

THE CITY OF
PORTLAND



OREGON

DEPARTMENT OF
PUBLIC SAFETY

CHARLES JORDAN
COMMISSIONER

MODEL CITIES
AGENCY

ALONZO JAMISON, JR.
DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

September 3, 1975

Rev. John Jackson
Albina Ministerial Alliance
126 NE Alberta Street
Portland, Oregon 97211

Dear Rev. Jackson:

With the City of Portland's Bureau of Financial Affairs' acceptance of Model Cities' recommendation concerning the findings of Andrew L. Branch & Company's audit for the period from August 1, 1972 through November 15, 1973, it has been determined that Project Albina Ministerial Alliance has an ending figure due to the City of \$1,216.

This letter then, is a billing notice that the \$1,216 is due to the City. Please make payment or arrange for payment of the \$1,216 to Portland Model Cities within ten working days from date of this letter.

The above reconciliation is an interim statement and is not based upon a comprehensive final audit by the U.S. Department of Housing and Urban Development (HUD). In the event that HUD should select your program for a close-out audit, the final adjusting figure may be revised by the City to reflect the results of the HUD audit.

Sincerely,


Al Jamison

CC: Commissioner Charles Jordan
Ken Hammon, Finance Officer
Official Files/Model Cities
Administration/Model Cities

P.S. Please find enclosed a copy of the Department of Finance's letter accepting Model Cities' audit recommendations.

THE CITY OF
PORTLAND



OREGON

BUREAU OF
FINANCIAL AFFAIRS

K. M. HAMMON
FINANCE OFFICER

1220 S.W. FIFTH AVE
PORTLAND, OR. 97204
503/248-4000

July 25, 1975

MEMO

TO: Commissioner Charles Jordan

FROM: Ken Hammon, Finance Officer

SUBJECT: ALBINA MINISTERIAL ALLIANCE (AMA) AUDIT

The recommendations proposed by the Portland Model Cities Agency to resolve the findings relative to audit performed by Andrew L Branch & Co., P.S. covering the period August 1, 1972 through November 15, 1973, is acceptable to the Bureau of Financial Affairs.

Collection of the adjusted overpayment of \$1,216.00 would be made by Model Cities following the procedures outlined in their memo dated April 21, 1975.

KMH:le

cc: Al Jamison
Marino Bual

RECEIVED

JUL 31 1975

THE CITY OF
PORTLAND



OREGON

March 18, 1974

BUREAU OF
FINANCIAL AFFAIRS

ADMINISTRATIVE
ACCOUNTING
DIVISION

K.M. HAMMON
FINANCE OFFICER

MEMORANDUM

TO: COMMISSIONER SCHWAB

FROM: KEN HAMMON *KH*

SUBJECT: AUDIT OF ALBINA MINISTERIAL ALLIANCE FOR
PERIOD 8/1/72 THROUGH 11/15/73

1220 S.W. FIFTH AVE.
PORTLAND, OR. 97204

The UIS audit report is highly critical of the fiscal responsibility exercised by the Albina Ministerial Alliance in administering this CDA grant.

In our review of this audit, the major decision facing the CDA and the City of Portland appears to be a determination of receivables ownership. Until this problem is resolved, it is impossible to resolve the related audit finding of overpayment by the City.

Another major concern to the City is the internal control item 7(e) on page 12; lack of supporting documentation to substantiate project payments. This audit finding could have serious repercussions for the City of Portland in that HUD could declare such expenditures ineligible as project costs and the City would have to remove such costs from the HUD project records. This, in effect, would mean that the project was funded out of General Fund monies.

Audit finding #8 on page 16 should be resolved forthwith. It concerns the \$226.00 item of non-expendible supplies (equipment purchased) listed on page 2. The CDA and the City should determine what equipment was purchased by the Albina Ministerial Alliance and take physical possession of same.

10

CC: Al Jamieson - Model Cities

copy - Admin

RECEIVED

MAR 20 1974

MODEL CITIES



DEPARTMENT OF
PUBLIC AFFAIRS

MILDRED SCHWAB
COMMISSIONER

MODEL CITIES
AGENCY

ANDREW RAUBESON
ACTING DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

March 20, 1974

Rev. John Jackson
Chairman of the Board
Albina Ministerial Alliance
4936 N. E. Union Avenue
Portland, OR 97211

Dear Rev. Jackson:

I am sure that by now you have received the audit report prepared by the auditing firm of Andrew L. Branch and Co., P. S. on Albina Ministerial Alliance, a Portland Model Cities Project, for the period August 1, 1972, through November 15, 1973.

As is normal in audit procedures, please address the findings and reply in writing, to my attention, within fifteen calendar days from receipt of this letter, outlining the progress made to date and plans to resolve those matters of concern included in the report.

Sincerely,

Al Jamison, Jr.
Director
MODEL CITIES AGENCY

AJ:cc

cc: Administration
Evaluation
K. Hammon
B. Jones
C. Wray
Official Files

RECEIVED
MAR 25 1974
ADMINISTRATION

THE CITY OF
PORTLAND



OREGON

May 17, 1974

DEPARTMENT OF
PUBLIC AFFAIRS

MILDRED SCHWAB
COMMISSIONER

MODEL CITIES
AGENCY

ANDREW RAUBESON
ACTING DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

Rev. John Jackson
Chairman of the Board
Albina Ministerial Alliance
4936 N. E. Union Avenue
Portland, Oregon 97211

Dear Rev. Jackson:

This is our second request that you respond to the audit report for Albina Ministerial Alliance, prepared by Andrew Branch & Co., P. S., for the period June 16, 1972, through June 15, 1973.

As is normal in audit procedures, please address the findings and reply in writing, to my attention, outlining the progress made to date, and plans to resolve those matters of concern included in the report.

We request that your response be received in this office by Friday, May 24. Failure to meet this deadline, or if your response does not meet the requirements as stated above, the Model Cities Agency will withhold any future reimbursements to your Agency.

Sincerely yours,

Phil Egge

for Al Jamison, Director

CC: Administration/Model Cities
Evaluation/Model Cities
K. Hammon
B. Jones
C. Wray
A. Bowens
Official files/Model Cities

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

November 5, 1973

TO: Mike Opton
Public Affairs Office

FROM: Elvin Roberts
Adm. Management Coordinator

SUBJECT: CONTRACT CHANGE REQUEST - SUPPLEMENTAL WELFARE
CONTRACT #13475

This office has not received a contract change request submitted to your office on behalf of the Supplemental Welfare Project on August 20, 1973.

The Supplemental Welfare project is currently undergoing an audit and, consequently, the auditors need to know whether or not this request is approved.

Your cooperation in this matter is appreciated.

EDR:cfc _____

cc: A. Raubeson
G. Holliday
-Official Files ✓

C
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P
Y



DEPARTMENT OF
PUBLIC AFFAIRS

MILDRED SCHWAB
COMMISSIONER

MODEL CITIES
AGENCY

ANDREW RAUBESON
ACTING DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

December 7, 1973

Allan Z. Bowens
Eastside Bookkeeping
525 N. E. Killingsworth
Portland, OR 97212

Dear Mr. Bowens:

Attached for your information is the approved contract change for the Albina Ministerial Alliance dated August 8, 1973 (and order dated August 20, 1973).

This change adjusts the budget to conform to expenditures. If you have any questions, please contact me.

Sincerely,

Elvin D. Roberts
Admn. Management Coordinator

EDR:cfc

Attachments

cc: A. Raubeson
G. Holliday
A. Sharp
B. Jones
Official Files ✓



CONTRACT CHANGE ORDER

DATE Aug. 20, 1973

CONTRACT NO. 13475 CHANGE NO. _____
PROJECT NAME SUPPLEMENTAL WELFARE
PROJECT NO. 15-11
OPERATING AGENCY Albina Ministerial Alliance
REQUESTER Roze11 Gilmore

PROGRAMMATIC IMPACT N/A

FINANCIAL IMPACT Adjusting budget to conform to expenditures.

- ☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.
- ☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE IT CAN BECOME EFFECTIVE.
- ☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒ NO ☐

APP. ☒ DISAPP. ☐

☒ Richard Parker
CDA DIRECTOR
Wilfred A. Schwab
COMMISSIONER IN CHARGE

DATE 12/3/73

RECEIVED
DEC 4 1973
MODEL CITIES

CONTRACT CHANGE REQUEST

— FOR GDA USE ONLY —

AGENCY ALBINA MINISTERIAL ALLIANCE
 ADDRESS 11. E. Union Avenue, Portland, Oregon
 PREPARED BY Allan Z. BOWENS, Accountant DATE 08-08-73

IDENT NO. 15-11
 CONTRACT NO. 13-175
 CHANGE NO. 13-207
 CHANGE TYPE
 BUDGETARY ☐
 PROGRAMMATIC ☒

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	14,065.00		14,065.00
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	893.00		893.00
30	TRAVEL, LOCAL	293.50		293.50
35	TRAVEL, OUT OF TOWN			
40	CONSUMABLE SUPPLIES	178.50	+217.79	396.29
50	SPACE (INCLUDING RENOVATION)	441.00		441.00
55	UTILITIES (INCLUDING TELEPHONE)	210.00	+120.63	330.63
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	200.00	+25.82	225.82
70	INSURANCE		+193.00	193.00
71	MAINTENANCE & EQUIPMENT			
72	MISC. EXPENSES	28,174.00	-557.24	27,616.76
TOTALS		44,455.00	-0-	44,455.00

JUSTIFICATION: No insurance provided in original budget. Consumable supplies estimate greatly understated, no provisions were made for printed forms necessary to administer loan program. Utilities originally estimated at less than \$20.00 per month including telephone and therefore was also understated.

Rozell Gilmore
 SIGNATURE: Rozell Gilmore

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

August 20, 1973

TO: Mildred Schwab
Commissioner of Public Affairs

FROM: Andrew Raubeson
Acting-Director

SUBJECT: SUPPLEMENTAL WELFARE CONTRACT CHANGE REQUEST

The Supplemental Welfare Project has requested a contract change so that their budget might reflect their true expenditures for the Third Action Year.

The expenditures are not substantial in nature and the total costs do not exceed the original contract agreement.

I RECOMMEND approval.

AR:cc

S/AR

Attachment

cc: E. Roberts ✓
G. Holliday ✓
M. Opton



CONTRACT CHANGE ORDER

DATE Aug. 20, 1973

CONTRACT NO. 13475 CHANGE NO. _____

PROJECT NAME SUPPLEMENTAL WELFARE

PROJECT NO. 15-11

OPERATING AGENCY Albina Ministerial Alliance

REQUESTER Rozell Gilmore

PROGRAMMATIC IMPACT N/A

FINANCIAL IMPACT Adjusting budget to conform to expenditures.

- ☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.
- ☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE IT CAN BECOME EFFECTIVE.
- ☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒ NO ☐

APP. _____ DISAPP. _____ ☒ DATE _____
CDA DIRECTOR

COMMISSIONER IN CHARGE

CONTRACT CHANGE REQUEST

FOR CDA USE ONLY

IDENT NO. 15-11

CONTRACT NO. 13-475

CHANGE NO. 1-30297

CHANGE TYPE

BUDGETARY ☐

PROGRAMMATIC ☒

AGENCY ALBINA MINISTERIAL ALLIANCE

ADDRESS N. E. Union Avenue, Portland, Oregon

PREPARED BY Allan Z. Bowens, Accountant DATE 08-08-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE \pm	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	14,065.00		14,065.00
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	893.00		893.00
30	TRAVEL, LOCAL	293.50		293.50
35	TRAVEL, OUT OF TOWN			
40	CONSUMABLE SUPPLIES	178.50	+217.79	396.29
50	SPACE (INCLUDING RENOVATION)	441.00		441.00
55	UTILITIES (INCLUDING TELEPHONE)	210.00	+120.63	330.63
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	200.00	+25.82	225.82
70	INSURANCE		+193.00	193.00
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	28,174.00	-557.24	27,616.76
TOTALS		44,455.00	-0-	44,455.00

JUSTIFICATION:

No insurance provided in original budget. Consumable supplies estimate greatly understated, no provisions were made for printed forms necessary to administer loan program. Utilities originally estimated at less than \$20.00 per month including telephone and therefore was also understated.

X *Rozell Gilmore*
 SIGNATURE Rev. Rozell Gilmore

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

November 9, 1973

TO: Mike Opton
Public Affairs Office

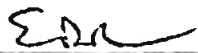
FROM: Elvin Roberts
Admn. Management Coordinator

SUBJECT: UNAPPROVED CONTRACT CHANGES FOR CONTRACTORS MANAGEMENT
AND SUPPLEMENTAL WELFARE

Enclosed for your information and appropriate action are two contract changes (i.e., Contractors Management and Supplemental Welfare) which have not been approved by the Commissioner.

Your prompt attention to this matter is appreciated.

EDR:cfc



cc: Gary Holliday
Official Files 

August 22, 1973

Rozell Gilmore
Albina Ministerial Alliance
4936 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Gilmore:

The following is a summary of requisitions and reimbursements
for Third Action Year expenditures:

<u>Report Period</u>	<u>Req. #</u>	<u>Amount Req.</u>	<u>Less O/B</u>	<u>Advance</u>	<u>Paid</u>
Advance	1188			8,522 8,552	8,522.00 8,552.00
August	1329	4,719.31			4,719.31
September	1387	2,856.60			2,856.60
October	1438	7,272.34	(242.71)		7,029.63
November	1482	2,336.20	(33.00)		2,303.20
December	1521	2,761.55			2,761.55
January	1601	3,837.56	(23.63)		3,813.93
February	1636	3,401.95	(144.55)		3,257.40
March	1759	4,480.96		(2,000)	2,480.96
April	1797	2,250.49	(58.65)	(1,186)	1,005.84
May					
June		<u>5,508.23</u>	<u>(54.70)</u>	<u>(5,366)</u>	<u>87.53</u>
		39,425.19	(557.24)	-0-	38,867.95

You will notice that the balance of the Third Action Year advance, \$5,366.00, has been withheld from your May-June requisitions. Also, the overbudgeted items that were withheld (\$557.24) will be reimbursed when your pending contract change request has been approved.

If you have any questions, please do not hesitate to call.

Sincerely,

D. Gary Holliday
Budget Analyst

DGH:cfc

cc: A. Raubeson
E. Roberts
A. Bowens
Fiscal Files
Official Files



DEPARTMENT OF
PUBLIC AFFAIRS

MILDRED SCHWAB
COMMISSIONER

MODEL CITIES
AGENCY

ANDREW RAUBESON
ACTING DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

Date August 20, 1973

Agency No. 15-11

TO: Rev. Sam Johnson
Albina Ministerial Alliance
4936 N. E. Union Ave.
Portland, Oregon 97211

Your request for payment left this office today.
The City of Portland is issuing a warrant for
payment which you will receive in a few days.

Thank you for your cooperation.

Contract No. 13475

Amount of Payment \$ 644.77

For Month of Final Payment 3/A/Y Ending June 15, 1973.

Financial Specialist

cc: Allan Bowen
Bob Jones
Fiscal Files