

B-45-02B
03H
RECEIVED

MAY 28 1974

MODEL CITIES

AMA

Albina Ministerial Alliance

EXECUTIVE BOARD:

PRESIDENT

Reverend John Jackson
Mt. Olivet Baptist Church

VICE PRESIDENT AND
PROGRAM DIRECTOR

Reverend Benjamin Owre
Hughes Memorial Church and
Woodlawn Methodist Church

SOCIAL ACTION DIRECTOR

Reverend Samuel Johnson
Highland United Church
of Christ

EDUCATION

Reverend William Adix
Chaplain, Emanuel Hospital

PUBLICITY

Reverend A.L. Henderson
Bethel African Methodist
Episcopal Church

TREASURER

Reverend Dale Stitt
Mallory Avenue Christian
Church

CHAPLAIN

Reverend Thomas Strayhand
Allen Temple C.M.E. Church

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Reverend Rozell Gilmore
Emanuel Hospital Chaplaincy
Program

RECORDING SECRETARY

Sister Sidney Thomison
St. Andrew's Catholic Church

RELIGIOUS CONSULTANT

Dr. O.B. Williams
Vancouver Avenue Baptist
Church

LIASON REPRESENTATIVE FOR
DIVISION OF NATIONAL
MISSIONS

Reverend John Phipps
Piedmont Presbyterian Church

MEMBERSHIP CHAIRMAN

Bishop Joseph C. Foster
St. Paul COGIC

May 22, 1974

Mr. Al Jamison, Director
Model Cities Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Mr. Jamison:

The review of the audit of the Portland Model Cities Project was greatly appreciated.

My initial comment was in fact the total underlying problem in the construction of the report.

I'm the minister of Mt. Olivet Baptist Church. The church has been in existence since 1898, as a contributing member of the American Baptist Association, with offices in Valley Forge, Pennsylvania.

Over the years the convention makes an audit of the church through the Oregon Baptist State Convention every two years.

The program provided for several paid officials and a competent secretary. Members of the loan/grant committee are persons from both the Model Cities Board, Multi-Service Center Board and Senior Citizens Board.

Members of these represented boards were selected by the Model Cities, Multi-Service Center and Senior Citizens Boards because of their competence in these matters.

During the major part of the program, the director of the Multi-Service Center, Leon Harris served as a member of the loan/grant board.

The record will testify that other members of the board were appointed. In addition to this fact, the auditor suggested by Model Cities was given a monthly cap of all transactions and the auditor was paid by the accountant to handle such matters.

RECEIVED

MAY 28 1974

Mr. Al Jamison

-2- MODEL CITIES

May 22, 1974

I'm not able to establish the fact that you were unable to locate certain records. However, I will take an oath, that the records you said were not kept, were kept. In addition we have the cancelled check in our book that you had as missing in one of your findings. The treasurer of the AMA, Reverend Dale Stitt will be happy to produce the check for you.

To be quite frank, we were asked to take this project when it was in a rather unfortunate condition. We did not receive records of transactions and other pertinent matter upon receipt of the project.

During the time of operation, the whole matter was a source of problems, inconvenience, and personally I was greatly relieved when it was terminated. My only regret was allowing Charles Jordan to persuade me to accept it.

You should be aware that all churches have funds which are used for charitable donations within the community. We give money, we pay bills, we bury people, we supply clothing and none of these people who receive this charity are members of the church. They're merely people who are passing by or need some help. We don't expect these people to pay us back. Therefore, we keep no record of these matters. Regretful to say folks in the community regarded our handling of the program as another donation from the church to unfortunate people.

I'm pleased to say we shall continue to do this as a church, with our own money and without stigma which I regret to say underlines the accuracy of your report.

Sincerely yours,

Dr. John H. Jackson
President of AMA

JHJ:cfw

May 17, 1974

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 Eggert

for Al Jamison, Director

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

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 ✓

THE CITY OF
PORTLAND



OREGON

March 18, 1974

BUREAU OF
FINANCIAL AFFAIRS

ADMINISTRATIVE
ACCOUNTING
DIVISION

K.M. HAMMON
FINANCE OFFICER

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

MEMORANDUM

TO: COMMISSIONER SCHWAB

FROM: KEN HAMMON *K.H.*

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

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

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MAR 20 1974

MODEL CITIES

6-5-0374-01
B-33-1A
February 20, 1973

Rev. John H. Jackson, President
Albina Ministerial Alliance
4936 N.E. Union Avenue
Portland, Oregon 97211

Dear Reverend Jackson:

I am writing in response to your letter of February 1, 1973 requesting a number of changes in contract terms for your Third Action Year contract. As you are no doubt aware, Portland Model Cities has been advised by HUD that we must expect severe budget cuts. In this situation it is important that we take all possible steps to conserve resources. As one step in this direction we have imposed a freeze on hiring and a moratorium on contract changes.

Our budget review committee and the entire Citizens Planning Board is embarking on a series of work sessions to set priorities and deal with the funding crisis. We expect to have a firm plan of action by March 6, 1973 and all operating agencies will then be informed.

We will contact you as soon as possible after March 6, 1973 and advise you further. In the meantime you should maintain your project spending at a level that is in strict compliance with your contract.

Sincerely,

15/
ANDREW RAUBESON
ACTING DIRECTOR

AR:ce

bcc: M. Schwab
M. Opton
E. Roberts
L. Patton
J. Loving
Official Files ✓

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FEB 5 1973

MODEL CITIES

Albina Ministerial Alliance

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

February 1, 1973

Mr. Andrew Raubeson
Acting Director
Portland Model Cities
City Demonstration Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Mr. Raubeson:

Enclosed please find a Contract Change Order form and a Contract Change Request (CDA-132) for the Emergency Supplemental Welfare Program. This contract change request is for the Third Action Year, and not a part of the Fourth Action Year. Proposal, which has been completed and submitted to Mrs. LyDay.

We are not requesting an increase in the Third Action Year budget; rather we would like to decrease the budget in some areas and increase it in others, thus keeping the dollar amount balanced.

The reason for the requested change is the financial difficulty we are encountering in administering and operating the Project. Consequently, the Albina Ministerial Alliance is being drained of a substantial portion of its financial resources by expenses incurred by the Supplemental Welfare Program. Described below are the proposed changes by category:

#10 - Salaries

Under the terms of the Third Action Year Proposal, the Project Secretary was designated as spending only 25% of her working day on the Welfare Supplemental Project and 75% on A.M.A. matters. In reality, however, she spends at least 60% of her time on this project--often much more. We are requesting that the Welfare Supplemental Program bear 50% of the cost of her salary -- an increase of \$100.00 per month, or \$1050.00 for the 10 1/2 month period. The Project was originally funded to employ two full time Welfare Aides. We would like to change this to one full time Aide and one part time (50%) Aide. The full time Welfare Aide works totally in the office -- interviewing clients, processing applications, etc. The part time employee is involved in field collection and verification work. This

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Rev. Samuel Johnson
Highland United Church of Christ

Executive Board:

PRESIDENT
Rev. John Jackson
Mt. Olivet American Baptist

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

SECRETARY
Rev. Rozell Gilmore
Barnes Baptist Church

TREASURER
Rev. Dale Scott
Mallory Ave. Christian Church

CHAPLAIN
Rev. Thomas Strayland
Allen Temple CME Church

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

EDUCATION
Rev. William Adia
Chaplain, Emanuel Hospital

Albino Ministerial Alliance

Social Action Director:

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Highland United Church of Christ

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Mt. Olive American Baptist

VICE PRESIDENT

Rev. Gordon Dickey
St. Andrew's Catholic

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Berea Baptist Church

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Rev. Thomas Strayhorn
Allen Temple CMC Church

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Page 2 - Contract Change Request Mr. Andrew Raubeson

reduction of a half a person from the Welfare Aide Staff would result in a reduction of \$2362 for the 10½ month period in the salaries of these two employees. There is a proposed increase, however, in the salary of the Coordinator (Project Director)--a position originally designated as 25% time. Because of the responsibility involved in administering the project, it is necessary that he spend at least 50% of his time directing the program. Paying him 50% of the \$700 monthly salary rather than 25% would result in an increase of \$1837 for the 10½ month period. To summarize the personnel portion of the change request, an increase of \$599 is requested.

Category #30 - Local Travel

We are requesting a decrease from \$294.50 (for 10½ months) to \$90.00. This is a reduction of \$203.00. After the past several months of operation, we have found that significantly less local travel is necessary than was originally proposed and approved in the Third Action Year Proposal.

Category #40 - Consumable Supplies

These expenses have proven to be far greater than anticipated. There is a tremendous amount of paperwork involved in processing the loans and grants and in sending letters to those persons who applications were denied. After reviewing the bills from the office supply and stationery companies, we found that a substantial amount of the money spent was for the Welfare Supplemental Program. As accurately as possible, we divided the cost of office supplies between the A.M.A. and the Welfare Supplemental Project. The result of this evaluation is a request for an increase from \$17.00 per month to \$49.50 per month - totalling an additional \$341.00 for the 10½ month period. One of the most expensive items in the consumable supplies category is the paper, toner, and intensifier used for the Pitney Bowes copying machine.

Category #55 - Utilities (including telephone)

The telephone bill is running approximately 95.00 per

47-374

Albino Ministerial Alliance

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St. Andrew's Catholic

SECRETARY

Rev. Forrest Gilmore
Berea Baptist Church

TREASURER

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Mallory Ave. Christian Church

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Chaplain, Emanuel Hospital

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Portland, Oregon 97211

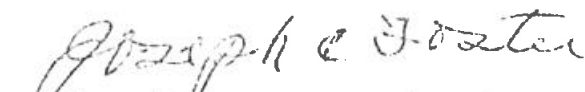
We would sincerely appreciate your study and consideration of this change order, which is vital to the operation of the program and the prevention of the A.M.A.'s Administrative Account being further reduced by expenses which rightfully belong to the Welfare Supplemental Project.

Thank you very much.

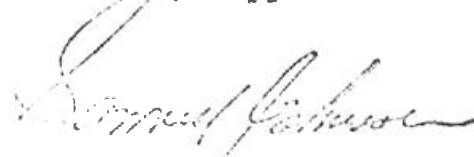
Sincerely yours,



Reverend John H. Jackson
President, Albino Ministerial Alliance



Bishop Joseph C. Foster
Director, Supplemental Welfare Project



Reverend Samuel Johnson
Social Action Director

md/Enclosures

Albino Ministerial Alliance

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

Page 3 - Contract Change Request Mr. Andrew Raubeson

month (exclusive of long distance calls). The Welfare Supplemental Program was budgeted to cover only 20.00 of this amount. However, at least half of the telephone usage is for the Welfare Supplemental Program, and were it not for this project, we could probably eliminate one of the lines and one or two of the telephones. Due to the heavy influx of calls from clients and clients' creditors, as well as numerous outgoing calls for verification of information given by applicants, it is necessary to maintain all of these lines. A more equitable division of the cost of the phones would be a 50/50 arrangement. Therefore, we are requesting an increase from \$20.00 per month to \$50.00 per month to be paid by Welfare Supplemental Project funds. This would result in a total increase in this category of \$315.00 for the 10½ month period.

Category #65 - Furniture and Equipment Purchase:

The only item funded in the original approved budget was one dictaphone machine. Since that time, it has been necessary to lease (with purchase option) one Pitney Bowes Copying Machine for making copies of applications, clients' bills, forms, etc. The rental on this machine is 29.00 per month, totalling \$305.00 for the ten and a half month period.

Category #70 - Insurance

For some unknown reason, no allowance was made for insurance in the third action year budget. Because it was necessary for the Program to have liability insurance (at \$87.00 per year) and a Blanket Fidelity Bond (\$73.00 per year), the cost of these premiums has already been covered out of the Operating Expense Account earlier in the year, but must be included in the budget.

Category #79 - Miscellaneous Expenses

We propose to reduce the loan and grant fund by \$1518.00 in order to make the necessary increases in operational budget categories. This would be a reduction of approximately \$144.50 per month for the ten month period.

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Highland United Church of Christ

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SECRETARY
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Borwick Baptist Church

TREASURER
Rev. Dale Smith
Mallory Ave. Christian Church

CHAPLAIN
Rev. Thomas Strayhorn
Allen Temple CME Church

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

EDUCATION
Rev. William Adix
Chaplain, Emanuel Hospital



CONTRACT CHANGE REQUEST

—FOR CDA USE ONLY—

IDENT NO. _____

CONTRACT NO. _____

CHANGE NO. _____

CHANGE TYPE
BUDGETARY ☐
PROGRAMMATIC ☐

AGENCY Emergency Supplemental Welfare

ADDRESS 4936 N.E. Union Avenue - Portland, Ore.

PREPARED BY Bishop Joseph C. Foster DATE 1-30-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$14,065	+\$599	\$14,664
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	\$ 893	-	\$ 893
30	TRAVEL, LOCAL	\$ 293	-\$203	\$ 90
35	TRAVEL, OUT OF TOWN			
40	CONSUMABLE SUPPLIES	\$ 178	+\$342	\$ 520
50	SPACE (INCLUDING RENOVATION)	\$ 441	-	\$ 441
55	UTILITIES (INCLUDING TELEPHONE)	\$ 210	+315	\$ 525
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	\$ 200	+305	\$ 505
70	INSURANCE	0	+160	\$ 160
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	\$28,174	-1518.00	\$26,656
TOTALS		\$44,454	0	\$44,454

JUSTIFICATION: Funds are necessary for the continuation of operation and staffing of this program.



CONTRACT CHANGE ORDER

DATE January 30, 1973

CONTRACT NO. 13475 CHANGE NO. 1
PROJECT NAME Emergency Supplemental Welfare Project 15-11
PROJECT NO. 15-11
OPERATING AGENCY Albina Ministerial Alliance
4936 N.E. Union Avenue - Portland, Oregon 97211
REQUESTER Bishop J. C. Easter

PROGRAMMATIC IMPACT Better service for residents of the
Model Neighborhood Area.

FINANCIAL IMPACT Allocation of additional funds for salaries (\$599)
Consumable Supplies (\$342), Utilities (\$315.00) Furniture and
Equipment Purchase (\$305). Funds being deducted from Local
Travel (\$203.00) and Miscellaneous Expenses (\$1,358) + Insurance (16)
☒ 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



Albina Ministerial Alliance

Social Action Director:

Rev. Samuel Johnson
Highland United Church of Christ

Executive Board:

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Mt. Olivet American Baptist

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PROGRAM & PUBLICITY

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Bethel African Methodist Episcopal

EDUCATION

Rev. William Adams
Chaplain, Emanuel Hospital

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

August 14, 1972

CITY OF PORTLAND AUDITOR'S OFFICE
City Hall
1220 Southwest 5th Avenue
Portland, Oregon

ATTENTION: Ms. Myrle Scheulderman

RE: PROJECT 15-11
WELFARE SUPPLEMENTAL FUNDS

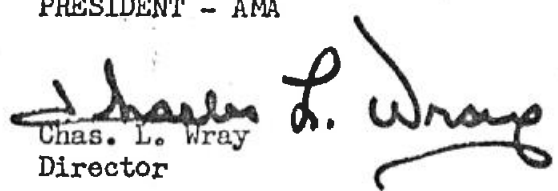
Dear Sir:

Regarding the above referenced matter, of which we have been granted the approved program, we were informed an audit would be forth coming when the monies and other related materials were turned over to us. We regret that as of this date, August 14, 1972, we have not had any word of an audit nor have we been informed that an audit was being prepared.

This is to inform you that our office will not be responsible for any audit figures prior to August 1, 1972. What ever information you may have concerning the audit will be appreciated.

Very truly yours,

REVEREND JOHN JACKSON
PRESIDENT - AMA


Chas. L. Wray
Director

JJ:CLW:elj

cc: Leon Harris - Multi-Service Center
C. W. Yancey - Model Cities
Chas. Jordan - Model Cities
Elvin Roberts - Model Cities

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AUG 16 1972

MODEL CITIES