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MODEL CITIES

AGREEMENT

THIS AGREEMENT, entered into this 16th day of June, 1973, by and between the CITY OF PORTLAND, a municipal corporation of the State of Oregon, hereinafter referred to as "City," and the MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN, hereinafter referred to as the "Agency,"

WITNESSETH:

WHEREAS, the City has entered into a contract with the United States of America to conduct a Comprehensive City Demonstration Program for a certain area (herein referred to as the Model Neighborhood) pursuant to Title I of the Demonstration Cities Metropolitan Development Act of 1966, and

WHEREAS, it is the desire of the City to establish an extensive program to provide services for mentally retarded children who reside in the Model Neighborhood, and

WHEREAS, the City has determined that these services can best be provided through a Central Administrative Agency which is experienced in the needs of mentally retarded youth, and

WHEREAS, MARC is an appropriate agency to administer said services for mentally retarded children,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICES

The Agency shall in a satisfactory and proper manner perform the duties and provide the services described in Exhibit "A," attached hereto and by this reference made a part hereof, so as to achieve the purposes and reach the beneficiaries described in Exhibit "A."

II. DURATION OF AGREEMENT

This agreement is for the period from June 16, 1973 to and including June 30, 1974.

III. COMPENSATION AND METHOD OF PAYMENT

The Agency shall be reimbursed by the City for its costs of performance hereunder, not to exceed the sum of \$21,000.

- A. Such amounts as may become due to the Agency by the City because of this contract shall be paid on a monthly basis upon receipt by the City of the following:
1. A written requisition for payment from the Agency; and
  2. Timely receipt of a properly executed report package, herewith attached as Exhibit "B" from the Agency.
- B. The requisition for payment shall be accompanied by a report to the City, in form satisfactory to the City, and shall specify the total work accomplished hereunder in the time period for which payment is requested. It shall state that such work has been completed in conformance with this agreement, and that the Agency is entitled to receive compensation therefor, and each cost shall refer to a specific budget item.
- C. Upon receipt by the City of such a requisition, the Agency shall be entitled to 100 percent of the total eligible cost, as determined by the City, for the work accomplished hereunder.
- D. In performance of this agreement, the Agency agrees not to make any expenditures unless such expenditures are provided for in Exhibit "A" (budget).
- E. Subject to efficient delivery of all services under this contract, the Agency can, whenever necessary, amend the operating budget in Exhibit "A"; provided that the full cost does not exceed the amount stated in this contract, and provided that prior approval of the amended budget by the City has been secured.
- F. Prior to disbursement of funds to the Agency or employees, the City shall receive a statement from the Agency's chief fiscal officer or its insurer, insuring that all persons handling funds received or disbursed under this contract are covered by a fidelity bond in the amount of \$3,000.
- G. Agency must furnish a policy of public liability insurance, including property damage, covering all of Agency's operations to be performed under this contract with the City of Portland, the limits of

liability under said policy to be not less than \$100,000/\$300,000 for personal injuries, including death, and \$300,000 for property damage.

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the City of Portland and all other governmental bodies having jurisdiction in the area, their officers and employees are included as additional insureds under this policy as to any claim or claims for injury to person, including death, or damage to property, resulting from or growing out of the operations of the named insured under contract with the City of Portland for administering the Mental Retardation Program as part of the Portland Model City Program.

"It is understood and agreed that this policy shall not terminate or be cancelled prior to completion of said contract without first giving thirty (30) days' written notice of intention to cancel said policy or to terminate said policy to the Auditor of the City of Portland.

"Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured."

A certificate evidencing such insurance together with the above endorsement shall be filed with the City Auditor of the City of Portland and shall be subject to the approval of the City Attorney as to the adequacy of protection.

- I. It is expressly understood and agreed that in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum sum of \$21,000 for all of the services required.

#### IV. TERMINATION

- A. This contract may be cancelled at the election of the City for any willful failure or refusal on the part of the Agency to perform faithfully the contract according to its terms.

1. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Agency under this contract shall, at the option of the City, become its property; and the Agency shall be entitled to receive reimbursement for costs incurred in performance of all work satisfactorily completed hereunder.
  2. The Agency shall be liable to the City for damage sustained by the City by virtue of any breach of the contract by the Agency, and the City may withhold any payments to the Agency for the purpose of set-off until such time as the exact amount of damage due the City from the Agency is determined.
- B. This contract may be cancelled at the option of the Agency for any willful failure or refusal on the part of the City to perform faithfully the contract according to its terms.
- C. This contract may be cancelled at the election of the City if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is, for any reason, suspended or terminated.

V. GENERAL CONDITIONS

- A. Agency agrees to comply with the provisions of the U.S. Department of Housing and Urban Development Supplementary General Conditions for Contracts with Operating Agencies and Contractors (Exhibit "B").
- B. The term "approval by the City" means written approval by the Commissioner in charge of the Model City Program.
- C. All personal property purchased as a cost of this project shall be and remain the sole property of the City and shall carry a City identification tag.
- D. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the City, except as already authorized by Exhibit "A." Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.
- E. All statutory, charter and ordinance provisions that are applicable to public contracts in the City of Portland and the State of Oregon shall be followed.



F. Agency hereby agrees that, pursuant to Oregon Revised Statutes 279.312, Agency shall:

1. Make payment promptly, as due, to all persons supplying to Agency labor or material for the prosecution of the work provided for herein.
2. Pay all contributions or amounts due the Industrial Accident Fund from Agency or any subcontractor incurred in the performance of this contract.
3. Not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished hereunder.
4. Pay to the Department of Revenue of the State of Oregon all sums withheld from employees pursuant to ORS 316.167.

G. Agency hereby agrees that, pursuant to ORS 279.314, if Agency fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Agency or a subcontractor by any person in connection with this contract as such claim becomes due, the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Agency by reason of this contract. Agency further agrees that payment by City of such a claim shall not relieve the Agency or its surety from his or its obligation with respect to any unpaid claim.

H. Agency hereby agrees, pursuant to ORS 279.316, no person shall be employed for more than eight hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it; and in such cases the laborer shall be paid at least time and a half for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 187.010, except Veterans Day. However, when specifically agreed to under a written labor-management negotiated labor agreement, a laborer may be paid at least time and a half pay for work performed on Veterans Day or on any legal holiday specified in ORS 187.020.

I. Agency hereby agrees, pursuant to ORS 279.030, that Agency shall make promptly, as due, payment to any

person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of Agency, of all sums which the Agency agrees to pay for such services and all moneys and sums which Agency collected or deducted from the wages of its employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

IN WITNESS WHEREOF, the parties hereto have entered into this agreement by and through their authorized representatives as of the date first above written, the City acting pursuant to Ordinance No. 136646.

CITY OF PORTLAND

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Commissioner of Public Affairs

MULTNOMAH ASSOCIATION FOR  
RETARDED CHILDREN

By \_\_\_\_\_  
\_\_\_\_\_ Title

By \_\_\_\_\_  
\_\_\_\_\_ Title

Approved as to form:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**

A. PROJECT INFORMATION

1. Project title Mental Retardation Liaison
2. Project category Health and Social Environment
3. Project status ☐ New ☒ Substantially revised  
☐ Continuing Date first funded September, 1971
4. Project no. 11-07 Previous project no. \_\_\_\_\_
5. Contract term June 16, 1973 to June 30, 1974
6. Operating Agency (O/A) Multnomah Association for Retarded Children (MARC)  
Address 718 W. Burnside  
Director Mr. Walter Fuhrer Telephone 223-7279  
Legal status ☐ City Dept. ☐ Other public agency  
☒ Private (nonprofit) ☐ Private (for profit)  
☐ Other \_\_\_\_\_  
Authorized signature(s) \_\_\_\_\_  
(Attachment 1) \_\_\_\_\_

7. Project office (if different from operating agency)  
Address 4545 NE Garfield  
Director To be recruited Telephone \_\_\_\_\_

8. Funding recap

AY	Model Cities Supplemental	Categorical	Other	Total
1				
2				
3	35,132	89,308		124,440.50
4	21,000		7,802	28,802
5				

9. Model Cities responsibilities

Working Committee Health and Social Services  
Staff Planning Component Health and Social Environment  
Staff Planner Sol Peck  
Staff Evaluator \_\_\_\_\_

## B. PROJECT DEVELOPMENT

1. Statement of concern. Life sustaining needs for those labeled as mentally retarded have been attended to on a meager basis for the most part, with institutionalization offered as a single alternative to these individuals and their families. The January, 1973 bulletin of the Health Policy Advisory Center, dealing with the subject of mental retardation, reports an estimate of 3% of the population, or 6 million Americans, as mentally retarded .... "with this number increasing as more and more severely and profoundly retarded infants survive to adulthood as a result of medical advances". (The Politics of Mental Retardation, Health/PAC Bulletin #48, January, 1973).

"With the 1960's federal emphasis on developing community resources and the media spotlight on institutional warehouse like Willowbrook State School (in New York), institutions have begun to restrict their population to the more profoundly and severely retarded. Ninety-five percent of the mentally retarded population resides in the community despite the virtual absence of public services for the majority who are mildly and moderately handicapped." And, even though there has been an acknowledgement of the unnecessary institutionalization of the majority of the mentally retarded, and even though there has been a public commitment to the philosophy of community care, the financial support and development of services necessary to really effect the latter has not come about and "institutional warehousing still continues in all parts of the country" (Health/PAC #48, January, 1973).

Indeed, those community services that have developed, have generally been instigated by white, middle-class parents; the private agencies serving them, on the whole, have reflected their interests and involvements. Thus, in the MNA, especially the core area which contains the greater concentration of poor and black families, any really satisfying alternative to families with mentally retarded individuals have been even more meager than the limited services provided within the larger community.

Through the Third Action Year of the Model Cities program, the major services for those labeled mentally retarded were provided through the MARC Umbrella and its Project STAR component. Project STAR, working with over 100 families, averaging 2 family members labeled as mentally retarded, found "48% of their clients to be organically retarded, 22% to be culturally retarded, and 30% to be mis-labeled" (Project STAR - final report dated 2/27/73). In their evaluation, STAR staff felt that "a need for services to these families has been demonstrated through providing the direct service; acting as liaison between family and services; arranging, asking, begging and demanding service from agencies whose function was to provide these services in the first place" (Project STAR - final report dated 2/27/73). With the ending of Project STAR, the major visible, viable community service to these families has ceased. In fact, plans are that the Coordinated Association for Transportation program, insofar as school transportation is concerned, will be contracted

by Multnomah County Intermediate Education District; Pilot School would not continue its present operation, the major responsibility for education shifting to the school district; and the STAR staff, who had been actively involved with 100 families having designated mentally retarded children, would no longer be here. The parent's group which had started to crystallize under the encouragement of the Project STAR staff, would no longer have the necessary support which would enable it to be a viable group to insure that the specific needs of their mentally retarded children would continue to be met.

2. Purpose and objectives. This project will continue to provide a visible community approach to mental retardation services in the MNA. It has as its objectives: (1) bringing to the community, new creative approaches for dealing effectively with issues of mental retardation; (2) the growth and development of the STAR Parents Association, as a key to the maintenance of an effective community based program; (3) the maintenance of a channel with MARC, the overall county, voluntary agency responsible for services to the mentally retarded and their families; and other agencies whose existing services should be available in the MNA; (4) the continued education about existing conditions and policies that contribute to the disproportionate number of children with learning difficulties in low-income neighborhoods; (5) the continuation of community based services (teenage and young adult Pilot-School type educational activities center, and transportation to augment that provided by MIED), considered as high priorities.
3. Strategy. Recognizing the severe budget limitations affecting programs in the forthcoming period, the concern is how it would be possible to cover the major areas seen as necessary continuing objectives of a mental retardation program in the MNA. The strategy that this project will utilize is: (1) funding a continuing educational activities center, previously under the Pilot School; (2) including a community worker within its facility; (3) funding Coordinated Association of Transportation (CAT) for services to MNA families that will not be met by MIED.
4. Beneficiaries. The beneficiaries of this project will be the MNA families and residents to whom the label "mentally retarded individual" has been affixed, including at least the 100 families who had been served by Project STAR.

#### C. PROJECT DESCRIPTION

1. Content. The major functions and related activities to be performed in this project are outlined below:

Function 1. Administer the project

Activity 1-1. Hire a staff (see operation)

1-2. Maintain necessary records and prepare program reports and data required by CDA and the operating agency.

1-3. Provide staff support to the STAR Parents' Association in developing their organizational structure and objectives.

- 1-4. Recruit volunteer help to augment the educational activities and transportation components, and supervise their activities.

Function 2. Foster and coordinate community concern and response to mental retardation issues.

- Activity 2-1. Together with members of the STAR Parents' Association, identify specific issues in mental retardation that are of particular MNA concern.
- 2-2. Participate in community meetings and maintain contact with individuals, community groups and agencies who can help achieve these concerns.

Function 3. Provide an educational-activity program. See Attachment 5.

- Activity 3-1. Develop plan and supervise an educational and recreational program for teenagers and young adults who are currently involved in the Pilot program.
- 3-2. Provide a meeting place for STAR Parent Association activities.

Function 4. Provide a supplemental transportation program through subcontract with CAT and volunteer commitments.

2. Operation. The Operating Agency, MARC, will provide a community worker who will be housed in the Education Activities Center, working Monday through Friday, 8:00 a.m. - 5:00 p.m.; additional hours as necessary (with compensatory time off); a teacher supervisor and a driver from the CAT program. See Attachment 3 for position description.

To emphasize continued community involvement, the community worker shall be selected by a joint committee consisting of the Executive Director of MARC; 2 parents from the Project STAR Parent Group; and the Acting Director of Social Environment Planning within the CDA (who has a special concern with and knowledge of mental retardation services). Other staff will be hired at the discretion of the Project Director, in consultation with the joint committee.

The staff will be administratively responsible to the Executive Director of MARC. The project will continue to provide direct contact with families in the MNA who are concerned with problems of mental retardation; consultation and staff support with the parent group; representation, together with the parent group, with private and public groups and agencies who have a potential impact on the needs of the mentally retarded in the MNA. It will also continue to maintain two direct services which have been designated as having high priority in serving the needs of the mentally retarded: an education-activities center for adolescents and young adults who have been involved in the Pilot Educational Program, carrying on specific classes and recreational-educational programs, and a supplemental transportation program to augment the transportation that will be provided by MIED. The center will also be available for meetings of the Parents' Association.

3. Timetable. Necessary planning will be effected by the Executive Director of MARC, and an advisory group consisting of representatives of the Parent's group, the Acting Director of CDA's Social Environment Program, and the CDA Health Planner to ensure that the project can be operational at the inception of the funding period. The functional activities then will be continuous during the entire operating year.
4. Funding. Funding for the Fourth Action Year would be \$28,802 - \$21,000 HUD and \$7,802 Local. The attachment of this project to MARC as its operating agency will give the latter a chance to explore; a) inclusion of this project as an ongoing part of their own operating budget; b) specific UGN support; c) State Development Disability funds, or d) any special revenue sharing that would seem likely.
5. Administration. This project will continue to be executed by the Multnomah Association for Retarded Children, an organization incorporated under the Oregon non-profit corporation statutes, to plan, coordinate programs and represent the mentally retarded in Multnomah County. See Attachments 4 and 4A.

MARC has responsibility for:

- a) Awareness of the nature and quality of institutional and community services for mentally retarded children and adults.
- b) Information and referral.
- c) State and Federal legislative activities.
- d) Formation of parent and professional groups, concerned with the mentally retarded.
- e) Promotion of services, programs, and facilities for the mentally retarded.

Policy for MARC is determined by a Board of Directors, responsible to the membership of the MARC Association. Membership in the Association is by payment of yearly dues. In addition, MARC has fostered area-wide, informal meetings. The STAR Parents' Association is the outgrowth in Model Cities of one such area group. In the MNA, MARC has been responsible for the administration of a range of services, coordinated under an "umbrella" concept. The project has been operating as such, in the MNA, as the MARC Umbrella.

The STAR Parents' Association is still an informal group although they already have achieved a set of bylaws. This Association will function as a key policy group in the implementation of this project, and will provide representation on the MARC Association.

6. <u>Resident Employment.</u>	<u>MNA</u>	<u>Non-MNA</u>	<u>Subtotal</u>
Professional	1		1
Paraprofessional	2	0	2
Clerical			
Total	<u>3</u>	<u>0</u>	<u>3</u>

7. Citizen Participation. Citizen Participation is a major focus on this project, through the participation of the STAR Parents' Association, and the utilization of a community based worker, all of whom are MNA residents. In addition it will have parent and staff representation on the Health Working Committee, which is involved in planning and review of the program.
8. Coordination. The community worker will provide coordination with groups and programs that can be relevant to the needs of its clients, including the project's own operating agency's activities: MARC; Parent Association; State Developmental Disabilities programs; MIED; Health and Social joint-working committees; Northeast Mental Health Planning Project; Albina Family and Community Services; Multi-Service Center Pediatrics, Dental and Mental Health Clinics; Albina Health Care Center; Neighborhood Facility; Park District Recreational Programs.
9. Evaluation and monitoring. This project will be subject to the evaluation and monitoring requirements as are specified in the Portland City Demonstration Agency overall Evaluation Plan and Accounting Manual. The evaluation and monitoring will be on a monthly basis. The reports will be recorded on special reporting forms supplied by the City Demonstration Agency Evaluation Unit.

Financial reimbursement, for the execution of this 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 this requirement will result in the operating agency not receiving reimbursement until the following month.

The Project Director will be responsible for monitoring and evaluating the daily operations of the program. CDA's Evaluation Department will conduct independent monitoring and evaluative activities.

Output measures will include:

- \_\_\_\_ Employment information of staff by race, sex, MNA residency and professional status
- \_\_\_\_ Maintenance of records and reports for CDA review
- \_\_\_\_ Number of staff providing support services to STAR Parents Association
- \_\_\_\_ Number of staff hours spent providing support services to STAR Parents Association
- \_\_\_\_ Number of staff hours spent in liaison work with agencies, groups and organizations concerning services to mentally retarded MNA residents and families
- \_\_\_\_ Number of staff hours spent recruiting volunteers for this project
- \_\_\_\_ Number of volunteers recruited by race and MNA residency
- \_\_\_\_ Number of volunteer hours contributed
- \_\_\_\_ Type of volunteer services provided



- \_\_\_\_\_ Number of STAR Parents Association meetings and attendance
- \_\_\_\_\_ Number of MNA parents with mentally retarded children with membership in STAR Parents Association
- \_\_\_\_\_ Narrative statement of major issues identified by staff and STAR Parents Association and proposed solutions planned in response to issues
- \_\_\_\_\_ Number of meetings attended by staff with other agencies, groups and organizations concerning mental retardation problems in the MNA
- \_\_\_\_\_ Narrative statement of major issues identified by staff and agencies, groups and organizations and actions planned and implemented to provide services
- \_\_\_\_\_ Number of individual cases involving liaison work with service agencies
- \_\_\_\_\_ Number of MNA residents and families with mentally retarded children receiving services from other agencies
  
- \_\_\_\_\_ Provide copy of educational recreational program plan
- \_\_\_\_\_ Number of educational and recreational activities implemented
- \_\_\_\_\_ Number of staff hours spent in planning educational and recreational activities
- \_\_\_\_\_ Number of staff hours spent in supervising educational and recreational activities implemented
- \_\_\_\_\_ Number of mentally retarded persons participating in educational program, by race, age, sex
- \_\_\_\_\_ Number of mentally retarded persons participating in recreational program, by race, age, sex
  
- \_\_\_\_\_ Number of mentally retarded persons receiving transportation services
- \_\_\_\_\_ Frequency of use by mentally retarded persons
- \_\_\_\_\_ Number of volunteers providing transportation services and number of volunteer hours
- \_\_\_\_\_ Type of use of transportation service (to and from school, medical appointments, shopping, field trips, etc.)

10. Continued Planning. There will be vigorous efforts to develop and to stabilize this project as a community based and controlled operation, relating also to allied groups that will strengthen its ability to serve the needs of the labeled mentally retarded and their families.

#### D. PROJECT SUMMARY

This project will provide for a Community Worker, under Multnomah Association for Retarded Children as the operating agency, in addition to education activities center and a transportation component. The project would, thus, represent a continued commitment to a community based and centered approach in serving the mentally retarded, those so designated and their facilities, who live within the MNA.

The project advocates, coordinates with relevant programs for the mentally retarded, and gives staff support and development to the STAR

Parent's group which now exists within the community providing the best base upon which a program can remain responsive to its community.

E. ATTACHMENTS

- 1 - Signature letter
- 2 - Timetable
- 3 - Job descriptions
- 4 - Organizational chart and MARC Board
- 5 - Educational Activities Program

F. BUDGET. Forms CDA-091A, 092A and 093A follow attachment 5 to this proposal.

1. Previous Application. This project has been funded with Model Cities supplemental funds since September, 1971. In prior years it also received support from HEW, MIED, and other local sources. The current revised project will depend upon HUD funding, supplemented by local UGN monies.
2. Maintenance of Effort. This project represents a continued commitment to a community focused program in mental retardation services. To insure ties with the Metro Portland Community, it remains operative under MARC, also planning to strengthen local commitments to these efforts as well as support from sources that would have responsibility for mental retardation programs.

Organizations of  
parents and friends,  
to help all  
the mentally retarded,  
wherever they are,  
regardless of race,  
color, creed or age

MULTNOMAH



CLACKAMAS

**ASSOCIATIONS FOR RETARDED CHILDREN**

718 W. Burnside - Portland, Oregon 97209 - 223-7279

May 23, 1973

Walter Fuhrer  
Executive Director

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

Dear Mr. Raubeson:

This letter is to verify my authority to sign a contract from  
MARC with the City of Portland for Model City Funds.

Sincerely yours,

Mr. Walter Fuhrer

Attachment #1

WF/mer

Retarded  
Children  
CAN Be  
Helped!





## POSITION DESCRIPTIONS

### 1) Community Worker

This position is primarily one of outreach with the families concerned about mental retardation and involved in or with the STAR Parents' Association.

The community worker is the staff support individual to this group and will work closely with its members, helping them develop their organization and program.

In addition the community worker maintains a working relationship with the MARC Executive Director, helping the Parents' Group bring to the operating agency, the particular community issues they expect MARC to support and augment.

The position calls for an individual who is warm, outgoing, able to work effectively with others in cooperative team position. Interest in and some knowledge of mental retardation issues is important, as well as an ability to express oneself clearly.

### 2) Teacher-Supervisor

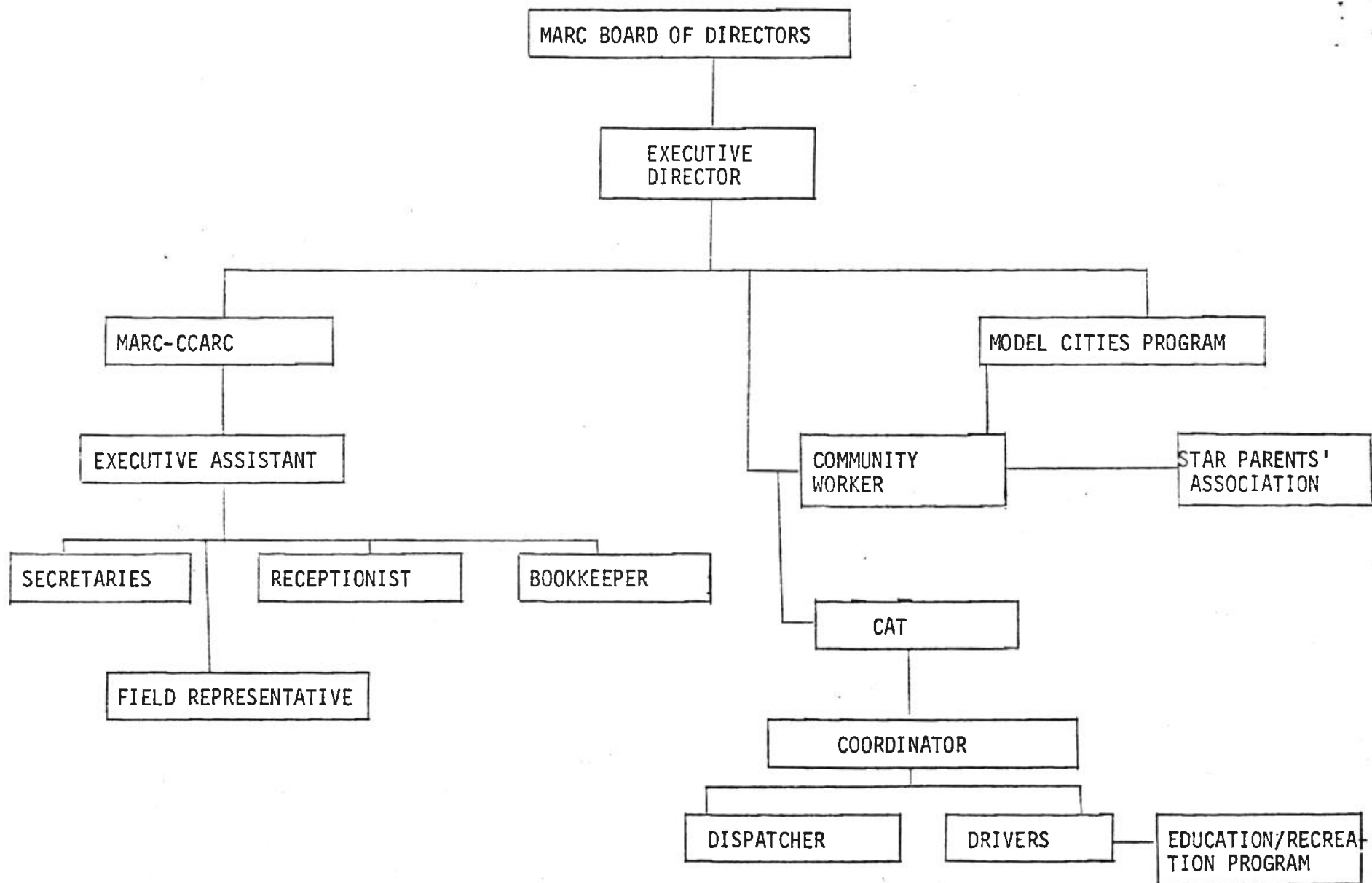
This position calls for an individual knowledgeable about educational and recreational programming in special education who can work with a team including parents, volunteers, and the community worker, in planning, developing and implementing a specific educational/recreational program, based in an educational-activities center and also extending into the community in terms of field trips, use of the park facilities, and other that may be available and appropriate.

This individual should have a BA or equivalent degree in education with evidence of knowledge of curriculum material in special education.

### 3) Driver

This individual will specifically be responsible for transportation of the individuals involved in the Educational Activities Center. It will include transporting individuals who need this service to and from the center, and field trips that are part of the program.

The dispatcher-driver will work as a part of the Coordinated Association of Transportation program so that the specific transportation needs of this project can be coordinated with the overall transportation scheduling.



PROPOSED ORGANIZATIONAL CHART  
MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN  
January 1973

MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN  
Member Agency - United Good Neighbors

204 Community Service Center Bldg.  
Telephone: 223-7279

718 West Burnside  
97209

BOARD OF DIRECTORS 1972 - 1973

Title	Name	Address	Phone	
			Office	Home
President	Edward C. Stalder, Jr. * Alpine Veneers, Inc.	2155 S.W. Edgewood Rd. (01) 522 S.W. 5th Yeon Building (04)	223-2274  221-0440	
1st Vice President	Robert E. Cassidy Hennessey, Goetsch & McGee, funeral directors	* 3641 N. E. Couch (32) 210 N. W. 17th (09)		234-8696 227-1453
2nd Vice President	Mrs. Lloyd Babler, Jr. (Patti)	5249 S.E. 35th Ave. (02)		775-0736
Treasurer	Clarence A. Jones, Asst. Auditor U.S. National Bank	P. O. Box 4412 (08)	225-5025	254-9675
Secretary	Miss Arlene Anderson 603 S. E. 153rd Ave. Portland, Ore. (33)	Home telephone: 252-4369		
Immed. Past President	Dr. James C. Caughlan	2815 S.W. Sunset Blvd. (01)		246-5715

DIRECTORS AT LARGE

Terms of Office	Name	Address	Phone
2	James Clark	5630 S.W. Windsor Ct. (21)	292-5793 292-6683
3	Judge Charles S. Crookham Circuit Court Room 420 Multnomah County Court House, 1021 S.W. Fourth (04)		248-3198
3	Rev. Rozell Gilmore * Chaplain's Office Emanuel Hospital	3909 N. Overlook Terrace (27) 2801 No. Gantenbein (27)	284-2656 280-4151
3	Mrs. Ray Victor Grewe (Chloris)	4306 S. W. Arthur Way (21)	222-4984

SOCIAL RECEIVED MAY 22 1973

Page Two - Directors at Large (Continued)

<u>Terms of Office</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	
			<u>Office</u>	<u>Home</u>
2	Dr. John S. Gullikson * Crippled Children's Div. U. of O. Medical School	5313 S. W. 19th Dr. (01) 707 S.W. Gaines Rd. (01)	225-8330 <del>228-9181</del>	246-6761
1	Dr. Robert E. Hughley Child Service Center	220 N.E. Beech St. (12)	288-5361; ext. 31	65
2	Mrs. LaWanna Judy	7631 S. E. Thompson Rd. Milwaukie, Ore. 97222	Home: 659-0653	
2	Tom Driscoll, Trust Officer Bank of California -----	407 S. W. Broadway Portland 97205	Business: 225-2927	
1	Dr. James Schimschock 2800 N. Vancouver Ave.	Suite 101, Portland 97227	Office: 288-5151	
1	William R. Ward Cummings-Ward Oil Co., Inc.	* 1947 N.E. Alameda (12) 2306 S. E. Morrison (14)	284-1642 234-7571	
3	Peter V. Gonigam Clackamas Community College	19600 S. Molalla Clairmont Bldg. Oregon City 97245	Office: 656-2631 8- Ext. 202	
1	Fredric A. Verke * Attorney at Law	1940 N. W. Ramsey Dr. (29) 25th Floor 900 S. W. 5th Ave. (04)	292-6941 224-5858	
<hr/>				
<u>Executive Director</u>	Walter Fuhrer	4033 E. Burnside St. (14)	232-4791	
<u>Administrative Assistant</u>	Ethelyn Gardner (Mrs.)	2839 S.W. Greenway (01)	223-9172	
<u>Secretaries</u>	Miss Barbara Austin	2634 N. E. 13th (12)	281-4815	
	Mrs. Mildred Smith	2233 N. W. Flanders (10)	227-7127	
<u>Bookkeeper</u>	Mrs. Mary Hein	2335 S. E. 104th Dr. (16)	252-5412	
	Mrs. Mary E. Rowe			

Attachment #4b



## EDUCATION ACTIVITIES CENTER PROGRAM

The educational activities center will continue to provide program for 15 teenages and young adults (ages 16 on) who currently are involved in the Pilot Educational Program at the Albert L. Green Center, 4545 NE Garfield.

The program focuses on three general areas -

- 1) Activities of daily living such as hygiene, grooming, cooking and meal preparation, general household chores
- 2) Vocational trades training - sheltered workshop type experiences
- 3) Recreational including arts and crafts and physical education, field trips.

The teacher supervisor will, together with members of the STAR Parents' Association and the community worker, assess the appropriateness of the current program and modify or change it so that it can be relevant to the individuals who participate in it.

Attachment #5



## BUDGET SUMMARY

DATE 5-18-73

PROJECT NO. 11-07

PROJECT TITLE Mental Retardation Community Project

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	21,412	16,927
20	CONTRACTED SERVICES (INCLUDING AUDITING)	2,410	1,630
30	TRAVEL, LOCAL	300	
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	1,250	1,050
50	SPACE (INCLUDING RENOVATION)	1,200	
55	UTILITIES (INCLUDING TELEPHONE)	440	440
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)	300	300
70	INSURANCE	467	
71	MAINTENANCE OF EQUIPMENT	653	653
79	MISC. EXPENSES	370	
TOTALS		28,802	21,000

O/A APPROVAL

Walter P. Huber  
SIGNATURE & TITLE

5/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE







# BUDGET JUSTIFICATION

(CATEGORIES 20 THROUGH 79)

DATE 5-18-73

PROJECT NO. 11-07

PROJECT TITLE Mental Retardation Community Project (CDA)

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Consultation, including administrative 5% @ \$130/month x 12 months  Bookkeeping services	780  850	  1,630
40	Education materials \$70 per pupil per year x 15	1,050	1,050
55	Utilities	440	440
65	Furniture and equipment - desk and chair, file cabinet, desk lamp	300	300
71	Maintenance of bus - gas and oil	653	653



# BUDGET JUSTIFICATION

(CATEGORIES 20 THROUGH 79)

DATE 5-18-73

PROJECT NO. 11-07

PROJECT TITLE Mental Retardation Community Project (UGN)

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Consultative time 5% time @ \$130/mo x 12 mos.	780	780
30	Travel, local 3,000 miles @ \$ .10/mile	300	300
40	Office supplies and literature	200	200
50	Space - rental	1,200	1,200
70	Insurance Bus 1/3 (650)	250 217	467
79	Misc. Phone -\$25 per month x 12 months	70 300	370



# BUDGET JUSTIFICATION

(CATEGORIES 20 THROUGH 79)

DATE 5-18-73

PROJECT NO. 11-07

PROJECT TITLE Mental Retardation Community Project

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION			ITEM TOTAL	CATEGORY TOTAL
	<u>SUMMARY</u>				
	<u>Total</u>	<u>UGN</u>	<u>CDA</u>		
10	21,412	4,485	16,927		
20	2,410	780	1,630		
30	300	300	—		
40	1,250	200	1,050		
50	1,200	1,200	—		
55	440	—	440		
65	300	—	300		
70	467	467	—		
71	653		653		
79	370	370	—		
	<u>28,802</u>	<u>7,802</u>	<u>21,000</u>		

3rd year  
Extension

8-34-02 B

ORDINANCE No. 136646

An Ordinance authorizing an agreement by and between the City of Portland and the Multnomah Association for Retarded Children to provide special services to mentally retarded children of the Model City Neighborhood for the Third Action Year extension at a cost to the City of \$21,000, authorizing warrants pursuant thereto, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that pursuant to Ordinance No. 129365, the City entered into a contract with the Department of Housing and Urban Development whereby funds were made available to the City to conduct a Model City Program; that special services for mentally retarded children have been provided by the Multnomah Association for Retarded Children (MARC) as a part of the Model City Program throughout the Third Action Year; that the Director of the Model City Agency has recommended that MARC be authorized to continue providing said services throughout the balance of the Model City Program (June 16, 1973 through June 30, 1974); that an appropriate form of agreement for the balance of the Model City Program, attached to the original only hereof as Exhibit "1" and by this reference made a part hereof, provides for reimbursement to MARC for their total cost not to exceed \$21,000; that said amount of \$21,000 is available within the Model City fund; now, therefore, the Mayor and the Commissioner of Public Affairs are hereby authorized to execute on behalf of the City an agreement with the Multnomah Association for Retarded Children similar in form to Exhibit "1" attached to the original only hereof, and the Mayor and Auditor are hereby authorized to draw and deliver warrants pursuant thereto.

Section 2. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that services for the mentally retarded children of the Model Neighborhood may continue without undue delay; therefore, an emergency hereby is declared to exist and this ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council,

JUN 6 1973

RECEIVED

JUN 7 1973

*Phil Goodson*  
Mayor of the City of Portland

Commissioner Schwab  
June 1, 1973  
DCJ/MAL/at

MODEL CITIES test:

*George Zubovich*  
Auditor of the City of Portland



U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MODEL CITIES ADMINISTRATION  
SUPPLEMENTARY GENERAL CONDITIONS  
FOR CONTRACTS WITH OPERATING AGENCIES AND CONTRACTORS\*

*Exhibit B*

The following conditions take precedence over any conflicting conditions in the Contract:

SEC. 1. Restriction on Disbursements. -- No money under this Contract shall be disbursed by the Agency to any contractor except pursuant to a written contract which incorporates the applicable Supplementary General Conditions and unless the contractor is in compliance with HUD requirements with regard to accounting and fiscal matters, to the extent they are applicable.]\*\*

SEC. 100. Definitions. -- As used in this Contract:

(A) Agency means an entity, whether public or private, which has the responsibility for administering a project or activity.

(B) Area means the model neighborhood designated in the Program.

(C) Contractor means an entity, other than an Agency (except as noted in the Labor Standards Provisions) that furnishes to the City or to an Agency services or supplies (other than standard commercial supplies, office space or printing services).

(D) HUD means the Secretary of Housing and Urban Development or a person authorized to act on his behalf.

(E) Program means the Comprehensive Demonstration Program approved by HUD as the same may from time to time be amended.

SEC. 101. Records. --

(A) Establishment and Maintenance of Records. -- Records shall be maintained in accordance with requirements prescribed by HUD or the City with respect to all matters covered by this Contract. Except as otherwise authorized by HUD, such records shall be maintained for a period of three years after receipt of the final payment under this Contract.

(B) Documentation of Costs. -- All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Contract shall be clearly identified and readily accessible.

\* The conditions must be incorporated in (1) City contracts with operating agencies, (2) City contracts with contractors, (3) Operating agency contracts with contractors.

\*\* The bracketed material should be deleted in contracts with contractors.

SEC. 102. Reports and Information. -- At such times and in such forms as HUD or the City may require, there shall be furnished to HUD or the City such statements, records, reports, data and information, as HUD or the City may request pertaining to matters covered by this Contract.

SEC. 103. Audits and Inspections. -- At any time during normal business hours and as often as the City, HUD and/or the Comptroller General of the United States may deem necessary, there shall be made available to the City, HUD and/or representatives of the Comptroller General for examination all of its records with respect to all matters covered by this Contract and will permit the City, HUD and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

SEC. 104. HUD Requirements. -- Unearned payments under this Contract may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by HUD at any time; or if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is suspended or terminated.

SEC. 105. Conflict of Interest. --

(A) Interest of Members of City. -- No officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, or any other person who exercises any functions or responsibilities in connection with the Program, shall have any personal financial interest, direct or indirect, in this Contract; and the Agency shall take appropriate steps to assure compliance.

(B) [The Agency agrees that it will incorporate into every contract required to be in writing the following provision:]\*

Interest of Contractor and Employees. -- The Contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Program, has any personal financial interest, direct or indirect, in this Contract. The Contractor further covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the Model Neighborhood Area or any parcels therein, which would conflict in any manner or degree with the performance of his services hereunder. The Contract further covenants that in the performance of this Contract no person having any conflicting interest shall be employed. Any interest on the part of the Contractor or his employees must be disclosed to the Agency and the City. Provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation by residents of the area.

\* The bracketed material should be deleted in contracts with contractors.

SEC. 106. Opportunities for Residents. -- In all work made possible by or resulting from this Contract, affirmative action will be taken to ensure that residents of the model neighborhood area are given maximum opportunities for training and employment and that business concerns located in or owned in substantial part by residents of the model neighborhood are to the greatest extent feasible, awarded contracts.

SEC. 107. Discrimination Prohibited. --

(A) In all hiring or employment made possible by or resulting from this Contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin, and (2) affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. This requirement shall apply to but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices to be provided by HUD setting forth the provisions of this clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(B) No person in the United States shall, on the ground of race, color, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Contract. The Agency and each employer will comply with all requirements imposed by or pursuant to the regulations of HUD effectuating Title VI of the Civil Rights Act of 1964.

(C) The Agency hereby agrees that it will incorporate into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained pursuant to this Contract, the equal opportunity clause which is a part of the labor standard provisions attached hereto.

The Agency further agrees that it will be bound by the equal opportunity clause and other provisions of 41 CFR Chapter 60 with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the Agency so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency agrees that it will assist and cooperate actively with HUD and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish HUD and the Secretary

of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist HUD in the discharge of its primary responsibility for securing compliance.

The Agency further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order. In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the City may take any or all of the following actions: Terminate or suspend in whole or in part this Contract; refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such Agency; and refer the case to the Department of Justice for appropriate legal proceedings.

SEC. 108. Labor Standards. -- There shall be included in all construction contracts, made possible by or resulting from this Contract, with private entities the applicable labor standards provisions, if the work being carried on is not otherwise subject to provision of Federal law imposing labor standards on federally assisted construction and in the case of residential projects if the project is designed for the residential use of eight or more families.\*\*

SEC. 109. Copyrights. -- If this Contract results in a book or other copyrightable material, the author is free to copyright the work, but HUD reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted.

SEC. 110. Patents. -- Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to HUD for determination by HUD as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

SEC. 111. Political Activity Prohibited. -- None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used in the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.

SEC. 112. Lobbying Prohibited. -- None of the funds provided under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress.

\*\* The bracketed material shall be deleted in contracts involving construction, rehabilitation, alteration or repair work with private entities. The attached labor standards provisions shall be inserted in lieu of Sections 107 and 108. In contracts for such work with public entities, only sections 1 - 3 of the labor standard provisions should be included.



13626

JAN 17 1973

13921

AGREEMENT

RECEIVED

JAN 18 1973

Deputy Director

THIS AGREEMENT, entered into this 1st day of August, 1972, by and between the CITY OF PORTLAND, a municipal corporation of the State of Oregon, hereinafter referred to as "City," and the MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN, hereinafter referred to as the "Agency,"

W I T N E S S E T H:

WHEREAS, the City has entered into a contract with the United States of America to conduct a Comprehensive City Demonstration Program for a certain area (herein referred to as the Model Neighborhood) pursuant to Title I of the Demonstration Cities Metropolitan Development Act of 1966, and

WHEREAS, it is the desire of the City to establish an extensive program to provide services for mentally retarded children who reside in the Model Neighborhood, and

WHEREAS, the City has determined that these services can best be provided through a Central Administrative Agency which is experienced in the needs of mentally retarded youth, and

WHEREAS, MARC is an appropriate agency to administer said services for mentally retarded children,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICES

The Agency shall in a satisfactory and proper manner perform the duties and provide the services described in Exhibit "A," attached hereto and by this reference made a part hereof, so as to achieve the purposes and reach the beneficiaries described in Exhibit "A."

II. DURATION OF AGREEMENT

This agreement is for the period from August 1, 1972 to and including June 15, 1973.

III. COMPENSATION AND METHOD OF PAYMENT

The Agency shall be reimbursed by the City for its costs of performance hereunder, not to exceed the sum of \$17,979.

ORIGINAL DOCUMENT  
DO NOT REMOVE FROM CENTRAL FILES

- A. Such amounts as may become due to the Agency by the City because of this contract shall be paid on a monthly basis upon receipt by the City of the following:
  - 1) A written requisition for payment from the Agency; and
  - 2) Timely receipt of a properly executed report package, herewith attached as Exhibit "B" from the Agency.
- B. The requisition for payment shall be accompanied by a report to the City, in form satisfactory to the City, and shall specify the total work accomplished hereunder in the time period for which payment is requested. It shall state that such work has been completed in conformance with this agreement, and that the Agency is entitled to receive compensation therefor, and each cost shall refer to a specific budget item.
- C. Upon receipt by the City of such a requisition, the Agency shall be entitled to 100 percent of the total eligible cost, as determined by the City, for the work accomplished hereunder.
- D. In performance of this agreement, the Agency agrees not to make any expenditures unless such expenditures are provided for in Exhibit "A" (budget).
- E. Subject to efficient delivery of all services under this contract, the Agency can, whenever necessary, amend the operating budget in Exhibit "A"; provided that the full cost does not exceed the amount stated in this contract, and provided that prior approval of the amended budget by the City has been secured.
- F. Prior to disbursement of funds to the Agency or employees, the City shall receive a statement from the Agency's chief fiscal officer or its insurer, insuring that all persons handling funds received or disbursed under this contract are covered by a fidelity bond in the amount of \$3,000.
- G. Agency must furnish a policy of public liability insurance, including property damage, covering all of Agency's operations to be performed under this contract with the City of Portland, the limits of

liability under said policy to be not less than \$100,000/\$300,000 for personal injuries, including death, and \$300,000 for property damage.

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the City of Portland and all other governmental bodies having jurisdiction in the area, their officers and employees are included as additional insureds under this policy as to any claim or claims for injury to person, including death, or damage to property, resulting from or growing out of the operations of the named insured under contract with the City of Portland for administering the Mental Retardation Program as part of the Portland Model City Program.

"It is understood and agreed that this policy shall not terminate or be cancelled prior to completion of said contract without first giving thirty (30) days' written notice of intention to cancel said policy or to terminate said policy to the Auditor of the City of Portland.

"Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured."

A certificate evidencing such insurance together with the above endorsement shall be filed with the City Auditor of the City of Portland and shall be subject to the approval of the City Attorney as to the adequacy of protection.

- I. It is expressly understood and agreed that in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum sum of \$17,979 for all of the services required.

#### IV. TERMINATION

- A. This contract may be cancelled at the election of the City for any willful failure or refusal on the part of the Agency to perform faithfully the contract according to its terms.

- 1) In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Agency under this contract shall, at the option of the City, become its property; and the Agency shall be entitled to receive reimbursement for costs incurred in performance of all work satisfactorily completed hereunder.
  - 2) The Agency shall be liable to the City for damage sustained by the City by virtue of any breach of the contract by the Agency, and the City may withhold any payments to the Agency for the purpose of set-off until such time as the exact amount of damage due the City from the Agency is determined.
- B. This contract may be cancelled at the option of the Agency for any willful failure or refusal on the part of the City to perform faithfully the contract according to its terms.
- C. This contract may be cancelled at the election of the City if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is, for any reason, suspended or terminated.

V. GENERAL CONDITIONS

- A. Agency agrees to comply with the provisions of the U.S. Department of Housing and Urban Development Supplementary General Conditions for Contracts with Operating Agencies and Contractors (Exhibit "B").
- B. The term "approval by the City" means written approval by the Commissioner in charge of the Model City Program.
- C. All personal property purchased as a cost of this project shall be and remain the sole property of the City and shall carry a City identification tag.
- D. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the City, except as already authorized by Exhibit "A." Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.
- E. All statutory, charter and ordinance provisions that are applicable to public contracts in the City of Portland and the State of Oregon shall be followed.



F. Agency hereby agrees that, pursuant to Oregon Revised Statutes 279.312, Agency shall:

- 1) Make payment promptly, as due, to all persons supplying to Agency labor or material for the prosecution of the work provided for herein.
- 2) Pay all contributions or amounts due the Industrial Accident Fund from Agency or any subcontractor incurred in the performance of this contract.
- 3) Not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished hereunder.
- 4) Pay to the Department of Revenue of the State of Oregon all sums withheld from employees pursuant to ORS 316.167.

G. Agency hereby agrees that, pursuant to ORS 279.314, if Agency fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Agency or a subcontractor by any person in connection with this contract as such claim becomes due, the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Agency by reason of this contract. Agency further agrees that payment by City of such a claim shall not relieve the Agency or its surety from his or its obligation with respect to any unpaid claim.

H. Agency hereby agrees, pursuant to ORS 279.316, no person shall be employed for more than eight hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it; and in such cases the laborer shall be paid at least time and a half for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 187.010, except Veterans Day. However, when specifically agreed to under a written labor-management negotiated labor agreement, a laborer may be paid at least time and a half pay for work performed on Veterans Day or on any legal holiday specified in ORS 187.020.

I. Agency hereby agrees, pursuant to ORS 279.030, that Agency shall make promptly, as due, payment to any

person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of Agency, of all sums which the Agency agrees to pay for such services and all moneys and sums which Agency collected or deducted from the wages of its employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

IN WITNESS WHEREOF, the parties hereto have entered into this agreement by and through their authorized representatives as of the date first above written, the City acting pursuant to Ordinance No. 135758.

CITY OF PORTLAND

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Commissioner of Public Safety

MULTNOMAH ASSOCIATION FOR  
RETARDED CHILDREN

By \_\_\_\_\_  
\_\_\_\_\_ Title

By \_\_\_\_\_  
\_\_\_\_\_ Title

Approved as to form:

\_\_\_\_\_  
City Attorney

## PROJECT DESCRIPTION

CDA  
PORTLAND, OREGON

PROJECT TITLE Mental Retardation Umbrella  
 PROJECT NUMBER 11-07-00  
 PROJECT STATUS ☐ New DATE: June 16, 1972  
                   ☒ Expanded  
 OPERATING AGENCY Multnomah Association for Retarded Children  
 PLANNING COMPONENT Health  
 ADMINISTRATIVE NUMBER 1400  
 PROGRAM ACCOUNT \_\_\_\_\_  
 CITIZENS WORKING COMMITTEE Health

PROJECT FUNDING	100 % SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated		21,535	76,601	51,711.50	149,847.50
Assigned					

11/20/72  
30

## PROJECT INFORMATION

1. Operating Agency Multnomah Association for Retarded Children
2. Address 718 W. Burnside
3. Telephone 223-7279
4. Director Mr. Walter Fuhrer
5. Legal Status Private Agency (non-profit)
6. Authorized Signature Walter Fuhrer  
Agency Letter - Attachment #1
7. Dates of Contract June 16, 1972 To June 15, 1973
8. CDA Assigned Staff
  - A. Planner Beatrice L. Gilmore
  - B. Evaluator Pat Ollison

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## SUMMARY

The operating agency for this project will be the Multnomah Association for Retarded Children.

The duration of this project is for one year, June 16, 1972, through June 15, 1973.

The project will be funded in the total amount of \$149,848. The funding sources are as follows: CDA Supplemental, \$21,537; Multnomah Intermediate Education District, \$41,348; HEW Social Rehabilitation funds, \$76,600 and \$10,363 from other local funds.

In this Third Action Year, the Mental Retardation Umbrella will continue to plan, promote, cooperate with City, County, State and Federal resources to provide comprehensive services for the retarded and/or persons often labelled mentally retarded in areas of education, training, rehabilitative social services, recreation and necessary activities which will allow the person's personal and natural resources to be nurtured for development of his potential for his participation as an independent, participating and contributing citizen in the community.

Services will be provided to persons in the Model Cities Neighborhood who have been currently diagnosed, screened or evaluated as being mentally retarded or exceptional; all persons who have been incorrectly diagnosed and "labelled mentally retarded" but are not actually mentally retarded and who are disadvantaged thereby and their families. The services will be provided by contractual arrangement with Pilot Education and Project STAR.

The long-range objective of this project will be to demonstrate the need for services for mentally retarded of the Model Neighborhood with the intent to convince the State of Oregon's Department of Human Resources, the State System of Education and the Children's Services Bureau to incorporate such services into a permanent aspect of programs for the City of Portland.

The major functional elements of this project are: general administration of the project, provision of education and training and the development of effective ways to reach the mentally retarded.

## MENTAL RETARDATION UMBRELLA

### I. PURPOSE AND BENEFICIARIES

#### Purpose

To perform as an umbrella agency for mental retardation programs for transportation, training, bringing together data through research and demonstration.

#### Beneficiaries

The beneficiaries of this project will be the 85 to 100 low-income Model Neighborhood trainable mentally retarded, ages 6 and over; Model Neighborhood residents, who have been currently diagnosed, screened or evaluated as being mentally retarded or exceptional; who have been incorrectly diagnosed and "labelled mentally retarded" but are not actually mentally retarded and who are disadvantaged thereby and their families, are eligible for services of this project.

### II. CONTENT AND OPERATION

The Umbrella Agency (MARC) began operating as such in Model Cities in September, 1971. The Umbrella is presently negotiating with the State and Federal agencies, M.I.E., and East Multnomah School Districts for contracts for transportation services for all mentally retarded persons in Multnomah and Clackamas Counties.

The functional elements of the program will be performed as follows:

Function 1 - To administer projects and programs serving the mentally retarded in the Model Neighborhood

Function 2 - To develop and execute education programs for the mentally retarded of the Model Neighborhood through execution of a contract with Pilot Education

Function 3 - To develop, through a contract with Project STAR, more effective ways to reach culturally deprived and disadvantaged families and involve them in meaningful programs to obtain essential services for members of their families who may be retarded.

The key activities within each functional element are as follows:

Function 1 - To administer projects and programs serving the mentally retarded in the Model Neighborhood

Activity 1-1 Contact prospective operating agencies for potential services to Model Neighborhood mentally retarded residents and inform Model Cities Health Working Committee of the results

Activity 1-2 Monitor operating agencies by follow-up with them to see that monthly progress reports are properly developed and submitted to Model Cities

Activity 1-3 Alert operating agencies when audits must be conducted and see that said audits are completed

Activity 1-4 Develop monthly progress and budget reports for submission to Model Cities, boards, State and Federal Agencies

Function 2 - To develop and execute basic educational programs for the mentally retarded of the Model Neighborhood, 19 years of age and older, through execution of a contract with Pilot Education Program

Activity 2-1 Maintain proper staff for the education of students

Activity 2-2 Compile a list of Model Neighborhood mentally retarded in need of service and inform them of availability of services for mentally retarded

Activity 2-3 Provide instructional activity in reading, writing and arithmetic for each student according to his ability to learn

Activity 2-4 Provide motivational and recreational activities through a daily physical education class conducted by a certified Physical Education instructor and through field trips and swimming lessons.

Function 3 - To develop, through a contract with Project STAR, more effective ways to reach culturally deprived and disadvantaged families and involve them in meaningful programs to obtain essential services for members of their families who may be retarded

**Activity 3-1** Develop and demonstrate a methodology for reaching and involving low-income parents of mentally retarded by conducting parent discussion groups

**Activity 3-2** Assess existing community resources for mental retardates in terms of their delivery patterns, availability and usefulness to low-income families (according to OEO guidelines) so that relevant practices can be instituted

**Activity 3-3** Disseminate information about available programs and resources in the mentally retarded field and serve as a liaison between the low-income community and agencies serving the retardated and their families

**Activity 3-4** Assist the parents in efforts to effect some rearranging of agencies' priorities, including the sponsoring agency, with regard to programs designed to meet their needs and the rehabilitative needs of their retardation.

### **III. TIMETABLE**

This project will be for one year's duration. It will extend from August 1, 1972 through June 15, 1973. Scheduled Activity Time Chart is Attachment #2.



#### IV. FUNDING

This project will be funded at the cost of \$149,858.00.

a. HUD Supplemental	\$21,537.00
b. HEW	76,600.00
c. MIED	41,438.00
e. Other Local	10,363.00

#### V. PROJECT ADMINISTRATION

This project will continue to be executed by the Multnomah Association for Retarded Children, an organization organized under the Oregon Statutes pertaining to non-profit corporations, to plan, coordinate programs and represent the mentally retarded in Multnomah County.

MARC maintains a high and valuable status among community agencies in the promotion of services and programs, legislative activities, and working with professional and community resources. Specifically, it is designed to deliver the following services:

- a. Promote the welfare of mentally retarded children and adults in the community and state institutions
- b. Provide information and referral
- c. Implement existing legislation--State and Federal
- d. Form parent and professional groups to promote better care for the mentally retarded
- e. Serve as a catalyst and promote the establishment of services, programs and facilities for mentally handicapped/disadvantaged persons by utilizing community, State and Federal resources.

MARC is governed by a Board of Directors composed of eighteen members. The board is responsible to the membership of the MARC Association. There is minority and Model Neighborhood residents' representation on the Board.

The Executive Director of MARC is responsible for the administration of the Umbrella. He receives direction from the Board of Directors. (See Attachment #3 for Organizational Chart.)

The education component (Pilot Education) of this project will provide services during the school calendar year (September 5, 1972 to June 16, 1973). It will be directed by the Director of Pilot Education Program, Inc.

The research and demonstration component will be directed by the Director of the STAR project which is sponsored by Family Counseling Services, MARC, and Urban League of Portland. The project is scheduled to discontinue March, 1973.

## VI. COORDINATION

This project will maintain frequent contacts with organizations listed below to promote comprehensive planning and delivery of services to the mentally retarded. To further facilitate coordination, there will be representation from this project on the Mental Retardation Task Force which serves as a part of the Mental Health Subcommittee of the Model Cities Health Working Committee.

The director of MARC will represent this project through his membership on the Health Committee of the Community Council, Multnomah Intermediate Education Department Steering Committee, the Association of Sheltered Workshops and the Committee for Expansion of Community Transportation Services.

### Organizations

The President's Committee on Mental Retardation  
The President's (and Governor's) Committee for Employment of the Handicapped  
The Governor's Advisory Committee on Vocational Education  
The State Department of Human Resources.

## VII. MONITORING AND EVALUATION

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland City Demonstration Agency overall Evaluation Plan and the City Demonstration Agency accounting manual. The monitoring and evaluation will be on a monthly basis. The reports will be recorded on special reporting forms supplied by the City Demonstration Agency 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 this requirement will result in the agency not receiving reimbursement until the following month.

The following is a list of process-output measures by functional elements upon which the monitoring and evaluation of this project will be based:

Function 1--To administer projects and programs serving the mentally retarded in the Model Neighborhood

\_\_\_\_ Number of programs contacted to serve mentally retarded in the Model Neighborhood  
\_\_\_\_ Number of persons serviced by programs  
\_\_\_\_ Number of expansions of, or new, programs to better serve the mentally retarded.

Function 3--To develop and execute educational programs for the mentally retarded of the Model Neighborhood through execution of a contract with Pilot Education

☐ Number of eligible mentally retarded receiving education  
☐ Number of motivational programs and on-going programs to assure improved behavioral and communication skills.

Function 4--To develop, through a contract with Project STAR, more effective ways to reach culturally deprived and disadvantaged families and involve them in meaningful programs to obtain essential services for members of their families who may be retarded

☐ Number of methods tried  
☐ Number of contacts made to existing resources for mentally retarded  
☐ Number of parents involved in the group sessions  
☐ Number of Model Neighborhood mentally retarded children receiving improved services.

#### VIII. CITIZEN PARTICIPATION

The Citizen Participation (CP) function in the Portland City Demonstration Program includes:

Function 1--Keeping citizens informed of factors affecting their lives

Function 2--Enabling them to organize and function as an effective representative decision-making body

Function 3--Use of citizens in decision-making

Function 4--Enabling citizens to obtain employment and be part of the work force.

The Health Working Committee approved this project on January 3, 1972.

The Citizens Planning Board approved this project on April 11, 1972.

Each quarter a status report of the project will be prepared by the operating agency and submitted to the Health Working Committee for review.

## IX. RESIDENT EMPLOYMENT

All positions, which become available through this project, will be advertised in the Model Neighborhood area. Preference in employment will be given to Model Neighborhood residents.

Currently, Model Neighborhood residents are employed by the project.

City Demonstration Agency Letter #11, relative to Residential Employment, will be included as part of this project's contract for implementation.

## X. BUDGET

The budget for this project is shown by line item on the following pages.

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY**DATE June 16, 1972OPERATING AGENCY Multnomah County Association for Retarded ChildrenADDRESS 718 W. Burnside Room 204TITLE OF ACTIVITY Mental Retardation Umbrella

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☐ CITY DEPARTMENT☐ PUBLIC AGENCY☐ NEIGHBORHOOD — BASES☒ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☒ YES☐ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT.

This project was funded for the sum of \$28,104 - 9/1/71-6/15/72 by CDA

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

The sum being requested is to cover staff and operations of this project for the Third Action Year.

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

Third Action Year total funding for the Mental Retardation Umbrella is \$149,847.50  
CDA \$21,535, HEW \$76,601; MIED \$41,348.50; other local \$10,363.

REMARKS— This budget reflects the total amount of funds authorized for this project for the third action year. It is to be noted that \$3,556 has been allocated for this project under ordinance no. 134707 thus accounting for the discrepancy between the budget figure of \$21,535 and the contract amount of \$17,979.



## COMPONENT BUDGET SUMMARY

PROJECT TITLE MENTAL RETARDATION UMBRELLA

NUMBER 11-07-00

CAT CODE	CATEGORY TITLE	COMPONENTS								TOTAL BUDGET	MC SHARE %
		ADMIN.	PILOT	STAR							
10	SALARIES	1,375.50	40,875.00	83,050.00						125,300.50	
20	CONTRACT SERVICES	80.00	487.00	5,000.00						5,567.00	
30	TRAVEL, LOCAL										
35	TRAVEL OUT OF TOWN			2,148.00						2,148.00	
40	CONSUMABLE SUPPLIES		1,145.00	800.00						1,945.00	
50	SPACE	960.00	4,675.00	4,500.00						10,135.00	
55	UTILITIES	64.50	547.50	1,200.00						1,812.00	
60	FURN. & EQUIP. (RENT)	1,215.00								1,215.00	
65	FURN. & EQUIP. (PURCHASE)										
70	INSURANCE		225.00							225.00	
71	MAINT. OF EQUIP										
79	MISC. EXPENSES			1,500.00						1,500.00	
SUB-TOTAL		3,695.00	47,954.50	98,198.00						149,847.50	

### FUNDING SOURCES

FUNDING SOURCES										% OF TOT
CDA	3,695.00	6,606	11,234						21,535.00	
CAT...			76,601						76,601	✓
CAT... MIED		41,348.50							41,348.50	
OTHER			10,363						10,363.00	
TOTAL.....	3,695.00	47,954.50	98,198.00						149,847.50	

PREPARED BY

*W. J. J. J.*

DATE

11/20/72

APPROVED BY

DATE



## COMPONENT BUDGET SUMMARY

PROJECT TITLE Mental Retardation Umbrella

NUMBER 11-07

MARC - MCA Share

CAT CODE	CATEGORY TITLE	COMPONENTS							TOTAL BUDGET	MC SHARE %
		Admin.	Pilot	STAR						
10	SALARIES	1,375.50	6,606	11,234					19,215.50	
20	CONTRACT SERVICES	80.00							80.00	
30	TRAVEL, LOCAL									
35	TRAVEL, OUT OF TOWN									
40	CONSUMABLE SUPPLIES									
50	SPACE	960.00							960.00	
55	UTILITIES	64.50							64.50	
60	FURN. & EQUIP. (RENT)	1,215.00							1,215.00	
65	FURN & EQUIP. (PURCHASE)									
70	INSURANCE									
71	MAINT. OF EQUIP									
79	MISC. EXPENSES									
SUB-TOTAL		3,695	6,606	11,234					21,235.00	

FUNDING SOURCES										% OF TOT
CDA										
CAT....										
CAT....										
OTHER										
TOTAL.....										

PREPARED BY WJO

DATE 11/20/72

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY**DATE May 24, 1972OPERATING AGENCY Multnomah County Association for Retarded ChildrenADDRESS 718 W. Burnside, Room 204TITLE OF ACTIVITY MARC Umbrella - Administration

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☐ CITY DEPARTMENT☐ PUBLIC AGENCY☐ NEIGHBORHOOD-BASES☒ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☒ YES☐ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT.

The sum of \$4,975.00 was requested for Sept. 1, 1971 to June 15, 1972

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

The sum being requested is necessary for the continuation and expansion of the project.

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

The amount of \$3,695.00 is being requested 100% from Model Cities Supplementary funds.

REMARKS—



**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY  
(PAGE 2)****BUDGET —**

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	1,375.50	1,375.50
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	80.00
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES		
50	SPACE(INCLUDING RENOVATION)	960.00	960.00
55	UTILITIES(INCLUDING TELEPHONE)	64.50	64.50
60	FURNITURE & EQUIPMENT(RENTAL)	1,215.00	1,215.00
65	FURNITURE & EQUIPMENT(PURCHASE)		
70	INSURANCE		
71	MAINTENANCE & EQUIPMENT		
79	MISC. EXPENSES		
<b>TOTALS</b>		<b>3,695.00</b>	<b>3,695.00</b>

**SUBMISSION —**\_\_\_\_\_  
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL\_\_\_\_\_  
DATE**APPROVAL —**\_\_\_\_\_  
SIGNATURE AND TITLE OF CDA OFFICIAL\_\_\_\_\_  
DATE



## PERSONNEL

DATE June 16, 1972

**OPERATING AGENCY** Multnomah County Association for Retarded Children

ADDRESS 718 W. Burnside

**TITLE OF ACTIVITY** MARC Umbrella - Administration

[illegible]



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #20 Contracted Services (Including Auditing) DATE 6/16/72

OPERATING AGENCY Multnomah County Association for Retarded Children

ADDRESS 718 E. Burnside

TITLE OF ACTIVITY MARC Umbrella - Administration

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Planning activities for mental retardation services (e.g., make contacts to further establish need services as sheltered workshops, Foster Home Care, etc.)	80.00
Total	80.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADOQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 1800 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #50 Space (Including renovation) DATE June 16, 1972

OPERATING AGENCY Multnomah County Association for Retarded Children

ADDRESS 718 W. Burnside

TITLE OF ACTIVITY MARC Umbrella - Administration

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Use of Day Camp	960.00
	960.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #55 Utilities (Including Telephone) DATE June 16, 1972

OPERATING AGENCY Multnomah County Association for Retarded Children

ADDRESS 715 W. Burnside

TITLE OF ACTIVITY MARC Umbrella - Administration

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Telephone services and long distance calls	64.50
Total	64.50

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #60 Furniture & Equipment (Rental) DATE June 16, 1972

OPERATING AGENCY Multnomah County Association for Retarded Children

ADDRESS 715 West Burnside

TITLE OF ACTIVITY MARC Umbrella - Administration

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Camping Equipment	1,215.00
Total	1,215.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY**DATE June 16, 1973OPERATING AGENCY MARC UmbrellaADDRESS 718 W. BurnsideTITLE OF ACTIVITY Pilot Education (Subcontractor Pilot Education Program,  
1624 NE Hancock)

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☐ CITY DEPARTMENT☐ PUBLIC AGENCY☐ NEIGHBORHOOD — BASES☒ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☒ YES☐ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT.

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

The sum requested is necessary for the operation of this program.

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

This project will cost \$47,954.50. \$41,348.50 will be from Multnomah Intermediate Education District and \$6,606.00 from CDA.

REMARKS—

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY  
(PAGE 2)**

BUDGET --

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 40,875.00	\$ 6,606
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	487.00	
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	1,145.00	
50	SPACE(INCLUDING RENOVATION)	4,675.00	
55	UTILITIES(INCLUDING TELEPHONE)	\$ 47.50 <del>548.00</del>	
60	FURNITURE & EQUIPMENT(RENTAL)		
65	FURNITURE & EQUIPMENT(PURCHASE)		
70	INSURANCE	225.00	
71	MAINTENANCE & EQUIPMENT		
79	MISC. EXPENSES		
<b>TOTALS</b>		\$ 47,954.50	\$ 6,606

SUBMISSION--

\_\_\_\_\_  
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL\_\_\_\_\_  
DATE

APPROVAL--

\_\_\_\_\_  
SIGNATURE AND TITLE OF CDA OFFICIAL\_\_\_\_\_  
DATE





## PERSONNEL

DATE June 16, 1972

**OPERATING AGENCY** MARC Umbrella

ADDRESS 718-H. Burnside

TITLE OF ACTIVITY	Pilot Education (Subcontractor Pilot Education Program 1624 NE Hancock)
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[illegible]



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #20 Contracted Services (Including Auditing) DATE June 16, 1972

OPERATING AGENCY MARC Umbrella

ADDRESS 718 W. Burnside

TITLE OF ACTIVITY Pilot Education (Subcontractor Pilot Education Program  
1624 NE Hancock)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Bookkeeping and Accounting	\$ 487.00
Total	\$ 487.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 1600 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #40 Consumable Supplies DATE June 16, 1972

OPERATING AGENCY MARC Umbrella

ADDRESS 718 West Burnside

TITLE OF ACTIVITY Pilot Education (Subcontractor Pilot Education Program  
1624 NE Hancock)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Estimated expenses, approximately \$25.00 per child per school year (\$25.00 x 15 children)	375.00
Normal School Supplies, such as crayons, paper	770.00
Total	1,145.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADOQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #50 Space (Including Renovation) DATE June 16, 1972

OPERATING AGENCY MARC Umbrella

ADDRESS 718 W. Burnside

TITLE OF ACTIVITY Pilot Education (Subcontractor Pilot Education Program  
1624 NE Hancock)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Classroom space \$49.21 per month for 9.5 months (average of ten students)	\$ 4,675.00
Total	\$ 4,675.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #55 Utilities (Including Telephone) DATE June 16, 1972

OPERATING AGENCY MARC Umbrella

ADDRESS 718 West Burnside

TITLE OF ACTIVITY Pilot Education (Subcontractor Pilot Education Program  
1624 NE Hancock)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Electricity, Water, Heat	<del>\$548</del> 547 <sup>50</sup>
Total	\$548

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #70 Insurance

DATE June 16, 1972

OPERATING AGENCY MARC Umbrella

ADDRESS 718 West Burnside

TITLE OF ACTIVITY Pilot Education (Subcontractor Pilot Education Program  
1624 NE Hancock)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Fidelity Bond Insurance	\$ 60.00
Liability Insurance	165.00
Total	\$ 225.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 160 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY**DATE June 16, 1972OPERATING AGENCY MARC UmbrellaADDRESS 718 W. BurnsideTITLE OF ACTIVITY Project STAR (Subcontractor Urban League, 718 W. Burnside Room 404)

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☐ CITY DEPARTMENT☐ PUBLIC AGENCY☐ NEIGHBORHOOD — BASES☒ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☒ YES☐ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT.

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

The amount of funds requested are necessary for the operation of this project for Third Action Year.

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

The total budget for this project is \$98,198. The sum of \$11,234. is requested from CDA to apply toward the local match. Federal Match is \$76,601, Local Match from other sources \$10,363.

REMARKS—

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY  
(PAGE 2)**

**BUDGET—** Project STAR - 3rd A. Y.  
8½ month budget

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	58,828	11,234
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	3,542	
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN	1,521	
40	CONSUMABLE SUPPLIES	567	
50	SPACE (INCLUDING RENOVATION)	3,187	
55	UTILITIES (INCLUDING TELEPHONE)	850	
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE		
71	MAINTENANCE & EQUIPMENT		
79	MISC. EXPENSES	1,062	11,234
<b>TOTALS</b>		69,557	11,234

**SUBMISSION—**

\_\_\_\_\_  
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

\_\_\_\_\_  
DATE

**APPROVAL—**

\_\_\_\_\_  
SIGNATURE AND TITLE OF COA OFFICIAL

\_\_\_\_\_  
DATE





## PERSONNEL

DATE 11/20/72

OPERATING AGENCY MARC Umbrella

ADDRESS 718 W. Burnside

TITLE OF ACTIVITY	Project STAR 9Subcontractor Urban League, 718 W. Burnside Room 404)
-------------------	--

[illegible]

November 8, 1971

Mr. George Yerkovich  
Auditor of the City of Portland  
City Hall  
Portland, Oregon

Dear Mr. Yerkovich:

I hand you triplicate copies of contract to provide for the supervision and administration of services for mentally retarded children in the Model Neighborhood as authorized by Ordinance No. 133588.

All copies were duly signed today, November 8, 1971, by James C. Caughlan, President and Walter Fuhrer, Executive Director, on behalf of and for the Multnomah Association for Retarded Children.

With regard to paragraph "C", page 3 of the contract, the City of Portland and its appropriate agents, including the executive director and staff of Model Cities are hereby informed that the Association possesses and holds a Commercial Blanket Bond #B-65733 dated September 8, 1971, limit of liability: \$100,000, and issued by United Pacific Insurance Company - American Federal Insurance Agency, Inc., 805 S. E. Hawthorne Blvd., Portland, Oregon, Agent (Telephone (503-234-0981) contact: Mr. Don W. Wanamaker, Vice President and member of Board of Directors, the MARC.

With regard to paragraph "H", page 3, the City of Portland and its agents and all parties in interest are hereby informed and advised that the MARC possesses and holds Comprehensive Liability Policy number CLP 122298, issued June 8, 1970 (to June 8, 1973), by the United Pacific Insurance Company, to which policy an endorsement has been issued and attached to CLP 122298, effective September 2, 1971 for the following coverages:

Bodily Injury Liability:

Automobile	\$100,000.00
Other than automobile	\$100,000.00
(Auto)-Each person	\$300,000.00 each occurrence
(Other than Auto)each person	\$300,000.00 each occurrence
	\$300,000.00 - Aggregate Products Completed Operations

Property Damage Liability:

Automobile	\$100,000.00
Other than auto-	
mobile	25,000.00
a) Each occurrence	25,000.00

Agent: American Federal Insurance Co.  
805 S. E. Hawthorne Blvd.  
Portland, Oregon

Contact: Don W. Wanamaker

We have requested American Federal Insurance Agency, by Mr. Wanamaker, to issue forthwith an endorsement to be attached to and made a part of the Comprehensive Liability Police #122298 in the language as recorded in "Notice to Contractor", and forwarded to the Insurance Agency for immediate attention with due notice to the office of the Auditor of the City of Portland, attention: Mr. George Yerkovich.

On behalf of the Board of Directors and for myself personally, I want to thank you for your assistance in the above and other matters.

Sincerely,

Walter Fuhrer  
Executive Director

cc: D. W. Wanamaker  
Andrew Raubeson  
C. Watts Yancey  
Beatrice Gilmore

DATE June 16, 1972

[illegible]

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MODEL CITIES ADMINISTRATION  
SUPPLEMENTARY GENERAL CONDITIONS  
FOR CONTRACTS WITH OPERATING AGENCIES AND CONTRACTORS\*

EXHIBIT "B"

The following conditions take precedence over any conflicting conditions in the Contract:

SEC. 1. Restriction on Disbursements. -- No money under this Contract shall be disbursed by the Agency to any contractor except pursuant to a written contract which incorporates the applicable Supplementary General Conditions and unless the contractor is in compliance with HUD requirements with regard to accounting and fiscal matters, to the extent they are applicable. ]\*\*

SEC. 100. Definitions. -- As used in this Contract:

(A) Agency means an entity, whether public or private, which has the responsibility for administering a project or activity.

(B) Area means the model neighborhood designated in the Program.

(C) Contractor means an entity, other than an Agency (except as noted in the Labor Standards Provisions) that furnishes to the City or to an Agency services or supplies (other than standard commercial supplies, office space or printing services).

(D) HUD means the Secretary of Housing and Urban Development or a person authorized to act on his behalf.

(E) Program means the Comprehensive Demonstration Program approved by HUD as the same may from time to time be amended.

SEC. 101. Records. --

(A) Establishment and Maintenance of Records. -- Records shall be maintained in accordance with requirements prescribed by HUD or the City with respect to all matters covered by this Contract. Except as otherwise authorized by HUD, such records shall be maintained for a period of three years after receipt of the final payment under this Contract.

(B) Documentation of Costs. -- All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Contract shall be clearly identified and readily accessible.

\* The conditions must be incorporated in (1) City contracts with operating agencies, (2) City contracts with contractors, (3) Operating agency contracts with contractors.

\*\* The bracketed material should be deleted in contracts with contractors.

SEC. 102. Reports and Information. -- At such times and in such forms as HUD or the City may require, there shall be furnished to HUD or the City such statements, records, reports, data and information, as HUD or the City may request pertaining to matters covered by this Contract.

SEC. 103. Audits and Inspections. -- At any time during normal business hours and as often as the City, HUD and/or the Comptroller General of the United States may deem necessary, there shall be made available to the City, HUD and/or representatives of the Comptroller General for examination all of its records with respect to all matters covered by this Contract and will permit the City, HUD and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

SEC. 104. HUD Requirements. -- Unearned payments under this Contract may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by HUD at any time; or if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is suspended or terminated.

SEC. 105. Conflict of Interest. --

(A) Interest of Members of City. -- No officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, or any other person who exercises any functions or responsibilities in connection with the Program, shall have any personal financial interest, direct or indirect, in this Contract; and the Agency shall take appropriate steps to assure compliance.

(B) [The Agency agrees that it will incorporate into every contract required to be in writing the following provision:]\*

Interest of Contractor and Employees. -- The Contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Program, has any personal financial interest, direct or indirect, in this Contract. The Contractor further covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the Model Neighborhood Area or any parcels therein, which would conflict in any manner or degree with the performance of his services hereunder. The Contract further covenants that in the performance of this Contract no person having any conflicting interest shall be employed. Any interest on the part of the Contractor or his employees must be disclosed to the Agency and the City. Provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation by residents of the area.

\* The bracketed material should be deleted in contracts with contractors.



SEC. 106. Opportunities for Residents. -- In all work made possible by or resulting from this Contract, affirmative action will be taken to ensure that residents of the model neighborhood area are given maximum opportunities for training and employment and that business concerns located in or owned in substantial part by residents of the model neighborhood are to the greatest extent feasible, awarded contracts.

SEC. 107. Discrimination Prohibited. --

(A) In all hiring or employment made possible by or resulting from this Contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin, and (2) affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. This requirement shall apply to but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices to be provided by HUD setting forth the provisions of this clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(B) No person in the United States shall, on the ground of race, color, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Contract. The Agency and each employer will comply with all requirements imposed by or pursuant to the regulations of HUD effectuating Title VI of the Civil Rights Act of 1964.

[(C) The Agency hereby agrees that it will incorporate into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained pursuant to this Contract, the equal opportunity clause which is a part of the labor standard provisions attached hereto.

The Agency further agrees that it will be bound by the equal opportunity clause and other provisions of 41 CFR Chapter 60 with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the Agency so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency agrees that it will assist and cooperate actively with HUD and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish HUD and the Secretary

of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist HUD in the discharge of its primary responsibility for securing compliance.

The Agency further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order. In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the City may take any or all of the following actions: Terminate or suspend in whole or in part this Contract; refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such Agency; and refer the case to the Department of Justice for appropriate legal proceedings.

SEC. 108. Labor Standards. -- There shall be included in all construction contracts, made possible by or resulting from this Contract, with private entities the applicable labor standards provisions, if the work being carried on is not otherwise subject to provision of Federal law imposing labor standards on federally assisted construction and in the case of residential projects if the project is designed for the residential use of eight or more families]\*\*

SEC. 109. Copyrights. -- If this Contract results in a book or other copyrightable material, the author is free to copyright the work, but HUD reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted.

SEC. 110. Patents. -- Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to HUD for determination by HUD as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

SEC. 111. Political Activity Prohibited. -- None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used in the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.

SEC. 112. Lobbying Prohibited. -- None of the funds provided under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress.

\*\* The bracketed material shall be deleted in contracts involving construction, rehabilitation, alteration or repair work with private entities. The attached labor standards provisions shall be inserted in lieu of Sections 107 and 108. In contracts for such work with public entities, only sections 1 - 3 of the labor standard provisions should be included.



OFFICE OF

AUDITOR OF THE CITY OF PORTLAND

PORTLAND, OREGON 97204

ROOM 202  
CITY HALL

COPY CERTIFICATE

STATE OF OREGON,  
County of Multnomah,  
CITY OF PORTLAND,

} ss

GEORGE YERKOVICH Auditor of the City of Portland, do hereby certify that I have compared the following copy of Ordinance No. 135758, being "An Ordinance authorizing an agreement, retroactively, by and between the City of Portland and the Multnomah Association for Retarded Children to provide Mental Retardation Programs to eligible residents of the Model Neighborhood, authorizing warrants pursuant thereto, and declaring an emergency".

with the original thereof, and that the same is a full, true and correct copy of such original ordinance No. 135758,

and of the whole thereof as the same appears on file and of record in my office, and in my care and custody.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the City of Portland affixed  
this 21st day of December, 1972

*George Yerkovich*

Auditor of the City of Portland

By

*Edna Perera*

Deputy

An Ordinance authorizing an agreement, retroactively, by and between the City of Portland and the Multnomah Association for Retarded Children to provide Mental Retardation Programs to eligible residents of the Model Neighborhood, authorizing warrants pursuant thereto, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that pursuant to Ordinance No. 129365, the City entered into a contract with the Department of Housing and Urban Development whereby funds were made available to the City to conduct a Model City Program; that a mental retardation project has been carried out by the Multnomah Association for Retarded Children as a part of the Model City Program during the Second Action Year; that it is appropriate for the Multnomah Association for Retarded Children to continue providing said services through the Third Action Year (June 16, 1972 through June 15, 1973); that an extension through July 31, 1972 of the Mental Retardation contract for the Second Action Year (Contract No. 13253) has been authorized by Ordinance No. 134707; that an appropriate form of agreement for the balance of the Third Action Year (August 1, 1972 through June 15, 1973) is attached to the original only hereof, marked Exhibit "A," and by this reference made a part hereof; that said agreement (Exhibit "A") provides for reimbursement to the Multnomah Association for Retarded Children for the total cost not to exceed \$17,979; that said amount of \$17,979 is available to the City within the Model City appropriation; now, therefore, the Mayor and the Commissioner of Public Safety are hereby authorized to execute on behalf of the City an agreement with the Multnomah Association for Retarded Children similar in form to Exhibit "A," attached to the original only hereof and by this reference made a part hereof.

Section 2. The Mayor and Auditor are hereby authorized to draw and deliver warrants pursuant to said contract on the Model City Fund (6687/399).

Section 3. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that programs for the mentally retarded in the Model Neighbor-

ORDINANCE No.

135758

hood may be continued without interruption, therefore, an emergency hereby is declared to exist, and this ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, DEC 20 1972

Commissioner Goldschmidt  
November 24, 1972  
WRS:MAL:at

*Larry A. Schrank*  
Mayor of the City of Portland  
Attest: *George Yerhovich*  
Auditor of the City of Portland

13626

1-18-73

cc: Roberts

Cherish

Sullivan

Hansen

Hyday

Official Files

1/18

RECEIVED COPY

JAN 17 1973

CF

AND

By Theresa Schaeffer  
Deputy

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

August 27, 1973

TO: Mildred Schwab  
Commissioner of Public Safety

FROM: Andrew Raubeson  
Acting-Director

SUBJECT: ORDINANCE REQUEST - PAYMENT TO TIMMY EDUCATION CENTER  
CONTRACT #12761

During the First Action Year the Timmy Education Center held contracts or extension of contracts in the amount of \$12,864. Their audit indicates that their expenditures for this period were \$12,584. However, they were only reimbursed \$12,192.34 leaving a balance due of \$391.66.

The balance due this agency is the result of additional costs not being invoiced to Model Cities because of clerical errors and because some costs related to the contract period were not accrued before June 15, 1971.

These costs were:	Personnel	\$ 22.00
	Travel	369.66
	Total	<u>\$391.66</u>

I RECOMMEND payment. In recommending payment, I might point out that the additional payment requested does not exceed their original grant and that there are enough funds available to make this payment. In order to make this payment, an ordinance is required.

AR:CC \_\_\_\_\_

cc: E. Roberts  
Bill Hall  
Audit Files  
Official Files ✓

Attachments (Pages 4,5,6 of audit)

	<u>PER CALCULATIONS</u>	<u>PER BOOKS</u>	<u>DIFFERENCE</u>
<u>Contract Period: January 1, 1971 to June 15, 1971:</u>			
	✓ <u>\$7,690.04</u>	<u>\$6,473.95</u>	<u>\$1,216.09</u>
<u>Contract Period: September 1, 1970 to December 31, 1970:</u>			
	<u>1,579.78</u>	<u>2,041.20</u>	<u>(461.42)</u>
<u>Contract Period: September 1, 1969 to August 31, 1970:</u>			
	<u>3,314.18</u>	<u>3,677.19</u>	<u>(363.01)</u>
	<u>12,584.00</u>	<u>12,192.34</u>	<u>391.66</u>
<u>Contract Period: January 1, 1971 to June 15, 1971:</u>			
Approved budget	\$7,144.00		
Actual expenses	<u>7,690.04</u>		
	\$ <u>(546.04)</u>	<u>(546.04)</u>	<u>(546.04)</u>
	<u>\$12,037.96</u>	<u>\$12,192.34</u>	<u>\$ (154.38)</u>

Based on the above figures, the Project was overpaid \$154.38, which should be refunded to the City of Portland. If a waiver is obtained for the \$546.04 budget overrun, the City would owe the Project \$391.66.

PORTLAND MODEL CITIES PROGRAM  
TICCY EDUCATIONAL CENTER

CONTRACT NUMBER 12781

SCHEDULE OF PROGRAM COSTS FOR THE PERIOD  
FROM SEPTEMBER 1, 1969 THROUGH JUNE 15, 1971

<u>Category</u>	<u>Actual Costs</u>	<u>Revised Budget</u>	<u>Overrun (Underrun)</u>
<u>Contract Period: September 1, 1969 - August 30, 1970</u>			
Personnel	<u>\$3,314</u>	<u>\$3,678</u>	\$ (364)
<u>Contract Period: September 1, 1970 - December 31, 1970</u>			
Personnel	1,580	1,522	58
Travel	<u>-0-</u>	<u>520</u>	<u>(520)</u>
	<u>1,580</u>	<u>2,042</u>	<u>(462)</u>
<u>Contract Period: January 1, 1971 - June 15, 1971</u>			
Personnel	2,191	3,190	(999)
Travel	1,970	800	1,170
Equipment	<u>3,529</u>	<u>3,154</u>	<u>375</u>
	<u>7,690</u>	<u>7,144</u>	<u>546</u>
	<u>\$12,584</u>	<u>\$12,864</u>	\$ (280)

PORTLAND MODEL CITIES PROGRAM  
TIRMY EDUCATIONAL CENTER

CONTRACT NUMBER 12781

NOTES TO SCHEDULE OF PROGRAM COSTS FROM  
SEPTEMBER 1, 1969 THROUGH JUNE 15, 1971

NOTE 1 - ORGANIZATION AND CONTRACTUAL RELATIONSHIP

The Comprehensive Mental Retardation Project was established to seek out and identify those children within the Model Neighborhood who may benefit by participation in a program of training for mentally retarded and multi-handicapped children. The training program includes, but is not limited to, mathematics, reading, speech, language development, and other skills that are deemed appropriate for self-help training and social adjustment.

Tirmy Educational Center was a participant in the overall Mental Retardation Project, under contracts with the Portland Model Cities Program for the period from September 1, 1969 through June 15, 1971 totalling \$12,864. The Portland Model Cities Program provided the Center with the 25% share of local matching funds, which were utilized to obtain grants from the Department of Health, Education and Welfare to properly conduct the training program. The Center no longer required Model Cities funding after the expiration of the contract for the period from January 1, 1971 through June 15, 1971.

NOTE 2 - METHOD OF ACCOUNTING

Accounting records of Tirmy Educational Center are maintained on a "modified cash" basis.

NOTE 3 - RECONCILIATION OF SCHEDULE OF PROGRAM COSTS WITH COSTS REPORTED  
TO THE CITY OF PORTLAND

Program costs through June 15, 1971 reported by the Project to the City of Portland	<u>\$12,192</u>
Plus: Additional costs not invoiced to Model Cities as of result of clerical errors and because some costs related to the contract period were not accrued as of June 15, 1971:	
Personnel	22
Travel	<u>370</u>
	<u>392</u>
	<u>\$12,584</u>



Multnomah Association for Retarded Children  
718 West Burnside Street  
Portland, Oregon

January 24, 1973

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

Dear Mr. Raubeson:

I have been informed that the Children's Service Division of the Department of Human Resources has agreed to release \$3,234 under the contract between that agency and the City of Portland for the Coordinated Association for Transportation project (11-10). These funds are in excess of the \$17,508 under contract between CSD and MARC. Jackie Winters has requested that these funds be directed for the use of the MARC Umbrella.

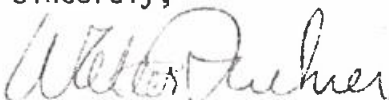
I am requesting that these funds be so used and I am requesting permission of the CDA and the Citizens Planning Board for these funds. I am enclosing a new budget for the MARC project showing the distribution of funds along with the required contract changes for us.

The MARC Board of Directors has given their approval of this budget change in theory and formal approval will be obtained if needed.

The funds will be used to cover the Administration costs for the period August 1, 1972, through June 15, 1973, as shown on the enclosed budget forms.

Your help in getting this completed will be appreciated.

Sincerely,



Walter Fuhrer  
Executive Director  
Multnomah Association for Retarded Children

WF:cfc

cc: Elvin Roberts  
Sol Peck

Enclosure

1/25  
Jackie called -  
this budget not  
valid because  
CAT budget  
was figured  
for 9 months  
then 9.5  
mo.



# CHILDREN'S SERVICES DIVISION

## DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICE BUILDING • • SALEM, OREGON • • 97310

TOM McCALL  
GOVERNOR

December 29, 1972

### DEPARTMENT OF HUMAN RESOURCES

JACOB TANZER  
Director

DIVISIONS  
Children's Services  
Corrections  
Employment  
Health  
Mental Health  
Special Programs  
Vocational Rehabilitation  
Welfare

Mr. Elvin Roberts  
Controller  
Model Cities  
5329 NE Union Avenue  
Portland, Oregon 97211

Dear Elvin:

Enclosed is the proposed CAT budget which we will use to contract with MARC. MARC has been in consultation with me on this and has accepted those items which were reduced. I'm sure MARC would appreciate it if Model Cities would direct the unprogrammed funds to them to cover the July to September period.

Please advise if a contract amendment between Children's Services Division and Model Cities is necessary. I hope not, the process of getting approval through both systems is lengthy!!

Sincerely,

*Jackie Winters*  
Jackie Winters  
Resource Mobilization Consultant

JW:rl  
Enclosure

RECEIVED

JAN 3 1973

Deputy Director



## CONTRACT CHANGE REQUEST

— FOR CDA USE ONLY —

IDENT NO. 11-07

CONTRACT NO. 13626

CHANGE NO. 2 - 3rd AY

CHANGE TYPE  
BUDGETARY ☒  
PROGRAMMATIC ☐

AGENCY MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

ADDRESS 718 West Burnside Street, Portland, Oregon

PREPARED BY Walter Fuhrer DATE 01-23-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	29,578.50	+837.50	30,416
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	+934.00	1,014
30	TRAVEL, LOCAL		+324.00	324
35	TRAVEL, OUT OF TOWN		+226.00	226
40	CONSUMABLE SUPPLIES		+130.00	130
50	SPACE (INCLUDING RENOVATION)	960.00		960
55	UTILITIES (INCLUDING TELEPHONE)	64.50	-64.50	-0-
60	FURNITURE & EQUIPMENT (RENTAL)	1,215.00	+500.00	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT		+107.00	107
79	MISC. EXPENSES		+240.00	240
TOTALS		31,898	+3,234	35,132

JUSTIFICATION:

SIGNATURE



## CONTRACT CHANGE REQUEST

—FOR CDA USE ONLY—

AGENCY MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN  
ADDRESS 718 West Burnside  
PREPARED BY Walter Fuhrer DATE 01-23-73

IDENT NO. 11-07  
CONTRACT NO. 13626  
CHANGE NO. 2- 3rd AY  
CHANGE TYPE  
BUDGETARY ☒  
PROGRAMMATIC ☐

### ADMINISTRATION

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	1,375.50	+837.50	2,213
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	+934.00	1,014
30	TRAVEL, LOCAL		+324.00	324
35	TRAVEL, OUT OF TOWN		+226.00	226
40	CONSUMABLE SUPPLIES		+130.00	130
50	SPACE (INCLUDING RENOVATION)	960.00		960
55	UTILITIES (INCLUDING TELEPHONE)	64.50	-64.50	-0-
60	FURNITURE & EQUIPMENT (RENTAL)	1,215.00	+500.00	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT		+107.00	107
79	MISC. EXPENSES		+240.00	240
TOTALS		3,695	+3,234	6,929

JUSTIFICATION:

*Walter Fuhrer Exec. Dir.*  
SIGNATURE



## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

TOTAL ALL COMPONENTS			
CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	101,916.00	30,416
20	CONTRACTED SERVICES (INCLUDING AUDITING)	5,043.00	1,014
30	TRAVEL, LOCAL	324.00	324
35	TRAVEL, OUT OF TOWN	1,747.00	226
40	CONSUMABLE SUPPLIES	1,842.00	130
50	SPACE (INCLUDING RENOVATION)	8,822.00	960
55	UTILITIES (INCLUDING TELEPHONE)	1,397.50	
60	FURNITURE & EQUIPMENT (RENTAL)	1,715.00	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	225.00	
71	MAINTENANCE OF EQUIPMENT	107.00	107
79	MISC. EXPENSES	1,302.00	240
TOTALS		124,440.50	35,132

O/A APPROVAL

William L. Lerner  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE



## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

### M A R C - A D M I N I S T R A T I O N

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	2,213	2,213
20	CONTRACTED SERVICES (INCLUDING AUDITING)	1,014	1,014
30	TRAVEL, LOCAL	324	324
35	TRAVEL, OUT OF TOWN	226	226
40	CONSUMABLE SUPPLIES	130	130
50	SPACE (INCLUDING RENOVATION)	960	960
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)	1,715	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE		
71	MAINTENANCE OF EQUIPMENT	107	107
79	MISC. EXPENSES	240	240
TOTALS		6,929	6,929

O/A APPROVAL

W. J. Anderson  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE



**BUDGET JUSTIFICATION**  
(CATEGORIES 20 THROUGH 79)

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MARC ADMINISTRATION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Planning Activities for Mental Retardation Service: Summer Program Nine-Month Program	80 934	1,014
30	3,600 miles @ .09/mile	324	324
35	Conference - Dallas, Texas, .1 person STAR Executive Meeting	226	226
40	Postage Desk and Duplicator Supplies @ 10 mos. x \$10	30 100	130
50	Use of Day Camp - Summer Program	960	960
60	Rental - Camping Equipment Summer Program Office Machines/Furniture	1,215 500	1,715
71	Summer Vehicle Maintenance: \$30/mo. x 2 mos. Gasoline @ \$23.50/mo. x 2 mos.	60 47	107
79	Telephone Services: \$24/mo. x 10 mos.	240	240





## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MARC - PILOT

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	40,875.00	6,606
20	CONTRACTED SERVICES (INCLUDING AUDITING)	487.00	
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	1,145.00	
50	SPACE (INCLUDING RENOVATION)	4,675.00	
55	UTILITIES (INCLUDING TELEPHONE)	547.50	
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	225.00	
71	MAINTENANCE OF EQUIPMENT		
79	MISC. EXPENSES		
TOTALS		47,954.50	6,606

O/A APPROVAL

William Rubin  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE





## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MARC - STAR

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	58,828	21,597
20	CONTRACTED SERVICES (INCLUDING AUDITING)	3,542	
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN	1,521	
40	CONSUMABLE SUPPLIES	567	
50	SPACE (INCLUDING RENOVATION)	3,187	
55	UTILITIES (INCLUDING TELEPHONE)	850	
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE		
71	MAINTENANCE OF EQUIPMENT		
79	MISC. EXPENSES	1,062	
TOTALS		69,557	21,597

O/A APPROVAL

*Walter J. Fisher*  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

SIGNATURE & TITLE

DATE





33-028

## CHILDREN'S SERVICES DIVISION

### DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICE BUILDING • • SALEM, OREGON • • 97310

TOM McCALL  
GOVERNOR

February 1, 1973

DEPARTMENT OF  
HUMAN RESOURCES

JACOB TANZER  
Director

DIVISIONS  
Children's Services  
Corrections  
Employment  
Health  
Mental Health  
Special Programs  
Vocational Rehabilitation  
Welfare

Mr. Elvin Roberts, Controller  
Model Cities  
5329 N. E. Union  
Portland, Oregon

Dear Elvin:

Enclosed is a copy of the proposed budget and agreement between Children's Services Division and MARC for the CAT project. Five copies of the agreement have been sent to Walter Fuhrer for his signature.

Please advise if there is any additional information you will need from CSD respecting the proposed ordinance change on the CAT budget.

To date, I have not received a copy of the signed contract for the CAT project which I returned to the City of Portland some time ago. Could you check with the City Auditors' or City Attorney's offices and see what the delay is? Thanks.

Sincerely,

Jackie Winters  
Resource Mobilization Consultant

JW:rl  
Enclosure (1)

RECEIVED  
FEB 5 1973  
MODEL CITIES

3



# CHILDREN'S SERVICES DIVISION

## DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICE BUILDING

SALEM, OREGON

97310

TOM McCALL  
GOVERNOR

February 1, 1973

DEPARTMENT OF  
HUMAN RESOURCES

JACOB TANZER  
Director

DIVISIONS  
Children's Services  
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Sincerely,

Jackie Winters  
Resource Mobilization Consultant

JW:rl  
Enclosure (1)

RECEIVED

FEB 5 1973

MODEL CITIES

PURCHASE OF SERVICE AGREEMENT  
between CHILDREN'S SERVICES DIVISION  
and MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

This Agreement, entered into this 1st day of September, 1972, by and between the Children's Services Division of the Department of Human Resources, herein jointly referred to as the "Division", and the Multnomah Association for Retarded Children, Multnomah County, Oregon, herein referred to as the "Provider".

The Division is an administrative agency created and existing under the laws of the State of Oregon and charged with the duty of administering programs and services to children and families. The Division has mentally retarded children in its program who are in need of special services in the field of transportation.

The Provider, a private, non-profit organization, incorporated under the Corporate Commission of the State of Oregon, has demonstrated its effectiveness and willingness to provide transportation services for mentally retarded children.

In consideration of the mutual promises and subject to the provisions of 45 CFR 226, all amendments thereof, any other relevant provisions of State service and operation work plans and Federal regulations, the terms of this Agreement shall commence on the 1st day of September, 1972, and terminate on the 15th day of June, 1973. In performance of the above service the Division and the Provider agree to the following:

THE PROVIDER AGREES TO:

I. Scope of Service

- A. Coordinate and plan transportation services for trainable mentally retarded children up through 18 years of age, who reside within the Portland Model Cities boundaries.
- B. Provide transportation services for 80 trainable mentally retarded children from the Model Cities neighborhood to facilities for education and training, medical and dental clinics for diagnostic and specialized treatment.
- C. Provide transportation to parents of the trainable mentally retarded children in the Model Neighborhood to group meetings in relation to mental retardation.
- D. Provide adequate and sufficient staff for maintaining the transportation program as outlined in the budget.
- E. Pay administrative costs necessary to implement the program.

II. License, Service Standards and Civil Rights Compliance

- A. Comply with all State Motor Vehicle licensing standards, and any other standards or criteria established by the Division.
- B. Comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352); and in accordance with Title VI of that Act, no person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which the Provider receives Federal financial assistance and will immediately take any measures necessary to effectuate this Agreement.



### III. Bonding and Indemnification

A. This Agreement shall not be construed to make the Provider in any sense a servant or employee of the Division. The Provider shall conduct operations as an independent contractor and shall have control over its employees and assume the following responsibilities:

1. Indemnify and defend the Division from any claim, loss, damage or expense in any manner occurring in connection with the Provider's operation under this Agreement.
2. Procure and during the term of this Agreement, shall continue to carry at the Provider's expense, public liability and property damage insurance with limits of not less than \$100,000 for injury to one person, \$300,000 for injury to two or more persons in one occurrence and \$100,000 for damage to or destruction of property. Such insurance shall be in such form, and written by such companies as may be satisfactory to the Division and shall cover all risks arising directly or indirectly out of the Provider's operation and shall protect the Provider and the Division against claims of third parties and shall include an endorsement covering the indemnification liability assumed by the Provider under this Agreement. The Provider shall deliver to the Division certificates evidencing such insurance and bearing endorsements requiring ten days' written notice to the Division prior to any change or cancellation.

#### IV. Fiscal and Program Reports

##### Program

- A. Maintain program statistical records required by the Division, and submit on Model Cities' forms on or before the 5th day of each month a program narrative and statistical report, including number of trainable mentally retarded children transported to educational and medical facilities; increase or decrease in school attendance, number of applications continued and discontinued in the transportation program; and the number of parents and families of trainable mentally retarded children transported to related mental retardation meetings.
- B. Make available for program and facilities audit by representatives of the Division, State and Federal personnel and other persons authorized by the Division, program service records, service policy and procedural issuances, job descriptions, and staff directly or indirectly involved in the provision of service.
- C. Notify the Division whenever it is unable to maintain sufficient staff, facilities, equipment, etc., that are necessary to deliver the agreed upon services, or is unable to provide the required quality or quantity of services.

##### Fiscal

- A. Maintain a daily accounting on each child and their parents receiving transportation services and submit information to the Division on the 5th day of each month for payment.

- B. Submit actual expenditure information to the Division on Model Cities' forms on the 5th day of each month.
- C. Retain invoices, statements, cancelled checks and other records , for five years after final payment to support in detail payments made for expenditures for which the Division is billed.
- D. Make available for audit by representatives of the Division, the Secretary of State's Division of Audits, the Portland City Demonstration Agency, and auditors from Federal agencies all records to be retained.

V. Sub Contracting

- A. Obtain prior written approval from the Division for assigning or sub-contracting for any of the work contemplated under this Agreement. Such assignments or sub-contracts shall be subject to such conditions and provisions as the Division may deem necessary; such prior written approval shall not be required for the purchase by the Provider of materials, supplies, equipment, and services which are incidental but necessary for the performance of the work required under this Agreement; and further no approval by the Division of any assignment or sub-contract shall be deemed in any manner an obligation on the part of the Division to exceed the total agreed upon price.

VI. Eligibility

Prescreen all applicants who contact the Provider, selecting for service under this agreement only those trainable mentally retarded children and their parents who reside within the Model Cities' boundaries.

VII. Grievances

Advise recipients of the right to present grievances about the operation of this service program and also their right to appeal denial or exclusion from the program and of his right to a fair hearing in these respects. Whenever an applicant or recipient requests a fair hearing, the Division will make arrangements to provide a hearing.

THE DIVISION AGREES TO:

Subject to the availability of Federal and Portland Model Cities' funds, pay the Provider a sum not to exceed \$70,005.00 in the following manner for expense as outlined in Exhibit A.

- A. Upon receipt of monthly claim statement, pay \$4.19 per day for each trainable mentally retarded child transported, who resides in the Portland Model Neighborhood.
- B. Will not pay costs for capital outlays including remodeling and renovation of private facilities contracted by the Provider.

The reimbursement rate is subject to review and renegotiation each quarter following an examination of actual costs as approved by the Division.

The stated amount that the Division will pay to the Provider represents the gross amount agreed upon for purchase of care less 5% set aside for purposes of monitoring, evaluation and technical assistance.

The Provider and the Division agree to consult and coordinate with each other within designated procedures regarding major programs or policy changes or other matters which affect the Provider's program or services to individual children.

This Agreement shall be effective September 1, 1972, and may be terminated at any time upon the mutual consent of both parties, or on 60 days' notice by either of the parties, or at the election of the Division in the event reimbursement to the Division from Portland City Demonstration Agency and/or Federal source is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quality of services, the obligation of the parties shall thereupon be terminated.

If the Provider fails to comply with any provision of this Agreement, the Division may at its option, cancel the Agreement.

"WHEREFORE:, the Division and the Provider have duly set their hands and affixed their seals the day and date first above written."

APPROVED:

State of Oregon, by and through  
its CHILDREN'S SERVICES DIVISION

By: \_\_\_\_\_  
Administrator

Date: \_\_\_\_\_

DEPARTMENT OF HUMAN RESOURCES

By: \_\_\_\_\_  
Director

Date: \_\_\_\_\_

EXECUTIVE DEPARTMENT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

MULTNOMAH ASSOCIATION FOR  
RETARDED CHILDREN

By: \_\_\_\_\_

Title: \_\_\_\_\_



## BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISIONADDRESS 516 Public Service Building, Salem, Oregon 97310TITLE OF ACTIVITY Coordinated Association for Transportation

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☐ CITY DEPARTMENT☒ PUBLIC AGENCY☐ NEIGHBORHOOD — BASES☐ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☐ YES☒ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT.

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

REMARKS—



# BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY (PAGE 2)

BUDGET -

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	45,218.00	11,304.00
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	2,325.00	1,238.00
30	TRAVEL, LOCAL	360.00	90.00
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	275.00	69.00
50	SPACE (INCLUDING RENOVATION)	4,585.00	1,147.00
55	UTILITIES (INCLUDING TELEPHONE)	934.00	234.00
60	FURNITURE & EQUIPMENT (RENTAL)	9,085.00	2,271.00
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	1,600.00	400.00
71	MAINTENANCE & EQUIPMENT	6,345.00	1,586.00
79	MISC. EXPENSES	150.00	38.00
TOTALS		70,880.00	18,377.00

SUBMISSION -

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE

ADDITIONAL -

SIGNATURE AND TITLE OF MCA OFFICIAL

DATE



PERSONNEL

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS: 516 Public Service Bldg., Salem, ORE 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

[illegible]





## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #20 Contracted Services (Including Audit) DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Bldg., Salem, ORE 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Bonding and Protective Services	\$ 750.00
Project Auditing	500.00
Consultant (Training of Personnel)	200.00
Adm. & Support Services @ 5% of CDA share (\$17,496)	875.00
TOTAL	\$ 2,325.00

\*FOR PERSONNEL COSTS USE PERSONNEL BUDGET CATEGORY

\*\*RECORD THE ITEM IN SUFFICIENT DETAIL TO IDENTIFY THE ACTIVITY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. THE EXAMPLE, TRAILER SPACE RENTAL FOR TWO PROFESSIONALS:



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT,  
ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #30 Travel, Local

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
3600 miles @ 10¢ per mile	\$ 360.00
TOTAL	360.00

FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\* \* \* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #40 Consumable Supplies DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Desk Supplies @ \$7.00 per mo. x 3 x 9.5	\$ 199.00
Postage @ \$8.00 per mo. x 9.5	76.00
TOTAL	\$ 275.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #50 Space (Including Renovation) DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Space Rental CAT Headquarters and Garage \$483 x 9.5 months	\$ 4,588.00
TOTAL	\$ 4,588.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #55 Utilities (Including telephone)

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, ORE 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Telephone - monthly service \$53.00 per month and long distance calls	\$ 503.00
Heat - @ \$22/mo. x 9.5 ) 209.00	
Lights - @ \$10/mo. x 9.5 ) 95.00	
Water - @ \$10/mo. x 9.5 ) 95.00	399.00
Garbage - @ \$3.50/mo. x 9.5 ) 32.00	32.00
Total	\$ 924.00

\*FOR PERSONNEL COSTS USE PERSONNEL COSTS BY CODE.

\*\*DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. (E.G., RENT, GROSS RENT, RENTAL FOR TWO PROFESSIONALS)



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT,  
ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #60 Furniture and Equipment (Rental) DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
5 buses @ 160/mo. x 9.5	7,600.00
Rental of Office Equipment - 3 desks, 3 Exec. chairs, 2 tables, 6 upright chairs, 1 adding machine, etc.	1,485.00
TOTAL	9,085.00

FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 100 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #70 Insurance

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
a - Insurance on buses yearly at \$320/bus x 5 and 1,000,000 Coverage	1,600.00
TOTAL	1,600.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #71 Maintenance of Equipment

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Gasoline - 300 gal. per mo. per vehicle x 5 = 1,500 x 9.5 mos. x .34 gal.	4,845.00
Bus Mechanical Maintenance, 5 x 300	1,500.00
TOTAL	6,345.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 130 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.





## BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT,  
ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #79 Miscellaneous Expenses

DATE \_\_\_\_\_

OPERATING AGENCY CHILDREN'S SERVICES DIVISION

ADDRESS 516 Public Service Building, Salem, Oregon 97310

TITLE OF ACTIVITY Coordinated Association for Transportation

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
State Auto Licenses for 5 buses	150.00
TOTAL	150.00

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.

05-33-02B-01

Multnomah Association for Retarded Children  
718 West Burnside Street  
Portland, Oregon

January 24, 1973

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

Dear Mr. Raubeson:

I have been informed that the Children's Service Division of the Department of Human Resources has agreed to release \$3,234 under the contract between that agency and the City of Portland for the Coordinated Association for Transportation project (11-10). These funds are in excess of the \$17,508 under contract between CSD and MARC. Jackie Winters has requested that these funds be directed for the use of the MARC Umbrella.

I am requesting that these funds be so used and I am requesting permission of the CDA and the Citizens Planning Board for these funds. I am enclosing a new budget for the MARC project showing the distribution of funds along with the required contract changes for us.

The MARC Board of Directors has given their approval of this budget change in theory and formal approval will be obtained if needed.

The funds will be used to cover the Administration costs for the period August 1, 1972, through June 15, 1973, as shown on the enclosed budget forms.

Your help in getting this completed will be appreciated.

Sincerely,



Walter Fuhrer  
Executive Director  
Multnomah Association for Retarded Children

WF:cfc

cc: Elvin Roberts  
Sol Peck

Enclosure

RECEIVED DIRECTORS OFFICE

DATE 1-25-73



# CHILDREN'S SERVICES DIVISION

## DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICE BUILDING • • SALEM, OREGON • • 97310

December 29, 1972

TOM McCALL  
GOVERNOR

DEPARTMENT OF  
HUMAN RESOURCES

JACOB TANZER  
Director

DIVISIONS  
Children's Services  
Corrections  
Employment  
Health  
Mental Health  
Special Programs  
Vocational Rehabilitation  
Welfare

Mr. Elvin Roberts  
Controller  
Model Cities  
5329 NE Union Avenue  
Portland, Oregon 97211

Dear Elvin:

Enclosed is the proposed CAT budget which we will use to contract with MARC. MARC has been in consultation with me on this and has accepted those items which were reduced. I'm sure MARC would appreciate it if Model Cities would direct the unprogrammed funds to them to cover the July to September period.

Please advise if a contract amendment between Children's Services Division and Model Cities is necessary. I hope not, the process of getting approval through both systems is lengthy!!

Sincerely,

*Jackie Winters*  
Jackie Winters  
Resource Mobilization Consultant

JW:rl  
Enclosure

RECEIVED

JAN 3 1973

Deputy Director



# CONTRACT CHANGE REQUEST

— FOR GDA USE ONLY —

IDENT NO. 11-07

CONTRACT NO. 13626

CHANGE NO. 2 - 3rd AY

CHANGE TYPE  
BUDGETARY ☒  
PROGRAMMATIC ☐

AGENCY MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

ADDRESS 718 West Burnside Street, Portland, Oregon

PREPARED BY Walter Fuhrer DATE 01-23-73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	29,578.50	+837.50	30,416
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	+934.00	1,014
30	TRAVEL, LOCAL		+324.00	324
35	TRAVEL, OUT OF TOWN		+226.00	226
40	CONSUMABLE SUPPLIES		+130.00	130
50	SPACE (INCLUDING RENOVATION)	960.00		960
55	UTILITIES (INCLUDING TELEPHONE)	64.50	-64.50	-0-
60	FURNITURE & EQUIPMENT (RENTAL)	1,215.00	+500.00	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT		+107.00	107
79	MISC. EXPENSES		+240.00	240
TOTALS		31,898	+3,234	35,132

JUSTIFICATION:

*Walter Fuhrer*  
SIGNATURE *Exec. Director*



## CONTRACT CHANGE REQUEST

— FOR CDA USE ONLY —

IDENT NO. 11-07

CONTRACT NO. 13626

CHANGE NO. 2- 3rd AY

CHANGE TYPE  
BUDGETARY ☒  
PROGRAMMATIC ☐

AGENCY MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

ADDRESS 718 West Burnside

PREPARED BY Walter Fuhrer DATE 01-23-73

### ADMINISTRATION

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	1,375.50	+837.50	2,213
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	+934.00	1,014
30	TRAVEL, LOCAL		+324.00	324
35	TRAVEL, OUT OF TOWN		+226.00	226
40	CONSUMABLE SUPPLIES		+130.00	130
50	SPACE (INCLUDING RENOVATION)	960.00		960
55	UTILITIES (INCLUDING TELEPHONE)	64.50	-64.50	-0-
60	FURNITURE & EQUIPMENT (RENTAL)	1,215.00	+500.00	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT		+107.00	107
79	MISC. EXPENSES		+240.00	240
TOTALS		3,695	+3,234	6,929

JUSTIFICATION:

SIGNATURE



## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

TOTAL ALL COMPONENTS			
CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	101,916.00	30,416
20	CONTRACTED SERVICES (INCLUDING AUDITING)	5,043.00	1,014
30	TRAVEL, LOCAL	324.00	324
35	TRAVEL, OUT OF TOWN	1,747.00	226
40	CONSUMABLE SUPPLIES	1,842.00	130
50	SPACE (INCLUDING RENOVATION)	8,822.00	960
55	UTILITIES (INCLUDING TELEPHONE)	1,397.50	
60	FURNITURE & EQUIPMENT (RENTAL)	1,715.00	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	225.00	
71	MAINTENANCE OF EQUIPMENT	107.00	107
79	MISC. EXPENSES	1,302.00	240
TOTALS		124,440.50	35,132

O/A APPROVAL

Walter L. Lohman  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE



## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MULTNOMAH ASSOCIATION FOR RETARDED CHILDREN

### M A R C - A D M I N I S T R A T I O N

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	2,213	2,213
20	CONTRACTED SERVICES (INCLUDING AUDITING)	1,014	1,014
30	TRAVEL, LOCAL	324	324
35	TRAVEL, OUT OF TOWN	226	226
40	CONSUMABLE SUPPLIES	130	130
50	SPACE (INCLUDING RENOVATION)	960	960
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)	1,715	1,715
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE		
71	MAINTENANCE OF EQUIPMENT	107	107
79	MISC. EXPENSES	240	240
TOTALS		6,929	6,929

O/A APPROVAL

*Walter Anderson*  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE





**BUDGET JUSTIFICATION**  
(CATEGORIES 20 THROUGH 79)

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MARC ADMINISTRATION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Planning Activities for Mental Retardation Service: Summer Program Nine-Month Program	80 934	1,014
30	3,600 miles @ .09/mile	324	324
35	Conference - Dallas, Texas, 1 person STAR Executive Meeting	226	226
40	Postage Desk and Duplicator Supplies @ 10 mos. x \$10	30 100	130
50	Use of Day Camp - Summer Program	960	960
60	Rental - Camping Equipment Summer Program Office Machines/Furniture	1,215 500	1,715
71	Summer Vehicle Maintenance: \$30/mo. x 2 mos. Gasoline @ \$23.50/mo. x 2 mos.	60 47	107
79	Telephone Services: \$24/mo. x 10 mos.	240	240



## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MARC - PILOT

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	40,875.00	6,606
20	CONTRACTED SERVICES (INCLUDING AUDITING)	487.00	
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES	1,145.00	
50	SPACE (INCLUDING RENOVATION)	4,675.00	
55	UTILITIES (INCLUDING TELEPHONE)	547.50	
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	225.00	
71	MAINTENANCE OF EQUIPMENT		
79	MISC. EXPENSES		
TOTALS		47,954.50	6,606

O/A APPROVAL

Walter Fisher  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
DATE





## BUDGET SUMMARY

DATE 01-23-73

PROJECT NO. 11-07

PROJECT TITLE MARC - STAR

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)	58,828	21,597
20	CONTRACTED SERVICES (INCLUDING AUXILIARY)	3,542	
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN	1,521	
40	CONSUMABLE SUPPLIES	567	
50	SPACE (INCLUDING RENOVATION)	3,187	
55	UTILITIES (INCLUDING TELEPHONE)	850	
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE		
71	MAINTENANCE OF EQUIPMENT		
79	MISC. EXPENSES	1,062	
TOTALS		69,557	21,597

O/A APPROVAL

Walter Fisher  
SIGNATURE & TITLE

1/25/73  
DATE

CDA APPROVAL

SIGNATURE & TITLE

DATE





# CONTRACT CHANGE REQUEST RECEIVED

MAY 23 1973

MODEL CITIES

AGENCY Multnomah Association for Retarded Children, Inc.

ADDRESS 714 E. 1st Ave., Portland, Oregon 97202

PREPARED BY F. E. Hein

DATE 5/22/73

—FOR COA USE ONLY—

IDENT NO. \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_

CHANGE NO. \_\_\_\_\_

CHANGE TYPE

BUDGETARY ☐  
PROGRAMMATIC ☐

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	1,375.50	104.00	1,779.50
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	635.00	715.00
30	TRAVEL, LOCAL		324.00	324.00
35	TRAVEL, OUT OF TOWN		226.00	226.00
40	CONSUMABLE SUPPLIES		130.00	130.00
50	SPACE (INCLUDING RENOVATION)	960.00		960.00
55	UTILITIES (INCLUDING TELEPHONE)	64.50	39.00	103.50
60	FURNITURE & EQUIPMENT (RENTAL)	1,215.00	500.00	1,715.00
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT		107.00	107.00
79	MISC. EXPENSES			
TOTALS		3,625.00	2,355.00	6,060.00

## JUSTIFICATION:

Additional salaries request will allow us to cover salary and fringe benefits paid out for the summer program that were not provided for. Maintenance of equipment and Miscellaneous utility expenses were also expended but not covered by original budget.

The other additional categories are to reinstate in part the expenses incurred during third action year by the Multnomah Association.

RECEIVED

MAY 24 1973

*Alberta Baker*

## MODEL CITIES

5/22/73

02/2/2018

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11-07

PROJECT NO.

PROJECT TITLE: PHC - ADMINISTRATIONRECEIVED

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MAY 23 1973

MODEL CITIES

DATE 01-22-73 5/22/73

PROJECT NO. 11-07

PROJECT TITLE HRC MINNISC VICK

QTY CO.	DESCRIPTION	UNIT PRICE	TOTAL
20	Planning Activities for Model Rehabilitation Service: Supplies Expense Kinship with Parents	30 635	715
30	3,600 Miles @ .09/mile	324	324
35	Conference - Dallas, Tex. 1 program STAR Executive Position	226	226
40	Postage Desk and Publication Supplies - 10 lbs. x \$10	30 100	130
50	Use of Day Camp - Summer Program	960	960
60	Rental - Camping Equipment for Summer Program Office Machines/Furniture	1,215 500	1,715
71	Summer Vehicle Maintenance: \$32/mo. x 2 mos. Gasoline @ 125.00/mo. x 2 mos.	60 47	107
55	Telephone Service: Long Distance calls Other Utilities for Summer program, Misc.	38 65	103

RECEIVED

MAY 23 1973

CITY OF MINNISC



Multnomah Association for Retarded Children  
713 East Burnside Street  
Portland, Oregon

RECEIVED

MAY 23 1973

MODEL CITIES

January 24, 1973

Andrew Baubason  
Public Planning  
Portland Urban Cities Agency  
5323 N. E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Baubason:

I have been informed that the Children's Service Division of the Department of Urban Resources has agreed to release \$3,234 under the contract between that agency and the City of Portland for the Coordinated Association for Transportation project (11-10). These funds are in excess of the \$17,500 under contract between CSO and MARC. Jackie Wilkins has requested that these funds be directed for the use of the MARC Library.

I am requesting that these funds be so used and I am requesting permission of the City and the Citizens Planning Board for these funds. I am enclosing a new budget for the MARC project showing the distribution of funds along with the required contract changes for us.

The MARC Board of Directors has given their approval of this budget change in theory and formal approval will be obtained if needed.

The funds will be used to cover the Administration costs for the period August 1, 1972, through June 15, 1973, as shown on the enclosed budget forms.

Your help in getting this completed will be appreciated.

Sincerely,

*Walter Fuhrer*  
Walter Fuhrer  
Executive Director  
Multnomah Association for Retarded Children

WFF:cfc

cc: Elvin Roberts  
Sol Peck

Enclosure

RECEIVED

MAY 24 1973

ADMINISTRATION

RECEIVED

MAY 23 1973

## MENTAL RETARDATION UMBRELLA

MODEL CITIES

### I. PURPOSE AND BENEFICIARIES

#### Purpose

To perform as an umbrella agency for mental retardation programs for transportation, training, bringing together data through research and demonstration.

#### Beneficiaries

The beneficiaries of this project will be the 85 to 100 low-income Model Neighborhood trainable mentally retarded, ages 6 and over: Model Neighborhood residents, who have been currently diagnosed, screened or evaluated as being mentally retarded or exceptional; who have been incorrectly diagnosed and "labelled mentally retarded" but are not actually mentally retarded and who are disadvantaged thereby and their families, are eligible for services of this project.

### II. GOAL AND OPERATION

The Umbrella Agency (IMRC) began operating as such in Model Cities in September, 1971. The Umbrella is presently negotiating with the State and Federal agencies, H.F.R., and East Multnomah School Districts for contracts for transportation services for all mentally retarded persons in Multnomah and Clackamas Counties.

The functional elements of the program will be performed as follows:

Function 1 - To administer projects and programs serving the mentally retarded in the Model Neighborhood

Function 2 - To develop and execute education programs for the mentally retarded of the Model Neighborhood through execution of a contract with Pilot Education

Function 3 - To develop, through a contract with Project STAR, more effective ways to reach culturally deprived and disadvantaged families and involve them in meaningful programs to obtain essential services for members of their families who may be retarded.

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MAY 24 1973

ADMINISTRATION

The key activities within each functional element are as follows:

Function 1 - To administer projects and programs serving the mentally retarded in the Model Neighborhood

Activity 1-1 Contact prospective operating agencies for potential services to Model Neighborhood mentally retarded residents and inform Model Cities Health Working Committee of the results

Activity 1-2 Monitor operating agencies by follow-up with them to see that monthly progress reports are properly developed and submitted to Model Cities

Activity 1-3 Alert operating agencies when audits must be conducted and see that said audits are completed

Activity 1-4 Develop monthly progress and budget reports for submission to Model Cities, Boards, State and Federal Agencies

Function 2 - To develop and execute basic educational programs for the mentally retarded of the Model Neighborhood, 19 years of age and older, through execution of a contract with Pilot Education Program

Activity 2-1 Maintain proper staff for the education of students

Activity 2-2 Compile a list of Model Neighborhood mentally retarded in need of service and inform them of availability of services for mentally retarded

Activity 2-3 Provide instructional activity in reading, writing and arithmetic for each student according to his ability to learn

Activity 2-4 Provide motivational and recreational activities through a daily physical education class conducted by a certified Physical Education instructor and through field trips and swimming lessons.

Function 3 - To develop, through a contract with Project STAR, more effective ways to reach culturally deprived and disadvantaged families and involve them in meaningful programs to obtain essential services for members of their families who may be retarded

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MAY 21 1973

ADMINISTRATION

Activity 3-1 Develop and demonstrate a methodology for reaching and involving low-income parents of mentally retarded by conducting parent discussion groups

Activity 3-2 Assess existing community resources for mental retardates in terms of their delivery patterns, availability and usefulness to low-income families (according to CBO guidelines) so that relevant practices can be instituted

Activity 3-3 Disseminate information about available programs and resources in the mentally retarded field and serve as a liaison between the low-income community and agencies serving the retarded and their families

Activity 3-4 Assist the parents in efforts to effect some reexamining of agencies' priorities, including the sponsoring agency, with regard to programs designed to meet their needs and the rehabilitative needs of their retardation.

### III. TIMETABLE

This project will be for one year's duration. It will extend from August 1, 1972 through June 15, 1973. Scheduled Activity Time Chart is Attachment #2.

RECEIVED  
MAY 24 1973  
ADMINISTRATIVE

Associations of  
Retarded Children  
of Oregon  
1100 N. E. Union Avenue  
Portland, Oregon 97211

MULTNOMAH

CLACKAMAS

ASSOCIATIONS FOR RETARDED CHILDREN

718 W. Burnside - Portland, Oregon 97209 - 223-7279

Walter Fuhrer  
Executive Director

June 12, 1973

RECEIVED RECEIVED

JUN 11 3 JUN 13 1973

Mr. Elvin Roberts, Comptroller  
Portland Model Cities  
5320 N. E. Union Avenue  
Portland, Oregon 97211

ADMINISTRATIVE MODEL CITIES

Dear Mr. Roberts:

In the matter of the MARE's (Umbrella Agency) Contract Change Request, dated May 22, 1973, and pursuant to our recent conversation, I wish to confirm and record background information in support of our request:

a) On December 23, 1972, Children's Services Division of Department of Human Resources notified you that certain administrative expenses had been disallowed under the contract between Division and MARE.

b) Conversations between representatives of Model Cities and MARE resulted in understandings whereby certain expenses incurred by MARE were eligible for reimbursement under contract with Model Cities.

c) Certain expenses under b) specifically relate to those expenses for the MARE-J-T transportation services during the summer recreation program and which services were provided at the request of Model Cities.

d) In order to provide the services under c) Model Cities concurred and permitted the use of administrative costs as set forth in contract between Model Cities and MARE, and further without transfer of and use of these administrative funds there would have been no financial provision to furnish transportation service for the 1972 summer recreation program.

e) The contract change request provides for reimbursement to MARE of administrative costs.

The request has the approval of the MARE Board of Directors.

RECEIVED

JUN 11 1973

BF: md

ADMINISTRATIVE

Yours very truly,

*Walter Fuhrer*

Walter Fuhrer  
Executive Director

Retarded  
Children  
CAN be

Organizations of  
parents and friends,  
to help all  
the mentally retarded,  
wherever they are,  
regardless of race,  
color, creed or age

MULTNOMAH



CLACKAMAS

ASSOCIATIONS FOR RETARDED CHILDREN

718 W. Burnside - Portland, Oregon 97209 - 223-7279

Walter Fuhrer  
Executive Director

May 23, 1973

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

Dear Mr. Raubeson:

The enclosed Contract Change Request is presented to you to reinstate in part the original budgetary items contained in the Mental Retardation Umbrella - Administration budget planned for the third action year. In order to accommodate Model Cities' request that a summer camping-transportation program be furnished to Model Cities M. R. residents in the months of July and August, the original budgeted items were shifted to cover these expenses.

In January we requested that the original budget be reinstated and submitted a request. To meet your allowable funds, we are now resubmitting this request, with reduced figures.

The additional salaries request (Category 10) will allow us to pick up the additional salary and fringe benefits costs that the previous budget did not cover. The Maintenance of equipment and Miscellaneous expenses were also expended but not covered by the original budget for the summer costs.

The additional Category 20, Contracted Services  
30, Local Travel  
35, Travel out of town  
40, Consumable Supplies  
60, Furniture and Equipment Rental

are included to reinstate in part the expenses incurred for Administrative costs during the third action year by Mr. Fuhrer and the Multnomah Association.

Yours truly,  
*Mary E. Hein*  
Mary E. Hein

ORIGINAL DOCUMENT  
DO NOT REMOVE FROM CENTRAL FILES

RECEIVED

MAY 23 1973

MODEL CITIES

MEH/mer

Retarded  
Children  
CAN Be  
Helped!





# CONTRACT CHANGE REQUEST RECEIVED

MAY 23 1973

MODEL CITIES

AGENCY Multnomah Association for Retarded Children, Inc.

ADDRESS 718 W. Burnside, Portland, Oregon 97209

PREPARED BY M. E. Hein

DATE 5/22/73

—FOR CDA USE ONLY—

IDENT NO. \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_

CHANGE NO. \_\_\_\_\_

CHANGE TYPE  
BUDGETARY ☐  
PROGRAMMATIC ☐

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE <sup>+</sup> <sub>-</sub>	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	1,375.50	404.00	1,779.50
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	80.00	635.00	715.00
30	TRAVEL, LOCAL		324.00	324.00
35	TRAVEL, OUT OF TOWN		226.00	226.00
40	CONSUMABLE SUPPLIES		130.00	130.00
50	SPACE (INCLUDING RENOVATION)	960.00		960.00
55	UTILITIES (INCLUDING TELEPHONE)	64.50	39.00	103.50
60	FURNITURE & EQUIPMENT (RENTAL)	1,215.00	500.00	1,715.00
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT		107.00	107.00
79	MISC. EXPENSES			
TOTALS		3,695.00	2,365.00	6,060.00

## JUSTIFICATION:

Additional salaries request will allow us to cover salary and fringe benefits paid out for the summer program that were not provided for. Maintenance of equipment and Miscellaneous utility expenses were also expended but not covered by original budget.

The other additional categories are to reinstate in part the expenses incurred during third action year by the Multnomah Association.

*M. E. Hein*

SIGNATURE

CDA-132

no att.  
OFFICE OF CITY AUDITORD-33-028  
R  
GEORGE YERKOVICH  
CITY AUDITORCITY OF PORTLAND  
OREGON

December 26, 1972

Mr. Walter Fuhrer, Executive Director  
Multnomah Association for Retarded Children  
718 W. Burnside  
Portland, Oregon 97209

Dear Mr. Fuhrer:

Please find enclosed herewith triplicate copies of agreement to provide Mental Retardation Programs to eligible residents of the Model Neighborhood as authorized by Ordinance No. 135758.

You will note in paragraph "F", page 2, that it is necessary for you to furnish a statement from your chief fiscal officer or insurer, insuring that all persons handling funds received or disbursed under this contract are covered by a fidelity bond in the amount of \$3,000.00.

In paragraph "G", page 2, the contract requires a certificate of insurance with the amounts of liability stated and the endorsement necessary. We are enclosing one copy of the contract for your bonding and insurance company's use in furnishing the bond statement and the insurance certificate.

Will you kindly have all three copies of the agreement signed by two officials of your agency and return them with the bond statement and insurance certificate to this office. The officials signing must give their titles and the bond must cover the period of the contract.

After the agreement has been signed by City officials, one copy will be returned to you.

Yours very truly,

GEORGE YERKOVICH

Auditor of the City of Portland  
By:

Chief Deputy Auditor

MS:dlh  
Encls.67-4 - AR  
EDR

RECEIVED

DEC 27 1972

Deputy Director



# portland model cities

October 16, 1972

Mr. Walter Fuhrer  
Multnomah Association for Retarded Children  
718 W. Burnside  
Portland, Oregon 97209

Dear Walter:

I am writing to notify you of an allocation action by our Citizen Planning Board that affects the MARC Umbrella Project. The Board has allocated \$10,363.00 as supplemental funding for Project STAR for the Third Action Year.

Before money is actually dispersed there will have to be a contract extension written for the MARC Umbrella Project for Third Action Year. The essential step in completing this contract extension is that of completing a program plan and line item budget for the \$10,363. This program plan will be in the Standard Model Cities format.

Sincerely,



ANDREW RAUBESON  
DEPUTY DIRECTOR

AR:ce

cc: C. Jordan  
N. Nickerson, Portland Project STAR  
Earl Long, National Project STAR  
E. Shelton Hill, Portland Urban League  
R. Rix, CHPA  
Official Files (2)

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MULTNOMAH

CLACKAMAS

ASSOCIATIONS FOR RETARDED CHILDREN

718 W. Burnside - Portland, Oregon 97209 - 223-7279

Walter Fuhrer  
Executive Director

May 23, 1973

Andrew Rambeson  
Acting Director  
Portland, Model Cities Agency  
5527 N. E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Rambeson:

The enclosed Contract Change Request is presented to you to reinstate in part the original budgetary items contained in the Mental Retardation Umbrella - Administration budget planned for the third action year. In order to accommodate Model Cities' request that a summer camp-transportation program be furnished to Model Cities M. R. residents in the months of July and August, the original budgeted items were shifted to cover these expenses.

In January we requested that the original budget be reinstated and submitted a request. To meet your allowable funds, we are now resubmitting this request, with reduced figures.

The additional salaries request (Category 10) will allow us to pick up the additional salary and fringe benefits costs that the previous budget did not cover. The Maintenance of equipment and Miscellaneous expenses were also expended but not covered by the original budget for the summer costs.

The additional Category 20, Contracted Services

- 30, Local Travel
- 35, Travel out of town
- 40, Consumable Supplies
- 60, Furniture and Equipment Rental

are included to reinstate in part the expenses incurred for Administrative costs during the third action year by Mr. Fuhrer and the Multnomah Association.

Yours truly,  
*Mary E. Klein*  
Mary E. Klein

RECEIVED

MAY 24 1973

ADMINISTRATION

WFF/ner

RECEIVED

MAY 23 1973

MODEL CITIES



## CONTRACT CHANGE ORDER

DATE 06-14-73

CONTRACT NO. 13626 CHANGE NO. 1

PROJECT NAME MENTAL RETARDATION

PROJECT NO. 11-07

OPERATING AGENCY Multnomah Association for Retarded  
Children

REQUESTER Walter Fuhrer

PROGRAMMATIC IMPACT Allocation of additional funds to Administration.  
Administration funds were used to pay for Summer transportation costs.

FINANCIAL IMPACT To provide additional funds to cover Administrative  
expenses from 06-16-72 to 06-15-73.

\_\_\_\_ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL  
BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.

X 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 X  
NO \_\_\_\_\_

APP. X DISAPP. \_\_\_\_\_

Arthur Ruben  
CDA DIRECTOR

DATE 6/15/73

\_\_\_\_\_  
MAYOR

*Contract:  
Change Request*

*Info Copies*

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

June 15, 1973

TO: Mildred Schwab  
Commissioner of Public Affairs

FROM: Andrew Raubeson  
Acting-Director

SUBJECT: ORDINANCE REQUEST 11-07 MARC

Last Summer (1972) we requested that the Multnomah Association for Retarded Children (MARC) implement a transportation service for the students during the Summer months.

The funds for this service were to come from their Administrative budget. At the time, it was felt that certain Administrative costs would be included in the Transportation contract with the State which would then become eligible for Title IVA Funds.

However, the State notified this agency that those Administrative costs which were not related to the Transportation component would be disallowed. Consequently, the contract between the State and MARC is \$2,365 less than the contract between the City of Portland and the State.

MARC has requested that the disallowed funds be allocated directly by the City in order to meet Administrative costs for the year. The request for funds was presented before the Citizens Participation Board and approved on February 20, 1973.

There is no increase in the original allocation of funds to the Mental Retardation Program for the Third Action Year, but an ordinance is necessary to reduce the contract between the State and the City. However, the contract between MARC and the City must be increased by \$2,365. This calls for approval by the Council.

Attached for your information are the necessary documents to justify the request by MARC.

AR:cc \_\_\_\_\_

Attachment

cc: E. Roberts  
G. Holliday  
Official Files ✓