

A. PROJECT INFORMATION

1. Project title Emergency Assistance
2. Project category Social Environment
3. Project status New Substantially revised
 Continuing Date first funded CDA's First Action Year
4. Project no. 15-11 Previous project no. 15-06
5. Contract term June 16, 1973 to June 15, 1974
6. Operating Agency (O/A) Albina Ministerial Alliance
Address 4936 NE Union Avenue, Portland, Oregon 97211
Director Reverend John Jackson Telephone 288-9254
Legal status City Dept. Other public agency
 Private (nonprofit) Private (for profit)
 Other _____

Authorized signature(s) Reverend John Jackson, Bishop Joseph C. Foster, and Reverend Samuel Johnson
(Attachment 1)

7. Project office (if different from operating agency)
Address Same as above
Director Bishop Joseph C. Foster Telephone Same

8. Funding recap

AY	Model Cities Supplemental	Categorical	Other	Total
1	\$ 37,640			\$ 37,640
2	57,312			57,312
3	44,455			44,455
4	59,685			59,685
5				

9. Model Cities responsibilities

Working Committee Social Services
Staff Planning Component Social Environment
Staff Planner Faye LyDay
Staff Evaluator Barbara Patrick

ORIGINAL DOCUMENT
DO NOT REMOVE FROM CENTRAL FILES

B. PROJECT DEVELOPMENT

1. Statement of concern. The Portland Model Neighborhood has a disproportionate number of its individuals and families receiving public assistance from the State of Oregon Public Welfare Division. According to the 1970 census, there were 142,460 families in the county, of which 8,701 resided in the MNA. Approximately 9,750 families in the County (6.8 percent of total county families) and 2,296 families in the MNA (26.4 percent of MNA families) received monthly ADC support from the State of Oregon Public Welfare Division in 1971. Looking at the number of families receiving ADC funds, MNA families account for 23.5 percent of the total.

There is no data available indicating the number of children in families receiving ADC funds. However, if we assume that the MNA ADC families have the same average number of children per family as ADC families in the county, then there are an estimated 7,806 children from families receiving ADC funds. The Model Cities 1972 Survey indicates 30% of the MNA residents are using food stamps.

Gordon Gilbertson, Director of the County Public Welfare Department, stated in October of 1969: "Payments to Welfare Department recipients fall far short of the standards set by the State as minimum-adequate...When unexpected emergency needs arise -- the breaking of water pipes in a storm, moving expenses following an eviction, the repair of a washing machine -- such special needs may not be met in some cases because of budget limitations."

While some services are being provided through welfare and other social agencies, eligibility requirements and bureaucratic red tape frequently prevent numerous individuals from receiving sufficient aid. These families are unable to provide the necessities of life and comfortable surroundings in the home or to turn the home into a focal point for family interaction.

There is more than adequate data available to indicate that income levels in the area necessitate additional funds being made available to partially compensate for the rapidly rising cost of living.

During the Third Action Year 90% of the recipients of this project were receiving some type of public assistance. It is estimated that a large percentage of people referred to this project for food, food stamps, housing, and transportation needs could have obtained these services and goods from existing agencies, if there had been better interagency coordination before needs reached the acute stage.

2. Purpose and Objectives. To make available a source of funds for the use of MNA residents with emergency needs, based on the assumption that each individual is entitled to adequate food,

shelter and clothing. To make available a moving service to qualified residents who are in need of such assistance. To provide on-the-job training and make available repaired, used appliances at a reduced price. To act as the ombudsman to welfare recipients by providing information and coordination about available services.

Fourth Action Year objectives will be as follows: 1) to reduce by 40% the number of applications from welfare recipients by providing an information and referral system to other agencies which provide services to the indigent; 2) to increase the number of applications for emergency assistance from other MNA residents who are in need of emergency financial aid; 3) to reduce the total number of applications for emergency assistance by providing community agents to assist applicants in securing needed services from other available sources; 4) to stretch the loan/grant fund budget to assist a larger percentage of the MNA residents who are in need of emergency assistance; and 5) to reduce the total number of grants approved by approximately 75% by increasing the use of the revolving loan fund and Volunteer Program. (See Attachment 8.)

3. Strategy. To obtain these objectives, it is apparent that a sub-effort must be made by the Albina Ministerial Alliance, which would be as follows: 1) to coordinate and negotiate a commitment from the State Department of Human Resources, HEW, HUD, and other sources to provide adequate basic needs for the indigent; 2) to aggressively seek and coordinate current available public information in regard to policy procedures and legal rights affecting recipients; 3) to continue operation of the project office to make available grants/loans approved by the Loan/Grant Review Committee; and 4) to reduce the total numbers and amounts of grants/loans through the use of the Volunteer Program.
4. Beneficiaries. Based on data gathered in the past six months of operation, this project will directly benefit between eight and nine hundred MNA residents who, for reasons beyond their control, have need for emergency funds or services during the Fourth Action Year. This project is based on limiting the dollar amount of loans and grants to no more than \$100 per application, except where the nature of the emergency requires additional funds.

The six staff members employed will also benefit directly.

C. PROJECT DESCRIPTION

1. Content. The three major functions and sets of activities to be performed in the Emergency Assistance Program are outlined below:

Function 1. Administer the project, including but not limited to the following activities:

Activity 1-1. Hire and train staff as needed

1-2. Maintain office space, equipment and office supplies

- 1-3. Maintain inventory, fiscal, and any other records that may be subject to audit
- 1-4. Report financial and program status as required by CDA
- 1-5. Act as advocate for welfare recipients through dispersal of information/coordination to demonstrate the effectiveness of the program
- 1-6. Establish Citizens Policy Board and Interview and Selection Committee (see "Administration" section).

Function 2. Approval of loans and grants

- Activity 2-1. Implement fund loan controls as described in Attachments 3 and 8
- 2-2. Receive applications and investigate for authenticity
- 2-3. Make recommendations to loan/grant committee until such time Interview and Selection Committee is established
- 2-4. Approve/deny request
- 2-5. Make referral to other agencies, if applicable
- 2-6. Disburse revolving loan/grant funds
- 2-7. Accept loan repayment and donations from volunteer activities.

Function 3. Establish Volunteer Program

- 3-1. Develop an appliance repair program
 - a. Recruit volunteer instructors
 - b. Recruit volunteer trainees
 - c. Obtain appliances to be repaired and acquire repair tools
 - d. Repair donated appliances
- 3-2. Develop a Moving Service
 - a. Recruit volunteers
 - b. Coordinate with Highland Community Center
 - c. Utilize leased van and volunteers to move clients.

- 2. Operation. The regular office hours of this project will be from 8:00 a.m. to 5:00 p.m. week days and by appointment on Saturdays. Since the purpose of this project is to serve MNA residents in times of emergency, it may be necessary for staff to provide services at times other than regular office hours. Staff will be increased to include director, secretary, community agents, supervisor, and trainees. Additional volunteer staff will be selected by the Interview and Selection Committee when needed. Model Neighborhood residents will receive preference for all job positions created by this project. Staff will be allowed time off without penalty up to six hours per week for formal educational development. On-the-job training will be developed through negotiated coordination with the State Employment Services' Work Incentive Program (WIN). See Attachments 4 and 5 for organizational chart and staff job descriptions.

3. Timetable. See Attachment 6.

4. Funding Estimated total budget \$59,685
Model Cities share \$59,685

This project will be 100% HUD supplemental funded. The addition of the moving and appliance repair component will hopefully generate additional funds and assist the project in becoming self-supporting in the future.

5. Administration. The Albina Ministerial Alliance is composed of ministers from many of the churches in the Albina area. AMA Articles of Incorporation are included as Attachment 2. The Association operates various social and recreational projects and services. Its members have the expertise and resources available to administer this type of program. Albina Ministerial Alliance members are committed to this project and support its staff.

During the Third Action Year AMA established a Loan/Grant Review Committee to review and approve/deny all grant and loan applications received. The long-range objective of this committee is to establish a Citizens Policy Board which will assume the functions of the Loan/Grant Review Committee. (See Attachment #7.) When the Board is operational, it will serve as a liaison between the program and the community being served. The Citizens Policy Board functions will include, but will not be limited to the following: 1) make recommendations to strengthen project to AMA; 2) establish Publicity and Public Relations Subcommittee; 3) serve as advocates for the project; 4) provide continual planning; 5) seek future funding; 6) recommend to staff the needs and suggest methods of meeting these needs for the community within the limits of this project; and 7) provide self-evaluation.

Five will be former members of the Loan/Grant Review Committee. The Board shall hold monthly meetings to carry out the overall directions of the program and develop policies for future planning and self-evaluation.

The Citizens Policy Board will establish an Interview and Selection Committee to approve loans and grants. All members from the Loan/Grant Review Committee will be members of the proposed Interview and current Selection Committee. (See Attachment 7 for current membership list of Loan/Grant Review Committee.)

6. <u>Resident Employment</u>	<u>MNA</u>	<u>Non-MNA</u>	<u>Subtotal</u>
Professional	4	0	4
Clerical	1	0	1
Trainees	1	0	1
Total	6	0	6

All levels of the project are open to MNA residents. Notice of job openings will be circulated in the MNA, with notification to the CDA Citizens Participation Department, for one week prior to city-wide circulation. Preference in hiring will be given to MNA residents.

7. Citizen Participation. The Welfare Subcommittee, a sub-unit of the Social Services Working Committee, has worked closely with the local Welfare Rights Mothers Organization to plan and initiate this project. The Social Services Working Committee approved the expansion and strengthening of project functions during the Third Action Year, based on documentation submitted by the operating agency.

Supporting data was taken from Evaluation reports of the State Multi-Service Center and CDA's Comprehensive Neighborhood Survey. The Committee will participate in the future project development through a planning and reviewing process.

The operation of this project will be subject to the approval of the Citizens Planning Board Evaluation Committee, AMA Board of Directors, and the Citizens Policy Board. Eight of the 11 member Citizen Policy Board will be Model Neighborhood residents from Working Committee appointments.

Members of the AMA Board of Directors are all MNA residents. Attachment 7 is a list of current members of the Loan/Grant Review Committee and the AMA Board of Directors.

Volunteer trainees and volunteer instructors will be MNA residents participating in the program.

8. Coordination. The Emergency Assistance Program is one of five agencies providing emergency services to MNA residents during crises. The Emergency Assistance Program will make every effort to utilize the available resources and services throughout the community and metropolitan area to assist MNA residents in securing financial assistance and other services that are needed to stabilize the immediate crises.

The program director and staff will attempt to increase the effectiveness and promptness of emergency services to its clients by working closely with the following agencies: Community Care, Consumer Protection, State Public Welfare Commission, Multnomah County Health Department, Portland Housing Authority, State Multi-Service Center, Employment Division, and Vocational Rehabilitation.

The director's main efforts will be to demonstrate and justify the need for a mechanism to coordinate resources and services to encourage the State, County, or City to the extent that a program of this type would be incorporated and supported by those agencies of government -- collectively or individually.

9. Evaluation and monitoring. This project will be subject to the monitoring and evaluation requirements as specified in the Portland City Demonstration Agency's over-all evaluation plan. The monitoring and evaluation will be on a monthly basis. The report will be recorded on special reporting forms supplied by the City Demonstration Agency's Evaluation Unit.

Financial reimbursement, for the execution of the project, will be based upon the timely receipt of these reports. These reports will be due into the City Demonstration Agency, from the Operating Agency, by the fifth working day of the month. Failure to comply with requirements will result in agency not receiving reimbursement until the following month.

The following are the monthly output measures for the project:

Function 1--Administration of project

- _____ Number of total staff in project
 - a. MNA residents _____ b. MNA black females _____ c. MNA black males _____
- _____ Number of professionals
 - a. MNA residents _____ b. MNA black females _____ c. MNA black males _____
- _____ Number of paraprofessionals
 - a. MNA residents _____ B. MNA black females _____ c. MNA black males _____
- _____ Number of clericals
 - a. MNA residents _____
- _____ Number of unfilled jobs
- _____ Number of newly created jobs
- _____ Number of staff training sessions in the past month (Describe).

Function 2--Approval of Loans and Grants

- _____ Number of Loan Review Board Meetings
- _____ Number of MNA residents requesting assistance
- _____ Number of Emergency Grants approved
 - a. Welfare recipients _____ b. Non-welfare recipients _____
- _____ Dollar value of grants made
- _____ Number of emergency Loans approved
 - a. Welfare recipients _____ b. Non-welfare recipients _____
- _____ Dollar value of loans approved
- _____ Number of unsecured loans approved
- _____ Dollar value of unsecured loans
- _____ Number of MNA residents referred to other agencies
- _____ Number of payments received from MNA residents on loans.

Function 3--Establish Volunteer Program

- _____ Number of volunteer instructors
- _____ Number of trainee workshops held
- _____ Number of appliances acquired
- _____ Number of appliances repaired
- _____ Number of appliances sold
- _____ Number of MNA residents making donations for repair services
- _____ Number of MNA residents making donations for moving expenses
- _____ Dollar value received from:
 - a. donations of volunteer trainees for appliance repair
 - b. donations received for moving expenses

Dollar value placed into the Revolving Loan Fund
 Amount of money utilized for operational expenses of the
 Volunteer Program.

Project management will be revised on the basis of evaluation results, and these revisions will be reviewed with the CDA Planning and Evaluating staff, as well as with the Emergency Assistance Program representatives.

10. Continual Planning. Evaluation processes of AMA and CDA will be one planning mechanism. Others will include monitoring by the project's newly established policy board, discussion with and input from social interests, and citizens' input through committee structures. If the project strategy proves effective, this project not only could be expanded to meet Portland MNA emergency needs, but also could demonstrate to local agencies that a coordinative mechanism to facilitate the delivery of services can prevent emergencies and stabilize crises through one centralized located office in each metropolitan community.

D. PROJECT SUMMARY

The Emergency Assistance Program is a pilot approach to give financial assistance to qualified MNA residents through a Revolving Loan/Grant Fund and Volunteer Program, who are recipients and non-recipients of State Public Welfare during an emergency when other resources fall short. The program's major effort will be to attempt to facilitate the delivery of existing services to prevent an emergency from occurring, in order to conceive and strengthen family life, and to assist MNA residents in obtaining economic and personal independence.

E. LIST OF ATTACHMENTS

- 1 - Signature letter
- 2 - AMA Articles of Incorporation
- 3 - Eligibility for Aid
- 4 - Organization chart
- 5 - Job descriptions
- 6 - Timetable
- 7 - Composition of Loan Review Committee and Citizens' Policy Board and Membership List of Loan Review Committee and AMA Board of Directors
- 8 - Volunteer Program

F. BUDGET

1. Previous Application. This project was funded for Model Cities Third Action Year, June 15, 1972, through June 16, 1973.
2. Maintenance of Effort. This project will provide for a means of expanding, not duplicating, the resources of the local community by continuing an emergency relief fund and volunteer program which would be available to all low income residents who qualify in time of an emergency.



Albina Ministerial Alliance

4936 N.E. Union Avenue 284-7887
Portland, Oregon 97211

Social Action Director:
Rev. Samuel Johnson
Highland United Church of Christ

Executive Board:

PRESIDENT
Rev. John Jackson
Mt. Olivet American Baptist

VICE PRESIDENT
Rev. Gordon Dickey
St. Andrew's Catholic

SECRETARY
R. Tozell Gilmore
Baptist Church

TREASURER
Rev. Dale Stitt
Mallory Ave. Christian Church

CHAPLAIN
Rev. Thomas Strayhand
Allen Temple CME Church

PROGRAM & PUBLICITY
Rev. A.L. Henderson
Bethel African Methodist Episcopal

EDUCATION
Rev. William Adix
Chaplain, Emanuel Hospital

February 16, 1973

TO: Mrs, Faye LyDay

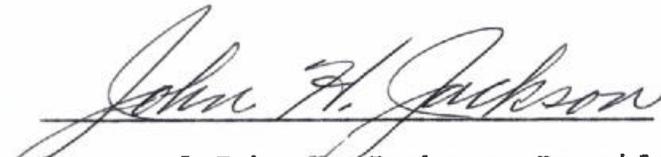
FROM: Reverend John H. Jackson

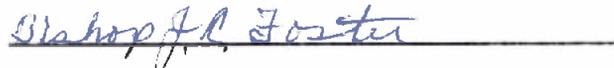
RE: Authorized Signees 15-11

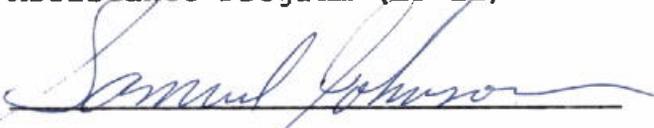
John A. Jackson, President of the Albina Ministerial Alliance, has been empowered to sign contracts, invoices, checks, and official documents pertaining to the Emergency Assistance Program.

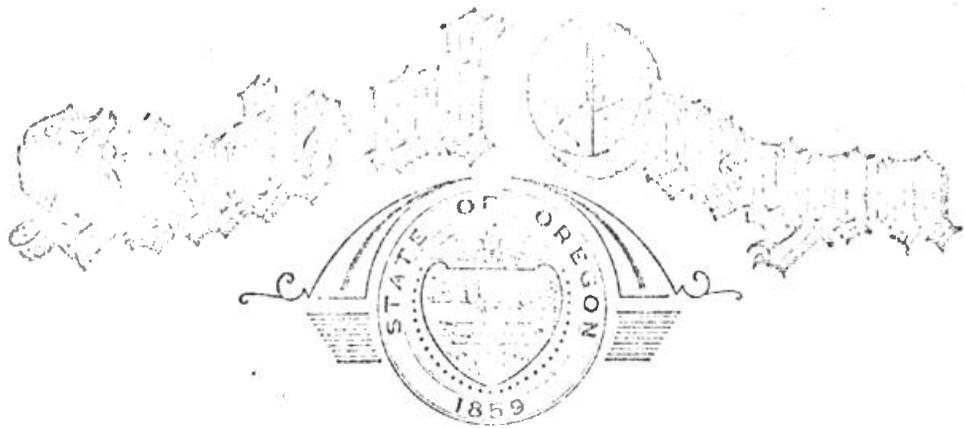
Joseph C. Foster, Project Director of the Emergency Assistance Project, has been empowered to sign contracts, invoices, checks, and official documents pertaining to the Emergency Assistance Program.

Samuel Johnson, Executive Director and Social Action Director of the Albina Ministerial Alliance, has been empowered to sign contracts, invoices, checks, and official documents pertaining to the Emergency Assistance Program.


Reverend John H. Jackson, President, A.M.A.


Bishop Joseph C. Foster, Project Director, Emergency Assistance Program (15-11)


Reverend Samuel Johnson, Executive Director and Social Action Director, Albina Ministerial Alliance.



Department of Commerce
Corporation Division

Certificate of Incorporation

OF

ALBINA MINISTERIAL ALLIANCE

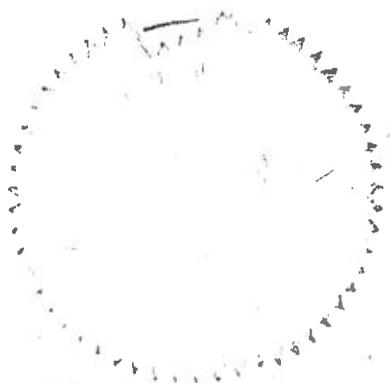
The undersigned, as Corporation Commissioner of the State of Oregon, hereby certifies that duplicate originals of Articles of Incorporation, duly signed and verified pursuant to the provisions of the Oregon Nonprofit Corporation Act, have been received in this office and are found to conform to law.

Accordingly, the undersigned, as such Corporation Commissioner, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

In Testimony Whereof, I have herunto set my hand and affixed hereto the seal of the Corporation Division of the Department of Commerce of the State of Oregon this
25rd day of August, 1971.

Frank J. Healy
Corporation Commissioner

By *Helene Kangen*
Clk. Sec.



The name and address of each incorporator is:

Name

Address
(Street and Number, if any)

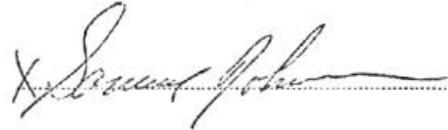
Rev. Samuel Johnson

3526 N. E. Rodney
Portland, Oregon 97212

ARTICLE VII

(Add provisions for the regulation of any additional internal affairs of the corporation as may be appropriate. All members, if any, will have one vote by law unless that right is limited, enlarged or denied herein.)

Dated August 23, 1971



STATE OF OREGON,
County of Multnomah

} ss.

I, WILLIAM T. ALLEN, a notary public for Oregon, hereby certify that on the
23rd day of AUGUST, 1971, personally appeared before me THE
Rev. Samuel Johnson

HE IS
who being by me first duly sworn, severally declared that ~~they are~~ the persons who signed the foregoing document as incorporators, and that the statements therein contained are true.


Notary Public for Oregon

My commission expires 12/28/74

File No.

Articles of Incorporation
OF

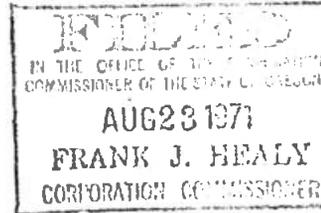
Nonprofit

State Printing 2001

Notes: 1. The corporate name shall not contain the word "cooperative" or contain any word or phrase which indicates or implies that it is organized for any purpose other than one or more of the purposes contained in its Article of Incorporation.
2. Owing to the fact that local general powers heretofore provided in its articles are provided by the law, it is not necessary to set forth in the articles any of the corporate powers so enumerated. See (MRS) 61.061 and 61.011.

One or more persons may incorporate. Articles shall be executed in duplicate, and both of the copies forwarded to the Corporation Commissioner, Salem, Oregon. See Notes 1 and 2 on back of this form.

Articles of Incorporation
OF
ALBINA MINISTERIAL ALLIANCE



The undersigned, acting as incorporators under the Oregon Nonprofit Corporation Act, adopt the following Articles of Incorporation:

ARTICLE I

1 The name of this corporation is Albina Ministerial Alliance

and its duration shall be Perpetual

ARTICLE II

2 The purpose or purposes for which the corporation is organized are:

To engage exclusively in activities for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, and more specifically, to receive and disburse church funds for the benefit of underprivileged families residing within the Albina area. Net earnings, if any, are to be used exclusively for these purposes and no others, and no part of the net earnings are to inure to the benefit of any private individual.

ARTICLE III

Provisions for the distribution of assets on dissolution or final liquidation are:

All assets, subject to all liabilities, shall be distributed to a non-profit organization determined by a two-thirds vote of the Board of Directors at the time a decision is made to dissolve or finally liquidate the corporation.

ARTICLE IV

The address of the initial registered office of the corporation is N.E. ALBERTA 126 North Mallory,
Portland, Oregon

(Do not use City P. O. Box No.)

and the name of its initial registered agent at such address is Rev. Dale Stitt

ARTICLE V

The number of directors constituting the initial board of directors of the corporation is three,
(At least three)

the names and addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and shall take office are:

<u>Name</u>	<u>Address</u> (Street and Number, if any)
Bishop J. L. McKinney	1915 N. E. Morgan Portland, Oregon
Rev. John Jackson	116 N. E. Schuyler Portland, Oregon
Rev. Dale Stitt	<u>N.E. ALBERTA</u> 126 North Mallory Portland, Oregon

Eligibility for Aid

- A. To be eligible for aid under this program an applicant must reside in the Model Neighborhood Area and must have marginal financial resources (including public assistance) to meet a critical need.
- B. Non-recipients of Public Welfare Assistance will be required to register for welfare assistance and, if determined ineligible for any form of public assistance, may apply for aid from the Emergency Assistance Program.
- C. In every case, in order to determine eligibility, an investigation will be made to insure that all requests for financial assistance are based upon legitimate needs.

Emergency Loans and Grants

Emergency loans and grants, up to a maximum of \$25, may be made, without review of the Loan Review Committee, through the Project Director (along with agreement of two other members of the Review Board, if the applicant meets the criteria for a loan or grant as stated above.

This provision is necessary in order to meet emergency needs that may occur when the Loan Review Committee cannot convene.

There must be documented proof furnished to the Director by both the applicant and the creditor that an emergency exists. There must also exist a reasonable assurance that the Loan Review Committee would approve the request.

Procedure for Handling Loans/Grants:

I. Classes of grants/loans

- A. Emergency Loans/Grants - Maximum \$25
- B. Unsecured Loans/Grants - Maximum \$100 (no interest)

II. Definitions:

- A. Emergency Loans/Grants - Maximum \$25

These are loans/grants for emergency use that can be made by the Coordinator without Loan Committee review and definitely must be of an emergency nature as explained in the guidelines for loans in the project description. This loan/grant could be repaid by the same process as an unsecured loan or grant if the recipient desired.

- B. Unsecured Loans/Grants - Maximum \$100

This type of loan or grant would be made in cases where there is no other way feasible for persons to secure funds or help.

Repayment:

1. Monthly payments will be determined by the loan committee and applicant.
2. Time limit for repayment of loan will be 12 months.
3. Recipient of loan will make payments directly to the Albina Ministerial Alliance.
4. AMA will maintain records of payments, issue receipts, and deposit payments received intact into the revolving loan fund. The Community Field Worker will collect payments and issue receipts. Receipt will indicate:
 - a. Who paid money.
 - b. Amount and form of payment (cash, check, money order).
 - c. Balance due before and after payment.
 - d. Signature of person receiving.

Date: _____

By: _____

No.: _____

SAMPLE APPLICATION

Referral Agency (if applicable) _____

Representative: _____

PART I - SUBJECT

A. Client's Name _____

B. Address _____

C. City _____ State _____ Zip _____

D. Telephone No. _____ Date of Birth: _____

E. Social Security Number _____

F. Sex _____ Spouse _____ Ethnic Code _____

G. Number of Children in Home _____ Ages: _____

PART II - PROBLEM (As stated by client)

PART III - REPORT OF RESULTS AND ACTIONS

Monthly Income: _____

Do you receive any form of public assistance? Yes _____ No _____

Place of employment (if applicable) _____

Address of employer _____

Telephone Number of employer _____

Itemized Expenses: (monthly)

Rent or house payment: \$ _____

Electricity: \$ _____

Gas: \$ _____

Oil: \$ _____

Insurance: \$ _____

Automobile Payments (if applicable): \$ _____

Approximate food costs: \$ _____

Medical and Dental: \$ _____

Telephone: \$ _____

Other: \$ _____

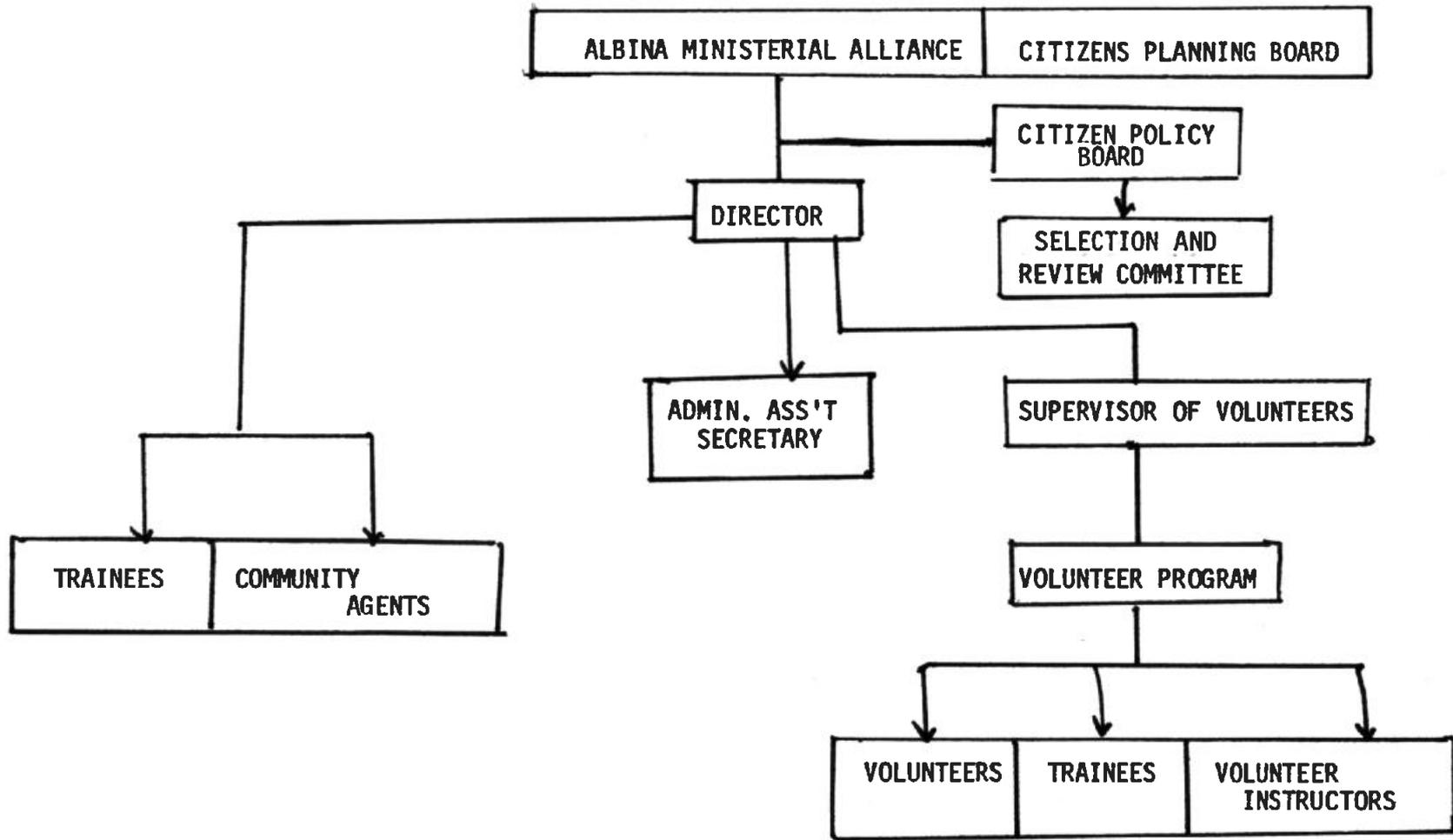
TOTAL MONTHLY INCOME \$ _____

LESS MONTHLY EXPENSES \$ _____

Amount Remaining Each Month _____

EMERGENCY ASSISTANCE PROGRAM

ORGANIZATIONAL CHART



STAFF JOB DESCRIPTIONS

Project Director - Part-Time

The Project Director is responsible for calling weekly meetings of the Loan Review Committee of the Emergency Assistance Program (or meetings as needed). The director is responsible for supervising the preparation of the monthly report to Model Cities and the monthly financial report and information to the project's accountant.

By working closely with the administrative assistant/secretary, the director is to make certain that loans and grants are NOT made in excess of the amount of money in the accounts. The project director is to supervise all personnel working for the Emergency Assistance Program -- staff, trainees and volunteers.

The director is responsible for deposits of all funds coming into the Emergency Assistance Program, as well as for paying approved bills accumulated by the project (within the guidelines of the budget). The director will make decisions regarding emergency loans and grants (conferring also with two other members of the Loan Review Committee).

Administrative Assistant/Secretary - Part-Time:

The administrative assistant/secretary will be responsible for all book-keeping functions connected with the project, keeping close records on all moneys received and disbursed, and working with the account and US National Bank to make certain accurate balances are maintained and recorded.

She will take care of all correspondence relating to the project, and send out notices of all meetings held. She will be responsible for preparation of proposals, budgets, and reports pertaining to the Emergency Assistance Project (working under the director on all matters of policy). The administrative assistant/secretary will issue all checks, maintain records of all deposits with the bank, and be responsible for getting all monthly financial information (deposit slips, pink copies of checks, loan and grant information) to the accountant each month, or as necessary at other times during the month.

The administrative assistant/secretary will supervise the clerical/secretarial trainees in the office (WIN, etc.) as well as clerical volunteers, and will assist these persons in obtaining the maximum amount of job experience and training during their periods of employment.

The administrative assistant/secretary will attend Loan Review Committee Meetings, as well as any other meetings held concerning the project, to take minutes and remain constantly aware of the activities of the project and any changes which may be made. This person will also work closely with the City Demonstration Agency (along with the director of the project) whenever problems arise or assistance is required in carrying out the project under the approved guidelines.

She will also handle various other secretarial and administrative tasks connected with the project as the need arises and within her authority.

Community Worker - Full-Time:

The Community Worker will be primarily responsible for interviewing clients, filling out applications, verifying all information received from prospective clients, and processing loans and grants when approved by the Board.

The community worker will attend Loan Review meetings, giving any additional information available to the Board members. The community worker will be responsible for informing applicants as soon as possible after the loan or grant decisions have been made of the status of their application (whether it has been accepted or rejected) and will work with other agencies in seeking aid for the person in need.

The community worker will maintain close records and files on all applications, as well as the balances owing and the payments made on outstanding loans.

Community Worker Trainee - Part-Time:

The Community Worker Trainee will assist the full-time worker in interviewing clients, processing applications, verifying information, handling phone calls, and typing application forms. The community worker trainee will assist with any other duties connected with the project which the full-time community worker assigns. The trainee will be obtaining valuable job experience through these activities.

Community Field Worker - Part-Time:

The community field worker will be responsible for verifying any applicant's information which requires travel outside of the office (address verification, etc.). The community field worker will be responsible also for attempting to collect payments on past due loans and prepare monthly reports on the results of collection attempts, and the status of the loan accounts of the clients.

Coordinator of Volunteers - Full-Time:

The coordinator of volunteers will be responsible for recruiting volunteers to work in the Moving Component of the project and the appliance and furniture repair portion of the program. The coordinator will be responsible for recruiting volunteer instructors who will teach the volunteers how to repair these donated items. The coordinator will actively seek donations of appliances and furniture to be utilized by the program and will supervise the operation of the Moving Appliance portion of the project.

The coordinator will be responsible for obtaining the leased van from Highland Center when it is needed for moving clients, and procuring volunteers to assist in moving service.

The coordinator will assist other staff and attempt to find various sources of assistance from the community to keep this component running smoothly and remaining financially solvent.



TIME TABLE

DATE _____

ACTIVITY	1973 JUNE	JULY	AUG	SEP	OCT	NOV	DEC	1974 JAN	FEB	MAR	APR	MAY	JUNE
Activity 1-1	Hire and train new staff by July 15th. Fill vacancies as needed.												
1-2	Maintain office space and lease equipment. Purchase supplies as needed.												
1-3	Maintain inventory, fiscal, and any other records needed for accountability. Will begin June 1 and continue the duration of the project.												
1-4	Prepare and submit CDA required reports monthly and quarterly.												
1-5	This activity will be stressed throughout the program.												
1-6	Establish Citizen Policy Board by June 15th. Policy Board will appoint Interview & Selection Committee by the second month of operation.												
Activity 2-1	This activity is continuous, beginning the first month of the project's operation and ending when all funds are exhausted.												
2-2	Same as 2-1.												
2-3	This activity is on-going. Review & Selection Committee will assume this duty after July 15.												
2-4 through 2-7	Same as Activity 2-1.												
Activity 3-1	This program will be operational on a small scale by June 15. Volunteer instructors will develop and start training program with a minimum of five trainees. It is estimated donated appliances will be available after June 15.												
3-2	The moving service will be operational immediately after the lease of a van and volunteer movers are available.												

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Attachment #6

Emergency Assistance

ADVISORY STRUCTURE

AMA Board of Directors

Reverend John H. Jackson - President
Reverend Benjamin Owre - Vice President
Bishop Joseph C. Foster - Membership Chairman
Reverend Rozell Gilmore - Corresponding Secretary
Reverend Dale Stitt - Treasurer
Reverend Thomas Strayhand - Chaplain
Reverend A. L. Henderson - Publicity
Reverend William Adix - Education
Dr. O. B. Williams - Counselor
Reverend Samuel Johnson - Social Action Director
Sister Sidney Thomison - Recording Secretary

Loan/Grant Review Committee

Mr. Bill Ingram - Senior Adult Service Center
Mr. Raymond Joe - Model Cities
Mr. Leon Harris - Multi-Service Center
Reverend John Jackson - Albina Ministerial Alliance
Mr. Marcus Glenn - Metropolitan Steering Committee
Mrs. Laura Battles - (alternate) Welfare Rights Organization
Mrs. Dorothy Lewis - (Alternate) Welfare Rights Organization

Proposed Citizens Policy Board

The present Loan Review Committee will be expanded to form a Citizens' Policy Board, which shall consist of not less than 11 members:

2 representatives of the Albina Ministerial Alliance
1 representative from Model Cities
1 representative from the Multi-Service Center
1 representative from the Metropolitan Steering Committee
1 representative from the Senior Adult Service Center
4 representatives from the Welfare Rights Organization
2 representatives from the community at large.

Volunteer Program

Social Services were started in America around the turn of the century by interested citizens who saw human needs and volunteered to do something about cleaning up these pockets of human misery. Later, these same volunteer citizens formed boards and hired professionals to help them render the services they felt would eliminate the ills of society. Believing in the philosophy "man help man", this team of volunteers and professionals worked side by side for the sake of humanity.

Although the service delivery system became more sophisticated and bureaucratic, the professionals alone were unable to successfully render the rehabilitative services needed by the poor. Somehow the goals set by those interested volunteers so many years ago were not reached. The pockets of human misery became the inner-city ghettos and the ills of society gave birth to a third generation of indigents on the welfare rolls.

It is time the gap was closed and the team reunited. Professionals are beginning to realize the need for the assistance of every interested citizen who is willing to get involved if poverty and human misery are to be eliminated from the most affluent society man has ever known. It is also evident that citizens have never lost interest in helping and are today more anxious than ever to contribute time, money, and energy to aid others.

Volunteer labor has been growing significantly in the United States. It has been estimated that by 1980 volunteer activity will contribute \$30 billion annually to the economy if counted as part of the gross national product.

It was President Nixon who said "we must reach beyond government and enlist the legions of concerned citizens" if we are to break the welfare cycle and solve the problems of poverty.

The Volunteer Program of the Emergency Assistance Program will be established to coordinate, organize, and promote four Volunteer Services to MNA residents. These services will include the following:

(1) Appliance Repair

Money received from donations and the sale of repaired appliances will be handled by the director of the project and the Volunteer Program Supervisor. All appliances donated will be a part of the sale and donations records. Bookkeeping will be an administrative responsibility subject to the reporting procedures of CDA and the MNA. Money received from sale of appliances or donations will go into the Revolving Loan Fund.

(2) Moving Service

The Volunteer Program will assist MNA residents in reducing their moving expenses through leasing a van and coordinating with the established Volunteer Moving Program of the Highland Community Center. Residents requesting the use of this activity will agree to provide additional volunteers to assist in their own moving.

Senior citizens and handicapped residents will be assisted by the volunteer director and staff in acquiring volunteers from a list made up of agencies, organizations, businesses, students from various schools, etc. who are willing to provide a small percentage of their time on a monthly basis to assist senior citizens and handicapped residents with their moving.

A small donation to the Revolving Loan Fund will be requested from the residents as the only cost involved in this volunteer activity.

(3) Training Services

Teaching MNA residents how to repair broken appliances under the direction of volunteer instructors will be provided by the volunteer program. The director and staff will select volunteer appliance repairmen and with their assistance will develop a training program in the repair of appliances. This training will be carried out through workshops and classes. The number of instructors and the amount of time each could volunteer would determine the length and size of the classes.*

The director and staff will seek donated, repairable appliances to be repaired in the classes. MNA residents can attend the classes and bring their own broken appliances, learning to repair them free, except for the cost of repair and a donation to the Revolving Loan Fund.

The director and staff will seek to coordinate, strengthen, and broaden this program through cooperation with the State of Oregon Employment Program (WIN), other Federal, State, and Local agencies, and private industry. It is anticipated that a number of potential trainees could be referred from Juvenile Court, Albina Youth Opportunity School, School District #1, Youth Services Center, Senior Adult Service Center and other sources.

Space, storage and work area would be provided by the Volunteer Program. Acquisition of work tables, seats, and some repair tools would be the responsibility of staff and policy board. Trainees would be expected to provide their own repair tools and be responsible for their loss, if such loss occurs.

Donated appliances, repaired by the trainees, would when sold, generate revenue to go back into the Revolving Loan Fund to help defray the cost of the operation of the program.

* Some volunteer instructors may wish to teach a small group (2-4 trainees) in their own shops, using their own appliances. Trainees enrolled in these classes would contribute a donation to the Revolving Loan Fund in exchange for trade learned.

(4) A Revolving Loan Fund

a. The Revolving Loan Fund will provide MNA residents with a mechanism for continued operation and future funding of the Emergency Assistance project after the expiration of Model Cities funding.

- b. This fund will demonstrate to MNA residents, city, state, and federal agencies that self-help volunteer programs can provide some additional needed services and limited financial emergency assistance to the community through a collective effort by its citizens.
- c. The fund will meet the Volunteer Program's long-range objectives of becoming financially stable and self-sufficient through a continual revolving flow of funds from the following sources: CDA; repayment of loans; donations from the moving component; sale of repaired, used appliances; contributions from citizens, organizations, foundations; mini-grants; and other fund-raising activities as planned by the Citizens Policy Board.

During the Third Action Year, the Loan/Grant Review Committee, with the approval of the operating agency, began the gradual phasing out of accepting grant applications. The decision to phase grants into loans was based upon the fact that any amount of money repaid would increase efforts to assist more MNA residents in need of Emergency Assistance. At the beginning of the Fourth Action Year, no grant application will be accepted prior to investigation of the authenticity of the client's request for assistance. The approval to investigate authenticity will be obtained at the time of the initial application. The client will sign a request to repay loan statement. No additional application can be approved unless regular monthly repayments on the loan have been made.



BUDGET SUMMARY

DATE 2/9/73

PROJECT NO. 15-11

PROJECT TITLE Emergency Assistance Project

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 30,581	\$ 30,581
20	CONTRACTED SERVICES (INCLUDING AUDITING)	1,140	1,140
30	TRAVEL, LOCAL	240	240
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	540	540
50	SPACE (INCLUDING RENOVATION)	1,800	1,800
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)	1,248	1,248
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	160	160
71	MAINTENANCE OF EQUIPMENT		
79	MISC. EXPENSES	23,976	23,976
TOTALS		\$ 59,685	\$ 59,685

O/A APPROVAL _____
SIGNATURE & TITLE

DATE _____

CDA APPROVAL _____
SIGNATURE & TITLE

DATE _____



BUDGET JUSTIFICATION

(CATEGORIES 20 THROUGH 79)

DATE 2/9/73

PROJECT NO. 15-11

PROJECT TITLE Emergency Assistance Project

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Accounting and Payroll services of Duncan-Bowens Company @ \$95 per month x 12 months	1,140	1,140
30	Mileage 1,200 miles @ 10¢ per mile	120	120
40	Supplies, including stamps and copying machine supplies: \$45 per month x 12 months	540	540
50	Rent: \$150 per month x 12 months	1,800	1,800
60	Lease of Pitney Bowens duplicating machine @ \$29 per month x 12 months Lease of van truck (including insurance) @ \$75 per month x 12 months	348 900	1,248
70	Liability insurance \$87 per year Blanket fidelity bond \$73 per year	160	160
79	1. Revolving loan fund at \$1,500 per month x 12 months 2. Special needs (grant fund) at \$448 per month x 12 months 3. Telephone: cost @ \$50 per month x 12 months	18,000 5,376 600	23,376



C-17-03-74

15-11 PROJECT... Emergency Welfare

NON-SUPP SUPP NEW CONT DISC

PURPOSE AND BENEFICIARIES:

Purpose: The purpose of the Emergency Welfare Project is to make available a source of funds for the use of Model Neighborhood residents for emergency and special needs, basic to their existence, that is not geared to Public Assistance grants to be eligible.

Beneficiaries: The beneficiaries will be those Model Neighborhood residents who are identified as in need of emergency funds. It is anticipated that a total of 708 Model Neighborhood Area individuals will receive assistance from the Emergency Welfare Project.

CONTENT AND OPERATION:

The functional elements of this project are:

Function 1--General administration of the project

Function 2--Grant/deny approval of request for aid

FUNDING:

	HUD SUPPORT	OTHER FEDERAL *	LOCAL *	TOTAL
FIRST ACTION YEAR EXPENDITURES	18,762			18,762
SECOND ACTION YEAR EXPENDITURES	57,312			57,312
THIRD ACTION YEAR BUDGET	44,455			44,455
POST-MODEL CITIES PROPOSED FUNDING	The program will apply to private and public sources for post-Model Cities funding.			

TIME TABLE:

This project will operate for 10½ months. It will extend from August 1, 1972 through June 15, 1973.



PROJECT... EMERGENCY WELFARE FUND

15-11

PROJECT ADMINISTRATION AND STAFFING:-

The project will be administered by the Albina Ministerial Alliance Association. The Association is comprised of all ministers of churches in the Albina area. The Association at present operates the Family Day Care component of the 4-C Child Care project, providing family home child care for 145 children under the supervision of 65 MNA mothers.

The operating agency will be solely responsible for administering the program. It will implement the program and report to the CDA monthly on the status of the project.

This project will employ the following staff:

- 1 Coordinator
- 2 Welfare Aides
- 1 Secretary

COORDINATION: 1

This project will affect coordination with the following agencies: Multi-Service Center Team Concept, Community Care and Consumer Protection.

CITIZENS PARTICIPATION:

Citizen Participation will consist of the five functions outlined in the Citizen Participation Project.

The Social Services Working Committee approved this project May 30, 1972.

The Citizens Planning Board approved this project on June 6, 1972.

RESIDENT EMPLOYMENT:

The Emergency Welfare Fund Project will comply with the provisions as specified in the CDA Resident Employment and Training Plan.



PROJECT... Emergency Welfare Fund 15-11

MONITORING AND EVALUATION:

This project will be subject to the monitoring and evaluation requirements as specified in the Portland CDA overall monitoring and evaluation plan.

The progress of this project will be evaluated as part of the continuing CDA evaluation program. Output measures include:

Function 1--General administration of the project

Number of total staff in project
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Number of professionals
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Number of paraprofessionals
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Number of clericals a. MNR _____

Number of unfilled jobs _____

Number of newly created jobs _____

Number of staff training sessions in the past month (Describe) _____

Function 2--Grant/deny approval of request for aid

Number of total loan requests
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Number of total loans approved
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Number of grants requested
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Number of grants approved
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

Continued

MAINTENANCE EFFORT: (NEW)

ASSESSMENT: (CONT)

The impact of the services provided has been positive. According to the October 15 CDA evaluation: "There has been significant impact in the number of services offered and the number of people it has progressively helped...its impact is acknowledged by the target group and receives a positive reception by MNA residents."

BUDGET:

CODE	CATEGORY	ESTIMATE COST
10	SALARIES †	\$ 14,065.00
20	CONTRACT SERVICES †	893.00
30	TRAVEL, LOCAL	293.50
38	TRAVEL, OUT OF TOWN	
40	CONSUMABLE SUPPLIES	178.50
50	SPACE	441.00
55	UTILITIES	210.00
60	FURN. & EQUIP. (RENT)	
65	FURN. & EQUIP. (PURCHASE)	200.00
70	INSURANCE	
71	MAINT OF EQUIP.	
79	MISC. EXPENSES	28,174.00
	TOTAL	\$ 44,455.00

† CONSULTANT OR CONTRACT SERVICES JUSTIFICATION:
 For accounting and payroll services



PROJECT... EMERGENCY WELFARE FUND 15-11

MONITORING AND EVALUATION: Continued

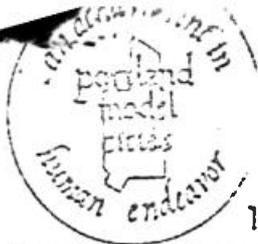
- Number of guarantor loans secured _____
- Number of guarantor loans defaulted _____
- Number of loans paid in full _____
- Number of approved because of:
 - a. _____ Lack of full pay check
 - b. _____ Exhausted public assistance check
 - c. _____ Emergency shelter need
 - d. _____ Utility deposit need
 - e. _____ Replacement of household goods
 - f. _____ Food supplement need
- Number referred to other agencies
 - a. _____ MN Black Females
 - b. _____ MN Black Males
- Number referred and assisted by other agencies
 - a. _____ MN Black Females
 - b. _____ MN Black Males
- Number of emergency loans/grants made
 - a. Types _____ b. Welfare recipient _____
 - c. Non-welfare recipient _____

MAINTENANCE EFFORT: (NEW)
ASSESSMENT: (CONT)

BUDGET:

CODE	CATEGORY	ESTIMATE COST
10	SALARIES *	\$ _____
20	CONTRACT SERVICES *	_____
30	TRAVEL, LOCAL	_____
33	TRAVEL, OUT OF TOWN	_____
40	CONSUMABLE SUPPLIES	_____
50	SPACE	_____
55	UTILITIES	_____
60	FURN. & EQUIP. (RENT)	_____
63	FURN. & EQUIP. (PURCHASE)	_____
70	INSURANCE	_____
71	MAINT OF EQUIP.	_____
79	MISC. EXPENSES	_____
	TOTAL	\$ _____

* CONSULTANT OR CONTRACT SERVICES JUSTIFICATION:



C-17-03-74

15-11 PROJECT... Emergency Welfare

NON-SUPP SUPP NEW CONT DISC

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PROJECT... Emergency Welfare Fund 15-11

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 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____
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 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____
- Number of clericals a. MNR _____
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- Number of newly created jobs _____
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- Function 2--Grant/deny approval of request for aid
- Number of total loan requests
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____
- Number of total loans approved
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____
- Number of grants requested
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____
- Number of grants approved
 a. MNR _____ b. MN Black Females _____ c. MN Black Males _____

MAINTENANCE EFFORT: (NEW)

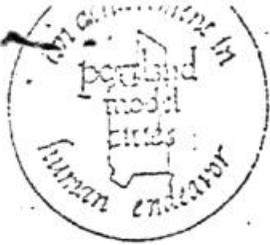
ASSESSMENT: (CONT)

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30	TRAVEL, LOCAL	293.50
35	TRAVEL, OUT OF TOWN	
40	CONSUMABLE SUPPLIES	172.50
50	SPACE	441.00
55	UTILITIES	210.00
60	FURN. & EQUIP. (RENT)	
65	FURN. & EQUIP. (PURCHASE)	200.00
70	INSURANCE	
71	MAINT OF EQUIP.	
79	MISC. EXPENSES	28,174.00
	TOTAL	\$ 44,455.00

* CONSULTANT OR CONTRACT SERVICES JUSTIFICATION:
 For accounting and payroll services



PROJECT... EMERGENCY WELFARE FUND 15-11

MONITORING AND EVALUATION: Continued

- Number of guarantor loans secured _____
- Number of guarantor loans defaulted _____
- Number of loans paid in full _____
- Number of approved because of:
 - a. _____ Lack of full pay check
 - b. _____ Exhausted public assistance check
 - c. _____ Emergency shelter need
 - d. _____ Utility deposit need
 - e. _____ Replacement of household goods
 - f. _____ Food supplement need
- Number referred to other agencies
 - a. _____ MN Black Females
 - b. _____ MN Black Males
- Number referred and assisted by other agencies
 - a. _____ MN Black Females
 - b. _____ MN Black Males
- Number of emergency loans/grants made
 - a. Types _____ b. Welfare recipient _____
 - c. Non-welfare recipient _____

MAINTENANCE EFFORT: (NEW)
ASSESSMENT: (CONT)

BUDGET:

CODE	CATEGORY	ESTIMATE COST
10	SALARIES *	\$ _____
20	CONTRACT SERVICES *	_____
30	TRAVEL, LOCAL	_____
35	TRAVEL, OUT OF TOWN	_____
40	CONSUMABLE SUPPLIES	_____
50	SPACE	_____
55	UTILITIES	_____
60	FURN. & EQUIP. (RENT)	_____
65	FURN. & EQUIP. (PURCHASE)	_____
70	INSURANCE	_____
71	MAINT OF EQUIP.	_____
79	MISC. EXPENSES	_____
	TOTAL	\$ _____

* CONSULTANT OR CONTRACT SERVICES JUSTIFICATION: