

portland model cities

June 27, 1972

TO: Fred Flowers, Chairman of Citizens Planning Board,
Citizens Planning Board Members and Charles Jordan, CDA Director

FROM: Herb Simpson and Brenda Green

SUBJECT: Progress Report of the District Planning Organization Task Force

We are glad to report that the idea that the experiences we have had here in the Model Neighborhood is setting the tone for the development of the District Planning Organizations. If the District Planning Organizations are set up in areas that are acceptable to the City-County Charter Commission, you can readily see the contribution Model Cities residents have made that will have an effect on our city for many decades to come. Our concept that the Model Cities Program has been, for all practical purposes, a District Planning Organization broken down into the Citizens Planning Board with its Working Committees supported by the Neighborhood Organizations around local planning areas served by a professional and para-professional staff has been accepted. How our experiences are accepted in the final report to the Mayor will largely depend upon the response of our active Model Neighborhood participants in the Working Committees that are explained below.

We urge you to use your respective influences to see that this participation is achieved.

The subjects the Task Force Working Committees will discuss have purposely been left broad so that all ideas can be considered.

After thorough discussion in the Working Committee, the Task Force will hear their reports and then select the best forms and ideas under each category to be included in our final report to the Mayor.

As you can see from the outline below, the Task Force has not made the break on paper that recognizes the connection between the Human Resources Bureau and the District Planning Organizations. Nor has the Super Board we are recommending been included in the suggested subjects for consideration.

The connection has been raised by us at the Task Force level and is reflected in the minutes of the last Task Force meeting. You will recall also that it was discussed with Commissioner Goldschmidt at our meeting with him. There is general agreement on the Task Force that the connection must be made in our respect to the Mayor. We propose that some formal way be found for us, and hopefully, the Portland Metropolitan Steering Committee Board will bring this to the Structure Working Committee.

I. Structure of Neighborhood Organization whose function is to develop:

Structure of Neighborhood Organizations Criteria and Procedures

A. Representation and Recognition

- (i) Provide mechanism that allows involvement of all aspects of the community, (Tenants, land owners, and businessmen alike), to provide an organization that can be recognized by City Hall as the planning body of a neighborhood in the area of land use and other activities. (Social Services)
 - (ii) Decide a procedures feasible enough to enable citizens to choose their own local structure.
 - (iii) Devise a method for annual review of District Planning Organization's recognition.
- B. Purposes and scope of activities set a planning procedure that involves citizens in physical planning and is feasible enough to include other activities.

II. A Committee on funds that will provide mechanism for providing a Neighborhood Plan.

A. Define Options Open to Citizens to Receive Funding (see below)

- (i) What funds are available to neighborhoods?
- (ii) What guidelines must be followed to receive these funds?
- (iii) What areas do these funds cover?
 - a. Mailing
 - b. Secretarial Staff
 - c. Paper
 - d. Staff for Citizens Participation and Planning
 - e. Rent for Facilities
 - f. Equipment
 - g. Scholarships for Workshops
 - h. Travel

III. The Boundaries Working Committee will be another that will:

- A. Decide Guidelines for Alternate Plans that Neighborhood Organizations can use to choose the Boundaries for their District Planning Organization.

IV. The Authority Working Committee will deal with:

- A. Define degrees of authority available to citizen groups under City, County, State and Federal laws.
- B. Describe new grants, their authority desirable, and steps necessary to achieve.

C. Establish guidelines for granting and using the authority constructively.

VI. The Communication and Coordination Working Committee will be concerned with:

A. Between District Planning Organization's and their Communities

(i) Recommend methods for District Planning Organizations for communication with citizens and neighborhood.

B. Between District Planning Organization and City Hall

(i) Recommend structure and content of annual report.

C. Between District Planning Organizations and Agencies

(i) Recommend a mechanism to insure proper connection between District Planning Organizations and Agencies.

It is of utmost importance that the Model Cities' Citizens Planning Board and Model Cities' community have representation on each of the above Working Committees.

Working Committee Chairmen have been appointed by the District Planning Organization Task Force and they are, Structure of Neighborhood Organizations - Chairman, Mrs. Jo Brown, Funds - Chairman, Dale Meyers, Boundaries - Chairman, Maureen Bressler, Authority - Chairman, Betty Mayer and Communication and Coordination - Chairman, Don Kirkendall.

Two (2) of three (3) Task Force members will be on each Working Committee.

Guidelines for the Working Committees are:

1. Consist of two (2) or more Task Force members
2. Chaired by a Task Force member
3. Composed of citizens and agency representatives
4. Choose their own meeting times
5. Minutes be kept on file of all Working Committee meetings
6. Periodic reviews and policy drafts be presented to the Task Force per timetable
7. Maximum Citizens Participation

A Working Committee Timetable has been set and is as follows:

Working Committee Timetable

Structure

A = Research
June 19th and July 11th

Review
July 25th

Final Draft
August 8th

Page 4
Continued.....

B = Research August 8th - September 12th	Review September 26th	Final Draft October 10th
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Funds

A = Reserach June 19th - July 11th	Review July 25th	Final Draft August 8th
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B = Research August 8th	Review September 26th	Final Draft October 10th
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Authority

Research July 11th - August 22nd	Review September 26th	Final Draft October 10th
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Boundaries

Research June 19th - August 8th	Review August 8th	Final Draft September 12th
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Communication

A = Research June 19th - July 3rd	Review	Final Draft July 25th
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B = June 19th - September 12th June 19th - September 12th	September 12th September 12th	September 26th October 10th
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* The Working Committee meetings are to be held in various neighborhoods throughout the Metropolitan area to ensure maximum citizens participation.

* We will be forwarding the notices to you as we receive them.

MEMO TO: D.P.O. Task Force Members
Community Groups
Agencies
FROM: Connie Veek, Staff 228-6141, ext. 278
SUBJECT: Citizen Involvement in D.P.O. Policy

This is another reminder that the District Planning Organization Task Force is concerned with involving as many interested persons as possible on the five working committees.

Attached are the minutes of the June 13 meeting, the Working Committee's and their chairman, the suggested time table, the Assumptions and Objectives for the working committees, and the working committee meeting dates. This material should give you a basic understanding of the working committees and their concerns.

The Staff, Paul Hopker and myself, are eager to meet with community groups and/or their boards, and agency personnel to discuss the D.P.O. If you would let us make a presentation to your group, or if we can answer any questions for you, please call us anytime.

RECEIVED

JUN 26 1972

MODEL CITIES

20 June 1972

RECEIVED

JUN 26 1972

MODEL CITIES

MEMORANDUM FOR: D.P.O. Task Force Members and
Community Organizations

FROM : Connie Veek

SUBJECT : Minutes of D.P.O. Task Force Meeting Held
June 13, 1972

The following persons were present at the June 13th meeting:

Task Force Members

Bettie Mayer	Maureen Bressler
Jo Brown	Brenda J. Green
Ray Bowman	Hilda B. Baar
Don Kirkendall	Dale Meyers
Jeffrey A. Nelson, substituting for Gyle Pisotchi	Ogden Beeman
	Herb Simpson

Staff

Stan Marshburn
Paul Hopker
Connie Veek

Guests

Lorraine Furrer	Estella Johnson
Jo Keech	Carl M. Johnson
Margaret Benshoof	Bill Scott
Jake Benshoof	Ed Warmoth

The meeting opened with Don Kirkendall presenting a filmed introduction to St. Johns featuring industry, housing conditions, traffic problems and some parks and recreation centers in the St. Johns area.

The minutes of the May 26th meeting were revised to include two statements, one by Mr. Lloyd Keefe suggesting the boundaries committee study the 90 neighborhood units designated by the Planning Commission, and one by Mr. Herb Simpson suggesting the Task Force meet with the City-County Charter Commission to discuss the eight district boundaries under consideration by the Commission.

Time tables were distributed among the members. These time tables were meant only as suggestions, each working committee will set its own meeting times and places. The next Task Force meeting will be held on July 25, 1972, in the Sunnyside area. Meeting notices stating time and place will be mailed later.

The Working Committee Assumptions and Objectives, recommended by staff, were discussed. Comments were:

I. Structure

- . Recommend changing Objective IA to include human resources on equal footing with physical planning.

II. Funding

- . Working Committee should consider development of new funding sources.
- . Add travel to Objective A3.
- . Working Committee should list all the guidelines necessary to receive funding. (The question of "strings" attached to funding was again raised and Model Cities and P.D.C. people assured us there were "no strings" attached to H.U.D. and P.D.C. funds.)
- . Working Committee should write a typical annual budget for a D.P.O. based on X number of thousands population, the costs involved and the funding available to cover these costs.

III. Boundaries

- . Policy of Working Committees should include method of appeal for areas not originally included in a D.P.O.
- . Guidelines for boundaries should be set with the help of technicians, but the D.P.O. should have the final say.
- . Question raised - Will D.P.O.'s be a political body? Answer - This should definitely be considered by the Working Committee, although we have received no guidance from City Hall in this area.
- . Strike assumption IIIC as too limiting.
- . Perhaps Working Committee needs to set minimum and maximum size recommendations for a D.P.O.

IV. Authority

- . Suggested that D.P.O.'s have some agreement with the Mayor that Model Cities Planning Board has - Mayor agrees not to do anything regarding Model Cities without asking their approval first - but does not agree to do everything Model Cities asks.

V. Communication and Coordination

- . Could there be a City-wide D.P.O. Council?
- . Add V number D between D.P.O.'s and D.P.O.'s.
- . Working Committee should keep in touch with committees of other Task Forces (housing, human resources, city-county consolidation, etc.) to prevent conflicting recommendations.

The guidelines for working committees were discussed. A number 7 was added = working committees should maximize citizen participation and input.

Subcommittee Chairmen were appointed:

1. Structure Chairman - Jo Brown
2. Funding Chairman - Dale Meyers
3. Boundaries Chairman - Maureen Bressler
4. Authority Chairman - Betty Mayer
5. Communication and Coordination Chairman - Don Kirkendall

The staff for the Task Force has been expanded to include Paul Hopker, salaried, and Stan Marshburn, a volunteer student from George Fox College.

Paul has been assigned the job of publicizing D.P.O. Task Force and Working Committee meetings. He will make the contacts with news media, clearing press releases through the Chairman.

CV:bn

WORKING COMMITTEE MEETINGS

- I. Structure Committee - Jo Brown, Chairman - 235-7425
Thursday, June 29 at 7:30 p.m. - 3534 SE Main
- II. Funds Committee - Dale Meyers, Chairman
Wednesday, June 28 at 7:30 p.m. - 3030 SW 2nd
- III. Boundaries Committee - Maureen Bressler, Chairman - 284-1825
Tuesday, June 27 at 7:30 p.m. - St. Andrews Rectory, NE 8th & Alberta
- IV. Authority Committee - Betty Mayer, Chairman - 232-7363
Thursday, ~~June 22~~^{July 28} at 1:00 p.m. - SE Uplift Offices,
4316 SE Hawthorne Blvd.
- V. Communication Committee - Don Kirkendall, Chairman - 286-4294
Wednesday, June 28 at 2:00 p.m. Don's Home - 7815 N. Hudson

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JUN 26 1972

MODEL CITIES

DATE: March 2, 1971

TO: Citizens Planning Board

FROM: Charles Jordan
Director

SUBJECT: Progress Report of the Model Cities Projects

The recent approval by HUD will allow for Portland to implement the following new projects. The addition of the new projects will bring the total number of projects to a respectable 26. Now that we have approval, there is still work to be done with regard to contract negotiations with the Operating Agency.

- | <u>NEW PROJECTS</u> | <u>OPERATING AGENCY</u> | <u>Estimated Cost</u> |
|---|---|-----------------------|
| 1. <u>Martin Luther King Scholarships</u> | Scholarship Fund, Inc. | \$ 80,000.00 |
| Martin Luther King Scholarships are to provide educational opportunity to financially disadvantaged persons who seek training at the college level. The program will benefit approximately 80 Model Neighborhood residents. | | |
| 2. <u>Senior Adult Center</u> | City-County Council | \$ 70,000.00 |
| Senior Adult Center is to establish a center to employ on a part-time basis a minimum of forty-four older Model Neighborhood residents to assist and serve 780 other Model Neighborhood residents. The program has provisions for outreach workers, telephone reassurance, meal preparation service and transportation service for Senior Citizens. | | |
| 3. <u>Multi-Service Center #2</u> | Multnomah County | \$ 120,000.00 |
| The expansion of the State Multi-Service Center will increase the staffing and training programs. The program will include an Emergency Day Care Center, a Summer Youth Program, expand existing Voluntary Services and establish a drug prevention and abuse program. | | |
| 4. <u>Community Care</u> | Community Care Association | \$ 17,500.00 |
| Community Care will distribute food products, clothing, and other necessities to supplement the needs of eligible residents in the Model Neighborhood Area. The beneficiaries will be the unemployed low income families and the participating organization and agencies to achieve more effective coordination in their services. | | |
| 5. <u>Model Neighborhood Youth Service</u> | Youth Opportunity School and School sub-contractors | \$ 100,000.00 |
| The purpose of the project is to continue the Albina Youth Opportunity School Program of counseling and educational services to youth suspended or expelled from or having dropped out from public school. The program | | |

NEW PROJECTS

OPERATING AGENCY

AMOUNT

5. Model Neighborhood Youth
Services (Cont.)

will increase the juvenile care component of the youth care program by establishing two additional houses. The beneficiaries will be 100 students ages 12-18 years from the Model Neighborhood in the adult school and counseling component. Community care component will include 30 youths 11-18 years old, all primarily from the Model Neighborhood.

6.

Operative Step-Up

Hero Industries, Inc.

\$ 50,000.00

Operative Step-Up is to increase the employment opportunities for at-risk residents of Model Neighborhood by providing them training which will enable them to function adequately in economic employment areas. The beneficiaries will be 150 to 250 Model Neighborhood residents. The Model Neighborhood will be an indirect beneficiary by the resulting impact on the economic and social well being that will be developed in the area.

7.

Community Development

MDTA, Inc.

\$ 100,000.00

Community Development is to increase the number, size, and quality of residents owned and operated business enterprises. The program is designed to increase the number and quality of management training received by Model Neighborhood residents in business enterprises. Beneficiaries will be Model Neighborhood residents through increased business and resident participation in ownership and operation of business enterprises, increased Model Neighborhood resident employment and income and improved consumer products and services.

8.

Contractors Management

Albino Contractors

\$ 21,300.00

The purpose of Contractors Management Project is to improve the competitive position of the Model Neighborhood construction industry. Beneficiaries will be Model Neighborhood residents through: (1) Improved and expanded scale of Model Neighborhood construction firms, (2) Increased employment in the Model Neighborhood construction industry, (3) Improved community-industry relations.

9. Home Repairs

Portland Development
Commission

\$ 30,000.00

The purpose of this program is to provide grants for repair or replacement of major components of the home on an emergency basis. The beneficiaries of the program will be owner occupants in the Model Cities Area, provided they would qualify for rehabilitation grants under income criteria set out in Section 155 of the Housing Act of 1949 as amended. Under the Citizens Review Committee (a component of the program) certain individuals who would not otherwise qualify may become beneficiaries under the program.

<u>NEW PROJECTS</u>	<u>OPERATING AGENCY</u>	<u>FUND AMOUNT</u>
10. <u>Day-Care Referral</u>	Urban League Timmy School Portland Children's Center Pilot Education	\$ 200,000.00

The purpose of this project is to provide better care for the mentally retarded residents of the Model Neighborhood to provide a community-related referral service and to provide developmental counseling for those who are mentally handicapped. The beneficiaries of the project are the mentally retarded residents of the Model Neighborhood and their families.

<u>CONTINUING PROJECTS</u>	<u>OPERATING AGENCY</u>	<u>FUND AMOUNT</u>
11. Educational Aids	Portland School District #1	\$ 102,210.00
12. Pre School Expansion	Portland School District #1	\$ 60,000.00
13. Cascade Center	Portland Community College	\$ 201,000.00
14. Health Planning	Comprehensive Health Plan Association	\$ 1,000,000.00
15. Aging Planning	City-County Council on Aging	\$ 18,000.00
16. Comprehensive Child Care	Metropolitan Area 4-C Council	\$ 100,000.00
17. Consumer Protection	Oregon Consumer League	\$ 11,000.00
18. Youth Activity and Planning	Complete	
19. Police Community Relations	Portland Police Bureau	\$ 100,000.00
20. Residential Development Design	Housing Authority of Portland	\$ 30,000.00
21. Relocation	Portland Development Commission	\$10,000.00
22. Transportation Study	Complete	
23. Pre NDP #1	Complete	
24. Pre NDP #2	Portland Development Commission	\$ 200,000.00
25. Citizens Participation	Model Cities Agency	\$ 50,000.00
26. Evaluation and Information	Model Cities Agency	\$ 114,000.00

		PROBLEMS	DATE STARTED	PROPOSED STARTING DATE	OPERATING AGENCY
14 Health Planning Coordination		Problems: None at present			Com. Health Planning Assoc. 1430 S.W. Clay St.
10 Mental Retardation Services	In operation - 2nd phase (1) Timmy School and (2) Portland Children's Center - at present	Program will remain the same through March 1, 1971. Star and Pilot Education will join and expand the services and number of Model Neighborhood children in the program.	Aug., 1969 contracts renewed and committed Sept. 1, 1970 through April 1971	March 1, 1971	Portland Children's Center - Timmy Educational Center - Star Urban League - Pilot Ed. Center
15 Senior Aging Planning	In operation - 2nd phase of planning 12/1/70 to 6/15/71	Developed Senior Adult Service Center project for Second Action Year operation.	Dec. 1, 1970		City-Count Council on Aging 320 S.W. Stark St.
16 Comprehensive Child Care	In contract negotiation with City Attorney's office - approval by CDA & operation agency. CONTRACT SIGNED Dec. 21, 1970	Problems: None at present	Dec., 1970		Metropolitan Area Council on Child Care Council 1609 S.W. 12th St.

	PROJECT TITLES	PROBLEMS and ACTIONS	DATE STARTED	PROPOSED STARTING DATE	OPERATING AGENCY*
2	<p>For Adult Service Center</p> <ol style="list-style-type: none"> 1. Received HUD approval 2. In contract stage 	<p>Problems: None at present</p>		<p>March 1, 1971</p>	<p>City-County Council on Aging</p>
5	<p>Youth Services Program</p> <p>Recreation Albina Oppt. School Juv. Court</p> <ol style="list-style-type: none"> 1. Received HUD approval 2. In contract preparation stage 	<p>Problems: Concern of the Incorporation of the Youth Advisory Committee</p>		<p>March 1, 1971</p>	<p>Albina Youth Opportunity School</p> <p>5407 N. Williams</p>
11	<p>Education Aides</p> <p>In operation - 20 MN residents enrolled.</p>	<p>Problems: None at present</p>	<p>June, 1970</p>		<p>School Dist No. 1</p> <p>220 N.E. Beech</p>
2	<p>Pre-School Expansion</p> <p>In operation, at present 70-90 children in atten- dance at two centers</p>	<p>No problems - space secured and expanded to 90 pupils</p>	<p>Oct. 1970</p>		<p>School Dis No. 1</p> <p>220 N.E. Beech</p>

			DATE STARTED	PROPOSED STARTING DATE	OPERATING AGENCY
3	Service Center	<ol style="list-style-type: none"> 1. Received HUD Regional approval 2. In contract preparation status 	<p>Problems:</p> <p>Contract details securing financial arrangements with County Administration</p>	March 1, 1971	<p>State Multi-Service Center</p> <p>4917 N.E. Union</p>
7	Lin Luther g Scholar- p Fund	<ol style="list-style-type: none"> 1. Received HUD Regional approval 2. In contract preparation status 	<p>Problems: None at present</p>	March 1, 1971	<p>Martin L. King Scholarship Fund</p> <p>P.O. Box 751 97207</p>
6	ation p-Up	<ol style="list-style-type: none"> 1. Received HUD Regional approval 2. In contract preparation stage 	<p>Problems:</p> <p>Clarification of duties and responsibilities of program implementation</p>	March 1, 1971	<p>Nero Industries</p> <p>1721 N.E. 47th St.</p>
4	mmunity rtition re	<ol style="list-style-type: none"> 1. Received HUD approval 2. In contract preparation stage 	<p>Problems: None at present</p>	March 1, 1971	<p>Community Care Association</p>

17

Community
Relations

In operation

Action:

- 1. Secured permanent site
3807 N.E. Union
- 2. Screening for Youth Plan-
ners

Sept. 1970

Oregon
Police
Department

3807 N.E.
Union

18

Youth
Recreation &
Planning

In operation since July
15, 1970 and terminated
December 31, 1971

Problems - slight

- 1. Action - conducted summer
Youth Recreation Activity
Program & Surveys. Devel-
oped & submitted compre-
hensive recreational pro-
gram for MN youth to be
implemented in Second
Action Year Program.
- 2. Merged with MN Youth
Services Program for 1970.

July 15, 1970

17

Consumer
Protection

In operation

Action:

- 1. Contract signed Dec. 8, 1970
- 2. Director selected
- 3. Initiating procedure to
select site office and
staff
- 4. Program to be fully imple-
mented by March 1, 1971

Dec. 8, 1970

Oregon Con-
sumer
League

3131 N.W.
Luray
Terrace

missing
1378
20925
221
219
222326

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

April 1, 1971

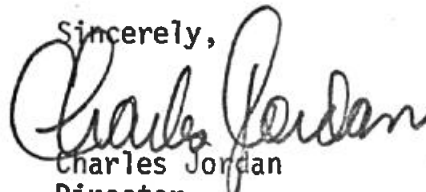
Letter No. 58

Chairman and
Citizens Planning Board Members

Dear Chairman and Members of the Board:

Attached find a City Demonstration Agency report for the month of March 1971. The report is compiled by departments.

Sincerely,



Charles Jordan
Director

Monthly Report
March
1971

Administration

In the month of March, the main focus of the Administrative Section was in the development of the Second-Action Year plan and implementing the new projects approved by HUD in February. The Administrative Section is charged with reviewing all Second-Action Year budgets. All budgets have now been collected and half of them have been reviewed. Budget review and revisions should be completed by Tuesday, March 30, 1971, and will then proceed for typing.

At this point, we are 60% complete on first drafts of the narrative portions of the Second Action Year. The computation of the Supplemental base which is a complex HUD requirement is proceeding and will be completed this month after meeting with HUD's fiscal personnel. The final draft of the Second Action Year plan will be completed on April 1, 1971, and forwarded to the Model Cities Citizens Planning Board and the City Council.

The Administrative Section has also been deeply involved in implementing the projects approved by HUD in February.

During March, we have obtained pre-certification of six (6) operating agencies fiscal systems. We have also succeeded in obtaining advances in funds to begin operation of the projects. Nearly all of the new projects will be under contract and operating by the end of the month.

The Administrative Section is continuing its personnel function. In March, positions for three (3) planning assistants; two (2) social planning assistants; and one (1) physical planning assistants were advertised. The physical planning assistant has been hired. Interviews have been conducted for the two (2) social planning assistants and these positions should be filled by April, 1971. The administrative services assistant position is also in the process of being filled.

The Administrative Section is also working on two long-range projects, developing a fiscal management instruction guideline for operating agencies, and investigating the possibility of securing categorical funding for Second Action Year projects. The first draft of the fiscal management instruction guideline is nearing completion and will be submitted to the Director for revisions in April.

Administrative staff will meet with a representative of the Department of Health, Education and Welfare regional staff, Monday, March 29, 1971, to explore categorical funding.

MONTHLY REPORT
March
1971

Citizens Participation

The Eliot Neighborhood Program Association (ENPA) received assistance from Citizens Planning Board members and staff to complete a final draft of the Eliot Neighborhood Program Association by-laws. The new by-laws made provisions for new members on the Executive Board. Three members were elected this month, and the remainder of the members are to be elected in April.

Several groups/organizations visited the Model Cities Agency during the month of March and received orientation and information packets on the Model Cities Program.

Because the Citizens Participation staff received numerous complaints regarding information mailed out, a conference was held with a representative of the post office to devise methods for greater efficiency in disseminating information through the mail.

Orientation and training sessions were held for the Community Organizers. The Community Organizers, under the supervision of two Planning Assistants, worked door-to-door in several neighborhoods.

The Citizens Participation staff assisted the Evaluation and Information staff to conduct an Evaluation by Citizens survey to assess Model Neighborhood opinion.

UTAP began its fourth training session this month with eighty participants. Approximately seventy-five of the participants are stipended and approximately five are non-stipend. A Neighborhood Organization Specialist was hired on the UTAP staff bringing the total number of staff to four persons.

A Manpower Specialist from the Mayor's office is currently working out of the Citizens Participation office to develop the Resident Employment Plan in compliance with CDA Letter 11.

Mr. Allen Avery, Citizens Participation Human Resources Advisor for HUD, was in Portland for four days and during that time discussed with staff the importance of playing a more vital role with Working Committees, Neighborhood Organizations and citizens groups at large.

The Citizens Participation staff was instrumental in identifying new persons attending Working Committees to filter the new members into other Model Cities activities.

Seven thousand copies of the Model Cities Newsletter were distributed this month and contains a column with comments from the Citizens Planning Board Chairman and also a column for the Model Cities Director.

**Monthly Report
March
Page 2**

Staff assisted the Citizens Planning Board Chairman in calling the newly appointed Rules Committee for a meeting to organize and also to review the Rules and Operating Procedures of Working Committees.

Plans to honor past Citizens Planning Board members have been discussed and it is anticipated that a dinner will be held soon for that purpose.

Monthly Report
March
1971

Evaluation & Information

During the month of March, evaluation staff has been primarily concerned with submission requirements for the 2nd Action Year. HUD requires an evaluation of all 1st Action Year projects which will be continued into the 2nd Action Year. An evaluation of the CDA Program Administration is also required. The evaluation effort may be summarized as follows:

1. Project Evaluations: All 26 projects included in Addendum Supplement No. 5 have been evaluated by staff. These evaluations included input from planning staff agency, interviews with operating personnel and documentation from CDA records, files and monthly operating agency reports.
2. Program Evaluation: The inputs for program evaluation are broader than the individual project evaluations. They include an examination of individual project evaluations, interviews with operating agency personnel, interviews with CDA planning staff and a citizen evaluation survey conducted by Evaluation and the Citizen Participation staff personnel last month. The evaluation committee of the Citizens Planning Board provided staff with valuable assistance in the preparation and distribution of this survey. Initial tallying of the survey should be released by the agency by the 26th of March.
3. HUD Operating Agency Survey: CDA staff received this month a detailed survey from the Department of Housing & Urban Development to be conducted with each Operating Agency. This survey gathered personnel data regarding the number and type of jobs generated by CDA projects. This information is required by HUD in order to determine the eventual impact of CDA letter No. 11 on the existing Civil Service structure.
4. Price Waterhouse Certifications: Price Waterhouse, the accounting consultants for the city, have certified three new operating agencies this month. Included are the Albina Contractors Association, MEDIA, Inc., and the Martin Luther King Scholarship Fund.
5. Monitoring: Evaluation staff continue to receive monthly progress reports from operating agencies and have been conducting individual interviews and attending Working Committee meetings in order to monitor progress of existing projects and future planning.

IBM 407 Accounting Machine, 83 Card Sorter, 557 Alphabetic Interpreter, and 514 Reproducing Punch were finally hooked up and available for use by the Information staff. All equipment was tested with particular emphasis being placed on programming the 407 Accounting Machine.

The concepts and parameters of the Price Waterhouse Manual finance system are being reviewed and analyzed so as to ascertain its philosophy, and feasibility in converting to a computer system. At this time, the information supplied by Price Waterhouse is quite insufficient and really does not break down in detail just what exactly they are planning to do and what they have accomplished. A tighter rein on their activities is suggested; this is a suggestion shared by the Administrative Management Coordinator.

Forms and record management control procedures for the CDA are being reviewed and analyzed. The purpose of this review is to eliminate and streamline the voluminous amount of paperwork CDA and the operating agencies are immersed and spider webbed by. A tight control and close coordination with other departments as to creation of new, and alteration of present forms are the first steps to fighting this problem.

January and February Monthly Reports are being gleaned of all non-budgetary information and being transcribed to a computer card format by this staff. This is in anticipation of the design of a complete data base.

Design of a new Budget Status Form is in process in coordination with Administration and Evaluation staffs. This will be instituted in April.

We are also evaluating the implementation of a Computer Aided Learning Program to be made available for Jefferson High School and Cascade College students. It is proposed that this program will expose the Model Neighborhood to computer concepts and applications, and also to present an opportunity for residents to be trained in the computer field.

Leonard Yoon was brought aboard as Information Systems Analyst.

The position of Computer Programmer was filled. This was done with the able assistance of Mrs. Opal Strong and Mr. Bill Newborne of the Citizens Planning Board.

APRIL:

Short range goals for the 407 machine, and long range automated system goals (Financial, Administrative, reports) will be documented.

Price Waterhouse will be reviewed.

Preliminary specifications for the Data Base will be designed.

Evaluation & Information
Page 3

Education of the operating agencies and CDA in the proper usage and documentation of the forms and reports presently being used will begin.

Analysis of the data validity being used by Evaluation will commence.

Programming of initially needed reports will begin.

Monthly Report
March
1971

Physical Environment

PRE-NDP 1 COMPREHENSIVE AND NEIGHBORHOOD PLANNING

(Operating Agency: Portland Development Commission) The time period for the evaluation of this project by the independent consulting firm, Columbian Research, has been extended to April 1971 because of delays in data gathering, etc. Publication of the Model Cities Preliminary Comprehensive Development Plan by the Portland Planning Commission will take place in April and copies will be distributed to the Neighborhood Organizations, citizen committees and various public and private agencies for review and comment sometime in May. Publication of the Comprehensive Plan will complete all of the activities scheduled to occur under the Pre-NDP 1 contract.

COMPREHENSIVE AND NEIGHBORHOOD PLANNING

(Formerly Pre-NDP 2) (Operating Agency: Portland Development Commission) This project has been underway since December 1, 1970. Consultants have been hired in two of the three planning areas: Dekanter, Holgate with Bart Jankins were contracted for Vernon/King/Sabin; and Robert Perron (Colburn, Sheldon and Kaji, Associated Architects) with Ray Brewer, Model Neighborhood designer, have been hired for Boise/Humboldt.

Presently two Neighborhood Development offices are in full operation (Union Avenue, and Eliot) and a temporary office for Boise/Humboldt is operating out of the old Albina Neighborhood Improvement Program office. Work on the 15th and Fremont office has not yet been completed.

Selection of a neighborhood planning consultant for Eliot will occur when the Board of Directors for the Eliot Neighborhood Program Association is completed.

Presently City Demonstration Agency/ Portland Development Commission, Planning Commission staffs and the neighborhood planners are investigating many of the funding possibilities available from HUD. It is very possible that Model Cities could qualify for a Neighborhood Facilities Grant. This is a 2/3 Federally funded program, which provides money to cities to build community centers. The amount of the grant usually averages about \$250,000 for a city the size of Portland.

NDP

The Physical Environment and Housing Working Committee and the Woodlawn Association have approved a "pilot housing project" adjacent to the Woodlawn Park site. The project would clear the land and make it available to a developer to build multi-family units of low and moderate-income housing.

RESIDENTIAL DEVELOPMENT PROGRAM DESIGN

(Operating Agency: Housing Authority of Portland. Consultant: R. C. Malin and Co.)
R. C. Malin and Company have been working as consultant to the Housing Authority of Portland on the design of Model Cities Residential Development Program since December 1970. There have been numerous and continuous discussions and conferences with City Demonstration Agency staff and individuals and groups throughout the Model Neighborhood and the City. The data gathering phase of the project is complete, and Malin and Company is presently analyzing census data and other information. Malin and Company will complete their report to the Housing Authority in April.

The Residential Development Program will be included in the Second Action Year Plan, City Demonstration Agency staff has worked closely with Malin and Company to develop a detailed project description and budget for submission to HUD.

HOUSING REPAIR

(Operating Agency: Portland Development Commission)
HUD approved this project February 15, 1971. The City Council approved signing this contract in February 1971 and the City Demonstration Agency is currently awaiting signature by the Development Commission. The Citizens Review Board for the Project has been set up, and the City Demonstration Agency information brochure for the project has been designed, and is scheduled to be completed by March 29, 1971.

RELOCATION

(Operating Agency: Portland Development Commission)
The Portland Development Commission signed an amendment to the existing contract for relocation services in connection with the Model Cities Program. The contract amendment provides for relocation services through June 15, 1971, to coincide with the end of the Model Cities First Action Year.

CONTRACTOR MANAGEMENT

(Operating Agency: Albina Contractor's Association)
The project is in operation. Office space has been acquired and staff members brought aboard. The office is located at 3611 N. E. Union. Mr. Herman Plummer was selected as the Business Manager to direct this project.

COMMUNITY DEVELOPMENT PROJECT

(Operating Agency: MEDIA, Inc.)
The Community Development Program is staffing up and developing detailed operational policy and procedures. The operating agency for the program is the Metropolitan Economic Development Industrial Alliance, Inc., (MEDIA, Inc.). MEDIA is a private non-profit local development corporation (LDC) and will be licensed to participate in the full-range of Small Business Administration direct, and guarantee loan project using Model Cities seed moneys where needed to assist Model Neighborhood businesses.

Physical Environment

Page 3

MEDIA is currently occupying temporary office space at 5329 N. E. Union Avenue. This space will be utilized until such time as permanent quarters can be obtained.

Two staff positions are presently filled, the positions of economist, and secretary. The next staff member scheduled to be brought aboard will fill the Director's position. Approximately 500 resumes have been received regarding this position. The volume of resume responses will give the corporation a broad base from which to select the successful candidate.

TRANSPORTATION

The initial supply of the Model Cities "Transportation Study" was exhausted and 300 additional copies have been printed.

The Tri-Met Board of Directors will receive a presentation of the study on April 5, 1971. It is hoped that some of the recommendations in this plan can be implemented through Tri-Met and the Department of Transportation.

Monthly Report
March
1971

Social Environment Department

The following information shows a summary of Social Environment projects:

Education Aides: Full staffing of 20 aides in coordination with the School District No. 1's aides operating under the Career Opportunity Program. The Director resigned effective March 31, 1971. A new Director will be selected shortly. Plans are being discussed to increase complement and diverse the training activity if budget permits.

Preschool Expansion: Operation in two locations: N. Haught Street and Augustana Lutheran Church. This will be a continuing program in the Second Action Year. Plans are being discussed to extend the program each year by two classes of 20 each if space and funding can be provided.

Martin Luther King Scholarship Fund: Expected to go to contract any day now and are awaiting contract signing and implementation.

Health Planning: Contract signed March 11, 1971 and extends through First Action Year.

Services for the Mentally Retarded: In operation and contracts signed with Portland Children's Center and Timmy Education Center. Projects will be continued into the Second Action Year Program. Present contract extends to June 15, 1971. Contract at City Hall for signing to expand the services to include two additional components: Star-Urban League and Pilot Education. These contracts will extend to June 15, 1971. Starting dates for Portland Children's Center and Timmy Educational Center was September 1970. Proposed starting date for Star-Urban League and Pilot Educational School is April 1971.

Senior Adult Service Center: Project approved by City Hall and contract signing expected momentarily. Site for center has been secured. Plans have been drawn for renovation of site. Staff has been screened and expected to be selected once contract has been signed. Actual starting date is April 1971.

Aging Planning: In operation and Ordinance for new contract issued March 11, 1971. Contract signing expected any day extending project to June 15, 1971. Staff increase in extended year from 2 to 5 persons.

Comprehensive Child Care: In operation with most all phases started: Point of Information & Referral; Family Day & Night Care and Berean Child Care Center. This project will be a continuing program in the Second Action Year. Problems slight regarding staffing and securing adequate facilities. Actions: Securing cooperative agreement for Social Workers and Social Work Aides with Multnomah County; drawing up contracts.

Consumer Protection: In operation with staff selection taking place, and site of office secured. Program development undertaken. Location Oregon Consumer League, 575 N. Killingsworth, J. Alton Page, Director.

Multi-Service Center: Has been approved by City, County and State Agencies and presently is awaiting signing of contract by City and County. Staffing and program operation are being prepared for implementation. Starting date April 1, 1971.

Community (Nutrition) Care: Approved by City Council and awaiting contract signature for implementation. There is some fidelity bonding delay.

MN Youth Services Program, Albina Youth Opportunity School: Contract is being negotiated prior to execution stage and will be requested to continue into Second Action Year. Some problem with completion of contract negotiation and signing. Proposed starting date April 1971.

Juvenile Care & Foster Homes: Contract being negotiated prior to execution stage. Project will be requested to continue through Second Action Year. Proposed starting date April 1971.

Youth Recreation Complex: Awaiting action by the formation of the Model Neighborhood Youth Affairs Council. Problems: Negotiating contract and securing a facility. Proposed starting date April 1971.

Police Community Relations: All elements of the project are in full operation and will be continued into the Second Action Year Program.

Operation Step-Up: In operation with site secured and staffing begun.

MONTHLY PROJECT STATUS REPORT

3-25-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY*
			PROPOSED	ACTUAL	
10-01 Education Aides	<ol style="list-style-type: none"> 1. In operation since June, 1970. 2. Full staffing of 20 aides in coordination with the School District No. 1's 80 aides operating under the Career Opportunity Program 3. Will be a continuing program in the Second Action Year 	<p>Problems: slight</p> <ol style="list-style-type: none"> 1. Director resigned effective March 31, 1971 2. New director will be selected shortly 3. Plans are being discussed to increase complement and diverse the training activity if budget permits 		6-0-70	Portland Public School District #1 220 N.E. Beech Portland, Oregon 9721 Phone: 288-5361 Dr. R. C. Hughley, Director
10-02 Preschool Expansion	<ol style="list-style-type: none"> 1. In operation since September, 1970 2. Operation in two locations: <ol style="list-style-type: none"> a. N. Haight St. b. Augustana Lutheran Church 3. Will be a continuing program in the Second Action Year 	<p>Problems: none</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Plans are being discussed to extend the program each year by two classes of 20 each if space and funding can be provided 		9-0-70	Portland Public School District #1 220 N.E. Beech Portland, Oregon 9721 Phone: 288-5361 Dr. R. C. Hughley Director Co-Directors <ol style="list-style-type: none"> 1. Mrs. L. Delance 2. Mrs. Martha Jorda
10-08 ⁵ Martin Luther King Scholarship Fund	<ol style="list-style-type: none"> 1. Ammended to be implemented in the First Action Year Program 2. Expected to go to contract any day now 	<p>Problems: None</p> <p>Action: Awaiting contract signing and implementation</p>		4-1-71	Martin Luther King Scholarship Fund P.O. Box 751 Portland, Oregon Phone: 229-7271 Mr. Cottrell White Director

MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
11-02 Health Planning & Coordination <i>2AC</i>	1. Project in operation. New Health Planner aboard since December, 1970. 2. Contract signed through June 15, 1971. 3. Will continue into Second Action Year Program	Problems: None Actions: a. Developing services in: 1. Family planning 2. Mental health 3. Health education 4. Personal health care b. Investigating unmet health needs in areas of: 1. Alcoholism and drug abuse 2. Schools 3. Other CDA projects relating to health		8-1-70	Comprehensive Health Planning Association 2525 S.W. 3rd Portland, Oregon 972 Mr. Richard Rix, Director Mrs. Beatrice Gilmor Staff Advisor
11-01 Health Planning <i>1AY</i>	1. Contract signed March 11, 1971 2. Contract extends through First Action Year	Problems: None	12-0-70		Comprehensive Health Planning Association 2525 S. W. 3rd Portland, Oregon 9720 Phone: 224-2560 Mr. Richard Rix Director

MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
11-07 Services for the Mentally Retarded	1. In operation - Contracts signed with: a. Portland Children's Center b. Timmy Education Center 2. Project will be con- tinued into the Second Action Year Program 3. Present contract ex- tends to June 15, 1971.	Problems: slight Action: 1. Contract at City Hall for signing to expand the services to include two additional com- ponents: a. Star-Urban League b. Pilot Education 2. These contracts will extend to June 15, 1971.		9-0-70	a. Portland Children's Center 3829 S.E. 74th St. Portland, Oregon 97206 Mr. Robert Stuva, Director
				9-0-70	b. Timmy Educational Center 5203 N.E. 22nd St. Portland, Oregon 97211 Mr. Douglas Pew, Director
			4-0-71		c. Star-Urban League 5329 N.E. Union Room 202 Portland, Oregon 97211 Mr. Nate Nickerson Director
			4-0-71		d. Pilot Educational School 1624 N.E. Hancock Portland, Oregon 97212 Mrs. Irene Dardick Director

MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-01 Senior Adult Service Center	<ol style="list-style-type: none"> Project approved by City Hall Contract signing expected any moment. 	<p>Problems: None</p> <p>Action:</p> <ol style="list-style-type: none"> Site for center has been secured. Plans have been drawn for renovation of site. Staff has been screened and expected to be selected once contract has been signed. 		4-1-71	City-County Council on Aging 320 SW Stark Portland, Oregon 97204 Mr. O. J. Gates, Director Phone: 226-6007
15-02 Aging Planning	<ol style="list-style-type: none"> In operation Ordinance for new contract issued on March 11, 1971. Contract signing expected any day extending project to June 15, 1971 	<p>Problems: None</p> <p>Actions:</p> <ol style="list-style-type: none"> Continue planning for services to the Senior Citizens Staff increase in extended year from 2 to 5 persons. 	1-0-71 (Retro-active)		City-County Council on Aging 320 SW Stark Portland, Oregon 97204 Mr. O. J. Gates, Director Phone: 226-6007
15-05	<ol style="list-style-type: none"> In operation <ol style="list-style-type: none"> Staff selection taking place. Site of office secured. 	<p>Problems: None</p> <p>Actions: Program Development undertaken</p>	12-18-71		Oregon Consumer League 575 N. Killingsworth Portland, Oregon 97211 J. Alton Page, Director Phone: 283-2459

MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-06 Multi-Service Center	<p>1. Has been approved by City, County and State Agencies</p> <p>2. Presently awaiting signing of contract by City and County</p>	<p>Problems: Slight at this point</p> <p>Action:</p> <p>Staffing and program operation are being prepared for implementation</p>		4-1-71	<p>State of Oregon Multi-Service Center 5022 N.Vancouver Portland, Oregon 97211 Mr. Leon Harris, Director Phone: 288-7251</p>
15-03 Comprehensive Child Care	<p>1. In operation with most all phases started</p> <p>a. Point of Information & Referral</p> <p>b. Family Day & Night Care</p> <p>c. Berean Child Care</p> <p>2. This project will be continuing program in the Second Action Year</p>	<p>Problems: slight</p> <p>Staffing and securing adequate</p> <p>Actions:</p> <p>1. Securing cooperative agreement for Social Workers and Social Work Aides with Multnomah County</p> <p>2. Drawing up contracts.</p>	12-18-70		<p>Metropolitan Area 4-C Council 1609 S. W. 12th Portland, Oregon 97201 Phone: 222-6406</p>
15-08 Community (Nutrition) Care	<p>1. Approved by City</p> <p>2. Awaiting contract signature for implementation</p>	<p>Problems: slight</p> <p>Some fidelity bonding delay</p> <p>Action: N/A</p>		4-0-71	<p>Community Care Assn. Mrs. Clara Mae Peoples Director</p>

MONTHLY PROJECT STATUS REPORT

3-25-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
<p>15-09 MN Youth Services Program</p> <p>15-09-01 Albina Youth Opportunity School</p>	<p>1. Contract being negotiated prior to execution stage.</p> <p>2. Project will be requested to continue into Second Action Year.</p>	<p>Problems: Completion of contract negotiation and signing of such</p> <p>Actions: N/A</p>	4-0-71		<p>Albina Youth Opportunity School 5407 N.E. Williams Portland, Oregon Mr. Rance Spruell, Director Phone: 287-1092</p>
<p>15-09-02 Juvenile Care & Foster Homes</p>	<p>1. Contract being negotiated prior to execution stage</p> <p>2. Project will be requested to continue through Second Action Year</p>	<p>Problems: Completion of contract negotiation and signing</p> <p>Actions: N/A</p>	4-0-71		<p>Multnomah County Juvenile Court 1401 N.E. 68th Ave. Portland, Oregon Mr. Sam Johnson, Director Phone: 234-5231</p>
<p>15-09-03 Youth Recreation Complex</p>	<p>1. Awaiting action by the formation of the MN Youth Affairs Council</p>	<p>Problems: 1. Negotiating of contract before execution by Youth Affairs Council. 2. Securing a facility of size and type indicated to fit the needs of the project.</p> <p>Actions: N/A</p>	4-0-71		<p>Youth Affairs Council No address or site established at present</p>

MONTHLY PROJECT STATUS REPORT

3-25-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
17-01 Police Community Relations	<p>1. All elements of the project are in full operation</p> <p>2. This project will be continued into the Second Action Year Program</p>	<p>Problems: slight</p> <p>Actions:</p> <p>1. Training program of 4 weeks established to be completed by April 30. Will care for 60 officers.</p> <p>2. Second half of training will occur in the fall.</p> <p>3. Preliminary plans under way to secure LEAA grant for Second Action Year.</p> <p>4. 5 automobiles were purchased for the use of this project's staff.</p>		7-15-70	Portland Police Bureau 3807 N.E. Union Portland, Oregon Lt. Philip Smith Director Phone: 282-4526
20-01	<p>1. In operation</p> <p>2. Site secure and staffing has begun</p>	<p>Problems: slight</p> <p>Actions: N/A</p>		3-12-71	Nero Industries, Inc. 72 N. E. Sacramento Portland, Oregon David Nero, Director Phone: 288-9106

portland model cities

CITY DEMONSTRATION AGENCY
5329 N. E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

March 2, 1971

Letter No. 57

Chairman and
Citizens Planning Board Members

Dear Chairman and Members of the Board:

Attached find a City Demonstration Agency report for the month of February. The report is compiled by departments. You will receive a monthly report henceforth.

Sincerely,



Charles Jordan
Director

Monthly Report
February
1971

Administration

In addition to the many routine duties performed by the Administrative Section such as payroll, personnel, requisitions, etc; the Administrative Section performed a number of major tasks in February.

The main project performed by the Administrative Section in February was the major revision of Addendum Supplement No. 5 to meet new criteria requested by the Department of Housing and Urban Development. This involved revision of some twenty (20) project budgets and re-negotiation of the revision with HUD. HUD accepted the budget summaries prepared by Administration and approved the amended grant agreement to \$3,745,000 on February 11, 1971. Since February 11th, the Administrative Section has been justifying the revised project budgets and preparing the new projects for contract. This has necessitated meetings with various operating agencies to explain and negotiate the budget revisions.

The Administrative Section is also working toward completion of pre-certification of all operating agencies accounting systems. This project is proceeding at a rapid pace as pre-certification must be accomplished prior to signing contracts. This project is occupying most of the time of one staff member and should be completed in the month of March, 1971.

Another major area of concern for the Administrative Section is completion of the Second Action Year Plan. While this is not proceeding as fast as we would like, progress has been made in February. Much of the update of initial conditions has been finished and completion waits on receipt of census data. Most of the three-page project abstracts have been received and compiled. The section on Administrative Structure is 60% complete. Drafts of evaluation and Citizens Participation statements are near completion. Resident Employment statements plus tables are near completion. Detailed project budgets, statement of base entitlement and non-supplemental project description need to be worked on.

Many routine administrative problems have been tackled this past month. An In-House Requisition form has been established to facilitate requests for supplies. New clerical staff have been hired this month. An internal filing system has been established.

Personnel matters are being worked on. There are fifty (50) budgeted fulltime staff positions for the City Demonstration Agency. Presently 38 are filled and 12 are vacant. Of the vacant positions, four (4) are currently being advertised and should be filled shortly. The most difficult positions to fill are clerical. Three clerical positions are open. The position, Assistant to the Director, is proposed to be reclassified to an Administrative Secretary position. We seem to have difficulty finding competent clerical staff who reside in the Model Neighborhood.

We have had some difficulty in filling positions in the Evaluation section. This was probably due to the unusual nature of the qualifications, but it seems to have been rectified.

A breakdown of current full time staff is as follows:

Race:

Black	23
White	14
Oriental	<u>1</u>
Total	38

Residency:

MN Resident	25
Non-MN Resident	<u>13</u>
Total	38

Status:

Professional	22
Para-Professional	7
Clerical	<u>9</u>
Total	38

Status Breakdown:

Professional: 22	Resident 12
Black 15	Non-Resident 10
White 6	
Oriental 1	
Para-Professional: 7	Resident 6
Black 4	Non-Resident 1
White 2	
Clerical: 9	Resident 7
Black 7	Non-Resident 2
White 2	

Part time staff is as follows: Community Organizers

Black	7	Resident	11
White	4		

Monthly Report
February
1971

Evaluation & Information

The Evaluation staff is conducting a Program Evaluation. City Demonstration Agency Evaluation and Citizens Participation staff met with the Citizens Planning Board Evaluation Committee to design a questionnaire for citizen input. City Demonstration Agency has staff people assisting citizens in completing the questions. The questionnaire is also being distributed to Citizens Planning Board members, Working Committees, Neighborhood Organizations and City Demonstration Agency staff.

The questionnaires will be compiled by Evaluation staff, who will reconcile staff, Citizens Planning Board and Citizens evaluations, and then reconcile these results with an evaluation of project planning for each of the 26 projects now or soon to be in operation. By using this method, Evaluation staff will not only be able to isolate successful impacts and strategies from unsuccessful ones, but will also be able to isolate those which are potentially successful, but for some reason haven't gotten off the ground. By examining the projects, we can determine the reason for poor performance and recommend actions to correct deficiencies.

The Information staff (a part of Evaluation) is completing development of the financial data-base, and is working with the Financial staff (Administration) to obtain data.

Data Processing machines are in the office and should be in operation soon.

The manual filing system has shown a substantial increase in accuracy and is continually being updated.

Two Evaluation Specialists and two Senior Stenos were added to the Evaluation & Information staff this month.

Monthly Report
February
1971

Physical Environment

PRE-NDP #1 COMPREHENSIVE & NEIGHBORHOOD PLANNING

This project is in the process of being evaluated by independent consultants, Columbia Research Institute. We expect that early in March will be a completed evaluation report on this project.

COMPREHENSIVE & NEIGHBORHOOD PLANNING (PRE-NDP #2)

This project has been underway since December 1. Consultants have been hired for the Vernon/King/Sabin area. Negotiations are underway in the Boise/Humboldt planning area. Organizational problems in the Eliot neighborhood planning area have prevented progress in that neighborhood. A neighborhood development office has been opened in Eliot at 10N.E. Grand St. Some staff has been hired to operate that office. A temporary office neighborhood development office in the Boise/Humboldt planning area has been established at the Albina Neighborhood Improvement Project Office at 3726 N. Kerby. Renovation and remodeling has begun for a neighborhood development office at 15th and Fremont St. to service the Irvington/Vernon/King/Sabin areas. Weekly coordinating meetings have occurred between the CDA staff, the City Planning Commission, Portland Development Commission and neighborhood consultants. At the last weekly coordinating meeting HUD representative, Mr. Pat LaCross, the renewal assistant representative, and Mr. Bob Dixon, the Area Office Model City Field Representative, were there to appraise the local staff people of any problems as viewed by HUD, and also to appraise the local people of the possibility of any HUD programs that we might not be aware of.

NDP

The Working Committee, the Citizen Planning Board, and the City Council have approved the extension of the Neighborhood Development Programs in Woodlawn and Irvington from July to December 1971.

RESIDENTIAL DEVELOPMENT PROGRAM DESIGN (Operating Agency- Portland Housing Authority)

The RC Malin Co. is acting as consultant to the Housing Authority of Portland in development of this design for the Residential Development Program. This past month a brief summary of the approach and the program was made to the Physical Environment and Housing Working Committee by Mr. Dave Antonelli, of the R.C. Malin Co. There have been numerous and continuous discussions and conferences with the consultants with CDA staff and Housing Authority. We would expect a preliminary report from the Housing Authority early in March on the subject.

TRANSPORTATION STUDY

The study developed by the consultants of Daniel, Mann, Mendenhall & Johnson was forwarded from the Working Committee to the Citizens Planning Board for

their acknowledgement and acceptance of the study. This project is now complete as far as the consultants are concerned and the CDA staff. As there are no supplemental funds allocated to implement this study and plan, the staff is working closely with the staff of Tri-Met to ascertain whether or not there is any phase of the transportation plan that can be implemented in utilizing Federal monies.

HOME REPAIR PROGRAM

This project was approved by HUD, contract passed by City Council, and the signature of the Mayor and the Portland Development Commission is expected early in the first part of March. It is anticipated that the policies, procedures and organization for this program can be implemented by the middle part of March.

RELOCATION

The approval by HUD of an additional \$14,000 for relocation purposes to the end of the first-action year will enable us to proceed with relocation payments for those people in the Cascade Project who may be asked to move. The CDA staff, particularly Harvey Lockett, is working with the Portland Development Commission Relocation Staff and Mrs. Helen Benjamin of the HUD Relocation Office. We are in the process of developing a more definitive relocation plan and project that would be more comprehensive than our present limited relocation plan. There have been several meetings concerning this subject during the month of February.

CONTRACTOR MANAGEMENT.

- 1) The contract passed the City Council on February 19, 1971.
- 2) The Association has obtained all necessary bond and insurance and the contract signed by the Association, along with all necessary insurance forms was taken to the Auditor's office for processing on February 25.
- 3) The Price-Waterhouse letter of pre-certification will be delivered to the Director's office on Monday morning.
- 4) The advance payment request is in the Director's office and I hope to get it processed by the middle of next week.
- 5) I anticipate the contract will be signed by the Mayor by the middle of week, hopefully.

COMMUNITY DEVELOPMENT PROJECT

- 1) The contract for services was approved by the Board of Directors on February 15.
- 2) The contract for services passed the City Council on February 25.
- 3) The Price-Waterhouse letter of pre-certification in the Director's office (I have copies which I will include when I return the contract to the Auditor's office this afternoon.

4) The operating agency has obtained all necessary bonding and insurance coverage. This information will be included with the signed contract to be delivered this afternoon.

5) I have what I hope will be the final draft of the Trust Agreement which I will review with the Corporation's Executive Committee and deliver to the City Attorney by Wednesday of next week. I have no real basis for projecting process in negotiating the final form of the Trust Agreement but I would hope that something could be worked out by the middle part of March: ie. approved by the Mayor and through the City Council.

6) The contract should be signed by the Mayor by the middle of next week, hopefully.

7) The advance payment request is in the Director's Office and I hope to get it processed by the middle of next week.

8) I am having a meeting with the Corporation's Personnel Committee this afternoon to begin planning for staffing the organization.

Monthly Report
February
1971

Social Environment Department

During the month of February, Social Environment Department had seven projects with a proposed starting date of March 1, 1971. These included the Multi Service Center, 4917 N. E. Union; Martin Luther King Scholarship Fund; Operation Step-Up, 1721 N. E. 47th Street; Community Nutrition Care; Senior Adult Service Center; MN Youth Services Program, and Mental Retardation Services.

Mental Retardation Services is in operation in the second phase: (1) Timmy School and (2) Portland Children's Center. The program will remain the same through March 1, 1971. Star and Pilot Education will join and expand the services and number of Model Neighborhood children in the program.

Status of the projects listed above, other than Mental Retardation Services, have received the Department of Housing and Urban Development Regional approval and in contract preparation status.

Problems encountered with the above listed projects are as follows: Multi-Service Center, contract details securing financial arrangements with County Administrator; Operation Step-Up, clarification of duties and responsibilities of program implementation; MN Youth Services Program, concern of the incorporation of the Youth Advisory Committee. There are no problems at present in the other projects reports.

The Mental Retardation Services program will remain the same through March 1, 1971. Star and Pilot Education will join and expand the services and number of Model Neighborhood children in the program.

PROJECT	PRESENT STATUS - F.C.	PROBLEMS and ACTIONS	DATE STARTED	PROPOSED STARTING DATE	AGENCY
Multi-Service Center	<ol style="list-style-type: none"> 1. Received HUD Regional approval 2. In contract preparation status 	<p>Problems:</p> <p>Contract details securing financial arrangements with County Administration</p>		March 1, 1971	<p>State Multi-Service Center</p> <p>4917 N.E. Union</p>
Martin Luther King Scholarship Fund	<ol style="list-style-type: none"> 1. Received HUD Regional approval 2. In contract preparation status 	<p>Problems: None at present</p>		March 1, 1971	<p>Martin L. King Scholarship Fund</p> <p>P.O. Box 751 97207</p>
Operation Step-Up	<ol style="list-style-type: none"> 1. Received HUD Regional approval 2. In contract preparation stage 	<p>Problems:</p> <p>Clarification of duties and responsibilities of program implementation</p>		March 1, 1971	<p>Nero Industries</p> <p>1721 N.E. 47th St.</p>
Community Nutrition Care	<ol style="list-style-type: none"> 1. Received HUD approval 2. In contract preparation stage 	<p>Problems: None at present</p>		March 1, 1971	<p>Community Care Association</p>

PROJECT	PRESENT STATUS	PROBLEMS and ACTIONS	DATE STARTED	PROPOSED STARTING DATE	OPERATING AGENCY
5. Senior Adult Service Center	1. Received HUD approval 2. In contract stage	Problems: None at present		March 1, 1971	City-County Council on Aging
6. MN Youth Services Program Recreation Albina Oppt. School Juv. Court	1. Received HUD approval 2. In contract preparation stage	Problems: Concern of the Incorporation of the Youth Advisory Committee		March 1, 1971	Albina Yout Opportunity School 5407 N. Williams
7. Education Aides	In operation - 20 MN residents enrolled.	Problems: None at present	June, 1970		School Dis No. 1 220 N.E. Beech
8. Pre-School Expansion	In operation, at present 70-90 children in attendance at two centers	No problems - space secured and expanded to 90 pupils	Oct. 1970		School Di No. 1 220 N.E. Beech

PROJECT	PRESENT STATUS	PROBLEMS and ACTIONS	DATE STARTED	PROPOSED STARTING DATE	OPERATING AGENCY
9. Health Planning Coordination		Problems: None at present			Comp. Health Planning Assoc. 1430 S.W. Clay St.
10. Mental Retardation Services	In operation - 2nd phase (1) Timmy School and (2) Portland Children's Center - at present	Program will remain the same through March 1, 1971. Star and Pilot Education will join and expand the services and number of Model Neighborhood children in the program.	Aug., 1969 contracts renewed and committed Sept. 1, 1970 through April 1971	March 1, 1971	Portland Children's Center - Timmy Education Center - Star Urban League - Pilot Ed. Center
11. Senior Aging Planning	In operation - 2nd phase of planning 12/1/70 to 6/15/71	Developed Senior Adult Service Center project for Second Action Year operation.	Dec. 1, 1970		City-Council Aging 320 S.W. Stark St
12. Comprehensive Child Care	In contract negotiation with City Attorney's office - approval by CDA & operation agency. CONTRACT SIGNED Dec. 21, 1970	Problems: None at present	Dec., 1970		Metropol Area Coordin Child Council 1609 S. 12th St

PROJECT	PRESENT STATUS	PROBLEMS and ACTIONS	DATE STARTED	PROPOSED STARTING DATE	OPERATING AGENCY
13. Police Community Relations	In operation	Action: <ol style="list-style-type: none"> 1. Secured permanent site 3807 N.E. Union 2. Screening for Youth Planners 	Sept. 1970		Portland Police Department 3807 N.E. Union
14. Youth Recreation & Planning	In operation since July 15, 1970 and terminated December 31, 1971	Problems - slight <ol style="list-style-type: none"> 1. Action - conducted summer Youth Recreation Activity Program & Surveys. Developed & submitted comprehensive recreational program for MN youth to be implemented in Second Action Year Program. 2. Merged with MN Youth Services Program for 1970. 	July 15, 1970		
15. Consumer Protection	In operation	Action: <ol style="list-style-type: none"> 1. Contract signed Dec. 8, 1970 2. Director selected 3. Initiating procedure to select site office and staff 4. Program to be fully implemented by March 1, 1971 	Dec. 8, 1970		Oregon Consumer League 3131 N.W. Luray Terrace

Monthly Report
February
1971

Citizens Participation

Citizens Participation Department released 7,500 copies of the February newsletter. A column from the Chairman of the Board was added to the newsletter. Staff anticipates Mr. Nunn's column to be a regular item.

Four Community Organizers were added to Citizens Participation staff bringing the total number of Community Organizers to ten with one alternate. The alternate will be placed on payroll in order to work when one of the regular ten Community Organizers cannot work.

Plans were started for a Citizens Planning Board, Working Committee, and Neighborhood Organizations Workshop. A questionnaire designed to get ideas was distributed by the Chairman of the Board.

During the month of February, Humboldt Neighborhood Organization elected officers and is now having regular meetings. Bylaws are being drafted and after adoption by the Neighborhood Organization they will be presented to the Citizens Planning Board.

Eliot Neighborhood Organization has had problems during the month. Conflicts of ideas among area residents has caused a considerable amount of confusion and disruption during the meetings. An election to increase the Board of Directors was not completed as planned by the officers of the Neighborhood Organization. Bylaws for the Neighborhood Organization were not adopted by the Neighborhood Organization as planned.

The Urban Technical Assistance Program began its third training session for area residents this month. To date, there have been approximately 198 participants and approximately 175 were stipend.

As a result of the Urban Technical Assistance Program and the recent Citizens Participation Workshop, there has been an increase of citizens involvement to Working Committee meetings.

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

May 4, 1971

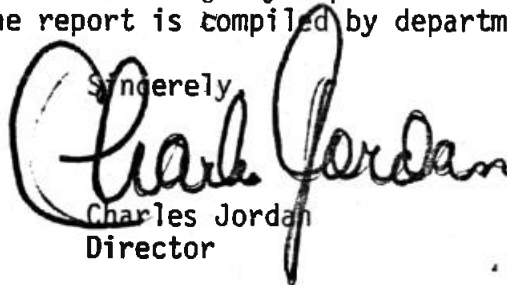
Letter No. 59

Chairman and
Citizens Planning Board Members

Dear Chairman and Members of the Board:

Attached find a City Demonstration Agency report for the month of April 1971. The report is compiled by departments.

Sincerely,



Charles Jordan
Director

MONTHLY REPORT
APRIL
1971

ADMINISTRATION

The major task of the Administrative Section, as well as the entire CDA, has been the submission of the Second Action Year Plan. The final draft of the Plan was completed April 1. It was forwarded to and approved by the Citizens Planning Board on April 5, and the City Council on April 8. The Plan was then printed, bound, and sent to HUD on April 15. Through the hard work of all CDA staff, all deadlines for the Second Action Year Submission were met.

The Administrative Section also coordinated the compilation of the Quarterly Report. This report was also due at HUD on April 15, and again the CDA met the HUD deadline.

Another major task of the Administrative Section this past month has been Fiscal Management. Now that the Model Cities Program has most of its projects in operation, Fiscal Management has become increasingly time-consuming and important. The Administrative Section has had to make decisions on advances in funds to operating agencies. To date, advances in funds have been granted to six operating agencies.

Payment of monthly expenses to all operating agencies has become a major task. The Administrative Section is attempting to standardize their payments. To this end, we are developing a set of Fiscal Management Instructions, including new Reporting Expenditure Invoices and standardized Time Cards for all operating agencies. The Administrative staff will meet with fiscal representatives of all operating agencies on April 26 to discuss these instructions and explore problems in the Fiscal Management area. In cooperation with the Evaluation and Information Section, we are developing an automated fiscal data system that parallels with the City's. This will enable us to computerize all fiscal information.

The Administrative Section is continuing its personnel function. In April, two Social Planning Assistants and an Administrative Services Assistant were hired. Openings for one Physical Environment Specialist, one Citizens Participation Planning Assistant, and two Evaluation Transaction Secretaries are currently being advertised. These positions will be filled in May.

The possibilities of securing categorical funds are still being explored. Administrative staff met with representatives of HEW Regional Staff the last part of March. Administrative staff also met with representatives of various state agencies in Salem this past month to seek state assistance. While no immediate commitment of funds is apparent, we were well received by both HEW and state agencies and will continue to make these contacts in search of funds. Another trip to Salem and to state agencies is planned for the first part of May.

A breakdown of current full time staff is as follows:

Race:
Black 28
White 15
Oriental 1

Total 44

Residency:
MN Resident 32
Non MN Resident 12
Total 44

Status:
Professional 23
Para-Professional 9
Clerical 12

Total 44

Status Breakdown:
Professional: 23
Black 13
White 9
Oriental 1

Para-Professional: 9
Black 5
White 4

Clerical: 12
Black 10
White 2

MN Resident 13
Non MN Resident 10

MN Resident 9
Non MN Resident 0

MN Resident 10
Non MN Resident 2

MONTHLY REPORT
APRIL
1971

CITIZENS PARTICIPATION

The Eliot Neighborhood Program Association (ENPA) elected eight (8) persons April 14, 1971, to complete the Executive Board. Other Neighborhood groups are progressing with planning activities.

There has been a marked increase in requests for Model Cities information. There were ninety (90) telephone requests and over twenty (20) Information packets were mailed out. Two local college classes requested a tour of the Model Cities facility and six other groups/organizations visited the Model Cities Agency in April to gain knowledge of Model Cities Agency goals and objectives. A T.V. tape was shown on Channel 12 involving a Citizens Planning Board member, CDA Director and other staff. There was a radio tape on KBPS on question and answers about Model Cities by the CDA staff.

The Agency mailing system received major revisions this month and after this updating, the mailing system now has approximately 4,500 names. Four thousand five hundred (4,500) copies of the April 1971 Newsletter was distributed as scheduled. This distribution was lessened as a result of the updating of the mailing system.

The Citizens Participation Planning staff have been involved in joint meetings with the Physical staff and Social staff to become better informed of all Model Cities projects and also to seek ideas from CDA assigned staff to Working Committee. More cooperation within the CDA will enhance the overall Citizens Participation activities within Model Cities citizens structure. Dialogue sessions with other CDA staff will continue and it is anticipated that an evening meeting will be held with Working Committee Chairmen and the First Vice Chairman of the Citizens Planning Board assigned to Working Committees to further discuss how all CDA staff can assist the Working Committees to be more effective in their decision making role.

The Citizens Participation Department initiated an Inter-Agency Luncheon for Agency Outreach personnel April 22, 1971. The luncheon will be held once monthly on the fourth Thursday of each month. The guest speaker was CDA Director, Mr. Charles Jordan, speaking on "Inter-Agency Coordination." The meeting was attended by over seventy-five persons from approximately 40 different Agencies. Two T. V. stations, Channel 6 and Channel 12, covered the luncheon.

More effort is being placed by the Citizens Participation staff on identifying UTAP graduates that attend meetings and filtering them into all Model Cities activities.

The Citizens Participation staff gave publicity assistance to the Recreation and Culture Working Committee for the First Annual Basketball Tournament held April 1, 2 and 3, 1971, at the Cascade Center Gymnasium. The attendance was approximately 200 youth and adults per night. As a result of this activity, the Recreation and Culture Working Committee added ten (10) new members to the mailing

Page 2
April
CP

list at the next meeting. The Recreation and Culture Working Committee is also in the process of selecting an Election Committee for the purpose of electing eight (8) Model Neighborhood Youth to a Youth Affairs Council. The election will be held May 14, 1971.

The Citizens Participation Department invited Dr. Ronald Cease, Dean of Undergraduate Studies, Portland State University, to the Model Cities Agency April 16, 1971, to inform the Model Cities Agency staff of the Educational opportunities at Portland State University. The primary purpose of this meeting was to encourage CDA staff to continue their education.

Interviews were conducted April 27, 1971, for the position of Citizens Participation Planning Assistant. Three Model Neighborhood applicants names have been submitted to the Director for the selection of one to be hired in May 1971.

Three (3) part-time Community Organizer positions are open and it is anticipated that two (2) persons will be hired to fill these vacancies in May.

The Citizens Participation Department worked with a committee of the Citizens Planning Board on the Citizens Planning Board Workshop. The Workshop was held April 17, 1971, from 8:30 a.m. to 3:00 p.m. The Honorable Mayor Terry D. Schruck spoke on the Role of City Council to Model Cities. The Workshop was covered by the T.V. and other news media. Suggestion was made by the Citizens Planning Board Chairman, Josiah J. Nunn, to continue the Workshop at a later date. The Workshop discussions will be continued at the Citizens Planning Board meeting May 4, 1971.

Staff has also worked with the Rules Committee of the Citizens Planning Board. The Rules Committee is now reviewing Rules and Operating Procedures of Working Committees to recommend changes to the Citizens Planning Board.

MONTHLY REPORT
APRIL
1971

EVALUATION & INFORMATION

During the month of April, Evaluation and Information staff have continued their monitoring and evaluation functions. Leonard Yoon was assigned Acting Coordinator for the Department this month and, as a result, the staff now is at full employment. Under a revolving quarterly system, Rolland Franz has been assigned as lead evaluator. Other specialists will rotate into this slot each quarter. Activities which have occurred this month are:

1. Completion of the 1st Action Year evaluation report for submission to HUD as a requirement of the 2nd Action Year package.
2. Final rewrite, proof, and organization of 2nd Action Year submission submitted to HUD 4-15-71.
3. Ongoing Monitoring of Operating Agencies and agency contact by Evaluation.
4. Attended CPB - Working Committee Workshop held at Cascade Center and attendance at various Working Committee meetings.
5. Work program and strategy for project evaluations in April 16 - July 15 quarterly report.
6. Design and development of MN survey to establish base data for 3rd Action Year.

The Information staff has been primarily concerned with maximum utilization of the 407 Accounting Machine. Short range goals for the 407 were documented. Applications presently being implemented include a CDA Personnel Directory, an equipment inventory file, monthly project expenditures and all CDA budget transactions.

Programs and designs have been completed for implementing a file index and a job application bank. The voluminous amount of keypunching should be completed soon, at which time these jobs will be added to our list of operational projects.

Continuous evaluation of the present equipment is being done in consultation with IBM representatives. Long range goals for data processing have been documented. The information staff is working closely with the evaluation staff in the designing of the proposed survey. Several methods of capturing, storing and manipulating the survey data are being reviewed.

The Information staff, along with Mr. Jordan and Coordinator of Cascade Center, Mr. Newborne, saw a demonstration and presentation of the Computer Aided Learning Program at Castle & Cooke Corp.. Effort is being made to implement this program within the Model Neighborhood.

Price Waterhouse presented the proposed financial system being designed for CDA to the Information and Administrative staffs. A brief discussion indicated that the system can be computerized with a minimum of changes.

The Administrative and Information staffs are working together to revise the monthly reporting package in order to provide more data regarding the agency's progress and level of spending.

MONTHLY REPORT
APRIL
1971

PHYSICAL PROGRAM

CONTRACTORS MANAGEMENT 21-01 The project continues to operate smoothly.

COMMUNITY DEVELOPMENT 21-02 The operating agency is currently looking for a director.

RESIDENTIAL DEVELOPMENT PROGRAM DESIGN 30-01

The subcontractor, R. C. Malin and Co. is presently analyzing Model Neighborhood housing data, and preparing its recommendations to the CDA. The R.D.P. Design should be completed in early May 1971.

HOUSING REPAIR 30-03

The contract has yet to be signed with the operating agency because of potential problems which the O/A sees in the operation of the project. It is expected that these problems will be worked out, and the project will be in operation by May 1971.

RELOCATION 31-01 No relocations have taken place this month.

TRANSPORTATION 32-02 CDA staff is currently coordinating the Model Cities Transportation Study with C.R.A.G.'s transit study.

COMPREHENSIVE AND NEIGHBORHOOD PLANNING 33-02

- . Vernon/King/Sabin have approved inclusion of their area as a part of the Second Action Year Neighborhood Development Program.
- . The V/K/S Planning consultants have completed their data gathering, and have made a presentation to the neighborhood.
- . Boise/Humboldt has begun its data collection and goal formulation stages with its consultants.

COMPREHENSIVE AND NEIGHBORHOOD PLANNING (continued)

- . Eliot has completed its reorganization and will soon select its planning consultant.

CASCADE COMMUNITY CENTER 33-06

The Citizens Advisory Committee is currently considering recertification of the PCC's contract with the City.

NEIGHBORHOOD DEVELOPMENT PROGRAM 33-03

- . Most of the housing rehabilitation activity is currently on schedule.
- . Portland Development Commission is presently preparing an application for a 12 months extension of NDP with inclusion of Vernon/King/Sabin for planning purposes.

MONTHLY REPORT
APRIL
1971
SOCIAL ENVIRONMENT DEPARTMENT

EDUCATION AIDES

This project will continue through the Second Action Year. Full 20 aides, all MN residents are involved in the program. Plan to increase numbers in Second Action Year were not possible because of lack of funding sources. A new Director has yet to be selected by the School Board.

PRESCHOOL EXPANSION

Continuing its excellent progress from the past month. Residential activities are being warmly received. Expansion in Second Action year doubtful because of dearth of additional funds.

MARTIN LUTHER KING, JR. SCHOLARSHIP FUND OF OREGON

Contract has been signed. Students selected for the present term. First monthly report will be received on May 1, 1971. Fifty students will be receiving aid from this fund. They will be attending Portland State University, Oregon State College and Pacific University.

HEALTH PLANNING AND COORDINATION

Contract signed extending program into Second Action Year.

SERVICES FOR THE MENTALLY RETARDED

All four components in operation are progressing satisfactorily. There will be some adjustments concluded during the Second Action Year. Enlarged coordination, with all local programs, will be attempted for the purposes of addressing itself to a transportation unit and acquiring a sheltered workshop and facility on the N.E. side during the Third Action Year.

SENIOR ADULT SERVICE CENTER

Contract has been signed. Remodeling of quarters to begin soon. Application has been instituted to secure additional funding for restoring the Transportation Unit, which had to be deleted because of inadequate funds.

AGING PLANNING

Contract continuing and planning begun for additional phases of the program. This will be a Second Action Year Project.

COMPREHENSIVE CHILD CARE

All phases progressing well. Plans being reviewed to increase and include another Day Care Center with existing funds being capable of absorbing the cost.

CONSUMER PROTECTION

Progressing satisfactorily. Open house held on April 12, 1971. All staff secured and no problems anticipated.

MULTI-SERVICE CENTER

Contract signed and most staff secured. Operating in the new State of Oregon Albina Multi-Service Center quarters at N.Vancouver and Alberta Streets.

COMMUNITY (NUTRITION) CARE

Bonding problems solved. Contract signed and project is proceeding into operation stage at present.

MN YOUTH SERVICES PROGRAM

Youth Advisory Council being formed to carry on activities of this project. Expectations of polarization before May 1, 1971. Some phases are presently in operation.

a. Albina Youth Opportunity School

Contract signed, some staff selected and program expansion has begun.

b. Juvenile Care & Foster Home Program

Contract signed with Juvenile Division of Multnomah County. Two Youth Care Centers are being established. Foster Home Care Service is provided for in the project for the Model Neighborhood.

c. Youth Recreation Complex

The Youth Advisory Council will activate this project component when finalized. No particular problems are anticipated.

POLICE COMMUNITY RELATIONS

In full operation. Some staff changes were effected for more judicious implementation. Advisory Committees have been established. The Youth Program has been submitted for consideration. The Training Program and Evaluation elements have been developed.

OPERATION STEP-UP

Progressing satisfactorily. Staff secured. A comprehensive survey of employment problems facing MN residents is being considered.

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
10-01 Education Aides	In operation since June 1970. Full staffing of 20 aides in coordination with the School District #1's 80 aides operating under the Career Opportunity Program	Problems: Slight Director resigned effective March 31, 1971 New director will be selected shortly Plans are being discussed to increase complement and diverse the training activity if budget permits		6-0-70	Portland Public School District #1 220 N.E. Beech Portland, Ore. 97212 Phone: 288-5361 Dr. R.C. Hughley, Director
10-02 Preschool Expansion	Will be a continuing program in the Second Action Year In operation since September 1970 Operating in two locations: a. N. Haight Street b. Augustana Lutheran Church Will be a continuing program in the Second Action Year	Problems: None Actions: Plans are being discussed to extend the program each year by two classes of 20 each if space and funding can be provided		9-0-70	Portland Public School District #1 220 N.E. Beech Portland, Ore. 97212 Phone: 288-5361 Dr. R. C. Hughley, Director Co-Directors: 1. Mrs. L. Delance 2. Mrs. M. Jordan
10-08 Martin Luther King, Jr. Scholarship Fund of Oregon	Amended to be implemented in the First Action Year Program Contract signed March 15, 1971	Problems: None Action: Contract signed March 15, 1971		4-1-71	Martin Luther King, Jr., Scholarship Fund of Oregon P.O. Box 751 Portland, Oregon Phone: 229-7271 Mr. Cottrell White, Director

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
11-01 Health Planning and Coordination	In operation	Problems: None Activities in Family Planning and Mental Health Neighborhood Center	12-0-70	12-15-70	Comprehensive Health Planning Assn 2525 SW 3rd Portland,Ore.07204 Phone:224-2560 R. Rix, Director
11-07 Mental Retardation Program	In operation				
	a. Timmy Education Ctr	a. Financial re-imbursement slow, otherwise progress is being made		9-0-70	a. Timmy Education Ctr. 5203 N.E. 22nd Portland,Ore.97211 Mr.D. Pew, Director Phone: 284-1451
	b. Portland Children's Center	b. Problems: None Actions: Continue the same Has been in operation since July 1970. Problem in getting financing cleared. Contract signed to June 15, 1971		4-1-71 9-0-70	b. Portland Children's Center 3829 SE 74 Portland,Ore.97206 Phone: 777-2215 Mr.R. Stuva, Director
	c. Pilot Education School	c. Problems: None Actions: Satisfactory Implementation		4-1-71	c. Pilot Education School 1624 NE Hancock Portland,Ore.97212 Phone: 282-4772 Mrs. I. Dardick, Director
	d. Project STAR	d. Problems: None Actions: Satisfactory Implementation		4-1-71	d. STAR: Urban League 5329 N.E.Union Portland,Ore.97211 Phone: 287-4181 Mr.N.Nickerson, Director

APRIL MONTHLY PROJECT STATUS REPORT

3-25-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-01 Senior Adult Service Center	Senior Adult Service Ctr contract was signed on 3-25-71, and Committee for Older Adults and their activities continue to gain favorable reports and response from the community and news media. Their Chairman was chosen as "Model Cities Citizen of the Month," and a national magazine, <u>Aging</u> , has published a story on the program.	Problems: Transportation Actions: Satisfactory Implementation	3-25-71	3-25-71	City-County Council on Aging 320 SW Stark St. Portland, Ore. 97204 Phone: 226-6007 Mr. O. J. Gates, Director
15-02 Title III Staffing Grant	Title III Staffing Grant is an on-going project. The Senior Citizens have developed the Senior Adult Service Center which will be funded as a Second Action Year Project	N/A		10-1-70	City-County Council on Aging 320 SW Stark St. Portland, Ore. 97204 Phone: 226-6007 Mr. O. J. Gates, Director
15-03 <u>Comprehensive Child Care</u> 1. Point of Information & Referral 2. Family Day and Night Care Program 3. Berean Child Care Centers	<u>BUDGET INFORMATION</u> Funds fr MC \$17,595.60 Amt transferred to State Public Welfare \$17,595.60 Amt of funds generated by matching..\$17,595.60 x 3= \$52,786.80 Considerable time has been spent in negotiating the installation of services to be rendered. A continuation of the following transpired:	<u>Sliding Fee Scale:</u> On March 9, 1971, the Board of Directors of Metro. Area 4-C Council approved a revised copy of the State Public Welfare Commission's Sliding Fee Scale. The State Public Welfare Commission must approve new sliding Scale The Social Service Working Committee also approved the revised sliding scale at their regular meeting April 13, 1971.		12-18-70	Metropolitan Area 4-C Council 1609 SW 12th Ave Portland, Ore. 97201 Phone: 222-6406 Mrs. Helen Gordon, Director <u>Site Locations:</u> 1. <u>Point of Information and Referral</u> 714 1/2 N.E. Alberta Portland, Ore. 97211 Phone: 288-8861

APRIL MONTHLY PROJECT STATUS REPORT

3-25-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-03 (Continued)	<p>A. Continuance of advertising and publicity of the program.</p> <p>B. The addition of new staff included: Two(2) Licensed Practical Nurses Three(3) Social Workers Three(3) Social Worker Aides</p> <p>C. Advisory Policy Board has been established. Memberships are still open for parents, CPB members, and other agencies to fill.</p> <p>D. Meetings with agency personnel to iron out details of program continues.</p> <p>E. Fiscal policy meetings continue.</p> <p>F. Working with and assisting the provider agencies in preparing and drawing up contracts continues also. This includes: 1. Portland Public Schools-school age and preschool day care. 2. Woodlawn Child Care Center.</p>	(continued)			<p>2. <u>Family Day & Night Care</u> Highland Community Center Church 4635 N.E.9th Portland,Ore.97211 Phone: 284-5480</p> <p>3. <u>Berean Child Care Centers:</u> 4822 N. Vancouver Portland,Ore.97217</p> <p>(sub-contracted to:)</p> <p>Hughes Memorial United Methodist Church</p> <p>Actual site location at:</p> <p>Emergency Day & Night Care Multi-Service Center 5022 N. Vancouver Portland,Ore.97211 Phone: 280-6000</p>

APRIL MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-05 Consumer Protection	<p>The Oregon Consumer League Branch office opened its new site at 575 N. Killingsworth on March 5, 1971.</p> <p>The activities for the month of March included:</p> <ol style="list-style-type: none"> 1. Continuance of publicity for the project. 2. Furnishing the office. 3. Installation of equipment. 4. Advertising of available positions. 5. Interviewing and selection of staff. 6. Preparation of training program for staff. 7. Beginning of public relations activities. 8. Orientation of personnel to community through community contacts. 9. Coordination with other agencies in the community. 10. Setting up office procedures. <p>There will be a meeting of the Advisory Committee, OCL branch advisory committee staff and CDA to form an official policy board.</p>	N/A		12-18-70	Oregon Consumer League 575 N. Killingsworth Portland, Oregon 97211 Phone: 283-2459 J. Alton Page, Director

APRIL MONTHLY PROJECT STATUS REPORT

3-23-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-06 Multi-Service Center	<p>The State operated Multi-Service Center is now located in a new building at 5022 N. Vancouver Ave. that will house a wide variety of services for poor people.</p> <p>Leon Harris, the center's director, said the new facility would be able to help 400 to 500 persons a day.</p> <p>Services provided within the New Center will include:</p> <ol style="list-style-type: none"> 1. Multnomah County Public Welfare Division 2. Multnomah County Food Stamp Program 3. Multnomah County Health Department 4. State of Oregon Division of Employment 5. Multnomah County Juvenile Court 6. State of Oregon Dept. of Vocation Rehabilitation 7. Division of Corrections - Parole & Probation 8. Division of Motor Vehicles 9. General Medical Examination 10. Emergency Day Care Services 11. Team Concept (Training) <p>Activities for the month included:</p> <ol style="list-style-type: none"> 1. Moving into the new building. 2. Publicity and advertising of new positions. 3. Setting up office procedure. 4. Orientation of personnel to new procedures and programs. 5. Meetings with agencies continue to iron out problems of activities developing from expansion of the program. 6. Monthly Status Reporting will begin May 5. 			3-18-71	<p>State of Oregon's Multi-Service Center 5022 N. Vancouver St. Portland, Oregon 97212 Phone: 280-6000 Mr. Leon Harris, Director</p>

APRIL MONTHLY PROJECT STATUS REPORT

3-25-71

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-08 Community Care (Nutrition)	<p>The Community Care project began on a limited basis. The director and social coordinator are abroad. The Community Care office is located at 2022 N.E. Alberta.</p> <p>Publicity and advertising on the project and positions available continues.</p> <p>Purchases and donations of office equipment and supplies has been limited because of bonding problems which expected to be cleared by 4-22-71.</p>	N/A		3-25-71	Community Care Association 2022 N.E. Alberta Portland, Ore. 97211 Phone: 288-4989 Mrs. Clara Peoples
15-09-01 Albina Youth Opportunity School	<p>Contract signed</p> <p>Project will be requested to continue into Second Action Year</p>	<p>Problems: None</p> <p>Actions: Contract signed March 15, 1971</p>	4-0-71		Albina Youth Opportunity School 5407 N.E. Williams Portland, Ore. 97217 Mr. R. Spruell, Director Phone: 287-1092
15-09-02 Juvenile Court and Foster Home Program	<p>The Juvenile Court District Office has been re-located at the State of Oregon Albina Multi-Service Center in order to receive maximum counseling and casework service to clients of the MN residents. Five counselors and a caseworker supervisor investigate and</p> <p>(continued)</p>	N/A		4-1-71	Multnomah County Juvenile Court 1401 N.E. 68th Portland, Ore. 97213 Phone: 234-5231 Mr. Sam Johnson, Director

APRIL MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-09-02 (Continued)	supervise the probation of children referred from the county. A family service counselor, who provides marital and family counseling is also assigned to the office.				
15-09-03 Youth Recreation Complex	<p>Still waiting action by the formation of the MN Youth Affairs Council</p> <p>A meeting was held on 4-19-71 to set criteria for selecting youth to the council. It was decided to have 8 MN youths and 8 MN youth alternates or 16 MN youths.</p> <p>8 adult consultants & advisory group with no voting rights.</p>	<p>Problems:</p> <p>Negotiation of contract details before execution by Youth Affairs Council</p> <p>Securing a facility of size and type indicated to fit the needs of the project.</p> <p>Accepting of Youth Affairs Council by Citizen Planning Board as the Operating Agency</p>	5-0-71		No address or site established as yet
17-01 Police Community Relations	<p>All elements of the project are in full operation with the exception of the Police Youth Program. Current plans are to subcontract the program to the Youth Affairs Council. Some revisions may have to be made in the design.</p> <p>There have been major changes in the project leadership. Sgt. John Roe has been transferred out and Lt. Philip Smith</p>	<p>Actions: Currently, the first phase of the two-phase training of the 60 officers is being concluded</p>	7-15-70		<p>Portland Police Bureau 3807 N.E. Union Ave. Portland, Ore. 97212 Phone: 282-4524 Chief D. McNamara, Director</p>

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
17-01 (Continued)	transferred in to direct the PCR Center. Sgt. Frank Daggett has been replaced by Sgt. James Davis.				
20-01 Operation Step-Up	Presently, all staff are employed. The survey of MN residents starts around 4-19-71. Mr. Ellsworth Hall is the project director.	Mr. Hall will be negotiating with Mr. Jordan concerning additional funds for the survey. He will be prepared to give a complete cost breakdown for the requested funds.		3-12-71	Nero Industries, Inc. 72 N.E. Sacramento Portland, Ore. 97212 Phone: 288-9106 Mr. Dave Nero

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

June 1, 1971

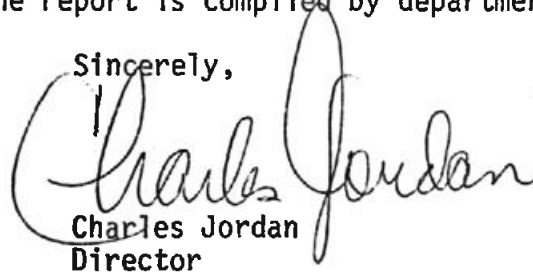
Letter No. 62

Chairman and
Citizens Planning Board Members

Dear Chairman and Members of the Board:

Attached find a City Demonstration Agency report for the month of May 1971. The report is compiled by departments.

Sincerely,

A handwritten signature in cursive script that reads "Charles Jordan". The signature is written in dark ink and is positioned above the printed name and title.

Charles Jordan
Director

MONTHLY REPORT
MAY, 1971
ADMINISTRATION

Fiscal management remains one of the major tasks of the Administrative Section.

In May, in addition to routine bill payments and requisition processing, we have reviewed the Price Waterhouse fiscal control system and implemented a new CDA timecard system which will allow for data processing of all payroll information.

Pending approval of the Director, the Price Waterhouse system should be implemented prior to the beginning of the Second Action Year.

Presently, the Administrative Section is working on the final reprogramming package of the First Action Year. This submission will define what the CDA intends to do with any unspent First Action Year funds. This submission requires an analysis of the spending rates of all First Action Year projects. Most of this surplus will be reprogrammed to meet relocation needs for the Second Action Year. The target date for this submission to HUD is June 1, 1971.

The Administrative Section is continuing its personnel function. In May, one Citizens Participation Planning Assistant and one Evaluation Transaction Secretary were employed. Interviewing for the Physical Environment Specialist has been completed and this position should be filled prior to June 1, 1971. Currently the opening for an Accounting Assistant is being advertised.

The Administrative Section is also responsible for audits of operating agencies. Two spot audits were performed in May. This activity will increase as HUD requires that all operating agencies be audited within ninety days after the end of the First Action Year.

Categorical funding possibilities are still being explored. Inquiries on four projects have been made of the HEW Regional Office. Administrative staff is currently working with the State Program on Aging to apply to HEW for additional funds through the State for our Senior Adult Service Center and other aging services.

These and other contacts will continue.

MONTHLY REPORT
MAY
1971

CITIZENS PARTICIPATION

The Humboldt Improvement Association By-Laws Committee presented the amended By-Laws. The By-Laws were approved at a regular meeting of the Association on May 10, 1971. The Association has requested approval by the Citizens Planning Board of Humboldt Improvement Association By-Laws at the June 1, 1971 meeting.

The Vernon Community Development Association is now in the process of amending their By-Laws. It is anticipated that these changes will be presented to the Board for approval prior to the end of June, 1971.

The Citizens Participation Department of the Model Cities Agency is continuing activities initiated such as:

1. Continuous updating of the mailing list
2. Implementation of the Speakers' Bureau (6 engagements for MaY)
3. Distribution of the monthly Model Cities News (5,000)
4. Monthly Inter-Agency Luncheon at the Manager's Restaurant
5. Mailing out of the Weekly Schedules for Working Committees and Neighborhood Organizations
6. Provide orientation for groups/organizations visiting the Model Cities Agency (6 groups)
7. Securing news media coverage for Model Cities activities
8. Provide or support the dissemination of information for Neighborhood Organizations from door-to-door
9. Answering telephone and written inquiries about the Model Cities Program, and providing referral to Operating Agencies
10. Providing full staff support and publicity for activities such as the Youth Affairs Council
11. Continuous planning for the enhancement of Citizens Participation in the model neighborhood.

Within the planning efforts, the Public Information Specialist is studying the possibilities of using a photo-art display to stimulate interest and provide information pertaining to Model Cities Program. These photos would be relative to the Model Cities goal: Improving the Quality of Life in the model neighborhood.

Mr. Allen Avery, Citizens Participation Human Resources Advisor for HUD, visited the Agency this month to get input from Portland Model Cities on the forthcoming Region 10 Citizens Participation Conference.

Three (3) Citizens Participation staff positions were filled this month as follows: 1-Planning Assistant and 2-Community Organizers (part-time). One (1) Information Referral Clerk was terminated this month and applicants are being interviewed to fill this position.

Citizens Participation Staff and Citizens Planning Board Inter-action:

The Dinner to honor past Citizens Planning Board members has been firmed up and is to be held June 18, 1971.

The Citizens Planning Board Rules Committee completed the first draft of the rules and are in the process of getting input from staff, Working Committee Chairmen and the full Board.

There was a change in the seating arrangements at Citizens Planning Board meetings in order to make the Board members more audible to audiences attending the meeting.

The First Vice Chairman of the Citizens Planning Board attended the Regional Interagency Coordinating Committee (RICC) meeting held in Seattle, Washington May 7, 1971 and provided valid resident participation.

MONTHLY REPORT
MAY
1971

INFORMATION SYSTEMS AND EVALUATION

This department for the first time in its short history is at full strength, all positions are filled.

Activities for the month of May included:

1. Continuing evaluation of 26 Model Cities projects
2. Special evaluations requested by HUD
3. Legal and Administrative mechanics of Model Cities Comprehensive Neighborhood survey completed
4. Development of survey questionnaire
 - A. Contact with Working Committees
 - B. Requests to Citizens Planning Board members by mail for ideas
 - C. Staff inputs
5. Automation of agency cash flow
6. Cooperative help to Portland Development Commission in automating their Neighborhood Development Program King/Vernon/Sabin survey
7. Definition of Data base completed.
To include:
 - A) Survey Data
 - B) Census Data
 - C) Data from other 138 Model Cities
 - D) Updating from agencies serving Model Neighborhood
8. Definition of Evaluation Procedures
To include:
 - A) Objective monitoring
 - B) Product and process evaluation
 - C) Operating Agencies compliance to contracts
9. Evaluation and selection of statistical analysis tools for survey and planning usage
10. Staff Workshop
 - A. Revelation of Information Systems and Evaluation work program
 - B. Definition of Department roles
11. Consultation of Operating Agencies on their Administrative structures per their request
12. Tally and printout for Irvington Mini Park survey conducted by Irvington Neighborhood

Plans for June

1. Implementation of Model Cities Survey - June 15
2. Contract renewal and rewrite
3. Project description review
4. Monitoring of Agency work plan
5. Initiation of Systems flow on Data Base
6. Finalization of automation for Agency Financial System

PHYSICAL PROGRAM
MONTHLY REPORT

MAY 1971

CASCADE

The request for supplemental funding for demolition activity in the Cascade Project has been approved by H.U.D. The desire to award the contract through the Contractors Management Project is being coordinated by staff.

Demolition of structures, and site clearance will make space available for additional classrooms, and parking areas. The completion of this activity is scheduled for fall 1971.

RELOCATION

The second action year relocation plan submitted to H.U.D. must be updated, and comply with all requirements in CDA #5.

Portland Public Schools are purchasing property in the Eliot area for development of a motor pool, storage warehouse garage, etc. Coordinating relocation activity resulting from this project is one of many concerns the staff must review.

ALBINA CONTRACTORS

Physical staff, and Albina Contractors Director have met to discuss and plan possible ways of improving the service of the project for the 2nd Action Year. Such dialogue will continue, and undoubtedly will enhance the probability of success.

MEDIA

The director of the project is due to come aboard June 1. Expected leadership from the director will enhance the success of the project.

Physical staff have been working closely with the agency to ensure improved plans for the Second Action Year are properly expedited.

COMPREHENSIVE AND NEIGHBORHOOD PLANNING

The planning effort is well under way in both Vernon/King/Sabin and in Boise/Humboldt. Eliot has yet to select its planning consultant. The CDA has continued to try to expedite publication of the Preliminary Model Cities Comprehensive Plan by the Portland City Planning Commission. The 15th and Fremont Neighborhood Development Office was opened in late May by PDC.

HOUSING REPAIR

The project finally began in May after an extended contract negotiation period. The CDA mailed 8,000 brochures explaining the project to residents in the Model Neighborhood. Over 90 applications for assistance have been received, and these are currently being processed.

RESIDENTIAL DEVELOPMENT PROGRAM (DESIGN)

The CDA is anxiously awaiting H.A.P. and R.C. Malin's report on Model Cities housing, so that the RDP can be implemented as a Second Action Year Project.

MONTHLY REPORT

May - 1971

SOCIAL ENVIRONMENT DEPARTMENT

EDUCATION AIDES

This project will continue through the Second Action Year. Full 20 aides, all MN residents are involved in the program. Plan to increase numbers in Second Action Year were not possible because of lack of funding sources. Mrs. Bobbie Nunn has been selected to direct this program as the new Director.

PRESCHOOL EXPANSION

Continuing its excellent progress from the past month. Residential activities are being warmly received. Expansion in Second Action Year doubtful because of dearth of additional funds.

MARTIN LUTHER KING, JR. SCHOLARSHIP FUND OF OREGON

Project in full operation. Students have been selected for the present term. First monthly report will be received on May 1, 1971. Seventy two (72) students are now receiving aid from this fund. They are attending Portland State University, Oregon State College and Pacific University.

HEALTH PLANNING & COORDINATION

Contract signed extending program into Second Action Year. Greater expansion of health planning is anticipated from Second Year activities.

SERVICES FOR THE MENTALLY RETARDED

All four components in operation are progressing satisfactorily. There will be some adjustments concluded during the Second Action Year. Enlarged coordination, with all local programs, will be attempted for the purposes of addressing itself to a transportation unit and acquiring a sheltered workshop and facility on the northeast side during the Third Action Year. Plans are being developed to provide a Summer '71 recreational program for these MN residents.

SENIOR ADULT SERVICE CENTER

Contract has been signed. Remodeling of quarters to begin soon. Application has been instituted to secure additional funding for re-

storing the Transportation Unit, which had to be deleted because of inadequate funds. Staff has been selected and a two week orientation period is scheduled for the first two weeks of June.

AGING PLANNING

Contract continuing and planning begun for additional phases of the program. This will be a Second Action Year project. Some very concrete plans and programs are in the process of development.

COMPREHENSIVE CHILD CARE

All phases progressing well. Plans being reviewed to increase and include another Day Care Center with existing funds being capable of absorbing the cost. Greater consolidation and expansion of overall delivery of services are anticipated.

CONSUMER PROTECTION

Progressing satisfactorily. Open house held on April 12, 1971. All staff secured and no problems anticipated. Several interesting surveys have been conducted and findings will be published shortly.

MULTI-SERVICE CENTER

Contract signed and staff secured. Operating in the new State of Oregon Albina Multi-Service Center quarters at N. Vancouver and Alberta Streets. All services are in operation or near operation. This program will continue through the Second Action Year in three areas. Service delivery areas at present are: Supplemental Welfare, Medical-Dental, team concept, youth employment and emergency child care.

COMMUNITY (NUTRITION) CARE

In operation. Contract signed and project is proceeding into operation stage at present. Staff aboard and now in process of securing equipment for full operation by June 15, 1971.

MN YOUTH SERVICES PROGRAM

Youth Advisory Council has been formed to conduct the activities of this project. Expectations of polarization before May 30, 1971 are excellent. Some phases are presently in operation.

a. Albina Youth Opportunity School

In operation, staff selected and program expansion has begun. Continued into Second Action Year with greater acceleration on youth counseling and drop-out problems.

MN YOUTH SERVICES PROGRAM.....Continued

b. Juvenile Care & Foster Home Program

Contract signed with Juvenile Division of Multnomah County. Two Youth Care Centers are being established. Foster Home Care Service is provided for in the project for the Model Neighborhood. In operation, and plans projected for expansion of Youth Care Centers.

c. Youth Recreation Complex

The Youth Advisory Council will activate this project component when finalized. No particular problems are anticipated. There is no change in status at present.

POLICE COMMUNITY RELATIONS

In full operation. Some staff changes were effected for more judicious implementation. Advisory Committees have been established. The Youth Program has been submitted for consideration. The Training Program and Evaluation elements have been developed. More positive direction has been established for greater execution.

OPERATION STEP-UP

Progressing satisfactorily. Staff secured. A comprehensive survey of employment problems facing MN residents is being considered.

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
10-01 Education Aides	<p>1. In operation since June, 1970.</p> <p>2. Full staffing of 20 aides in coordination with the school district no.1's 80 aides operating under the Career Opportunity Program.</p> <p>3. Will be a continuing program in the Second Action Year.</p>	<p>Problems: None</p> <p>Action: 1. New Co-Director started May 10, 1971</p> <p>2. Plans are being discussed to increase, complement and diverse the training activity if budget permits.</p>		6-0-70	<p>Portland Public School District No.1 220 N.E. Beech Portland, Oreg 97212 Phone: 288-5361 Dr. R.C. Hughley, Director Mrs. Bobbie Nunn Co-Director</p>
10-02 Preschool Education	<p>1. In operation since September, 1970</p> <p>2. Operation in two locations:</p> <p>a. N. Haight Street</p> <p>b. Augustana Lutheran Church</p>	<p>Problems: None</p> <p>Actions: None</p> <p>1. Plans are being discussed to extend the program each year by two classes if funding can be provided.</p>		9-0-70	<p>Portland Public School District No.1 220 N.E. Beech Portland, Ore 97212 Phone: 288-5361 Dr. R.C. Hughley, Director Mrs. L. Delance Co-Director Mrs. Martha Jordan Co-Director</p>
10-05 Martin Luther King, Jr. Scholarship Fund of Oregon	<p>1. Contract has been signed.</p> <p>2. 72 students are now enrolled in classes at Portland State Univ.</p>	<p>Problems: None</p>		4-1-71	<p>Martin Luther King, Jr. Scholarship Fund PO Box 751 Portland, Ore 97207 Phone: 229-7271 Mr. Cottrell White, Director</p>
11-01 Health Planning and Coordinating	<p>1. In operation</p> <p>2. Will continue through Second Action Year</p>	<p>Problems: None</p> <p>Action: Activities in Family Planning and Mental Health Neighborhood Center</p>	12-0-70	12-15-70	<p>Comprehensive Health Planning Assn. 2525 SW 3rd Ptld, Ore. 97204 Phone: 224-2560 Mr. Richard Rix Director</p>

MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
11-07 Mental Retar- dation Program	In operation				
	a. Timmy Education Center	a. Problems: None Actions: Continue to be the same		9-0-70	a. Timmy Education Center 5203 N.E. 22 Portland,Ore 97211 Phone: 284-1451. Mr. Douglas Pew, Director
	b. Portland Children's Center	b. " "			
	c. Pilot Education School	c. " "		4-1-71	b. Portland Children Center 3829 SE 74 Portland,Ore 97206 Phone: 777-2215 Mr. Robert Stuva, Director
d. Project STAR	d. Problems: None Actions: Clarification on financial reporting needed and accomplished.			4-1-71	c. Pilot Education School 1624 N.E. Hancock Portland,Ore 97212 Phone: 282-4772 Mrs. Irene Dardick Director
				4-1-71	d. STAR-Urban League 5329 NE Union.Rm 202 Portland,Ore 97211 Phone: 287-4181 Mr.N. Nickerson, Director

MAY MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
<p>15-01 Senior Adult Service Center</p>	<p>1. A Director has been hired..Joil Southwell.</p> <p>2.. The site for the Center has been selected. 3904 N.E. Union Portland, Oregon 97212</p> <p>3. Screening Committee met and hired:</p> <p>1 Handyman</p> <p>1.Telephone Reassurer</p> <p>1 Transportation Supervisor</p> <p>4. April 28 - Title III Grant completed for Transportation component of Adult Service Center</p> <p>5. Bernard Finklestein from Nat.Council on Aging in town for two days - technical assistance</p>	<p><u>PROBLEMS:</u> Budget Cut</p> <p>1. April 5 - Executive Committee attended CPB meeting in protest to the budget cut. Want to recover the Transportation Component cut from the budget.</p> <p><u>ACTIONS:</u></p> <p>April 6 - Executive Committee met - 13 in attendance.</p> <p>April 14 - Adult Meeting - Potluck - 52 in attendance.</p> <p>April 3 - District 2 White House Conference on Aging - 200 persons in attendance - included MN residents. Staff and older MN residents made presentation to State White House Conf. on Aging-Hearing on Programs and Services.</p> <p>April 20 - Executive Committee Meeting - 11 persons</p> <p>April 27 - Executive Committee Meeting - 10 persons</p>	<p>3-25-71</p>	<p>3-25-71</p>	<p>City-County Council on Aging 320 SW Stark Portland, Ore 97204 Phone: 226-6007 Mr. O. J. Gates, Director</p> <p><u>Site Location:</u></p> <p>3904 N.E. Union Portland,Ore 97212 Phone:</p>
<p>15-02 Title III Staffing Grant</p>	<p>Title III Staffing Grant is an ongoing Project. It will be continued in the Second Action Year.</p> <p>The Senior Citizens have developed the Senior Adult Service Center which will be funded as a Second Action Year Project.</p>	<p>Will continue to develop plans for execution of all the phases of Senior Citizens program for the Third Action Year.</p>	<p>10-1-70</p>	<p>City-County Council on Aging 320 SW Stark St. Ptld,Ore.97204 Phone: 226-6007 Mr. O.J.Gates, Director</p>	

MAY MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-03 Comprehensive Child Care 1. Point of Information and Referral 2. Family Day and Night Care Program 3. Berean Child Care Centers	Considerable time has been spent in negotiating the installation of services to be rendered. A continuation of the following transpired: A. Continuance of advertising and publicity of program. B. Advisory Policy Board has been established. Memberships are still open for parents, CPB members, and other agencies to fill. C. Meetings with agency personnel to iron out details of program continues. D. Fiscal policy meetings continue. E. Working with and assisting the provider agencies in preparing and drawing up contracts continues also: This includes 1. Bethel AME Church. 2. N. Portland Child Care Center (New Hope).	Actions: Sliding Fee Scale approved by the State Public Welfare Commission. On May 4, 1971, the Citizens Planning Board also approved the revised sliding fee scale.		12-18-70	Metropolitan Area 4-C Council 1609 SW 12th Ave. Portland, Oregon 97201 Phone: 222-6406 Mrs. Helen Gordon, Director Site locations: 1. <u>Point of Information and Referral</u> 714½ NE Alberta Portland, Ore 97211 Phone: 288-8861 2. <u>Family Day & Night Care</u> Highland Community Center Church 4635 N.E. 9th Portland, Ore 97211 Phone: 284-5480 3. <u>Berean Child Care Centers: 4822 N. Vancouver 97217</u> (sub-contracted to): Hughes Memorial United Methodist Church Actual site location at: Emergency Day & Night Care Multi-Service Center 5022 N. Vancouver Portland, Ore Phone: 280-6000

MONTHLY PROJECT STATUS REPORT

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-05 Consumer Protection	<p>The Oregon Consumer League Branch Office Steering Committee approved a motion to establish their policy board at the May 13, 1971, meeting.</p> <p>The 15-member board will include 1 representative from ea of the 8 school areas, 1 CPB member (or its representative) 5 OCL representatives, 1 attorney and 1 secretary. (Mr. Page).</p>	<p>Actions:</p> <p>Purchased a copy machine</p> <p>Approval to hire a part-time attorney</p> <p>Approval for the Director and Assistant to attend the Consumer's Regional Meeting in Los Angeles on May '14.</p> <p>Approval to install a "hot line" which would be used at night and when the office is closed.</p> <p>Continuous training of the staff will include a 3-day, 8-hour workshop by Northwest Regional Educational Laboratory. This training will be free.</p>		12-18-70	<p>Oregon Consumer League 575 N. Killingsworth Portland, Oregon 97211 Phone: 283-2459 Mr. J. Alton Page, Director</p>
15-06 Multi-Service Center	<p>Services provided within the New Center will include:</p> <p>Division of Corrections - Parole & Probation</p> <p>Division of Motor Vehicles</p> <p>Division of Employment (state)</p> <p>Dept. of Vocational Rehabilitation (state)</p> <p>Dept. of Mental Health</p> <p>Distar Reading Course</p> <p>Emergency Day Care Services</p> <p>General Medical Examination</p> <p>Mult. County Food Stamp Program</p> <p>Mult. County Health Dept.</p> <p>Mult. County Juvenile Court</p> <p>Mult. County Public Welfare Division</p> <p>Team concept</p> <p>University Dental School</p> <p>The Center's section involving Model Cities serves approximately 75 people each day</p>			3-18-71	<p>State of Oregon's Multi-Service Ctr 5022 N. Vancouver Ptld, Ore. 97212 Phone: 280-6000 Mr. Leon Harris, Director</p>

MAY MONTHLY PROJECT STATUS REPORT

3-25-71

15

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
15-08 Community Care (Nutrition)	The director and her staff are installing equipment donated by the community and business firms. Some of the donated items are: Carpeting, Paneling, Furniture, Lamps, and other items.	Actions: Plans are being made to cultivate and plant the 11 acres of donated land to raise food for their project. They held one successful Community Care meeting with an attendance of approximately 75 people.		3-25-71	Community Care Association 2022 N.E. Alberta Portland, Ore 97211 Phone: 288-8321 Mrs. Clara Peoples, Director
15-09-01 AYO School	1. Contract has been signed 2. Will continue in Second Action Year	Problem: Slight Plans for relocation being made Action: New staff members have been hired		4-15-71	AYO School 5407 N. Williams Ptld,Ore.97217 Phone: 287-1092 Mr.Rance Spruill, Director
15-09-02 Juvenile Court and Foster Home Program	Juvenile Court and Foster has 8 employees to date. 2 Community Agents 1 Director 4 House Parents 1 Assistant Because of the late start in getting the project started, the Director has agreed to a transfer of \$8,050 from the budget to the Medical-Dental Project. This action reduces the Foster Home Care budget from \$12,172 to \$4,123.	Home Program N/A They include:		4-1-71	Mult.County Juvenile Court 1401 N.E. 68 Ptld,Ore.97213 Phone: 234-5231 Mr.Sam Johnson, Director
15-09-03 Youth Recreation Complex	1. 4-29-71, Youth Affairs application flyers were put in all 8 MC area schools and youth centers. 2. 5-4-71, Youth Affairs Council election reminder flyers delivered to 8 MC area schools. 3. 5-14-71, election was held. 8 youths and 8 alternates were elected.	1. Negotiation of contract details before execution by YAC 2. Securing a facility of size and type indicated to fit the needs of the project. 3. Acceptance of YAC by CPB as an operating agency.	5-0-71		Youth Affairs Council No address or site established yet.

PROJECT	PRESENT STATUS	PROBLEMS - ACTIONS	STARTING DATE		OPERATING AGENCY
			PROPOSED	ACTUAL	
17-01 Police Community Relations	<p>All elements of the project are in full operation with the exception of the Police Youth Program. Current plans are to sub-contract the program to the Youth Affairs Council. Some revisions may have to be made in the design.</p> <p>The Public Safety Advisory Committee has been meeting regularly and holds considerable promise of being able to deal with significant issues that affect the Model Neighborhood.</p>	<p>PROBLEMS: The blazers have still not been put into use, which restricts, according to Lt. Smith, the work of making street contacts with merchants, etc.</p> <p>ACTION: The in-service training has been completed and was very well received. Captain Haynes speaks highly of it.</p>		7-15-70	<p>Portland Police Bureau 3807 N.E. Union Portland, Ore. 97212 Phone: 282-4524 Chief Donald McNamara, Director</p>
20-01 Operation Step-Up	<ol style="list-style-type: none"> 1. All staff is hired 2. Provisions to identify MN residents desiring advance training is being implemented. 3. Researching training opportunities existing in the Metropolitan area has begun. 4. Efforts to establish linkages with agencies and business leading to positive job openings is being implemented. 5. The development of a matching job skill system is being designed. 	<p>Problems:</p> <p>A budget line item relocation was mailed to Model Cities offices on May 6, 1971, for the purposes of funding the survey. A decision for the requested budget relocation is pending.</p>		3-12-71	<p>Nero Ind., Inc. 72 N.E. Sacramento Ptld., Ore. 97212 Phone: 288-9106 Mr. Dave Nero, Director</p>