passed and recommendations made by the CPB will be considered by the Mayor and City Council at the time final decisions are to be made.

The Mayor and City Council are depending on the elected members to maintain close liaison with the citizens (their constituents) and the groups within their elected districts. Constant communication must be maintained with residents to (a) inform them of activities and business of the Model Cities Program and (b) seek their feelings as to how the community should be developed. CPB members have a responsibility to study project recommendations and review background material to be well informed for intelligent decisions during CPB business meetings.

PLANNING BOARD RULES AND COMMITTEES

The CPB is given flexibility in determining the manner to conduct its business, as long as it is within the HUD guidelines and the overall framework approved by the City Council. The CPB has adopted for this purpose "Rules and Operating Procedure of the Citizens Planning Board of the Model Cities Program."

The Planning Board has authorized standing committees made up of CPB members, plus working committees which include both CPB members and citizens from the neighborhoods within the Model Cities area. The purpose of the working committees, each of which is assigned to a project category, is to assist the CPB by developing project proposals and policies for approval by the CPB.

ROLE OF THE MODEL CITIES AGENCY

This is a bureau or unit of city government created by the Council to work with the CPB in planning and to arrange implementation of the projects and program which are approved. The term City Demonstration Agency (CDA) is sometimes used for this agency or for the city government as a whole. While the Model Cities Program calls for innovation and new approaches to governmental activities, this agency is not an

island unto itself and the new approaches must be related to the framework of rules which apply to other city bureaus and agencies.

The Model Cities Director is the administrative head of the agency. He is selected and appointed by the Mayor as the Commissioner-in-charge of the agency's administrative activities. The Director plans, organizes and supervises the work of the staff members who are on the regular city payroll. Some administrative activities such as appointment of persons to city positions and expenditures not previously cleared require final approval by the Mayor, acting on a request from the Director.

Responsibilities of the Model Cities Agency include: (a) provide staff support for planning activities of the CPB and its committees; (b) take the necessary steps to implement projects and programs which are approved by the CPB, City Council and HUD; (c) make arrangements for contracts between the city and operating agencies to conduct projects as proposed; (d) review progress reports and invoices for projects to compare with contract specifications, and make reports to CPB and city officials who authorize issuance of warrants for reimbursement of operating agency expenditures; (e) establish communications concerning program activities; (f) establish evaluation activities to provide data for use in future program planning decisions; and (g) prepare reports and related communications as required from the city by HUD.

Funds from HUD are obtained through the Federal Reserve Bank by drawdowns every few weeks to pay current bills. These funds come through the Freedom Bank and then are transferred to a special account in the City Treasury. When bills and invoices have been approved by the Model Cities Agency, requests for payment are forwarded to the City Auditor who authorizes the issuance of warrants from the Model Cities fund.

FIRST ACTION YEAR

Following submission of the Portland Comprehensive City Demonstration Program plan in 1969, HUD approved several of the projects in the plan and stated that others were not approvable at that time due to the need for additional information, clarification of content, specific commitments from proposed operating agencies, etc.

The grant agreement for the First Action Year authorized the expenditure of \$1,262,987. HUD also stated that this represents an initial grant out of your \$3,745,000 reservation and the balance (\$2,482,013) will be carried into the 1969-70 fiscal year to be available for obligation as additional projects become ready for funding. Strong efforts are now being made to implement the approved projects by executing contracts between the city and operating agencies to perform the services stated in the project proposals. Model Cities money is being expended for program administration and five projects. Several other projects are very near the contract stage at this time.

Before we can sign contracts for projects in the following categories, it will be necessary to get them approved by the CPB and City Council and submit them to HUD for approval: (a) an approved project in which a substantial change is to be made; (b) one of the unapproved projects from the Comprehensive plan, which is now clarified or ready with a specific operating agency; and (c) the addition of new projects. Whenever the outstanding project contracts and proposed commitments exceed the current grant of \$1,262,987 it will be necessary for the city to request HUD to amend the grant agreement to add funds.

SECOND ACTION YEAR

Looking to the future, it will soon be time for Portland to submit a plan for the second action Year (Sept. 1, 1970 - Aug. 31, 1971) following the five-year approach which HUD officials have projected for the Model Cities Program.

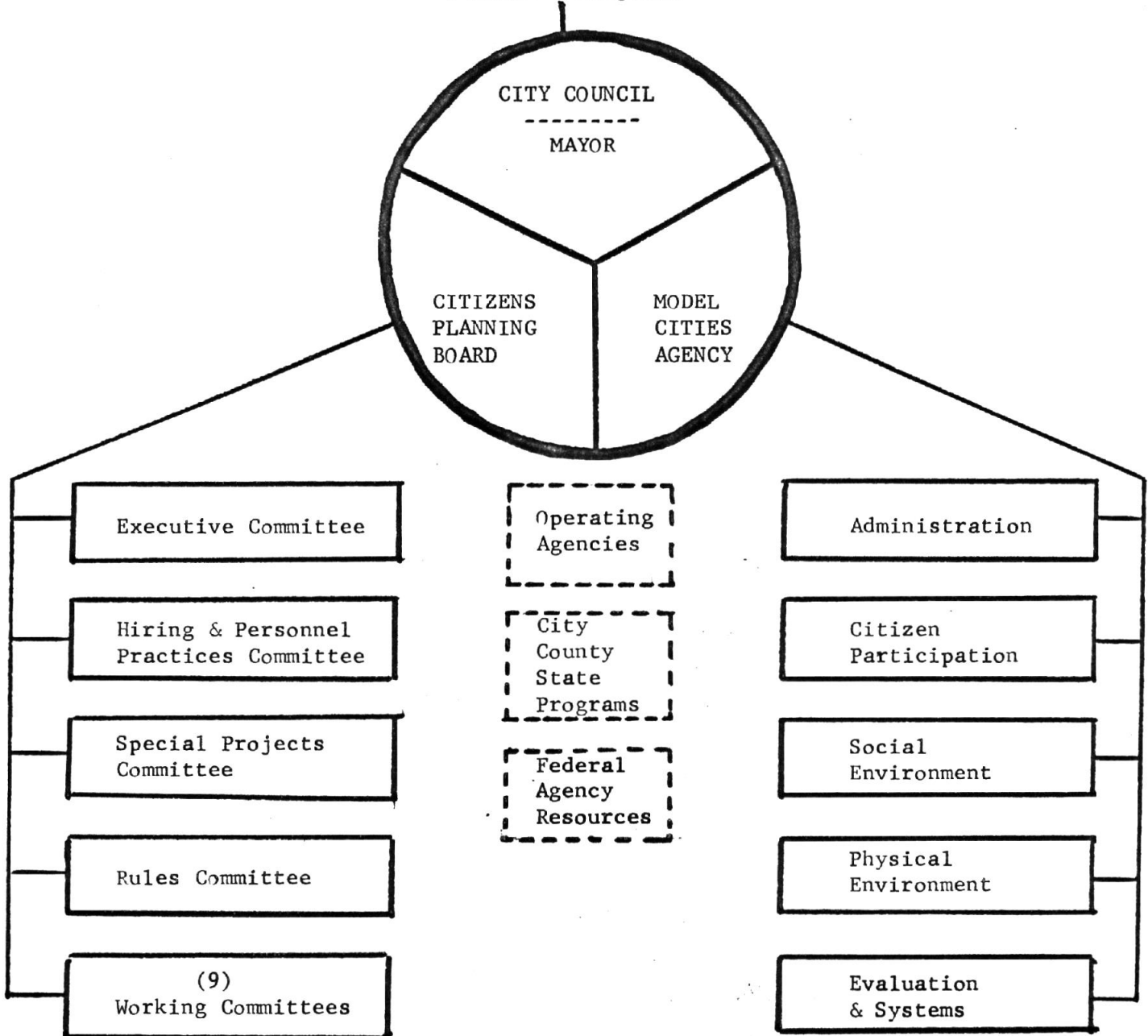
The staff of the Model Cities Agency will responsible for gathering the data to be used in developing the plan. When the contents for the plan have been confirmed and approved by the CPB, the plan will go to the City Council for final approval and submission to HUD.

PORTLAND MODEL CITIES PROGRAM

U.S. DEPT. OF HOUSING & URBAN DEVELOPMENT

Model Cities Administration

Grant Agreement
Dollars - Projects



Recognized Neighborhood Organizations

-Boise	-King
-Eliot	-Sabin
-Humbolt	-Vernon
-Irvington	-Woodlawn

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

File - OEO TRAM.
May 25 1970
ref. Metro Steering

From Ed Warmoth *E*
To Mayor Schunk
cc: Keith Jones
Addressed to

May 20, 1970

RECEIVED
MAY 21 1970

MAYORS OFFICE

Subject Reactivation of OEO Training Grant for Model Cities

MAYOR	<i>[Signature]</i>
EXEC. AD.	
CLERK	
FIN.	
GEN. INV.	
LEGAL	
PLANNING	
TECH. SERV.	
TRAINING	
YOUTH COORD.	
M. C. COORD.	

The possibility of obtaining an OEO grant to finance Citizen Training in the Model Cities area is alive again through OEO refunding. A project of this kind was discussed in the past, but dropped due to a report that the funds were no longer available.

A meeting was held today with Mr. Gilcrease, the Metro Steering Committee President, Lee Kell, Ken Hampton, and myself. It was determined that a Task Force would be established to explore the possibilities for a project of this kind and develop a proposal if this seems appropriate. The proposal would be submitted to the Model Cities Working Committee on citizens participation, for referral to the CPB. The Task Force will be made up of four CPB members appointed by Mr. Kell and four from the Metro Steering Committee Board. They will be supported by staff from both agencies.

Once the appointments have been made, an orientation meeting is to be held with representatives from OEO and HUD to explain the alternatives which the Task Force can explore.

Tues. night, May 26, is tentative date for meeting -

EJW/ab

Ed Good job

Model Cities

Phone 288-7051

Room 210 • 5329 N.E. UNION AVENUE

Portland

OREGON 97211

June 9, 1970

JUN 10 1970

Mr. Cleveland Gilcrease
Executive Director
Portland Metropolitan Steering
Committee
1110 S.E. Alder Street
Portland, Oregon 97214

Dear Mr. Gilcrease:

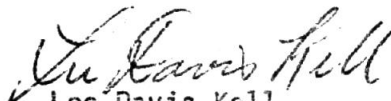
Subject: Urban Technical Assistance Program

On June 5, 1970, a meeting was held by the Citizens Planning Board of the Portland Model Cities Program. It was agreed that the concept to become involved with the Urban Technical Assistance Program by developing a proposal through a joint Task Force with the Portland Metropolitan Steering Committee.

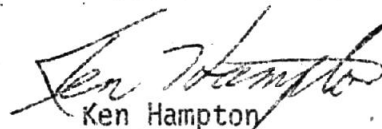
This may be the first step in joining forces to strengthen the capacity of residents to become involved in the Model Cities Program. Hopefully, the June 15 deadline will be extended to give us an opportunity to develop a workable proposal.

I do hope that we will hear from you regarding a possible date for the Task Force meeting.

Sincerely yours,



Lee Davis Kell
Chairman, Citizens Planning
Board



Ken Hampton
Acting Director

L E T T E R O F A G R E E M E N T B E T W E E N the

City Demonstration Agency (CDA)

AND the

Community Action Agency (CAA)

of the City of Portland, State of Oregon.

In accord with meetings which were held on May 20, 1970, June 4, 1970, and June 5, 1970, it is hereby agreed by the City Demonstration Agency (Model Cities Program), and the Community Action Agency (Portland Metropolitan Steering Committee-EOA, Inc.) T H A T:

A Task Force of five members of the Board of Directors who have been appointed from each of the above agencies, will work together in order to prepare and submit an application for the funding of an Urban Technical Assistance Program, in accordance with OEO/HUD Guidelines and criteria;

said program to be within the Model Cities Neighborhood of the City of Portland, State of Oregon; AND

that said application will hopefully be submitted to the Regional Office by the stipulated date of June 15, 1970.

Edward C. Elliott
CHAIRMAN of CAA

_____, 1970

Cleveland Gilcrease
EXECUTIVE DIRECTOR OF CAA

_____, 1970

Lee Kell
CHAIRMAN of CDA

_____, 1970

COND KEN HAMPTON
Kenneth Hampton
ACTING DIRECTOR OF CDA

_____, JUN - 9, 1970

cc: All signing parties
Regional Office of OEO
Regional Office of HUD

cc: Mayor, City of Portland
Governor, State of Oregon

OFFICE OF THE MAYOR



TERRY D. SCHRUNK
MAYOR

CITY OF PORTLAND
OREGON

June 12, 1970

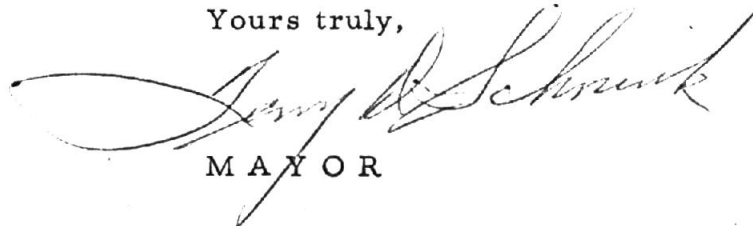
Mr. Thomas H. Mercer
Regional Director
Northwest Regional Office
Office of Economic Opportunity
Alaska Building
6818 Second Avenue
Seattle, Washington 98104

Dear Mr. Mercer:

I'm pleased to give the concurrence of my office to the efforts in Portland to develop a project which can qualify for funding through the OEO Urban Technical Assistance Program.

It is important that we utilize all possible resources to help improve problem conditions in urban areas. We will be looking to the joint Task Force from the Model Cities Citizens Planning Board and the Portland Metropolitan Steering Committee for a project which will strengthen the citizen participation aspects of the Portland Model Cities Program.

Yours truly,



MAYOR

TDS/amb

cc: Mr. Harold D. Whitehead
OEO Senior Field Representative
Mr. Ted Winters
State Economic Opportunity Office
Mr. Lee Kell
Mr. Ken Hampton
Model Cities Program
Mr. Edward Elliot
Mr. Cleveland Gilcrease
Portland Metropolitan Steering Committee

OEO
Leadership
Training

June 18, 1970

Mr. Cleveland Gilcrease
Executive Director
Portland Metropolitan Steering
Committee - ECA - Inc.
1110 S.E. Alder
Portland, Oregon 97214

Re: Urban Technical Assistance
Program (UTAP)

Dear Mr. Gilcrease:

Portland Metropolitan Steering Committee - ECA - Inc. has not yet met previous deadlines for submitting an Urban Technical Assistance Program to HHR/OEO. Portland Metropolitan Steering Committee - ECA - Inc. must submit an Urban Technical Assistance Program to HHR/OEO no later than 10:00 a.m., Monday, June 22, 1970. Non-compliance with this deadline will cause withdrawal of the \$30,000 UTAP guidelines from your agency.

Sincerely,

Harold D. Whithead
Senior Field Representative
Oregon

cc: Mayor Terry D. Schrank
Mr. Ted Winters
Project Director
Oregon SEOC
Mr. Lee Kell
Mr. Ken Hampton
Model Cities Program
Mr. Edward Elliot
Board Chairman
PMSC

050
 Fellowship
 Training

2

June 16, 1970

Re: Action Technical Assistance
 Program (ATAP)

Mr. Cleveland Gilman
 Executive Director
 Portland Metropolitan Planning
 Commission - RM - RM
 1110 S.E. Alder
 Portland, Oregon 97214

Dear Mr. Gilman:

Portland Metropolitan Planning Commission - RM - RM has not yet
 set previous deadline for submitting an Urban Technical Assistance
 Program to RM/RM. Portland Metropolitan Planning Commission - RM -
 RM, was asked to submit an Urban Technical Assistance Program to RM/RM
 no later than 10:00 a.m., Monday, June 15, 1970. Non-compliance
 with this deadline will cause withdrawal of the \$20,000 U.S.P. guidelines
 from your agency.

Sincerely,

Donald B. Whitford
 Senior Field Representative
 Region

cc: Roger Terry B. Johnson
 Mr. Ted Winters
 Project Director
 Region RM/RM
 Mr. Les Kall
 Mr. Ken Engstrom
 Model Cities Program
 Mr. Edward Hillis
 David Carlson
 RM/RM

Model Cities

Phone 288-8923

Room 210 • 5329 N.E. UNION AVENUE

Portland

OREGON 97211

September 10, 1970

MEMORANDUM

TO: J. Alton Page, Administrative Management Coordinator

FROM: John Michael Tate, Citizens Participation Information Specialist

SUBJECT: Job description placed September 10, 1970, 9:30 A.M.

Oregonian: Saturday, September 12 through Tuesday, September 15.

Journal: Friday, Saturday, September 11 and 12; Monday, Tuesday, September 14 and 15.

Copy: Project Manager
Urban Technical Assistance Program
- Apply in person
(no phone calls)
5329 N. E. Union Avenue, Room 210
Portland, Model Cities

or

1110 S. E. Alder
Portland Metropolitan Steering Committee
Equal Opportunity Employers

Ad form as per previous examples.

Classified under "Help Wanted Men and Women."

PROJECT MANAGER
URBAN TECHNICAL
ASSISTANCE PROGRAM
APPLY IN PERSON
No phone calls.
5329 NE Union, Rm 210
PORTLAND MODEL CITIES
or Portland Metropolitan Steering
Committee, 1110 SE Alder.
An Equal Opportunity Employer

JMT

John Michael Tate

cc: (Mrs.) Brenda Green, Citizens Participation Coordinator
(Mrs.) Alice Marcus, Portland Metropolitan Steering Committee
Ed Warmoth, Mayor's Coordinator for Model Cities

JMT/ls

POSITION DESCRIPTION

by

URBAN TECHNICAL ASSISTANCE PROGRAM

P R O J E C T M A N A G E R

\$950 - Monthly

Job Summary

1. Responsible to Urban Technical Assistance Program Task Force
2. Developing and scheduling series of five (5) training sessions
3. Coordinating the selection and scheduling of participants in Model Cities seminars
4. Responsible for coordinating the project activities with Model Cities staff, specifically the Citizens Participation Coordinator
5. Will supervise his own staff
6. Will make recommendations for changes to Urban Technical Assistance Program and upon approval, changes will be implemented
7. Duties as related
8. Monthly reports to Urban Technical Assistance Program Task Force for evaluation and recommendations

Qualifications

1. Model Neighborhood resident
2. Knowledge of Model Neighborhood and Agencies
3. Experience in operation in the community or neighborhood groups and organizations
4. Prior administrative ability (volunteer or paid experience)
5. Experience can be substituted in lieu of academic qualifications

Please apply in person - no phone calls will be accepted.

- | | | |
|--|----|---|
| 1. Model Cities Agency
5329 N. E. Union Ave.-Room 210
Portland, Oregon 97211 | or | 2. Portland Metropolitan
Steering Committee
1110 S. E. Alder Street
Portland, Oregon 97214 |
|--|----|---|

Closing Date September 21, 1970

C.F. 07A1

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

October 15, 1970

From Ed Warmoth, Model Cities Coordinator
To Bill Selby, City Attorney's Office
Addressed to
Subject Contract for Citizen Participation Project

HUD has approved by a letter of October 7 \$60,424 for a Citizen Participation Project as part of the Portland Model Cities Program.

This action was in response to our application authorized by Ordinance #131042 passed by the City Council June 18, 1970. I have made contact with City Budget Director James Setterberg to draw up an ordinance authorizing expenditure of this amount by the Model Cities Agency as part of their Program Administration budget. Four new positions will be added and expenditures are included for office activities. In addition, this project includes \$30,000 to be used in jointly financing a Citizen Participation Project in cooperation with the Portland Metropolitan Steering Committee.

We will need your assistance in preparing a contract between the City of Portland and the Portland Metropolitan Steering Committee to cover delivery of these services. As I mentioned this week, I will arrange a meeting with staff persons from the Model Cities Agency and the Portland Metropolitan Steering Committee to discuss the scope and content of this special project. The general purpose is to conduct seminars and training activities which will help approximately 500 citizens to gain a better understanding of the Model Cities Program and the role which they can play in helping to develop projects and take part in the Model Cities process.

I'll be confirming a date and time for the meeting.

EJW.1

C
O
P
Y

CF - HUD/DEU
PROJ.

Notes for Contract Between
Portland Metropolitan Steering Committee & Model Cities

1. SCOPE OF SERVICES

The project is coordinated between Portland Metropolitan Steering Committee and City Demonstration Agency to give training and technical assistance to residents of the Model Neighborhood. It is designed to assist the residents in participating more actively in the Model Cities Program and to give them more knowledge and understanding of the very complex planning process, programming and evaluating techniques. The program will give the participants a clear and concise picture of purpose and goals of the Model Cities Program and how it operates. It will include discussions on problem identification and analysis, resource identification, program development, budgeting and program monitoring. The program will also explore the operation and goals of all projects and programs operating in the Model Neighborhood for the information of the participants.

2. COMPENSATION

The DEO Funding is \$30,000
The HUD/Model Cities Funding is \$30,000
See attached budget pages

3. PAYMENT

Portland Metropolitan Steering Committee shall be paid monthly as the city deems correct in the following matter:

Project Manager signature appears on invoice
City Demonstration Agency monitor signature appears on invoice
Comptroller - Portland Metropolitan Steering Committee forwards invoice
to Model Cities Agency

Those for HUD/Model Cities share to be mailed to Sal Abraham and then
sent through to City Hall

4. FUNCTIONS OF THE CITY

City will make available to Portland Metropolitan Steering Committee staff of Model Cities to include coordination for program activities.

5. PERSONNEL

Personnel for the Urban Technical Assistance Program program will consist of full-time Project Manager, Project Aide and a Secretary. There is a line item in the program budget allowing for consultants to be hired when necessary.

6. CHANGES AND ADDITIONAL SERVICES

The Urban Technical Assistance Program Task Force (5 members from Citizens Planning Board and 5 members for Portland Metropolitan Steering Committee Board) will be the governing body thus allowing them the final decision as

to whether additions or changes are relevant to program activity.

7. COMPLIANCE WITH LOCAL LAWS

Urban Technical Assistance Program staff will comply with rules of Portland Metropolitan Steering Committee and Model Cities office, which include compliance of ordinances and codes of the state and local government.

8. DOCUMENTS AND RECORDS

Fiscal records for Urban Technical Assistance Program will be held by the comptroller of Portland Metropolitan Steering Committee. All other pertinent data will be maintained by Urban Technical Assistance Program staff with copies to the Evaluation Section of City Demonstration Agency.

9. AUDIT AND INSPECTION OF RECORDS

The Fiscal Agent shall permit the authorized representatives of the United States Department of HUD and comptroller of OEO to inspect and audit all data and records of the program relating to the carrying out of this contract.

10. EQUAL EMPLOYMENT OPPORTUNITY

The Urban Technical Assistance Program will not discriminate against any employee or applicant for employment or participants to the program because of race, creed, color or national origin. The Urban Technical Assistance Program Task Force will take affirmative action to insure that applicants/participants are given fair treatment.

11. PROHIBITED INTEREST

Non-applicable.

12. INTEREST OF MEMBERS OF OR DELAGATES TO CONGRESS

Non-applicable.

13. PATENT RIGHTS

Any patentable result arising out of this Contract, as well as all information, designs, specifications, know-how, data, and findings, shall be made available to the city for public use.

14. ASSIGNABILITY

As the city desires the personal services of Portland Metropolitan Steering Committee, Portland Metropolitan Steering Committee agrees that it will not assign, transfer, convey or otherwise dispose of this Agreement, or its right, title or interest therein or its power to execute the same without the consent in writing of the city.

15. TERMINATION

The city may terminate this Agreement at any time by written notice from its designated Representative to the Portland Metropolitan Steering Committee. If the Agreement is so terminated, the city will pay the Portland Metropolitan Steering Committee in accordance with Paragraph 2 above for services rendered and direct costs incurred to the effective date of termination, less any amounts theretofore received by the Portland Metropolitan Steering Committee. Upon notice of such termination, the Urban Technical Assistance Program staff agrees to prepare such report or reports as the city shall request for the work accomplished to date of termination; Portland Metropolitan Steering Committee's compensation for preparing such reports to be computed in the same manner as set forth in Paragraph 2 hereinabove.

PARTICIPANT CRITERIA

I. The participants of the UTAP Training Program shall be recruited from the residents of the Model Cities neighborhood.

A. Four hundred (400) of these participants will meet OEO income guidelines and be a representation of a cross section of low-income residents in the Target Area. Stipends will be awarded to these four hundred (400) participants but not in excess of ten (10) dollars per session, or fifty (50) dollars for total T.S. The stipends are awarded for (1) Child Care, Transportation and other assistance that will enable the resident to participate fully in the Training Program.

B. Fifty (50) non-stipend participants will also be involved in this Training Program and shall come from the area organization and residents of MN areas not qualifying for stipend under the OEO income guidelines.

C. There will be a total of 450 residents participating in the UTAP Training Program.

(1) A maximum of ninety (90) participants per session (80 stipend participants and 10 non-stipend participants).

Note: Participants requesting training shall be subject to screening by UTAP Staff and Task Force. This will insure true core resident participation in the Training Program.

II. The selection of the participants for UTAP training will be as follows:

A. Selection shall be made from Model Neighborhood organizations and residents at large.

B. From each of the following organizations a percentage or number of participants will be recruited.

(1) Eight (8) neighborhood organizations

(a)	Woodlawn	2
(b)	Humboldt	2
(c)	Vernon	2
(d)	King	2
(e)	Sabin	2
(f)	Boise	2
(g)	Eliot	2
(h)	Irvington	2

Participant Criteria
PAGE TWO

(2)	Nine Working Committees	
(a)	Citizens Participation	2
(b)	Education	2
(c)	Employment	2
(d)	Economic Development & Transportation	2
(e)	Health Service	2
(f)	Housing & Physical Environment	2
(g)	Law & Justice	2
(h)	Social Service	2
(i)	Recreation & Culture	2
	Sub Total	34
(3)	Citizen Planning Board	2
(4)	Multi-Service Center (Policy Advisory Committee)	6
(5)	Neighborhood Council To Combat Fascism	2
(6)	Albina Citizens Council	2
(7)	Highland Education & Recreational Center	2
(8)	Portland OIC	2
(9)	NAACP	2
(10)	ACT	8
(11)	ANIP	2
(12)	Community Care	2
(13)	BSU	2
(14)	Albina Child Development Center Parent Involvement	10
(15)	Albina Art Center	2
(16)	Albina Youth Opportunity School	2
(17)	Life Center	2
(18)	(Community At Large)	8
	Total Number of Participants	90

III. Inducement aides for the recruitment of UTAP Trainees.

- A. It will be the function of the UTAP Staff to publicize the UTAP Program and recruit prospective participants for training.
- B. It will be the duty of the Project Aide to contact area residents and organizations to insure a continuous flow of participants into the UTAP Training Program.
- C. Applications for enrollment will be made available to all area organizations and agencies, therefore, expediting the enrollment process.

Changes Promised In UO Center Staff After Racial Seminar Costs Doubled

By DENNIS HIGMAN

Correspondent, The Oregonian

EUGENE (Special) — A 5-day racial symposium ended last Friday here at the University of Oregon, but a controversy over its costs and planning indicate the event is far from over for the sponsoring Cultural Issues Center.

Student Body President Ron Eachus said Monday the \$18,000 cost of the event exceeded the amount originally budgeted by the center for speakers

for the entire year by \$4,000. He also conceded that several local speakers will be paid a \$500 fee for their single appearances — something not in the original budget.

An agency of student government, the center sponsors a variety of events as concerts, dances and speakers. Eachus said it is run by four student directors appointed by the student senate, and it is financed entirely by student incidental fees and monies

generated by the use of those fees.

Eachus said the event originally was planned as a symposium on blacks, and was budgeted for \$4,000 to \$6,000. The figures were increased to about \$9,000 when the center decided to include representatives of Chicano and native American Indian groups, he said.

The center had contracted with various out-of-town speakers such as Charles Evers, Nathan Hare and Harry Edwards to speak for a fee. But Eachus said three of four directors agreed to pay \$500 apiece for appearances by local speakers. Local speakers, he said, were not originally scheduled to be paid. Planning to pay 13 of them has added about \$6,500 to the \$9,000 budget.

Interviewed last week during the symposium, Eachus said he had no objection, and in fact favored, paying local people. But he questioned the amount.

"This money was intended to go into those programs which the speakers represented," he said. Monday he said "payments will go to the individual. And it is up to the individual to decide where he wants the money to go."

Revision Needed

Eachus said agencies such as the center "traditionally have operated autonomously." He said center planning for the symposium revealed "an inadequate decisions-making process which needs drastic revision."

He pointed out one director committed the center to a \$500 payment without the knowledge of the three other directors. "It had been my understanding that decisions of the center should be agreed upon by the center as a whole," Eachus said.

Eachus, who said he had the power to relieve directors of their duties, said he personally did not favor the payment, and that local speakers have not been paid yet. And the agreement to pay, he said, was strictly verbal. He added, however, there is no immediate plan to stop payments.

Eachus, who is meeting with the center staff behind closed doors Tuesday, said reactions he has heard from student senators have been negative. "There will be changes" in current staffing, he said.

Farmworker Pact Drawn By Teamsters, AFL-CIO

WASHINGTON (AP) — AFL-CIO President George Meany said he and acting Teamsters Union President Frank Fitzsimmons agreed at a meeting Monday to stop the jurisdictional fight over California farmworkers.

"We think we reached a formula that will prevent friction," Meany said in an interview.

He said the agreement was for the Teamsters to remain in their traditional area of organizing workers in agricultural packing sheds and canneries

but for the AFL-CIO United Farm Workers Organizing Committee to have jurisdiction over field workers.

The Farm Workers Union and the Teamsters have been engaged in jurisdictional disputes in California's Salinas Valley lettuce growing area.

Meany said in answer to a question that his meeting with Fitzsimmons was his first top level contact with the Teamsters since the AFL-CIO expelled the Teamsters Union in 1955 on charges of corruption.

Meany emphasized that the meeting was for the single purpose of discussing the jurisdictional problem of the farm workers.

"It was a very cordial meeting," Meany said. "It was very constructive."

Radio Brings Hunter Help

MOLALLA (AP) — A deer hunter trapped for five hours in his overturned truck was rescued after another hunter heard his radioed plea for help.

Loren Shinn, 29, Milwaukie, was rescued by members of two jeep clubs who were notified after Leon Kitchin of Falls City picked up the call on his radio. Kitchin was hunting near Falls City in western Polk County.

Shinn suffered a twisted ankle and shock but was not hospitalized. He had lost control of his truck on a snowy road and his radio antenna was damaged in the accident so no one in the immediate area could hear his calls for help.

Credit Unions Hail New Law

Oregon credit union leaders have joined others around the nation in extolling last week's signing into law of legislation which creates federal insurance up to \$20,000 for deposits of credit union members.

"This is one of the most significant and far-reaching developments in the history of U.S. credit unions," declared William O. Wright, managing director of the Oregon Credit Union League. "Now there can be no question of the security of a member's shareholdings (deposits) in any insured credit union in our state."

The insurance program is mandatory for federal credit unions and optional for state-chartered credit unions. To finance it, insured credit unions will pay one-twelfth of one per cent of the total amount of member accounts at the end of the year into the National Credit Union Share Insurance Fund, credit unions' equivalent of the Federal Insurance Corp.

C P
HVD/OEO
Project

File - CP. OEO/HUD
Proj.

October 19, 1970

MEMORANDUM

TO: John Miller, UTAP Director

FROM: John Michael Tate, Citizens Participation Information Specialist

The following classified ad has been placed in The Oregonian and The Journal. Dates to run in The Oregonian are October 19 to October 22 and in The Journal October 17, and October 19 to October 21. Classified heading, "Help Wanted Women".

SECRETARY
Urban Technical Assist. Prog.

10 pt. all caps
agate upper/lower

Responsibilities include dictation, typing, running duplicating equipment and some filing as well as other secretarial duties as may be requested. Applicants should have demonstrated experience in clerical work. Salary range \$505-\$534 per month. Applications will be accepted through Thursday, October 22 at 5:30 p.m. No phone calls - apply in person.
PORTLAND METROPOLITAN STEERING COMMITTEE
1110 S. E. Alder St. - 2nd Floor

Billing will be directed to this agency in care of you.

JMT

/s/

cc: Official files (2)
Director/Jordan

Author/Tate
JMT:ls
10/19/70

SECRETARY
Urban Technical Asst Prog.
Responsibilities Inc. dicta., typng,
running duplicating equipment and
some filing as well as other secre-
terial duties as may be requested.
Applicants should have demonstrat-
ed experience in clerical work. Sal-
ary range \$505 - \$534. per mo.
Applications accepted through
Thurs. Oct 22: 5:30 p.
No Phone calls, apply in person.
PORTLAND METROPOLITAN
STEERING COMMITTEE
1110 SE Alder, 2nd flr.

nov. 6
SW

Based on the availability of Urban Technical Assistance grants from the Office of Economic Opportunity to local Community Action Agencies to provide training and technical assistance to citizens to aid them in becoming involved in the Model Cities process, the Portland Metropolitan Steering Committee in cooperation with the Portland Model Cities Program has applied for and received a grant for this purpose.

The City (for Citizens Planning Board and City Demonstration Agency) agrees to meet the Office of Economic Opportunity requirements for local participation by participating in planning and operation of a project to be known as the Urban Technical Assistance Program (UTAP) and to provide Model Cities supplemental funds to finance specified items related to the project.

The Portland Metropolitan Steering Committee agrees to be the primary fiscal and administrative agent for all UTAP funding, with agreement that direct operation of the project will be conducted through the Urban Technical Assistance Task Force which has been jointly approved by the Portland Metropolitan Steering Committee Board and the Citizens Planning Board of the Model Cities Program.

The Urban Technical Assistance Task Force shall include five members appointed by the Portland Metropolitan Steering Committee Board and five members appointed by the Citizens Planning Board. There shall be a project manager, project aide and a secretary. Staff from both the City Demonstration Agency and Portland Metropolitan Steering Committee shall be assigned to work with the UTAP staff to coordinate program activities.

The basic purpose of UTAP is to assist the residents of the Model Neighborhood in participating more actively in the Model Cities Program and to give them more knowledge and understanding of the planning process, programming and evaluating techniques. This will be achieved by planning and conducting a series of seminars in which 450 neighborhood residents will be enrolled. Special efforts shall be made to involve a representative cross section of low-income residents of the Model Neighborhood as 400 of the participants, ~~and stipends will be provided to them~~ ~~participants~~ with selection to be made in compliance with "Participant Criteria" and stipends to be provided in accord with OEO income guidelines. Fifty non-stipend participants from area organizations and residents of the Model Neighborhood shall also be included.

A total of 20 hours training time shall be provided to each participant, scheduled over a period of five weeks. A total of five seminars with approximately 90 participants each shall be scheduled and conducted. The participants for each seminar shall be divided into two or more groups for training purposes. The last seminar shall be completed by June 30, 1971 (5 x 5 weeks, plus break between, about 7 months total).

Course content shall cover I. Office of Economic Opportunity/

Housing & Urban Development Orientation and Board Function, II - Resource Identification and Development, III - Monitoring and Program Evaluation, and IV - Institutional Change. (Reference to or incorporation of UTAP Training Format).

Consultants shall be used and training materials shall be provided, including both reproduction and printing of ~~training~~ material presented by speakers and purchase of pamphlets and books where related to curriculum.

Each seminar shall include a field trip....

- Special additional trips
- Itemize items and budget for expenditures to be paid by city.
- cover procedure for UTAP clearance, routing to PMSC and then on to city (CDA) -

Inter-Office Memorandum

TO: Ed Warmoth, Model Cities Coordinator
FROM: Charles Jordan, Director
DATE: April 20, 1971
SUBJECT: Urban Technical Assistance Program Contract Extension

Concerning the Urban Technical Assistance Program (UTAP) contract, the present contract and Ordinance No. 131860 expired March 30, 1971. At the time that the contract was originally written, our Second Action Year was to commence April 1, 1971. Since then, due to Portland Model Cities reprogramming, the Second Action Year will commence June 16, 1971.

Therefore, the UTAP contract requires an amendment for extending the timetable to June 15, 1971 from March 30, 1971 and to be retroactive to March 30, 1971.

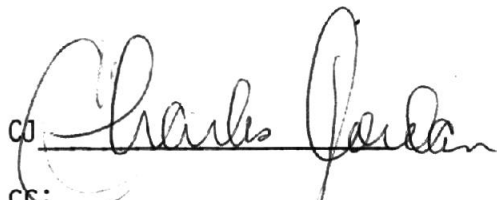
Specifically, the sections within the contract (entered October 19, 1970) should be amended as follows:

Section I Scope of Services

D-1-b".... the last Seminar shall be completed by June 15, 1971"

Section III Time of Performance

".... the project described herein shall be completed by June 15, 1971"

cc: 
Official files (2)
Director
4/20/71
gh

APR 21 1971

UTAP

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

April 28, 1971

From Ed Warmoth, MC Coordinator
To Model Cities Agency
Addressed to Charles Jordan, Director
Subject Monitoring UTAP Project

Bob Jones of the City Auditor's office mentioned to me this week some concerns he had about the documentation of expenditures for the UTAP stipends. I pass this information to you for whatever action seems appropriate.

The documentation sheets include pages listing persons' names and addresses with an identifying statement at the top and signatures for those persons who are to receive stipends. Sheets which I looked at included two or three blank sheets with only signatures on them for which stipends were claimed. I doubt that this would pass the eye of a federal auditor.

Bob mentioned that one of the names on the list for a stipend was an employee of the Model Cities Program. It seems to me that it was one of the Community Organizers and I stated to Bob that the individual may very well be employed in some capacity at Model Cities and still comply with the low-income criteria.

Bob stated that there was not any indication in the material he reviewed as to the number of persons who were participating as students without stipends. He recalled that the original contracts stipulated that there would be a certain number of students served, part of whom would not receive stipends. It seems to me that Jim Loving mentioned some figure in this regard. Is there a report which states total students attending with a tabulation to indicate those who receive stipends and those who do not? If so, I would like to glance at it.

Any "stipend" payments always seem to generate questions. There is a need, however, to keep the program free of criticism as much as possible.

EJW.1

C
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P
Y

UTAP

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

October 21, 1971

From Edward J. Warmoth, Model Cities Coordinator
To
Addressed to Bob Jones, City Auditors Office
Subject UTAP Project

Your August 5 memo called attention to two points which needed action before a reimbursement payment could be made for the UTAP Project.

Bill Selby of the City Attorney's office has prepared and filed an ordinance which will extend the expiration date from June 15, 1971 to June 30, 1971, as approved by the Mayor. It will likely be up for action on Wednesday, November 3.

Mr. Roberts has provided you with an explanatory memo concerning the expenditures for services.

cc: Elvin Roberts
Charles Jordan

EJW. c

C
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Y

ARCHIVES CROSS REFERENCE SHEET

The following PHOTOGRAPH NEGATIVE MAP PLAN REPORT has been removed from this file.
It can be found in:

Location:

6702-48

Series #:

12-07-49 (Gray) 87

Title/Description:

Community Action Agency and the Cities Demonstration
Agency Proposal for the Urban Technical Assistance Program for Fiscal Year 1970
6-22-70

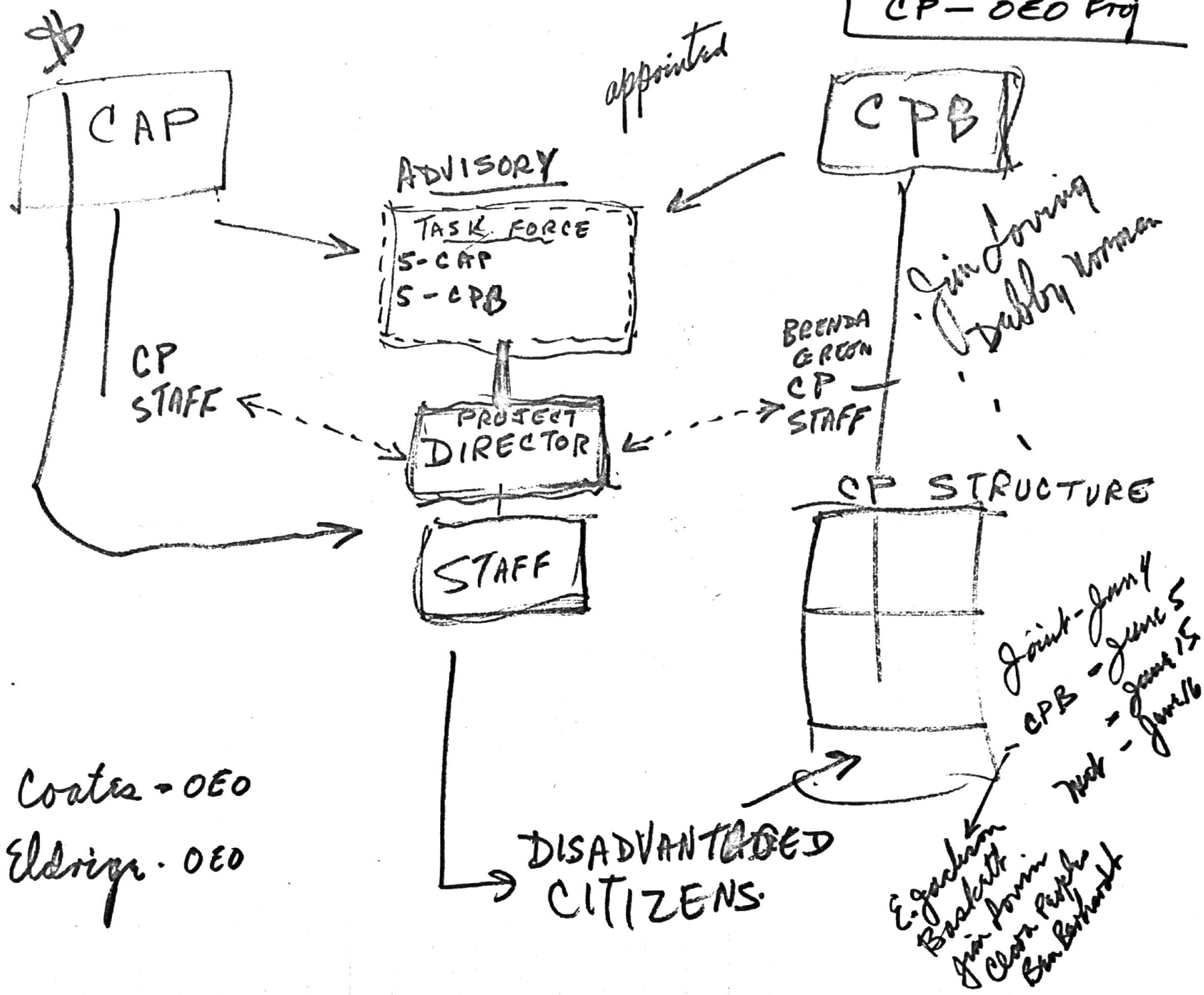
Date:

5-8-2000

By:

AS

CP - OEO Proj



PORTLAND MODEL CITIES PROGRAM

CITIZEN PARTICIPATION

CITIZENS PLANNING BOARD

16-ELECTED
(2 FROM EACH NEIGHBORHOOD DISTRICT)

11-APPOINTED

MODEL
CITIES
STAFF

WORKING COMMITTEES

- SUB-COMMITTEES
- TASK FORCES
- PROJECT ADVISORY GROUPS

ADMINISTRATIVE COMMITTEES

RECOGNIZED NEIGHBORHOOD ORGANIZATIONS

BOISE

ELIOT

HEXBOLT

INDEPENDENCE

KING

SABIN

VERNON

WOODLARK

OTHER
ORGANIZATIONS

ALL RESIDENTS MODEL CITIES AREA

4½ SQUARE MILES - 2900 ACRES - APPROXIMATELY 40,000 PERSONS

ALL RESIDENTS CITY OF PORTLAND

CITIZEN PARTICIPATION STRESSED

Model City Project Aims At 'Uniting Community'

By MORTON SPENCE
Journal Staff Writer

"We're finally trying to get this community together."

In these words, John Miller, young black project manager of the Urban Technical (UTAP), describes the hope if not the promise of a new effort to involve citizens of Portland's Model City neighborhood in the federal assistance programs focused on their problems.

PURPOSE of UTAP is to train 450 residents of the Model City area in North and Northeast Portland to be more effective participants in the Model City effort and in programs designed by the Office of Economic Opportunity to benefit low income citizens.

From their beginnings in the Johnson Administration, the OEO and later the Model

City program have stipulated "maximum feasible citizen participation" in the planning, development and operation of programs to help poverty-level people.

From the beginning, however, no one has known how to involve the poor in a productive relationship with the standard structures of government. To the poor, government — whether public welfare, the Department of Employment or City Hall — has been "the enemy."

WHEN the OEO and subsequently the Model City "guidelines" (that word "guidelines" is only the first word in an overwhelming bureaucratic jargon) decreed that there must be "citizen input" in each "component" of every "umbrella structure" with "linkages" and "coordination" to the "universe" of the "total fundable program" — about

that time, if not before, most ordinary folks, poor or not, threw up their hands in despair.

The fact is that few poverty-level residents have had the sort of organizational experience that middle-class people take for granted. They haven't belonged to PTAs, garden clubs or Great Books discussion groups. They don't know parliamentary procedure and when they suddenly are informed that someone wants their opinions, they don't want to be bothered with rules of order.

MOSTLY, however, they just don't believe it is so. It's a put-on, a big dollop of propaganda, the notion that the little people matter, they seem to believe.

The result: "Maximum feasible citizen participation" has been minimal. Daniel Patrick Moynihan,

who was one of the principal architects of the Johnson administration's Great Society programs and now is a counselor to President Nixon, wrote a book criticizing the citizen participation feature of the war on poverty and called the book "Maximum Feasible Misunderstanding."

It was into this discouraging picture that John Miller, a Portland native who was graduated from Benson Polytechnic High School and attended the University of Oregon for three years, walked on Oct. 19, more than 3½ months after the UTAP program was approved.

THE FIRST sessions of a projected five-week course to train 90 Model City residents in the procedures and potential of Model City and OEO programs were held last week. Ultimately, five such courses will provide training for 450 residents,

400 of them low income persons.

"For the first time, the biggest part of the federal appropriation for a Model City project will go to low income people," Miller pointed out. That in itself makes UTAP unusual.

Inasmuch as many low income persons cannot afford child care or transportation to meetings and others simply need encouragement to show up, they are paid "stipends" of \$10 for each session they attend. The 50 persons enrolled whose income puts them over the poverty level receive no stipend.

MILLER emphasizes that the purpose of the stipend is not to supplement income. Out of the \$10 they receive for attending each session, the participants must pay whatever expenses are necessary to make it feasible to

be there — primarily child care and transportation. For others, it is patently an experiment to determine whether the money will entice low income people to do what ideally should be done voluntarily.

"The fact is, however, that poverty-level people — and even more so the poor blacks — because of their deprivation lack the motivation of some middle-class whites, such as idealism or community pride or the self-interest coming from increased value of their property due to Model City development," Miller said.

But he added that the rate of participation of white residents — who make up about 50 per cent of the Model City area population — has not been good, either.

THE PROJECT has authorization for a staff of only three — Miller, a secretary and a "project aide" who

has not yet been hired — and will cost a total of \$60,000, half of it from the Department of Housing and Urban Development (which operates Model Cities) and the balance from OEO through the Portland Metropolitan Steering Committee.

The staff's work is supplemented by volunteers on the OEO-HUD task force, a group composed of 10 residents, half from PMSC and half from Model City. The task force and the staff screen persons enrolling in the training sessions to be sure they meet the stringent criteria defining low income.

The problem has been to get the word out to enough people to fill up the training session enrollments, divided into two sections of 45 persons each for each five-week course. "Once we get them there, we believe they will stay and like the program," Miller says.

THE FIVE sessions will cover the following aspects of OEO-Model City involvement:

— Introduction to OEO and HUD programs, their purposes and strategies.

— How to locate local offices, staff specialists and other resources in various programs focused on the Model City area.

— How to determine whether programs in the area are doing the jobs they are supposed to do — program evaluation.

— Study of local government units and other institutions and ways change within them can be influenced.

— Study of parliamentary procedure and rules of order for participation in meetings.

Miller is attempting to ensure that low income enrollees receive their stipends within the week after attendance at a training session.

Metro office - Aug. 28 - 9 AM

Metro
Steering
Committee

Morgan letter
to

Hal Hase - OEO Fieldman
Ed Elliott
Cleveland Gilcrease

Get statement
from PMSC

VML

4-C School
How to get
coordination between
Boards + Programs
Joint

Bill Brown - Social Services + Citizen Partner advisor
Zoltan
Human concerns
↳ Dept. of Justice

Mike Kenney - OEO

Mrs. Garrett - Metro Steering Board
Rev. Darr Wood

Public Defender's office -
OEO funds not used for criminal
Legal aid to move from OEO to Justice

OEO can't put money in

Metro
Mrs Gordon - still
Mrs Hilbertson - wife.

Health-E-W
4C - HUD Labor OEO
Childcare -
coordinated
community
child
care

Head start - 1 - 1/2 summer
2 - 1/2 Full year
3 - 1 - full year
4 - 1 + Long Day

use existing Resources
if possible - add to
them - expand

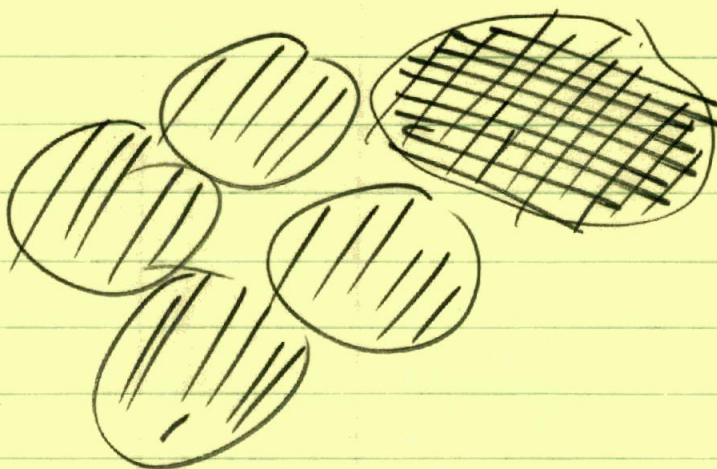
CAA - CDA

Get new programs sponsored

Fast resort - Be the operator

Joint funding (Private - But not for profit)

Vertical + Geographical
Thrust in model cities



Hilcrease -

must have agreement spelled out
for working Relation between HUD - DEO
Before Board meeting

Board chairman - to develop

working committees - subject oriented

all walks of life - not just poverty
use current programs + activity, where possible

(u)

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urban League - ^{all} active Programs

analysis of MC projects to delineate
all places where OEO (and others)
would be involved. (By CDA staff)

TATA Grant Training + Technical assistance
30,000

OEO Funding for ~~more~~ increased citizen
Participation (Educate people to take part)

Other cities have received their money -
application made by consultant in a few days
CPB Rejected.

- ① no-tee with OEO/metro
- ② Poor application - not enough dough (Content)

Money allocated in Kelly - June 1969 → 70

CCI - Community Change Inc.

Low-Income people and their electd reps.

agenda item - \$30,000 training funds OEO
 when mayor calls Boards together -
 Cleveland Gilcrease wants to have
 Problem - (High Priority) to be resolved

Chairman +
 Directors

Need coordination on other projects, but
 this must come first.

Croquet in alci in wonderland

Meeting with Mitro

Different Missions on Different occasions -

workshops -

Train People for NDP -

Educate + Train →

Construction for Model cities

Practical, good, and not a handout + program styled for Portland people - Pinpointed purpose

workshop - Baby-sitters, + Expenses -
Day-long meeting - missed work

officers for neighborhood meeting

sub-contract for training to
Educational concerns

How you participate?

Try to write a meaningful program where there is need for training - will be coming to payroll in future

(Consumer Research)

Teach

Mayor - not pay to come to meetings - Field aids

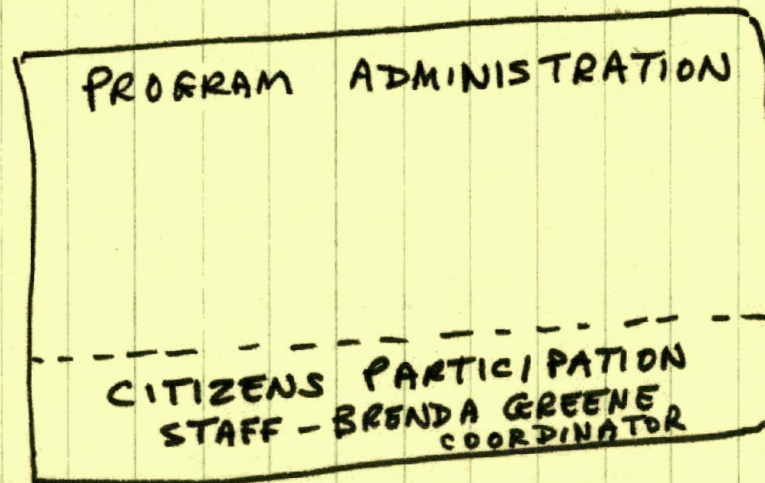
What does continuous planning
involve? People don't
know — How to train ~~and~~
~~seminars~~ many persons who
don't know

Campaign — How to be a
neighborhood organizer

Rational Planning
Citizen Participation
agency cooperation

Paperwork
Rigid Guidelines
Limitation on funds

MODEL CITIES AGENCY



NEW DOLLARS
60,424

- ADD STAFF
- ADD OFFICE EXPENSE
- ADD CONTRACT SERVICES

\$30,000

5,000

3,500

1,500

20,000

\$30,000

TASK FORCE
5-CPB
5-PMSC

PROJECT
DIRECTOR

PORTLAND
METROPOLITAN
STEERING
COMMITTEE
(OEO)

OEO/HUD TECHNICAL
ASSISTANCE

\$60,000
JOINT
PROJECT

9 mo - June 30 finish

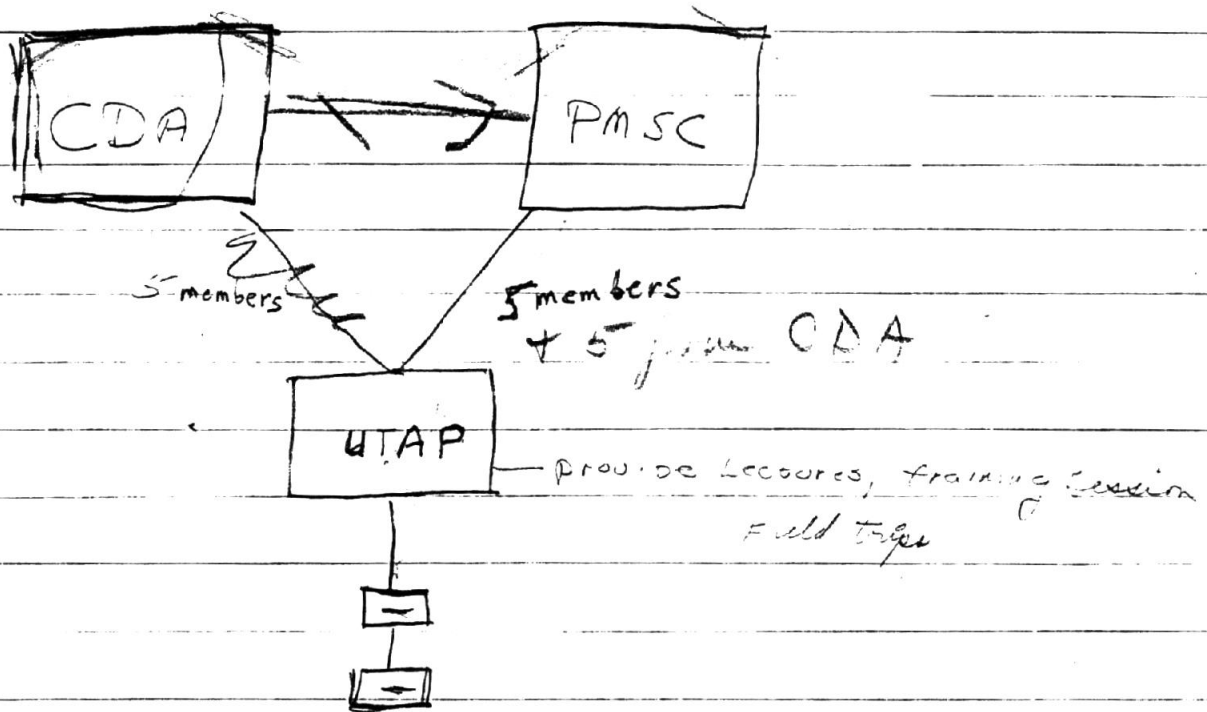
30 weeks +

5 - Seminars - 5 weeks

80/session - 10/session (non-stipend)

$$5 \times 80 = 400$$
$$\begin{array}{r} 400 \\ 8.75 \\ \hline 350000 \end{array}$$

$$\begin{array}{r} 40 \\ 400 \\ 50 \\ \hline 20000 \end{array}$$



PMSC

Agency will act through ~~UTAP~~ Committee designated UTAP - said Committee to be comprised of ten members - 5 to be appointed by CDA and 5 from PMSC