

(Discussion draft)

## NEIGHBORHOOD FACILITIES (Youth)

### I. PURPOSE AND BENEFICIARIES

This project will provide a format for Model Neighborhood Youth to create its own activity programs and also benefit from services offered by government and private agencies. It is proposed to build a centrally located Neighborhood facility (with 3 to 5 satellites) primarily oriented to youth's needs and problems. The neighborhood facility would be multi-use in nature.

Essentially, the neighborhood facility would have a large assembly space (capacity 150-500), which would accommodate a whole range of activities (i.e. theatre, dance, basketball, lectures, etc.) with a number of smaller activity spaces surrounding it. The center would also contain office space for agencies offering services to youth.

The participants in this project are: The City of Portland, Oregon, the owner of the facility; C-CAP, the operating agency (and lessee) of the facility; the numerous agencies occupying space in the facility.

The target group is all Model Neighborhood youth, especially those living in parts of the Model Neighborhood which are deficient in facilities for youth.

The beneficiaries are all residents of the Model Neighborhood. Some will benefit directly from the use of the facility by themselves or their children; all residents will benefit from the increased neighborhood pride such a facility should give the Model Neighborhood.

### II. CONTENT AND OPERATION

The City of Portland will own the neighborhood facility and will lease it on a long-term basis to C-CAP. C-CAP will thus be the operating agency. As operating agency, C-CAP will assume overall responsibility for operation and maintenance of the facility. The operating agency must also quarterly report to the CDA and HUD on the activities and financial status of the facility.

The functional elements of the project are:

- 01 define activities to be contained in the facility; obtain commitments from participating agencies.
- 02 apply to HUD for planning funds under the Neighborhood Facility Grant Program.

- 03 prepare plans and specifications
- 04 apply to HUD for construction funds
- 05 construct the facility
- 06 operation of the facility

Key activities of the functional elements are:

01 define activities in the facility; obtain committments

- 01 set up youth policy board
- 02 define goals from Model Neighborhood Youth  
Recreation study and input from youth policy board
- 03 obtain committments from public/private agencies to occupy  
space in facility and provide youth services

02 Apply to HUD for planning funds (A)

- 01 CDA staff prepares application with help from City Attorney,  
City Planning Commission, etc.
- 02 Approval by: 1) working committees  
2) neighborhood associations  
3) Citizen's Planning Board  
4) City Planning Commission  
5) City Council

03 Prepare plans and specs

- 01 contract for architectural services

04 Apply for construction money (B)

- 01 CDA staff prepares an application
- 02 approval by local participants
- 03 reaffirm committments from agencies

05 Construct facility

- 01 set project out to bid
- 02 award bid
- 03 commence construction
- 04 monitor construction (supervision & inspection)

06 Operate facility

- 01 install furnishings
- f 02 hire staff
- 03 commence activities
- 04 quarterly reporting to CDA

III. TIMETABLE

In expectation that this and all other CDA projects will be approved by HUD, the CDA will proceed on preparation of a planning application to HUD as soon as Council approval is obtained (hopefully October 20, 1970). If events proceed as planned, this is the timetable:

- October 5            Submission of 2nd Action Year Plan to City Council.
- October 20          Council approval - work proceeds on application to HUD
- December 1          Application to HUD submitted.
- January 15-30       HUD approval
- Feb. 1-March 1      Detailed planning
- March 1-April 1     Preparation of application to HUD
- May 1 - 15           Approval of construction by HUD
- June 1, 1971        Construction
- November 1, 1971   Opening of facility

IV. FUNDING AND BUDGET

This project will use up to one-third Model Cities supplemental funds for construction (see attachment 1 for budgets). The other two-thirds will come from HUD Neighborhood Facilities Grants.

Operating funds and furnishings will come 100% from Model Cities supplemental funds for the first two years of the Youth Facilities operation. Thereafter, other public/private sources must be used for long-term operating expenses (i.e. UGN, Multnomah Youth Council, Park Department, schools, etc.). (See attachment 2 for operation budget).

V. PROJECT ADMINISTRATION

1. Identification of the operating agency.
2. Organization of the Neighborhood Youth Facility.

STAFFING PATTERN (paid for by operating funds)

Director - full time, in charge of: center administration; coordination of participating agencies; youth activities; fiscal reporting to the CDA, HUD and the City.

2 - Co-Director(s)

- Service Agencies Director - coordinates youth services (i.e. jobs, education, health, etc.)
- Youth Activity Director - coordinates various recreation, education activities organized by the youth, themselves.

Activity workers (part time) 4 to 12

- recreation
- drama
- education
- dance
- art
- auto mechanics

Receptionist

Secretary

Custodian/maintenance

Staff loaned by public/private agencies:

- employment services
- health (drop-in clinic)
- education counseling
- tutoring
- economic (financial counseling, loans)
- house/apartment finding
- legal services
- draft counseling

VI. COORDINATION

The Neighborhood Youth Facility itself will be a coordinator of all services and activities affecting the youth of the Model Neighborhood. The CDA has the responsibility, as designer of the project, to insure that the facility is comprehensive in its services and programs.

To insure coordination with other CDA projects, all CDA working committees will be informed about the facilities make-up; and their ideas will be solicited and included in the project. The neighborhood associations will also be solicited for their ideas and support.

The CDA and the operating agency will be responsible for coordination with all public/private agencies.

VII. MONITORING AND EVALUATION

Once the Neighborhood Youth Facility is in operation, progress will be measured by quarterly reports to the CDA. These reports will supply information asked by the Process Output Measures of the Functional Elements. (See attachment 3)

VIII. CITIZEN PARTICIPATION

Citizens will be involved in all phases of the planning of this facility; especially the youth, who will sit on a special policy board to determine the activity programs of the facility. Citizens will also have input through the CDA working committees, especially Recreation and Culture, also Physical Environment.

IX. RESIDENT EMPLOYMENT

All staff positions funded by CDA supplemental funds will be filled by Model Neighborhood residents.

The CDA will encourage those public/private service agencies housed in the center to hire qualified neighborhood residents where possible.

Activity	No. Spaces	Dimensions	Total \$	Capacity
Entry/display	1	20 x 30	600	
Coat storage	1	12 x 14	168	
Administration	3	12 x 10	360	
Referral service	20	12 x 10	2400	
Meeting spaces				
- small	5	12 x 10	600	
- medium	5	18 x 20	1800	
- medium/large	3	20 x 30	1800	
- large	1	45 x 60	2700	
Food preparation	1	20 x 20	400	
Recreation				
- Sauna & gym		12 x 10 & 20 x 30	720	
Lavatory & dressing	2	16 x 20	640	
			12188	
Plus circulation and storage 30%			4000	
			<u>16188</u>	

Total cost:       \$30.00/sq.ft. x 16,200 sq. ft. = \$486,000.00

Cost includes:

- new construction (first class - fireproof)
- landscaping
- site

Assumptions:

- at least two stories (perhaps 3)
  - parking required @ .5 to .25 ratio (x occup)
- Size of site required for two floors @ 8000 sq. ft. each  
8000 sq. ft. = 80' x 100'       building area
- Site must be at least 150' x 150' if not 200' x 150'
- Cost of site \$12,000.00 to \$25,000.00

Attachment 2

Operating Budget ( 1 Year)

1. Personnel
2. Contracted services
3. Purchase equipment
4. Consumables
5. Travel
6. Other



Attachment 3

PROCESS OUTPUT MEASURES OF THE FUNCTIONAL ELEMENTS

01 Define activities/obtain committments

\_\_\_\_\_ number of members on youth policy board  
\_\_\_\_\_ goals set by policy board  
\_\_\_\_\_ number of agencies committed to project

02 Application to HUD (A)

\_\_\_\_\_ number of man-hours spent on application  
\_\_\_\_\_ approval obtained by local authority

03 Prepare plans and specs

\_\_\_\_\_ no. of qualified architects who apply  
\_\_\_\_\_ contract for design services ( amount)  
\_\_\_\_\_ number of man-hours spent on design  
\_\_\_\_\_ number of man-hours spent on design development  
\_\_\_\_\_ number of man-hours spent on working drawings

04 Application to HUD (B)

\_\_\_\_\_ number of man-hours spent on application

05 Construct facility

\_\_\_\_\_ % of construction complete  
\_\_\_\_\_ relationship to construction staging timetable  
\_\_\_\_\_ no. of residents in construction

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET JUSTIFICATION

(Attach This Form to Each Budget for a Capital Project,  
Activity, and to the Program Administration Budget)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CITY DEMONSTRATION AGENCY

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

MC Project #3.161 - YOUTH ACTIVITIES & PLANNING  
43-01

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

C-CAP  
106 N. E. Morris Street, Portland, Oregon 97212 Phone: 287-3736

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
1. Evaluation	1120.00
2. Disbursing of funds	<u>1306.00</u>
3. Youth activities - break out	
2 Youth Centers:	
Rent - \$150.00 per month - 4 mos	\$ 600.00
Equipment \$1,000.00 per center	<u>2,000.00</u>
8 field trips:	
Bus rental \$150.00 per trip	1,200.00
-Food \$ 50.00 per trip	<u>400.00</u>
4 Summer street festivals (dance, etc)	
Music \$150 each	\$ 600.00
Publicity 50	200.00
Material, equipment rental \$250.00 ea	<u>1,000.00</u>
	<u>1,800.00</u>
TOTAL	\$6,000.00

\* 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.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PERSONNEL

(Attach This Form to Each Activity Budget Justification)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CITY DEMONSTRATION AGENCY

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

MC Project #3.161 - YOUTH ACTIVITIES & PLANNING  
43-01

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

C-CAP  
106 N. E. Morris Street, Portland, Oregon 97212

a. NUMBER OF PERSONS	b. POSITION OR TITLE	c. AVERAGE SALARY MONTH	d. PERCENT OF TIME ON UNDERTAKING	e. MONTHS TO BE EMPLOYED	f. COST (c x d x e)
1	Co-Director	400.00	50%	6 mos	2400.00
1	Co-Director	400.00	50%	6 mos	2400.00
1	Secretary	400.00	100%	6 mos	2400.00
4	Area Coordinators	550 275	100% 50%	2 mos 4 mos	4400.00 4400.00
8	Planning Assistants	250 125	100% 50%	2 mos 4 mos	4000.00 4000.00

COST OF FRINGE BENEFITS (Indicate Basis for Estimate)

TOTAL, PERSONNEL	24,000.00
Fringe Benefits 12%	2,880.00
TOTAL, PERSONNEL	26,880.00

## MONTHLY REPORT PROCEDURES

Project Status Report on Youth Planning Project  
is reported using the following forms which are furnished by CDA.

- Form 1 Project Status
- Form 2 Budget Status Report (by line items and functional elements)
- Form 3 Participant Characteristics
- Form 4 Resident Employment
- Form 5 Work Program for the Next Month
- Form 6 Project Master (Annual) Work Program

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the second day of the month following the reporting month. Form 6 is submitted prior to contract and is revised annually; therefore it need not be re-submitted every month by the operating agency. The time table submitted as attachment to the project documentation prior to contract is accepted in lieu of Form 6.

Each of the forms 1 through 5 is attached and instructions for its use is given on the back of the form.

Portland Center

Room 210 • 5329 N.E. UNION AVENUE

Phone 255-7051

Portland

OREGON 97211

*Mr. Sant*  
*Mr. Boye*  
*Mr. Herman*  
*Mr. Prane*

MONTHLY REPORT PROCEDURES

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Jerry Wolpke  
Aug 31

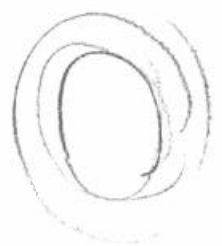
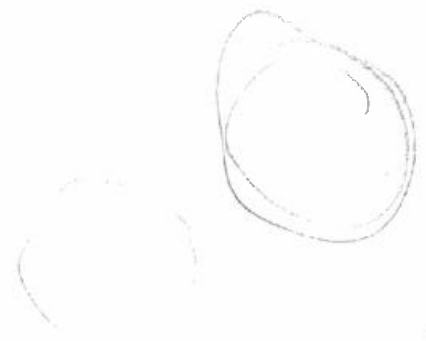
Terry Hat

John 50

20 min

~~604~~

6070  
590  
5480



PROJECT STATUS REPORT

CDA Form 1  
Portland, Oregon  
(02/70)

a-PROJECT TITLE Project XY A/C NO. cc3  
 b-OPERATING AGENCY Name 1 ORG NO. aa5  
 c-PROJECT DIRECTOR Name 2

d-PROJECT FUNCTION	e-OUTPUT MEASURE	f-TIME PERIOD	g-VALUE OF OUTPUT MEASURE		h-REMARKS
			Planned	Actual	
Function X	(a) Measure 1	Reporting Month	(a) Planned	Actual	Remarks
	(b) Measure 2	(February)	(b) Planned	Actual	Remarks
		Next Month	(a) Planned (b) Planned		
Function Y	Measure 1	Reporting Month	Planned	Actual	Remarks
		(February)			
		Next Month	Planned		

**PROJECT STATUS REPORT**

OVA Form 1  
 Portland, Oregon  
 (02/70)

a-PROJECT TITLE Youth Planning Project A/C NO. \_\_\_\_\_

b-OPERATING AGENCY Church-Community Action Program ORG NO. \_\_\_\_\_

c-PROJECT DIRECTOR Robert E. Nelson

d-PROJECT FUNCTION	e-OUTPUT MEASURE	f-TIME PERIOD	g-VALUE OF OUTPUT MEASURE		h-REMARKS
			Planned	Actual	
Planning 12 months Youth Program	a. Interview agencies serving youth	August 1-1970 August 31			a. Coordinators and youth associates evaluated existing facilities, personnel and programs. This process pointed out areas covered as well as areas of need. Most agencies were cooperative and the staff was able to develop cooperative relationships.
	b. Develop rough draft of proposal.	Sept. 1, 1970 Sept. 3, 1970			
Summer Youth Activities	Youth Festivals and parties	Aug 1, 1970 Aug 31, 1970			Two Festival-Dance were organized and supervised by staff. Up to 1,000 youth involved.
		None			Four Skating Parties held average attendance 700.  Four Plane loads of youth had a sky tour of the area.



(a) Actual this month ending August 1970

Planned for next month ending \_\_\_\_\_

(b)

				Total for Reporting Month	Project Cumulative Total
Personnel	5400.00			5400.00	8476.00
Fringe Benefits	259.00			147.64	406.64
Consultant Services	185.00			185.00	185.00
Travel	215.15			215.00	215.15
Space					
Consumable Supplies				- 0 -	193.46
Equipment				- 0 -	60.00
Other (please specify)					
A.					
B.	155.00			155.00	745.00
C.					
<b>Total</b>	<b>6,214.15</b>			<b>6,214.15</b>	<b>10,281.25</b>

(c) Total Categorical Funding - 0 -

(d) Total Supplemental Funding \$37,330

(e) Total Project Funding \$37,330

(f) Project Life Span July 1 - Dec. 31, 1970

September 3, 1970

Co-Director

[Signature]

(Date)

(Title)

(Signature)

BUDGET STATUS REPORT

(a)  Actual this month ending \_\_\_\_\_

Planned for next month ending September 1970

(b)

				Total Including Planned Month	Cumulative Including Planned Month
Personnel	3,947.00			3,947.00	11,973.00
Fringe Benefits	180.45			180.45	887.09
Consultant Services					185.00
Travel	125.00			125.00	340.15
Space					
Consumable Supplies	50.00			50.00	243.46
Equipment					60.00
Other (please specify)					745.00
A.					
B.					
C.					
Total				3,852.45	14,433.70

(c) Total Categorical Funding - 0 -

(d) Total Supplemental Funding 37,330.00

(e) Total Project Funding 37,330.00

(f) Project Life Span July 1, 1970 - December 31, 1970

(Date)

(Title)

(Signature)

CONFIDENTIAL

Model Cities Individual Participant Data Collection Form

Notice: IF YOU HAVE ALREADY FILLED IN THIS FORM BEFORE YOU  
NEED NOT FILL IN ANOTHER FOR MODEL CITIES UNTIL STATUS  
OF YOUR INFORMATION CHANGES. THANK YOU!

Part I

Planning Component \_\_\_\_\_ Period Covered \_\_\_\_\_  
Program Account \_\_\_\_\_ Date Prepared \_\_\_\_\_  
Project Title \_\_\_\_\_ Prepared By \_\_\_\_\_  
Date Received by CDA \_\_\_\_\_

Part II

Check the ones that are applicable:

\_\_\_\_\_ MNA Resident  
\_\_\_\_\_ Non-MNA Resident

Employment Status  
\_\_\_\_\_ Employed  
\_\_\_\_\_ Unemployed  
\_\_\_\_\_ Other

Annual Wage  
\_\_\_\_\_ Under \$3,000  
\_\_\_\_\_ \$3,000 - \$5,000  
\_\_\_\_\_ \$5,000 - \$8,000  
\_\_\_\_\_ \$8,000 or above

Head of Household  
\_\_\_\_\_ Only wage earner in household  
\_\_\_\_\_ One of more than one wage  
earner in household

Age  
\_\_\_\_\_ Under 1 year  
\_\_\_\_\_ 1-4  
\_\_\_\_\_ 5-9  
\_\_\_\_\_ 10-14  
\_\_\_\_\_ 15-16  
\_\_\_\_\_ 17-18  
\_\_\_\_\_ 19-21  
\_\_\_\_\_ 22-24  
\_\_\_\_\_ 25-34  
\_\_\_\_\_ 35-44  
\_\_\_\_\_ 45-64  
\_\_\_\_\_ 65+

Marital Status  
\_\_\_\_\_ Single  
\_\_\_\_\_ Married  
\_\_\_\_\_ Divorced/Separated  
\_\_\_\_\_ Other

Sex  
\_\_\_\_\_ Male  
\_\_\_\_\_ Female

Aid Status  
\_\_\_\_\_ Aid to the blind  
\_\_\_\_\_ Aid to the disabled  
\_\_\_\_\_ General Assistance  
\_\_\_\_\_ Aid to Dependent Children  
and ADCF  
\_\_\_\_\_ Old Age Assistance  
\_\_\_\_\_ Foster Care  
\_\_\_\_\_ Other

Race  
\_\_\_\_\_ Afro-American  
\_\_\_\_\_ Mexican American  
\_\_\_\_\_ American Indian  
\_\_\_\_\_ Caucasian  
\_\_\_\_\_ Other

### Instructions for CDA Form 3

This form should not contain sensitive information. If this form is filled by an individual about himself, the name of the individual must not be written on the form and this form may not be handed over to the collector personally but may be dropped at a collecting station.

If form is for a group of people such as a task force called by the operating agency for the benefit of the project, only aggregates should be reported. Breakdown should be followed as far as practicable.

The form is to be filled in two parts:

Part I Enter the Project title and date.

Part II Fill as much as information is available.

This form may be used to support local share claims. In this case Part I must be executed in full.

PORTLAND MODEL CITY PROGRAM  
 RESIDENT EMPLOYMENT REPORT

1. AGENCY: Church-Community Action Program

2. PROGRAM ACCOUNT:

3. PROJECT: Youth Planning Project

4. PERIOD COVERED: FROM August 1, 1970 - August 31, 1970

5. DATE PREPARED: September 3, 1970

6. PREPARED BY: Robert E. Nelson

7. PARTICIPANTS/BENEFICIARIES CHARACTERISTICS	8. ELEMENTS 9. Total Participants Beneficiaries	A. TYPE OF SERVICE			B. TYPE OF SERVICE		
		TOTAL A	NEW THIS MONTH B	CONTINUED FROM LAST MONTH C	TOTAL D	NEW THIS MONTH E	CONTINUED FROM LAST MONTH F
Robert E. Nelson Non MNA Non Black Professional							
Rance Spruill MNA Resident Black Professional							
Rosie Taylor MNA Resident Black Professional							
Patrick Sanderlin MNA Resident Non Black Professional							
Fred Hill MNA Resident Black Professional							
Bobbie Harris Non MNA Resident Black Professional							
Pete Regan Non MNA Resident Non Black Professional							
Julie Stedman MNA Resident Non Black Student							
Nancy Ford Non MNA Resident Non Black Student							
Dave Heikkinen Non MNA Resident Non Black Student							
Tyrone Wesley MNA Resident Black Student							
Gregory Brown MNA Resident Black Student							
Charles Channel MNA Resident Black Student							
Marilyn Davis MNA Resident Black Student							
OVER							

Instructions for CDA Form 4

1. Enter the name of your agency.
2. Omit.
3. Enter the title of the project.
4. Enter the period this report covers.
5. Enter the date of preparation of this report.
6. Type in the name of the individual preparing the report.
7. Enter the relevant characteristics, as follows:
  - MNA Resident
  - Non-MNA Resident
  - Black
  - Non-Black
  - Professional
  - Non-Professional
8. (A) Enter function.  
(B) Enter function.
9. (A), (B), (C), (D), (E), (F) Obvious.

PORTLAND MODEL CITY PROGRAM  
 PROJECT WORK PROGRAM

1. AGENCY: <u>Church-Community Action Program</u>	2. PROGRAM ACCOUNT:	
KEY - - - - - Planned _____ Actual	3. PROJECT: <u>Youth Planning Project</u>	4. PERIOD COVERED: From
5. DATE PREPARED: <u>September 3, 1970</u>		6. PREPARED BY: <u>Robert E. Nelson</u>

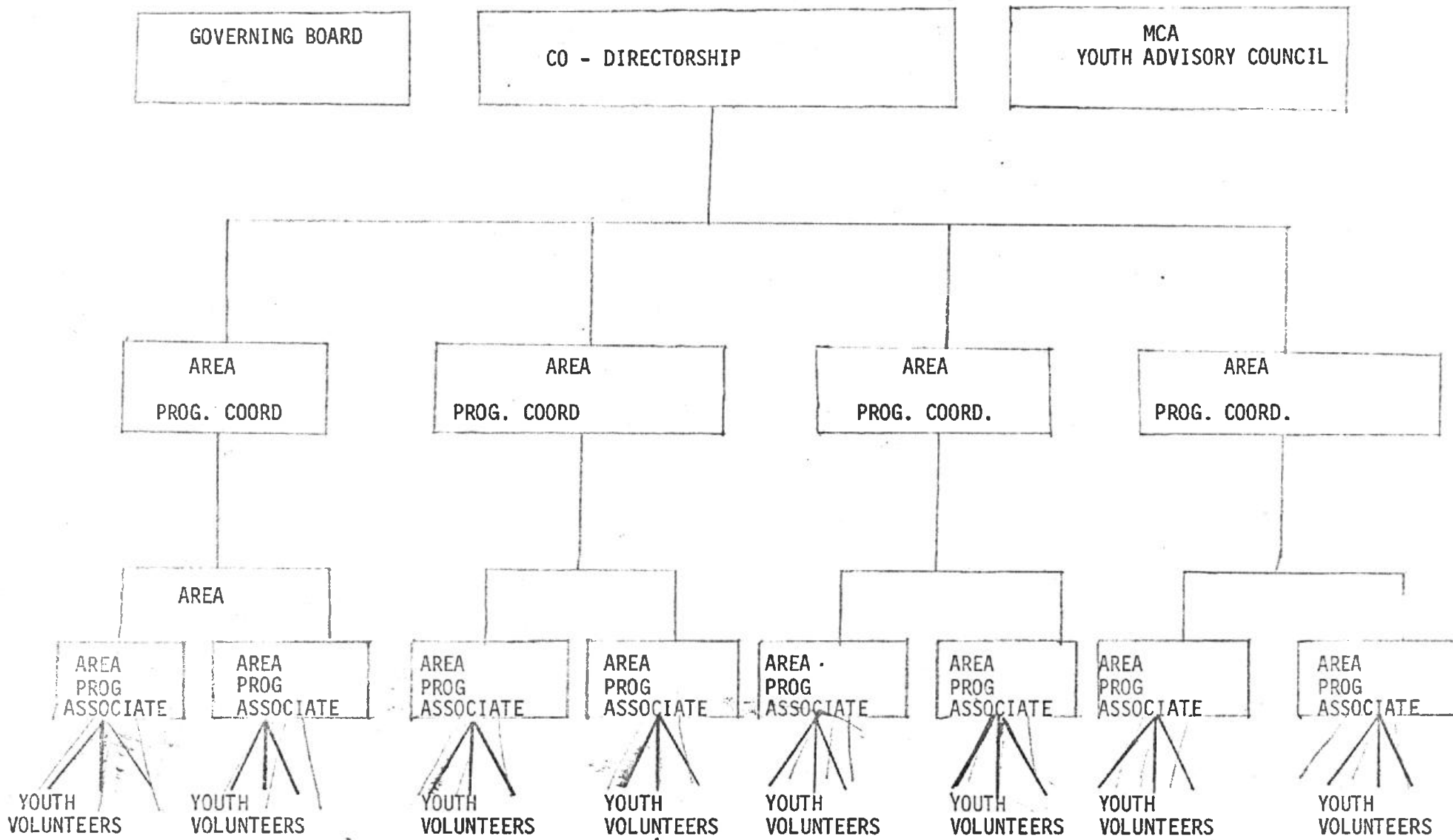
7. PROJECT ELEMENTS KEY ACTIVITIES	1st Next Month				2nd Next Month				3rd Next Month				COMMENTS  (Please attach memo)
	1	2	3	4	5	6	7	8	9	10	11	12	
Interview Agencies	_____												
Interview Individuals	_____												
Write rough draft proposal	_____												
Finalize proposal	- - - - -												
Summer Activities	_____												

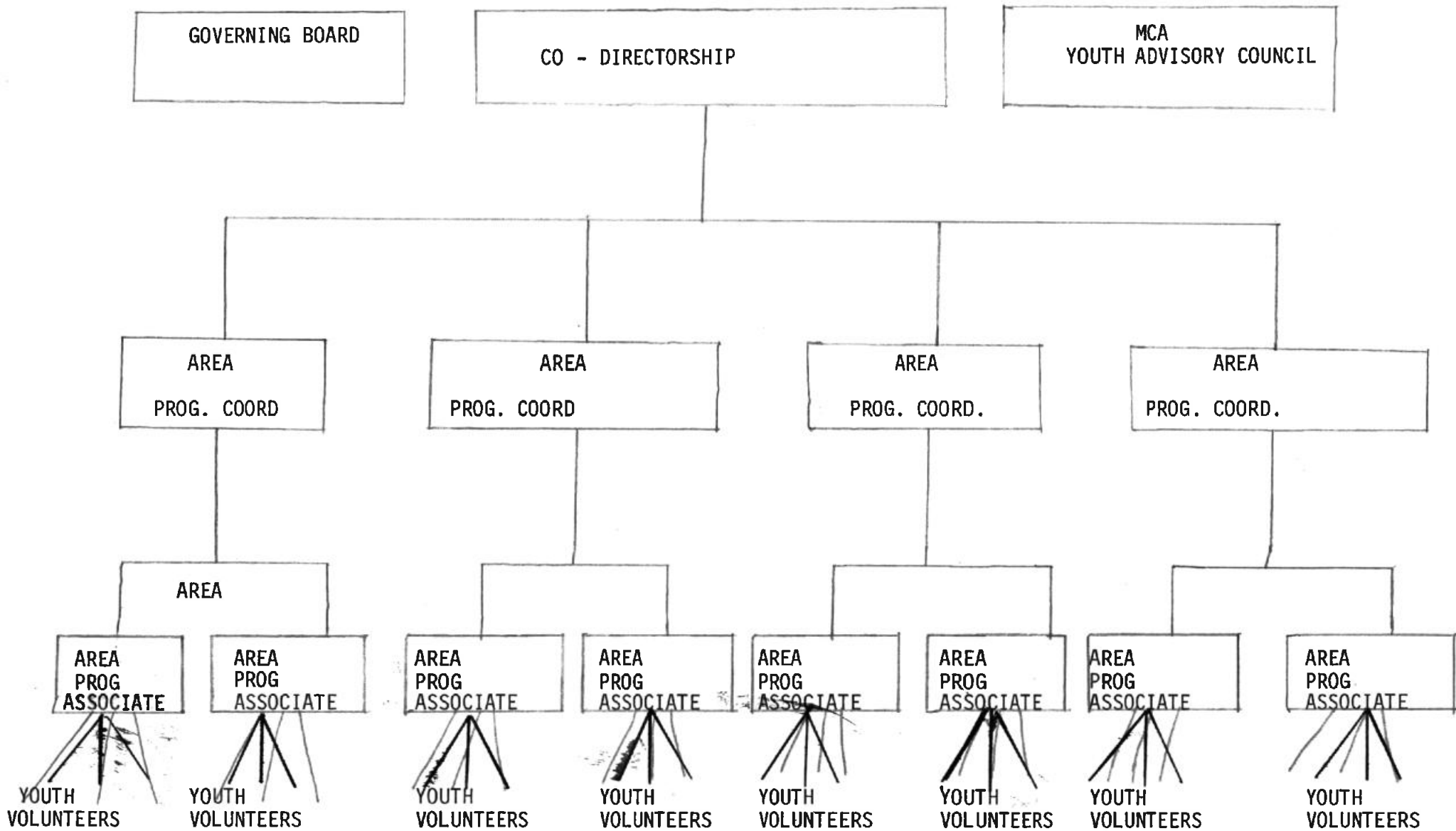
b

Instructions for CDA Form 5

The numbers represent weeks from the end of the reporting month.







CHRONOLOGICAL CORRESPONDENCE  
Between CEP/Model Cities  
Regarding Operation (3.21/3.22)

1969

- 1-Nov. 14- Letter from Mr. Gilcrease to Mr. Batiste  
-regarding AOL Brochure-Dec. 1968
2. Dec. 11. Letter from Mr. Ramaker to Mr. Batiste
3. Dec. 17. Minutes of Employment Working Committee  
-Mrs. H. Hayes and Mr. Cecil Spencer contacted  
Mr. Gilcrease of PMSC.  
-no reply from Mr. Gilcrease in correspondence file.

1970

4. Jan. 7. Minutes of Working Committee minutes
5. Jan. 20. Letter from Mr. George Stubblefield, acting chairman,  
to Mr. Gilcrease, requesting information regarding  
CEP and its operation-no response to this letter by  
Mr. Gilcrease.
6. Jan. 27.  
(Minutes) CEP was on Agenda to present a proposal at this meeting.  
-Mr. Smith, representing CEP, reported they could not  
make a presentation on Operation Step-Up because they  
did not have time to present the proposal to their own  
MANPOWER Committee- Request was granted for them to  
make a presentation at the next meeting of the  
Committee on February 4, 1970.
7. Feb. 4.  
(Minutes) CEP did not appear for a presentation of a proposal.  
There is no indication in the minutes that they  
contacted the Committee with an explanation as to why.  
Mr. Henry Woods, of CDA staff, who was in attendance,  
was requested to prepare a letter to CEP via PMSC  
requesting them to prepare a proposal for presentation  
at the Working Committee meeting on Feb. 18, 1970.
8. Feb. 5. Letter to Mr. Gilcrease from Mr. Hampton.  
1-Request for copies of CEP proposal for distribution  
to Emp. Committee members before Feb. 18 meeting for  
study.  
2- Requested a reply by Fe. 12, 1970  
-Reply received in M C office stamped Feb. 18, dated  
Feb. 16, 1970.  
3- Enclosure of a copy of CDA regulation regarding  
contract and analysis procedure.

9. Feb. 18. CEP presented a (preliminary proposal) to Empl. Committee (see enclosed copy) and Committee decided to delay any action, requested an evaluation be made by staff advisor, C. Yancey.
10. Feb. 19. Mr. Yancey contacted Mr. Delimer Smith regarding project analysis preparation; provided him a copy of CDA project analysis as required by CDA and HUD.
11. Feb. 20. Review and evaluation of Operation Step-Up proposal by CEP completed and mailed to Committee members by C. Yancey-(See copy enclosed.)
12. March 18. Mr. Yancey, staff advisor, requested to report on advisability of re-combining the two proposals (see Enclosure).  
Mr. David Nero, of Nero's Industries, Inc. presented a proposal.
13. March 20. Letter from Mr. Hampton to Mr. Rankin (see Enclosure;) requesting a reply by March 27, 1970.  
-No response to this letter received on this letter until March 31, 1970 dated March 23, 1970.  
(See Enclosure).
14. April 1. Committee voted to accept Mr. Nero's proposal (See minutes of April 1, 1970 meeting.)  
CEP Representatives were at this meeting.
15. April 7. Meeting held in CDA conference room regarding Working Committee awarding the proposal to Nero Industries.  
Present at that meeting:
- |                  |           |
|------------------|-----------|
| Mr. Gilcrease -  | PMSC      |
| Mr. Hampton      | CDA       |
| Mr. D. Smith     | CEP       |
| Mr. Rankin       | CEP       |
| Mrs. Baskett     | CDA-CPB   |
| Mr. Willitz      | CEP       |
| Mrs. Hayes       | CDA-W.C.  |
| Mr. Stubblefield | CDA-W.C.  |
| Mr. Yancey       | CDA-Staff |
| Mr. Simpson      | CDA-W.C.  |
| Mr. Kotter       | PMSC      |
- (See April 8 letter from Mr. Geo. Christian to Working Committee Members.)  
At this meeting it was agreed to poll the members of the Employment Working Committee for a pro or con opinion to allow CEP to present a more formalized proposal for consideration. The poll result was positive-CEP was so informed.

16. April 22.

A special meeting was held by Employment Working Committee to allow CEP to present its proposal- They did. The Working Committee took the proposal under review with some suggested revisions.

17. May 6.

Employment Working Committee again, after reviewing CEP's proposal, decided that the original proposal, submitted by Nero, Inc. was the better suited of the two submitted for implementation of their desire of the intent of the project.



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

Hampton  
File  
L

From Ed Warmoth *E* June 25, 1970  
To Don Jeffery  
Addressed to cc: Fred Markey  
Subject Further Information on Work Project for C-CAP

Stated below is more information to describe the work program to be performed by C-CAP for the Youth Activities and Planning Project. It is derived mainly from my June 25 telephone call to Mr. Frank Fair of C-CAP.

FOR AND IN CONSIDERATION of the mutual promises, the undersigned parties do hereby agree, covenant and promise that:

1) The Church Community Action Program (C-CAP) shall:

a) Perform and carry out in a satisfactory and proper manner the program set out in the Youth Activities and Planning Project (3.161) approved as a part of the Portland Comprehensive City Demonstration Program.

fu 1) Recruit, select, orient, and supervise staff to be engaged in activities for this project. Direction and general supervision for the project shall be provided through the assignment of existing staff personnel. Persons from the Model Cities area with professional experience in the areas of recreation and culture, will be employed to work as Area Coordinators, serving as full-time employees during summer months and part-time employees during the balance of the project. High school youth from the two high schools which serve the Model Cities area will be employed as Planning Assistants, as full-time employees during the summer and part-time employees during the school year, and their selection shall give consideration to recommendations from high school teachers and counselors.

2) Contacts will be made with all agencies and organizations which sponsor existing youth activities to obtain data on current programs and establish a working relationship

for the planning process.

- 3) Expanded or additional summer youth activities will be developed by inviting proposals from agencies and organizations and allocating funds for projects which are determined to provide the best potential recreational and cultural benefits for use of the Model Cities area, and will be responsible for promoting participation by youth in the activities which are funded under this project. A minimum of two of the summer activities will be selected for staff analysis of the planning process and the impact on youth, with results to be used as part of the input for planning future activities.
- 4) The Area Coordinators and Planning Assistants will make contact with youth on a neighborhood basis during the summer and through school channels after the high schools open again in the fall.
- 5) The scheduling of special summer activities and the planning for 1971 projects shall be done in cooperation with both the Model Cities Agency and the City Youth Coordinator in the Office of the Mayor.
- 6) A rough draft of projects and activities proposed for implementation during 1971 will be presented to the Model Cities Agency by September 30 with a final draft to be submitted to the Model Cities Agency by October 15. This information is to include recommendations for a procedure to develop a Youth Advisory Council. A comprehensive report covering the planning process, findings, and recommendations for 1971 involvement of youth and agencies in the Model Cities Program shall be completed and 100 copies submitted to the Model Cities Agency by December 31, 1970.
  - b) The Church Community Action Program in performing its tasks hereunder and as a cost hereof shall apply to the City such information as may be required by it for its evaluation of the program. Expenditures of funds included in the project budget for evaluation must be coordinated with the Model Cities master evaluation plan.
  - c) The Church Community Action Program agrees in its performance hereof to comply with the obligations and limitations contained in the contract provisions which are attached.



YOUTH ACTIVITIES PLANNING COMPONENT 3.161

The Church Community Action Program is applying for funds to administer and coordinate planning for the rec-reactional and cultural needs of the Model Neighborhood. The specific goals are as follows:

I. Change pattern of interaction between existing recreational agencies and residents. To provide input in order that these existing agencies can become more responsive to the needs and aspirations of the Model Neighborhood residents, primarily the youth of the specified area.

II. Maximum utilization of recreational and cultural services. This would include the designing of programs that reflect the interests and wishes of the people.

III. The employment of model neighborhood residents. The active involvement of youth in the planning process that would motivate them to look at the experience as an opportunity to look at vitally needed motivation career opportunities that would benefit and contribute to the improvement of the quality of life in the Model Neighborhood.

IV. To "field test" two experimental projects in the recreational and cultural areas to validate the planning and implementation process. A research design will be developed to determine their effectiveness. We feel monitoring and evaluation in cooperation with Model Cities Program is essential for our purposes to meet the needs of citizens in the Model Neighborhood.

CONTRACT NOTES AND BACKGROUND  
FOR YOUTH ACTIVITIES AND PLANNING (3.161)

ABOUT THE OPERATING AGENCY

Name & Location - Church Community Action Program, Inc. (Known as CCAP) Incorporated as Non-Profit corporation August 11, 1969, for the purpose of Social Welfare. Business office located at 106 N.E. Morris, Portland, 97212. Phone 287-3736.

Original Incorporation - Paul W. Dixon, David H. Weed, Samuel Johnson, Jessie M. Varner, and J. C. Foster.

Current Chairman - Paul W. Dixon, 921 N. E. Prescott - Mrs. Jessie M. Varner, Secretary-Treasurer. (See attachment #3 for list of CCAP Board).

Current Staff - Mr. Robert Nelson  
Mr. Frank Fair

Bookkeeping services provided through contract with Eastside Bookkeeping Service.

SCOPE OF SERVICES

Generally operate Project 3.161 youth activities and planning, approved by CPA, City and HUD as part of Comprehensive Plan.

1. Select and orient staff, including youth employees.
2. Develop by Dec. 31, 1970, a plan for coordinated youth activities for the 12-month period from Jan. 1, 1971, through Dec. 31, 1971. (See timetable in Project analysis)
3. Provide during period of this project for increased use and effectiveness of youth recreational activities now existing in the Model Cities area. Plan and implement recreational and social activities which are to be financed in part or in whole by \$6,000.00 included in the project budget.

TIME OF PERFORMANCE

Start: Earliest possible contract date. (Scheduled as July 1)

Finish: December 31, 1970.

COMPENSATION AND PAYMENTS

- A. Compensation - \$37,330 from 100% Model Cities Supplemental funds, included in current grant to city.
- B. Method of Payment - C-CAP will submit monthly billing to the city for reimbursement of project expenditures and will accompany billing with progress report. Billing statements and reports will be sent to the Model Cities Agency for review and certification that work has been completed in accord

with the contract. Following certification, payment will be made to the operating agency through issuance of a warrant by the city auditor.

The history of C-CAP has been one of developing programs in response to the needs of the community and keeping the programs creative and relatively free from becoming overly institutionalized. Because of this close involvement with the community C-CAP has been able to listen and has become sensitive to the so-called "grass roots." C-CAP personnel have been involved in a great many community efforts directed at improving the schools, police-community relations, and acting as an advocate for the community and individuals within the community.


C-CAP has an active, community based Board of Directors. At the present time staff duties are shared by Frank Fair as Staff Coordinator and Robert Nelson. Mr. Fair developed the Opportunity School and Operation Contact as a street worker for C-CAP and directed the school for its first two years. For the past two years he was director of the Upward Bound program at the University of Portland. Mr. Nelson helped organize C-CAP and has served on the staff for the past two years. He has been involved in youth activities in the area and was chairman of the School-Community Action Committee that brought about changes at Jefferson High School and secured School Board approval for an Inter-group Relations director and an added emphasis on recruitment of black teachers and staff.

C-CAP works closely with the Albina Youth Opportunity School and the Highland Center and can utilize the talents of both staffs on a cooperative basis. The services of a competent accounting service will be secured so the funds will be handled in accordance with the regulations of the Model Cities program and H.U.D.

If C-CAP is approved as the operating agency for the Recreation and Culture program, every effort will be made to utilize the talents of the youth as staff personnel. A director and staff will be assigned within two weeks of authorization. Planning would be completed to a point where a proposal would be ready for action within eight weeks of authorization.

We feel that C-CAP, because of its history of service to its community and its philosophy, can best service as the operating agency for this program. C-CAP was incorporated as a non-profit service corporation in August 1969.

Sincerely yours,



Frank Fair  
Staff Coordinator

CHURCH COMMUNITY ACTION PROGRAM  
 106 N. E. Morris Street  
 Portland, Oregon, 97212

Statement of Income and Disbursements from July 1, 1970 through November 30, 1970  
 City of Portland Model Cities Program

Project No. MC 3.161

	<u>APPROVED BUDGET</u>	<u>NOVEMBER 1970</u>	<u>YEAR TO DATE</u>	<u>UNEXPENDED BALANCE OF BUDGET</u>
<b>SOURCE OF FUNDS:</b>				
City of Portland, Contract # 12857	\$37,330.00	\$5,279.20	\$19,037.45	\$15,172.55
<b>DISBURSEMENT OF FUNDS:</b>				
<b>Personnel:</b>				
Salaries	\$24,000.00	\$3,662.60	\$18,744.95	\$ 5,255.05
Payroll Taxes & SAIF	2,880.00	392.83	1,511.61	1,368.39
Total Personnel	\$26,880.00	\$4,268.78	\$20,256.56	\$ 6,623.44
<b>Services:</b>				
Consultant Fees			\$ 205.50	
Accounting		\$ 147.61	683.75	
Total Services	\$ 2,426.00	\$ 147.61	\$ 889.25	\$ 1,536.75
Travel: Transp.&Mileage	\$ 500.00	\$ 100.00	\$ 350.00	\$ 150.00
Space: Rent	\$ _____	_____	\$ -206.41	\$ (206.41) - ?
Rent, Lease, Pur. Equip.	\$ 730.00	\$ 60.00	\$ 60.00	\$ 670.00
<b>Consumable Supplies:</b>				
Painting & Decorating	\$ 794.00	_____	\$ 256.19	\$ 537.81
<b>Other:</b>				
Advertising			\$ 39.00	
Office Supplies			66.00	
Staff Conference & Picnic			25.00	
<b>Youth Activities:</b>				
Picnic			155.00	
Airplane Rides - Summer 70			972.00	
Skating - Summer 70			3,850.00	
Dances - Summer 70			1,080.00	
Total Other	\$ 6,000.00	_____	\$ 6,187.00	\$ (187.00)
<b>GRAND TOTAL</b>	<b>\$37,330.00</b>	<b>\$4,363.04</b>	<b>\$28,205.41</b>	<b>\$ 9,124.59</b>
<b>NET DEFICIT OF FUNDS</b>		<b>\$(916.16)</b>	<b>(\$ 9,167.96)</b>	
<b>Summary:</b>	<b>October Disbursements</b>			<b>\$4,804.92</b>
	<b>November Disbursements</b>			<b>\$4,363.04</b>
				<b>\$9,167.96</b>

Prepared 12-23-70 by

*Allan Z. Bowens*  
 Allan Z. Bowens  
 EASTSIDE BOOKKEEPING SERVICE

*Reed Soc Aron*  
 12/22/70

CHURCH COMMUNITY ACTION PROGRAM  
106 N. E. Morris Street  
Portland, Oregon, 97212

BANK RECONCILIATION AS OF NOVEMBER 30, 1970

Balance per Bank Statement, Freedom Bank of Finance, December 4, 1970 . \$2,752.75

Deduct: Outstanding Checks	<u>Check No.</u>	<u>Amount</u>	
	196	\$ 58.90	
	205	61.69	
	207	1,939.91	
	210	59.50	
	211	59.50	
	212	59.50	
	213	59.50	
	214	59.50	
	215	110.90	
	217	110.90	
	118	226.90	
	219	162.80	
	220	169.40	
	221	169.40	
	222	50.00	
	223	50.00	
	224	168.17	
	225	168.60	
			<u>3,705.07</u>
Adjusted Balance per Bank			\$ <u>(952.32)</u>
Balance per Books November 1, 1970		\$ 59.83	
November Deposits		5,279.20	
November Checks		(6,291.35)	
Balance per Books November 30, 1970			\$ <u>(952.32)</u>

Prepared 12-23-70 by

  
Allan Z. Bowens  
EASTSIDE BOOKKEEPING SERVICE

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

November 18, 1970

From Ed Warmoth, Model Cities Coordinator

*EW*

To Charles Jordan, Director

Addressed to

Subject Action on Pending Payment to C-CAP

A City warrant has been issued and delivered to the Freedom Bank of Finance to pay the billing for services through the month of September.

There is still pending a claim from C-CAP for services provided during October. Mr. Robert Nelson sent a letter to Mr. Yancey on November 4 claiming \$3,746.60. I believe this is the amount indicated in the monthly report forms submitted by Mr. Nelson. It is different, however, than the figure stated on an accounting report from Eastside Bookkeeping. There is a need for the funds and, therefore, the matter should be clarified as soon as possible. It appears that this situation will involve both financial review and adjustment by the financial staff and a clearance from Social Program Coordinator Mr. Yancey to certify that the services are in accord with the contract and payment is therefore due.

When the requisition is prepared, it should include directions for sending the warrant to the Freedom Bank of Finance to be deposited in the account for C-CAP.

EJW.1

RECEIVED

NOV 17 1970

MODEL CITIES

NOV. 20 1970

*Kent*

CITY OF PORTLAND  
IN-TR-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

December 11, 1970

From George Yerkovich  
To Model Cities  
Addressed to Charles Jordan  
Subject Church-Community Action Program Contract No. 12857

The Church-Community Action Program Agreement No. 12857 will expire as of December 31, 1970. In the event that this contract should be renewed, we wish to advise that the \$5,000.00 Blanket Bond required in the terms of this agreement will expire on January 12, 1971.

Will you please advise this office regarding this matter.

Yours very truly,

GEORGE YERKOVICH

Auditor of the City of Portland

By:



Chief Deputy Auditor

*ms*  
MS:dlh

cc - Ed Warmoth

RECEIVED

DEC 14 1970

MODEL CITIES

DEC. 16 1970



Dec 23, 1970

Mr. Yancy,

Irregardless of all of the difficult times that came about to put us at odds during the time that I have been employed at C.C.A.P. I would like to let you know that I have a reasonable regard for you. It is unfortunate that things have flared and patience is have worn thin with us all over the last six months. I only hope that you don't (or have not) taken some of the 'static' I've given you personally.

I hope that you will have a pleasant holiday season — and a much better new year.

Peace & Prosperity  
Pat Sanderlin.

P.S. : this is not attempting to excuse the lateness of this report!

CHURCH COMMUNITY ACTION PROGRAM  
 106 N. E. MORRIS STREET  
 PORTLAND, OREGON 97212

Statement of Income & Disbursements from July 1, 1970 thru September 30, 1970  
 pertaining to Model Cities Program.

Project No. MC 3.161

	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>
<u>SOURCE OF FUNDS:</u>		
City of Portland, Contract # 12857	13,758.25	13,758.25
<u>DISBURSEMENT OF FUNDS:</u>		
Personnel:		
Salaries	11,932.35	11,932.35
Payroll Taxes & SAIF	-0-	-0-
Services:		
Consultant Fees	205.50	205.50
Accounting Fees	-0-	-0-
Travel:		
Transportation & Mileage	250.00	250.00
Consumable Supplies:		
Painting & Decorating	256.19	256.19
Rent:	206.41	206.41
Other:		
Advertising	39.00	39.00
Office Expense	66.00	66.00
Staff Conference Picnic	25.00	25.00
Youth Activities:		
Picnics	155.00	155.00
Airplane Rides - Summer '70	972.00	972.00
Roller Skating - Summer '70	3,850.00	3,850.00
Dances - Summer '70	<u>1,080.00</u>	<u>1,080.00</u>
TOTAL DISBURSEMENTS	19,037.45	19,037.45
NET DEFICIT OF FUNDS	(5,279.20)	(5,279.20)

*James A. Bennett*  
 Prepared By  
 EASTSIDE BOOKKEEPING SERVICE  
 714 N. E. ALBERTA STREET  
 PORTLAND, OREGON 97211

C - CAP  
 106 N. E. MORRIS STREET  
 PORTLAND, OREGON

SUMMARY OF YOUTH ACTIVITY, SEPTEMBER 30, 1970 (SUMMER '70)

<u>ACTIVITY</u>	<u>DATE</u>	<u>TOTAL COST</u>	<u>APPROX. ATTENDANCE</u>	<u>UNIT COST</u>
AIRPLANE RIDES:				
Air West Airline	8-16-70	486.00	80	6.07
" " "	8-23-70	<u>486.00</u>	<u>80</u>	6.07
		\$ 972.00	160	
ROLLER SKATING:				
Imperial Rink	8-04-70	625.00	500	1.25
" "	8-11-70	625.00	625	1.00
" "	8-18-70	625.00	700	.89
" "	8-25-70	625.00	700	.89
" "	9-01-70	675.00	700	
" "	9-08-70	<u>675.00</u>	<u>700</u>	
		3,850.00		
DANCES:				
Jefferson High	7-31-70	450.00	800	
Unthank Park	8-14-70	450.00	600	
Cannon Beach	8-22-70	<u>180.00</u>	200	.90
		1,080.00		
TOTAL SUMMER '70 EXPENSES		\$5,902.00		

C - CAP  
106 N. E. MORRIS STREET  
PORTLAND, OREGON

EMPLOYEE ROSTER, SEPTEMBER 30, 1970

<u>NAME</u>	<u>TITLE</u>	<u>SEPT. SALARY</u>	<u>OCT.-NOV. DEC. SALARY</u>
ROBERT E. NELSON	DIRECTOR	400.00	400.00
RANCE SPREILL	CO-DIRECTOR	400.00	400.00
ROSIE TAYLOR	SECRETARY	400.00	400.00
PATRICK SANDERLIN	COORDINATOR	550.00	550.00
FRED HILL	COORDINATOR	343.75	275.00
PETER REAGAN	COORDINATOR	343.75	275.00
BOBBIE HARRIS	COORDINATOR	343.75	275.00
NANCY FORD	PROGRAM ASSOCIATE	156.25	125.00
TYRONE WESLEY	PROGRAM ASSOCIATE	156.25	125.00
MARILYN DAVIS	PROGRAM ASSOCIATE	156.25	125.00
CHARLES CHANNEL	PROGRAM ASSOCIATE	156.25	125.00
GREGORY BROWN	PROGRAM ASSOCIATE	156.25	125.00
JULIE STEDMAN	PROGRAM ASSOCIATE	156.25	125.00
DAVE HEIKKINAW	PROGRAM ASSOCIATE	156.25	125.00
KATHY TINNON	PROGRAM ASSOCIATE	<u>156.25</u>	<u>125.00</u>
	TOTAL MONTHLY PAYROLL	4,031.25	3,975.00

Bob Jr is City Auditor -

Money can be directly deposited to the acct of  
an agency.

Concerns Fidelity Bonding CCA #8 page 38  
letter from C-Cap designating the City to deposit  
funds directly into Freedom Bank.

- designated bank today -

- see City Attorney's office key

On Monthly Report, report all expenditures  
under other >

NOTE Check Social Programs projects  
for pre-certification

The power to Audit the books of any  
agency should be written into contract.

Responsibility for the financial  
responsibility of Agency

Pachal | C-CAP Needs - before payment made -  
- Fidelity Bonding  
- direct deposit of funds -

October statement for October -  
redem's responsibility for fidelity bonding

8. BUDGET

a. COST CATEGORY	b. ESTIMATED COST	c. MCA SHARE <i>(If cost is being shared with others)</i>
(1) Personnel	26,880.00	26,880.00
(2) Consultants and Contract Services		
(3) Travel	500.00	500.00
(4) Space		
(5) Consumable Supplies	794.00	794.00
(6) Rental, Lease, or Purchase of Equipment	730.00	730.00
(7) Other:		
<b>TOTAL</b>	<b>37,330.00</b>	<b>37,330.00</b>

9. SUBMISSION:

a. \_\_\_\_\_  
*Signature and Title of Authorized Official*

b. \_\_\_\_\_  
*Date*

10. APPROVAL:

a. \_\_\_\_\_  
*Signature and Title of Authorized HUD Official*

b. \_\_\_\_\_  
*Date*

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET JUSTIFICATION

(Attach This Form to Each Budget for a Capital Project,  
Activity, and to the Program Administration Budget)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CITY DEMONSTRATION AGENCY

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

MC Project #3.161 - YOUTH ACTIVITIES & PLANNING  
43-01

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

C-CAP  
106 N.E. Morris Street, Portland, Oregon 97212 Phone: 287-3736

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
1. Evaluation 1,120.00	
2. Disbursing of funds <u>1,306.00</u>	\$2,426.00
3. Youth Activities - break out	
2 Youth Centers:	
Rent - \$150.00 per month - 4 months \$ 600.00	
Equipment \$1,000.00 per center <u>2,000.00</u>	2,600.00
8 Field trips:	
Bus rental \$150.00 per trip 1,200.00	
Food \$ 50.00 per trip <u>400.00</u>	1,600.00
4 Summer street festivals (dance, etc.)	
Music \$150.00 each 600.00	
Publicity 50.00 each 200.00	
Material, equipment rental \$250.00 each <u>1,000.00</u>	<u>1,800.00</u>
Total	\$6,000.00

\* 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.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PERSONNEL

(Attach This Form to Each Activity Budget Justification)

1. NAME OF CITY DEMONSTRATION AGENCY

**PORTLAND CITY DEMONSTRATION AGENCY**

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

**MC Project #3.161 - YOUTH ACTIVITIES & PLANNING  
43-01**

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

**C-CAP  
106 N. E. Morris Street, Portland, Oregon 97212**

a. NUMBER OF PERSONS	b. POSITION OR TITLE	c. AVERAGE SALARY MONTH	d. PERCENT OF TIME ON UNDERTAKING	e. MONTHS TO BE EMPLOYED	f. COST (c x d x e)
1	Co-Director	400.00	50%	6 mos	2400.00
1	Co-Director	400.00	50%	6 mos	2400.00
1	Secretary	400.00	100%	6 mos	2400.00
4	Area Coordinators	550 275	100% 50%	2 mos 4 mos	4400.00 4400.00
8	Planning Assistants	250 125	100% 50%	2 mos 4 mos	4000.00 4000.00

COST OF FRINGE BENEFITS (Indicate Basis for Estimate)

TOTAL PERSONNEL	24,000.00
Fringe Benefits 12%	2,880.00
TOTAL PERSONNEL	26,880.00



RESIDENT EMPLOYMENT

Project Title: Youth Planning Activities  New  Continuing

Total number of persons employed by project-First Action Year 15  
Second Action Year Discontinued\*

Number of residents employed First Action Year 15

Number of residents employed Second Action Year Discontinued\*

\* Added to Youth Planning Activities

RESIDENT JOB POSITION

<u>Co-Director</u>	
<u>Co-Director</u>	
<u>Secretary</u>	
<u>Area Coordinators</u>	
<u>Planning Assistants</u>	

Operating Agency: C-CAP