

Model Cities

Phone 288-7051

Room 210 • 5329 N.E. UNION AVENUE

Portland

OREGON 97211

June 30, 1970

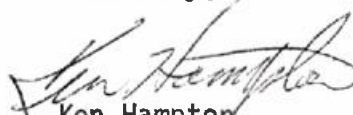
The Honorable Terry D. Shrunk  
Mayor, City of Portland  
City Hall  
1220 S. W. 5th Avenue  
Portland, Oregon 97204

Dear Mayor Shrunk:

Enclosed is a copy of our Pre-School Expansion project. This is a revised copy of an approved project. The revision is the result of much effort and cooperation between School District #1 and the Model Cities program. The project is now ready to go to contract. The project will use \$74,445.00 of Model Cities supplemental funds and \$35,536.00 in local School District funds.

The project will make Head Start Services available to eighty (80) more children. We hope a contract can be signed in the near future.

Sincerely,

  
Ken Hampton  
Acting Director

Enclosure

OK.

602B

PRE-SCHOOL EXPANSION (3.43)  
CITY DEMONSTRATION AGENCY

# PROJECT ANALYSIS

MODEL CITIES  
PORTLAND, OREGON

PROJECT TITLE PRE-SCHOOL EXPANSION (3.43)

PROJECT NUMBER

PROJECT STATUS ☒ New  
☐ Expended

OPERATING AGENCY PORTLAND PUBLIC SCHOOLS - AREA II

PLANNING COMPONENT SOCIAL ENVIRONMENT

ADMINISTRATIVE NUMBER 1400

PROGRAM ACCOUNT

CITIZENS' WORKING COMMITTEE EDUCATION COMMITTEE

PROJECT FUNDING	100% SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated		\$74,333		\$35,448	\$109,781
Affirmed					



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

June 1, 1970

Mr. Kenneth Hampton  
Acting CDA Dir., MCP  
5329 NE Union Ave., Rm 210  
Portland, Oregon 97211

Dear Ken:

Subject: May 14, 1970 Letter re Project 3.43 Pre-School Expansion  
May 20, 1970 Letter re Project 3.185 Consumer Protection

I wish to inform you that the proposed budget changes do not constitute a substantial change. You may proceed to execute the contract for Project 3.43 for \$74,333 supplemental, including a reallocation of \$25,907 from Project 3.44, Secondary and Continuing Education. However, you may not execute a contract for Project 3.185 for \$87,621 supplemental until HUD has approved the reallocation of \$56,326 needed in addition to the presently approved amount of \$31,295.

Sincerely yours,

A handwritten signature in cursive script, reading "Zoltan", is written over the typed name.

Zoltan Szigethy

cc: Mr. Edward J. Warmoth, Mayor's Office

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## Summary

### Pre-School Expansion (3.43)

This project is designed to expand the Early Childhood Education presently being operated by the Portland School District #1 specifically to the children of low-income families residing in the Model Neighborhood. The overall intent is to attempt to raise their level of achievement to a comparable level, in their school years, as that of children in other sections of the city. The direct beneficiaries will be the MN children of low-income families.

This project will embody nine (9) distinct services for eighty (80) four-year-olds programmed toward increasing their level of achievement in their early, formative years. They are:

- (1) Provision of Educational Services
- (2) Provision of Nutritional Services
- (3) Provision of Medical Services
- (4) Provision of Dental Services
- (5) Provision of Speech and Hearing Services
- (6) Provision of Social Services
- (7) Provision of Psychological Services
- (8) Provision of Staff In-Service Training and Career Development
- (9) Provision of Parent Education Services

This project will be serviced by eleven (11) persons on regular basis and several student assistants. Seven of these staff persons, in addition to the student assistants, will be recruited from MN residents.

Teacher Associates - 1 (225 days)  
Teacher Assistants - 1 (225 days)  
Teacher Assistants - 1 (190 days)  
Teacher Aides - 2 (225 days)  
Teacher Aides - 1 (190 days)  
Food Service Attendant - 1 (190 days)  
Student Assistants - To be named

Provisions have been built into this program for upward mobility of the teacher aides, assistants, and associates.

Total Program Cost . . . . .	\$109,781.00
- CDA Cost Portion	74,333.00
- Portland Public Schools	<u>34,448.00</u>
Total	\$109,781.00

1. PURPOSE AND BENEFICIARIES

This project is designed to expand the Early Childhood Education Program presently being operated by Portland School District #1 to 80 four year old children from low income families in the Model Neighborhood.

2. CONTENT AND OPERATION

The key functional elements of the project are the following:

- 1-41-02-01 The Provision of Educational Services
- 1-41-02-02 The Provision of Nutrition Services
- 1-41-02-03 The Provision of Medical Services
- 1-41-02-04 The Provision of Dental Services
- 1-41-02-05 The Provision of Speech and Hearing Services
- 1-41-02-06 The Provision of Social Services
- 1-41-02-07 The Provision of Psychological Services
- 1-41-02-08 The Provision of Staff In-Service Training and Career Development
- 1-41-02-09 The Provision of Parent Education Services

The key activities with functional elements include:

1-41-02-01 The Provision of Educational Services

- 01 Language development
- 02 Affective development
- 03 Physical development
- 04 Arts and crafts

1-41-02-02 The Provision of Nutrition Services

- 01 Midday snacks
- 02 Daily lunch

1-41-02-03 The Provision of Medical Services

- 01 Physical examination
- 02 On site immunizations

1-41-02-04 The Provision of Dental Services

- 01 Dental examinations
- 02 Weekly fluoridated mouth-washing

1-41-02-05 The Provision of Speech and Hearing Services

- 01 Audiometer screening
- 02 Screening for defective speech patterns

1-41-02-06 The Provision of Social Services

- 01 Develop data on families
- 02 Assist with family problems affecting children
- 03 Police assistance as necessary
- 04 Referral to social service agencies
- 05 Assist referred children and their families

1-41-02-07 The Provision of Psychological Services

- 01 Counseling with staff and parents
- 02 Observation of children
- 03 Individual testing and diagnosis
- 04 Referral to medical and social service agencies

1-41-02-08 The Provision of Staff In-Service Training and Career Development

- 01 On site training courses
- 02 Attendance at college campus courses
- 03 Follow through workshops
- 04 Correspondence courses
- 05 Implement career lattice

1-41-02-09 The Provision of Parent Education Services

- 01 Monthly program wide meetings
- 02 Center wide meetings
- 03 Small group discussions

This project will be operated at Jefferson High School which is located in the Model Neighborhood

3. TIME TABLE

- 1. Submission of proposal to Education Working Committee, November 16, 1969
- 2. Approval by Education Working Committee, February 27, 1970
- 3. Approval by Citizens Planning Board, March 17, 1970
- 4. Approval by Portland City Council, July 8, 1970
- 5. Approval by Board of Directors, Portland Public Schools, July 13, 1970
- 6. Recruitment of staff
- 7. Recruitment of children
- 8. Renovation of facilities
- 9. Purchase of equipment and supplies
- 10. Staff reports for work, September 2, 1970
- 11. Classes for two groups of 40 children each commence, September 8, 1970
- 12. Classes for one group of 40 children end June 4, 1971
- 13. Classes for one group of 40 children end August 1971.

} July 15 - August 31, 1970



4. FUNDING

This project will be funded with \$48,538.00 (Pre School Expansion 3.43), \$25,907.00 (Secondary and Continuing Education 3.44) and \$28,585.00 from Portland School District #1 funds. This project is expected to continue indefinitely. Efforts will be taken to secure more categorical funds in Second-Action Year.

5. PROJECT ADMINISTRATION

The project will be administered and directly supervised by the Portland Public Schools, District #1. Immediate administrative responsibility will be given to the supervision of the present Early Childhood Education Program. Staff from School District #1 have worked very closely with Model Cities Agency staff and the Model Cities Education Working Committee on this project and the Education Aides (3.141) Project. The School District is presently operating a successful Early Childhood Education Project.

6. COORDINATION

The project will be coordinated closely with the present Early Childhood Education Program through the use of the same supervisory personnel.

7. EVALUATION AND MONITORING

This project will be evaluated by the City Demonstration Agency (CDA) staff and, if required, another agency under contract with CDA. This will be monitored through monthly and quarterly progress reports and monthly meetings, between CDA project coordinator and supervisors of the Early Childhood Education Program, to assess general conditions and progress. The following is a list of process output measures with functional elements.

1-41-02-01 The Provision of Educational Services

- \_\_\_\_\_ number of MN children enrolled
- \_\_\_\_\_ number of black MN male children enrolled
- \_\_\_\_\_ number of black MN female children enrolled
- \_\_\_\_\_ number of children initially enrolled
- \_\_\_\_\_ number of children enrolled at reporting time

1-41-02-02 The Provision of Nutrition Services

- \_\_\_\_\_ number of snacks and meals served per day

1-41-02-03 The Provision of Medical Services

\_\_\_\_\_ number of children receiving physical examinations  
\_\_\_\_\_ number of children requiring follow-up treatment  
\_\_\_\_\_ number of children receiving measles immunizations  
\_\_\_\_\_ number of children receiving smallpox immunizations  
\_\_\_\_\_ number of children receiving polio immunizations  
\_\_\_\_\_ number of children receiving DPT immunizations  
\_\_\_\_\_ number of children receiving T.B. (Tine test) immunizations

1-41-02-04 The Provision of Dental Services

\_\_\_\_\_ number of children receiving initial dental examinations  
\_\_\_\_\_ number of children receiving follow-up dental treatment  
at this reporting time  
\_\_\_\_\_ number of children receiving follow-up dental treatment but  
parents unable to afford costs

1-41-02-05 The Provision of Speech and Hearing Services

\_\_\_\_\_ number of children receiving audiometer screening  
\_\_\_\_\_ number of children referred for follow-up treatment  
\_\_\_\_\_ number of children screened for defective speech patterns  
\_\_\_\_\_ number of children referred for treatment

1-41-02-06 The Provision of Social Services

\_\_\_\_\_ number of children and/or parents referred to Multnomah  
County Welfare Commission  
\_\_\_\_\_ number of children and/or parents referred to Family  
Counseling Services  
\_\_\_\_\_ number of children and/or parents referred to Women's  
Protective Division  
\_\_\_\_\_ number of children and/or parents referred to Neighborhood  
Service Center  
\_\_\_\_\_ number of children and/or parents referred to Multnomah  
County Guidance Center  
\_\_\_\_\_ number of children and/or parents referred to other service  
agencies

1-41-02-07 The Provision of Psychological Services

\_\_\_\_\_ number of children tested  
\_\_\_\_\_ number of children receiving counseling services  
\_\_\_\_\_ number of referrals to Oregon Medical School  
\_\_\_\_\_ number of referrals to the Parry Center for Emotionally Disturbed Children  
\_\_\_\_\_ number of referrals to the Child Guidance Clinic  
\_\_\_\_\_ number of referrals to Family Counseling Center  
\_\_\_\_\_ number of referrals to Multnomah County Mental Health  
\_\_\_\_\_ number of referrals to Edgefield Lodge Residence for Emotionally Disturbed Children  
\_\_\_\_\_ number of referrals to other service agencies

1-41-02-08 The Provision of Staff In-Service Training and Career Development

\_\_\_\_\_ number of MN residents hired  
\_\_\_\_\_ number of black MN males hired  
\_\_\_\_\_ number of black MN females hired  
\_\_\_\_\_ number of MN residents having attended on-site training courses during reporting time  
\_\_\_\_\_ number of MN residents having attended college campus courses during reporting time  
\_\_\_\_\_ number of MN residents having attended workshops during reporting time  
\_\_\_\_\_ number of MN residents taking correspondence courses during reporting time

1-41-02-09 The Provision of Parent Education Services

\_\_\_\_\_ number of people in attendance at monthly program-wide meetings  
\_\_\_\_\_ number of persons in attendance at center-wide meetings  
\_\_\_\_\_ number of small group discussions held  
\_\_\_\_\_ average number of persons attending small group discussions

8. CITIZEN PARTICIPATION

The Education Working Committee approved this project March 26, 1970. The Citizens Planning Board approved it April 21, 1970. All monthly and quarterly reports will be submitted by CDA staff to the Working Committee for review and recommendations.

9. RESIDENT EMPLOYMENT

The administrative staff of the program will be the currently employed supervisory personnel of the school district for early childhood education.

Teachers will be recruited and selected by the district's personnel office based upon appropriate training, including degree, state certification, requirements, and experience in early childhood or primary education.

Preference will be given to current Headstart Teacher Aides or parents who are enrolled in the district's professional development program for Headstart.

Other positions in the program, which MN residents can qualify for, will be filled with MN persons.

10. BUDGET

(See Attachments.)

## SUMMARY BUDGET

## BUDGET FOR EARLY CHILDHOOD EDUCATION EXPANSION

PERSONNEL	MODEL CITIES	OTHER	TOTAL
<u>Personal Services</u>			
Teachers (2) (225 days)	-0-	21,316	21,316
(2) (190 days)	14,000	-0-	14,000
Teacher Associates (1) (225 days)	5,131	-0-	5,131
Teacher Assistants (1) (225 days)	4,569	-0-	4,569
(1) (190 days)	3,858	-0-	3,858
Teacher Aides (2) (225 days)	8,172	-0-	8,172
(1) (190 days)	3,586	-0-	3,586
Student Assistants - 1864 hrs @ \$1.60	2,983	-0-	2,983
Food Service	3,150	-0-	3,150
<u>Benefits</u>			
Retirement (6% of salaries)	2,727	1,279	4,006
Social Security (4.8% of salaries)	2,182	1,024	3,206
Medical Insurance (\$9.95 mo/12 ea)	956	239	1,195
State Ind.Accident (\$.40 mo/12 ea)	39	10	49
SUB TOTAL	51,353	23,868	75,221
<u>OTHER DIRECT COSTS</u>			
<u>Food</u>			
Lunches (\$10 per mo. 40 children/12 mos)	-0-	4,800	4,800
(\$10 per mo. 40 children/9.5 mos)	-0-	3,800	3,800
Snacks (\$2 per mo. 40 children/12 mos)	960	-0-	960
(\$10 per child/40 children/190 days)	760	-0-	760
Supplies-Instructional (\$16 per child/40)	640	-0-	640
(\$12 per child/40)	480	-0-	480
Supplies-Office	500	-0-	500
Equipment (Special Classroom Furniture and Instructional Equipment)	6,000	-0-	6,000
Communication	500	-0-	500
<u>Transportation</u>			
Field Trips and Admissions	1,250	-0-	1,250
Emergency Trips	227	-0-	227
Bus (\$.66 ea child/40/38 wks)	1,003	-0-	1,003
Staff Development	900	-0-	900
Staff (Home visitation: \$.10 per mile/ 2,000 miles)	200	-0-	200
<u>Health Services</u>			
Medical (\$12.50 each child/80)	1,000	-0-	1,000
Dental(\$75 each child/80)	6,000	-0-	6,000
Immunizations (\$6 each child/80)	-0-	480	480
Parent Education	2,400	-0-	2,400
Accident Insurance (\$2 each child)	160	-0-	160
Staff Development	-0-	2,500	2,500
SUB TOTAL	22,980	11,580	34,560
TOTAL	74,333	35,448	109,781

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY

(Use This Form as a Budget for Each Activity (Including Relocation)  
Funded Under Section 105 of Title I of the Demonstration Cities and  
Metropolitan Development Act of 1966)

1. NAME OF CITY DEMONSTRATION AGENCY

Portland City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF ACTIVITY

Early Childhood Education  
Pre-School Expansion

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Portland Public Schools - Area II  
4825 N. Haight St.  
Portland, Oregon 97212

4. TYPE OF ENTITY - Is the entity a (Check applicable box or boxes):

☐ City Department

☒ Public Agency

☐ Neighborhood-based

☐ Private (Nonprofit)

☐ Private (Profit Making)

☐ Other (Specify)

5. PREVIOUS APPLICATION - Has this activity, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

☒ NO

☐ YES

If "YES", attach an explanatory statement.

6. MAINTENANCE OF EFFORT - Any activity which is an extension to the Model Neighborhood or an upgrading of existing services must be accompanied by an explanatory statement which shows that the extension or upgrading being funded by this budget is an addition to and not a substitution of local efforts.

In addition to this project the School District is presently operating Educational Aide/Intern Programs funded at over \$1,033,059.00.

7. METHOD OF ALLOCATION - If cost is to be shared by others add an explanatory statement which identifies the sharing entity (or entities) and the method of allocation.

This will be a \$109,781.00 Project. MCA share will be \$74,333.00. Portland, Public School District will contribute \$35,448.

## 8. BUDGET

a. COST CATEGORY	b. ESTIMATED COST	c. MCA SHARE (If cost is being shared with others)
(1) Personnel	75,221.	51,353.*
(2) Consultants and Contract Services		
(3) Travel	3,580.	3,580.
ace		
(5) Consumable Supplies	12,440.	3,840.
(6) Rental, Lease, or Purchase of Equipment	6,000.	6,000.
(7) Other:	7,480.	7,000.
	2,400.	2,400.
	160.	160.
	2,500.	
<b>TOTAL</b>	<b>109,781.00</b>	<b>74,333.00</b>

## 9. SUBMISSION:

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

## 10. APPROVAL:

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

## U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## BUDGET JUSTIFICATION

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

## 1. NAME OF CITY DEMONSTRATION AGENCY

Portland City Demonstration Agency

## 2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

Pre-School Expansion

## 3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Portland Public Schools-Area II  
4825 N.E. Haight Street, Portland, Oregon 97217

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Consumable Supplies	
-Snacks	3,340.00
-Supplies, Instructional	
-Supplies, Office	
Telephone	500.00
Equipment	6,000.00
Staff Mileage	200.00
Parent Education	2,400.00
Accident Insurance	160.00

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PERSONNEL

(Attach This Form to Each Activity Budget Justification)

1. NAME OF CITY DEMONSTRATION AGENCY

Portland City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

Early Childhood Education  
Pre-School Expansion (3.43)

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Portland Public Schools - Area II  
4825 N.E. Haight St.  
Portland, Oregon 97217

a. NUMBER OF PERSONS	b. POSITION OR TITLE	c. AVERAGE SALARY MONTH	d. PERCENT OF TIME ON UNDERTAKING	e. MONTHS TO BE EMPLOYED	f. COST (c x d x e)
1-41-02					
01	Teacher (190 days)	700	100	10	7,000
02	Teacher (190 days)	700	100	10	7,000
03	Teacher Associate (225)	513	100	10	5,131
04	Teacher Assistant (225)	456	100	10	4,569
05	Teacher Assistant (190)	385	100	10	3,858
06	Teacher Aide (225 days)	408	100	10	4,086
07	Teacher Aide (225 days)	408	100	10	4,086
08	Teacher Aide (190 days)	358	100	10	3,586
09	Student Assistants (1,864 hrs) \$1.60/hr	1,864 hrs.	\$1.60/hr	10	2,983

COST OF FRINGE BENEFITS (Indicate Basis for Estimate)

TOTAL, PERSONNEL	
TOTAL, PERSONNEL	

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PERSONNEL

Page 2

(Attach This Form to Each Activity Budget Justification)

1. NAME OF CITY DEMONSTRATION AGENCY

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

a. NUMBER OF PERSONS	b. POSITION OR TITLE	c. AVERAGE SALARY MONTH	d. PERCENT OF TIME ON UNDERTAKING	e. MONTHS TO BE EMPLOYED	f. COST (c x d x e)
41-02					
10	Food Service Attendants*			10	3,150.00
COST OF FRINGE BENEFITS (Indicate Basis for Estimate) from page 1					42,297.00
TOTAL, PERSONNEL					45,447.00
Benefits					5,904.00
TOTAL, PERSONNEL					51,351.00

\* Includes use of present food service personnel or additional as needed.