

ANNOTATED MINUTES

Tuesday, June 6, 1995 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

BUDGET SESSION

Chair Beverly Stein convened the meeting at 9:31 a.m., with Vice-Chair Sharron Kelley, Commissioners Gary Hansen and Dan Saltzman present, and Commissioner Tanya Collier excused.

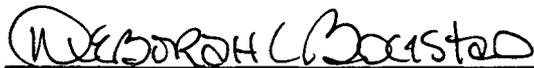
WS-1 Multnomah County Health Department Budget Overview, Highlights and Action Plans. MCHD Citizen Budget Advisory Committee Presentation. Opportunity for Public Testimony on the Proposed 1995-96 Multnomah County Budget. Issues and Opportunities. Board Questions and Answers.

BILLI ODEGAARD DEPARTMENT OVERVIEW SLIDE PRESENTATION. TOM FRONK BUDGET HIGHLIGHTS PRESENTATION. ELEANOR MATTHEWS PRESENTATION IN SUPPORT OF COMMUNITY HEALTH COUNCIL/CBAC RECOMMENDATIONS. NIN McKELLAR AND MARGE JOZSA TESTIMONY IN SUPPORT OF FUNDING FOR SCHOOL BASED HEALTH CLINICS. MS. JOZSA RESPONSE TO QUESTION OF COMMISSIONER HANSEN. DARLENE SWAN AND STEVEN COCHRAN TESTIMONY IN SUPPORT OF PROPOSED HEALTH DEPARTMENT BUDGET. DR. SAMUEL HENRY TESTIMONY IN SUPPORT OF FUNDING FOR SCHOOL BASED HEALTH CLINICS, POSTPONING SEXUAL INVOLVEMENT, VIOLENCE PREVENTION, FAMILY SERVICE CENTER, TEEN FAMILY SUPPORT, SCHOOL AND COMMUNITY DENTAL SERVICES PROGRAMS. KATHY OLIVER TESTIMONY REQUESTING ADDITIONAL FUNDING FOR OUTSIDE IN'S PRENATAL CLINIC AND NEEDLE EXCHANGE PROGRAMS AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. GERARDO MADRIGAL TESTIMONY IN SUPPORT OF PROPOSED HEALTH DEPARTMENT BUDGET AND IN APPRECIATION OF INTERPRETER SERVICES. JAN SINCLAIR, KAY CARLISLE, JOE GALATI AND PORTLAND HIGH SCHOOL STUDENTS AARON MOSLEY, XAI CHA, ANITA AFZALI AND CLYDE LEWIS PRESENTATION REGARDING POSTPONING SEXUAL INVOLVEMENT (PSI) PROGRAM. MS.

CARLISLE READ A LETTER TO THE BOARD FROM SHARON KITZHABER IN SUPPORT OF PSI PROGRAM AND RESPONDED TO BOARD QUESTIONS. DIANE TURNER TEEN PARENT PROGRAM PRESENTATION. DR. GARY OXMAN AND HENRY ROGERS MOBILE RESTAURANT INSPECTIONS AND MEDICAL EXAMINER UPDATE PRESENTATION AND RESPONSE TO BOARD QUESTIONS. KATHY PAGE PHARMACY AND JAILS PRESENTATION. GORDON EMPY DENTAL CARE ORGANIZATION PRESENTATION. TOM FRONK MEDICAID REVENUES PRESENTATION. MS. ODEGAARD AND MR. FRONK RESPONSE TO BOARD QUESTIONS. JAN SINCLAIR REEP AND REFUGEE HEALTH PRESENTATION. BOARD IDENTIFIED FOLLOW UP ISSUES FOR FURTHER STAFF ELABORATION DURING BUDGET DELIBERATIONS. COMMISSIONER SALTZMAN PROPOSED BUDGET AMENDMENT FOR \$20,000 RESTAURANT AWARDS PROGRAM. COMMISSIONER KELLEY PRESENTED COMMISSIONER COLLIER'S PROPOSED BUDGET AMENDMENT FOR \$189,117 TO INITIATE A HEALTH CLINIC IN LANE MIDDLE SCHOOL. COMMISSIONER KELLEY PROPOSED BUDGET AMENDMENT FOR \$70,000 VIOLENCE REDUCTION PUBLIC EDUCATION PROGRAM. DR. OXMAN TO PROVIDE BOARD WITH ADDITIONAL INFORMATION REGARDING SPECIFICS OF PROPOSED PROGRAM.

There being no further business, the meeting was adjourned at 11:40 a.m.

OFFICE OF THE BOARD CLERK
MULTNOMAH COUNTY, OREGON



Deborah L. Bogstad

Tuesday, June 6, 1995 - 2:00 PM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

SWEARING IN CEREMONY

S-1 Call to Order and Greeting by Chair Beverly Stein. Oath of Office of

Multnomah County Sheriff Dan Noelle Administered by Judge Charles Crookham. Sheriff Noelle Acknowledgements and Comments. Reception Immediately Following.

CHAIR BEVERLY STEIN GREETING. JUDGE CHARLES CROOKHAM ADMINISTERED OATH OF OFFICE. SHERIFF DAN NOELLE ACKNOWLEDGEMENTS AND COMMENTS. RECEPTION HELD.

Tuesday, June 6, 1995 - 7:00 PM
Multnomah County Sheriff's Office Auditorium
12240 NE Glisan, Portland

BUDGET HEARING

Chair Beverly Stein convened the hearing at 7:00 p.m, with Vice-Chair Sharron Kelley, Commissioners Gary Hansen, Tanya Collier and Dan Saltzman present.

PH-1 The Multnomah County Board of Commissioners Will Convene for the Purpose of Receiving Public Testimony on the Proposed 1995-96 Multnomah County Budget

DANIEL A. DUNNING, PAT HOHNSTEIN AND REGAN HOHNSTEIN PRESENTED TESTIMONY REGARDING A CONCERN RELATING TO AN ANIMAL CONTROL PROBLEM WITH COYOTES IN EAST MULTNOMAH COUNTY IN RESIDENTIAL AREAS, AND REQUESTING MULTNOMAH COUNTY TO BUDGET \$10,000 TO HELP FUND A PROGRAM ALONG WITH THE STATE DEPARTMENT OF AGRICULTURE AND OTHER SURROUNDING JURISDICTIONS.

There being no further testimony, the hearing was adjourned at 7:25 p.m.

OFFICE OF THE BOARD CLERK
for MULTNOMAH COUNTY, OREGON


Carrie A. Parkerson

Wednesday, June 7, 1995 - 2:00 PM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

BUDGET SESSION

Chair Beverly Stein convened the meeting at 2:09 p.m., with Vice-Chair Sharron Kelley present, Commissioners Gary Hansen and Dan Saltzman arriving at 2:10 p.m., and Commissioner Tanya Collier excused.

WS-2 Continued Community and Family Services and Non-Departmental Budget Work Session and Opportunity for Public Testimony on the Proposed 1995-96 Multnomah County Budget. Issues and Opportunities. Board Questions and Answers.

LOLENZO POE AND SUE LARSEN RESULTS INITIATIVES PRESENTATION AND RESPONSE TO BOARD QUESTIONS. MR. POE, MARY LI, SUSAN CLARK AND KATHY TINKLE RESPONSE TO BOARD QUESTIONS AND DISCUSSION CONCERNING THE YOUTH PROGRAM OFFICE BUDGET, PROPOSED ALTERNATIVE SCHOOLS/MIDDLE SCHOOL DEMONSTRATION PROJECT, DAY CARE COORDINATOR POSITION AND CHILD CARE PARTNERSHIP EFFORTS. DENNIS ADAMS, NORMA JAEGER AND MS. LI RESPONSE TO BOARD QUESTIONS AND DISCUSSION CONCERNING BUDGET NOTE FOR CRISIS TRIAGE CENTER, DEVELOPMENTALLY DISABLED YOUNG ADULTS PROGRAM, DUI EVALUATION FEES AND PREVENTION BUDGET DETAIL. MS. LI ASIAN FAMILY CENTER UPDATE PRESENTATION. BOARD IDENTIFIED FOLLOW UP ISSUES FOR FURTHER STAFF ELABORATION DURING BUDGET DELIBERATIONS. COMMISSIONER KELLEY PROPOSED BUDGET AMENDMENT OF \$73,000 TO FUND MENTALLY ILL C-FELON DIVERSION FROM JAILS DEMONSTRATION PROJECT.

The Non-Departmental Budget Work Session commenced at 2:55 p.m.

JERRY PENK PRESENTATION IN SUPPORT OF CBAC RECOMMENDATIONS AND RESPONSE TO BOARD DISCUSSION. ESTILL DEITZ TESTIMONY IN SUPPORT OF ADDITIONAL PORTLAND MULTNOMAH COMMISSION ON AGING (PMCoA) FUNDING. JOHN LEGRY CITIZEN INVOLVEMENT COMMITTEE PRESENTATION AND RESPONSE TO BOARD QUESTIONS. HELEN RICHARDSON MULTNOMAH COMMISSION ON CHILDREN AND FAMILIES PRESENTATION. BECKY WEHRLI AND

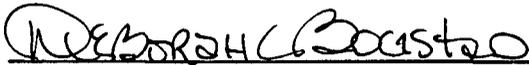
BOB SMITH PMCoA PRESENTATION AND RESPONSE TO BOARD QUESTIONS. BOARD IDENTIFIED FOLLOW UP ISSUES FOR FURTHER STAFF ELABORATION DURING BUDGET DELIBERATIONS. CHAIR STEIN PROPOSED BUDGET AMENDMENT FOR ADDITIONAL \$7,532 PMCoA FUNDING. JAMAE HILLIARD METROPOLITAN HUMAN RIGHTS COMMISSION PRESENTATION.

Commissioner Saltzman was excused at 3:35 p.m.

PAMELA WEV PORTLAND MULTNOMAH PROGRESS BOARD PRESENTATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. BILL BULICK REGIONAL ARTS AND CULTURE COUNCIL PRESENTATION. PAUL SUNDERLAND OREGON STATE UNIVERSITY EXTENSION SERVICE PRESENTATION AND RESPONSE TO BOARD QUESTIONS. BOARD IDENTIFIED FOLLOW UP ISSUES FOR FURTHER STAFF ELABORATION DURING BUDGET DELIBERATIONS.

There being no further business, the meeting was adjourned at 4:25 p.m.

OFFICE OF THE BOARD CLERK
MULTNOMAH COUNTY, OREGON



Deborah L. Bogstad

Thursday, June 8, 1995 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

REGULAR MEETING

Chair Beverly Stein convened the meeting at 9:36 a.m., with Vice-Chair Sharron Kelley, Commissioners Gary Hansen and Tanya Collier present, and Commissioner Dan Saltzman excused.

CONSENT CALENDAR

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, THE CONSENT CALENDAR (ITEMS C-1 THROUGH C-11) WAS UNANIMOUSLY APPROVED.

NON-DEPARTMENTAL

- C-1 In the Matter of the Appointments of Basil Panaretos, Jean Haliski, Dave Eichner, Cora Smith, Robert Correll and Sharon Cowley to the 1995 BOARD OF RATIO REVIEW
- C-2 In the Matter of the Appointment of Robert L. Norton, M.D. to the Resource Hospital Position on the Emergency Medical Services (EMS) MEDICAL ADVISORY BOARD

SHERIFF'S OFFICE

- C-3 Retail Malt Beverage OLCC License Change of Ownership Application Submitted by Sheriff's Office with Recommendation for Approval, for HAGAR'S AT VIKING PARK, 29311 SE STARK, TROUTDALE

JUVENILE JUSTICE DEPARTMENT

- C-4 Ratification of Intergovernmental Agreement Contract 101466 Between Multnomah County and the State of Oregon, Children's Services Division, Providing Evaluation and Diagnostic Services, Disposition of Parole Violations, Detention Back-up, Community Programs and Services, and a Process for Making Training School and Parole Placement Decisions, for the Period July 1, 1995 through June 30, 1996

DEPARTMENT OF HEALTH

- C-5 Ratification of Intergovernmental Agreement Contract 200016 Between Multnomah County and Clackamas County, Wherein Clackamas County Will Receive Ryan White CARE Act Title II Funds to Provide HIV Case Management Services for Low Income HIV Positive Persons, for the Period July 1, 1995 through June 30, 1996
- C-6 Ratification of Intergovernmental Agreement Contract 200356 Between Multnomah County and Washington County, Wherein Washington County Will Receive Ryan White CARE Act Title II Funds to Provide HIV Case Management Services for Low Income HIV Positive Persons, for the Period July 1, 1995 through June 30, 1996
- C-7 Ratification of Intergovernmental Agreement Contract 200056 Between Multnomah County and Oregon Health Sciences University, for the Provision of Dental Services for Low Income Residents at OHSU's Russell Street Dental Clinic, for the Period July 1, 1995 through November 30, 1995
- C-8 Ratification of Intergovernmental Agreement Contract 200066 Between Multnomah County and Oregon Health Sciences University, Using Ryan White CARE Act Title I Funds for the Provision of Dental Services for Low Income

Residents Living with HIV/AIDS at OHSU's Russell Street Dental Clinic, for the Period July 1, 1995 through February 26, 1996

- C-9 Ratification of Intergovernmental Agreement Contract 200096 Between Multnomah County and the Oregon State Public Health Laboratory, for the Provision of Various Diagnostic Laboratory Tests, for the Period July 1, 1995 through June 30, 1996

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-10 ORDER in the Matter of the Execution of Deed D951199 Upon Complete Performance of a Contract to P.A. Saito

ORDER 95-130.

- C-11 ORDER in the Matter of the Execution of Deed D951201 for Repurchase of Tax Acquired Property to Former Owners Estate of Richard Martin, Deceased and Ronald Martin

ORDER 95-131.

REGULAR AGENDA

PUBLIC COMMENT

- R-1 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

RICHARD KOENIG COMMENTED IN OPPOSITION TO FAMILY SERVICES MEDIATION PROCESS. ROBERT KNIGGE COMMENTED IN OPPOSITION TO FAMILY SERVICES MEDIATION AND COURT PROCESS.

NON-DEPARTMENTAL

- R-2 PROCLAMATION in the Matter of Proclaiming Support for Portland's 20th Annual Lesbian and Gay Pride Parade and Festival

COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-2. CHRIS JOHNSON READ PROCLAMATION AND PRESENTED TESTIMONY IN SUPPORT ON BEHALF OF GLEE. KAREN LAMIRA TESTIMONY IN SUPPORT ON BEHALF OF MULTNOMAH COUNTY CULTURAL DIVERSITY COMMITTEE. BILLI ODEGAARD READ LETTER OF SUPPORT

**FROM HEALTH DEPARTMENT CROSS CULTURAL
COMMITTEE. BOARD COMMENTS.
PROCLAMATION 95-132 UNANIMOUSLY APPROVED.**

- R-3 RESOLUTION Authorizing the Issuance and Negotiated Sale of Certificates of Participation, Series 1995B, in an Amount Not Exceeding \$7,400,000; Authorizing the Execution and Delivery of a Supplemental Lease-Purchase and Escrow Agreement; Designating an Authorized Representative, Financial Advisor, Special Counsel, and Registrar and Paying Agent; and Other Matters [for the Construction of an Additional 64 Beds at the Juvenile Justice Complex]

**COMMISSIONER COLLIER MOVED AND
COMMISSIONER HANSEN SECONDED, APPROVAL
OF R-3. DAVE BOYER AND BOB NILSEN
EXPLANATION AND RESPONSE TO BOARD
QUESTIONS. RESOLUTION 95-133 UNANIMOUSLY
APPROVED.**

- R-4 First Reading of a Proposed ORDINANCE Relating to the Pay Ranges and COLA Increases for Exempt Employees

**PROPOSED ORDINANCE READ BY TITLE ONLY.
COPIES AVAILABLE. COMMISSIONER KELLEY
MOVED AND COMMISSIONER HANSEN SECONDED,
APPROVAL OF THE FIRST READING. SUSAN
AYERS EXPLANATION. NO ONE WISHED TO
TESTIFY. FIRST READING UNANIMOUSLY
APPROVED. SECOND READING THURSDAY, JUNE
15, 1995.**

- R-5 Second Reading and Possible Adoption of a Proposed ORDINANCE Amending Ordinance No. 778 Relating to Pay Administration for Employees Not Covered by Collective Bargaining Agreement

**PROPOSED ORDINANCE READ BY TITLE ONLY.
COPIES AVAILABLE. COMMISSIONER COLLIER
MOVED AND COMMISSIONER KELLEY SECONDED,
APPROVAL OF THE SECOND READING AND
ADOPTION. MS. AYERS EXPLANATION. NO ONE
WISHED TO TESTIFY. ORDINANCE 820
UNANIMOUSLY APPROVED.**

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-6 Second Reading and Possible Adoption of a Proposed ORDINANCE Amending Fees for Action Proceedings and Administrative Actions Under

PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER COLLIER MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF THE SECOND READING AND ADOPTION. NO ONE WISHED TO TESTIFY. ORDINANCE 821 UNANIMOUSLY APPROVED.

- R-7 Ratification of Intergovernmental Cooperative Improvement and Abandonment Agreement Contract 302195 Between the State of Oregon, the City of Portland and Multnomah County, Regarding Construction of the Sylvan Climbing Lane and Interchange Improvements in Connection with the West Side Light Rail Project

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-7. JOHN DORST EXPLANATION AND RESPONSE TO BOARD ACKNOWLEDGEMENT OF THE EFFORTS OF STAFF AND OTHERS. AGREEMENT UNANIMOUSLY APPROVED.

COMMISSIONER COLLIER INTRODUCED AND WELCOMED VISITING DAMASCUS MIDDLE SCHOOL SIXTH GRADE STUDENTS AND THEIR CHAPERONS.

- R-8 ORDER in the Matter of the Grant of Public Utility Easements on County Land in Sections 26 and 35, T1N, R3E, W.M., Multnomah County, Oregon

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-8. BOB OBERST EXPLANATION AND SUBMITTAL OF AMENDED LEGAL DESCRIPTION. ORDER 95-134 UNANIMOUSLY APPROVED, WITH AMENDED LEGAL DESCRIPTION.

- R-9 ORDER in the Matter of Designation of Newspaper for Publication of Notice of Foreclosure of Tax Liens as Shown on the Multnomah County 1995 Foreclosure List

COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-9. KATHY TUNEBERG EXPLANATION. ORDER 95-135 UNANIMOUSLY APPROVED.

PUBLIC CONTRACT REVIEW BOARD

(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)

- R-10 ORDER in the Matter of Exempting from Competitive Bidding to Establish Contracts with Energy Suppliers and Shelter Vendors Under the Federal Low Income Energy Assistance Program

COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-10. FRANNA HATHAWAY AND TOM BRODBECK EXPLANATION AND RESPONSE TO BOARD QUESTIONS. ORDER 95-136 UNANIMOUSLY APPROVED.

(Recess as the Public Contract Review Board and reconvene as the Board of County Commissioners)

SERVICE DISTRICTS

(Recess as the Board of County Commissioners and convene as the Budget Committee for Dunthorpe Riverdale Sanitary Service District No. 1)

- R-11 RESOLUTION in the Matter of the Adoption of the 1995-96 Budget for Dunthorpe Riverdale Sanitary Service District No. 1, for the Fiscal Year July 1, 1995 to June 30, 1996 and Making Appropriations Thereunder, Pursuant to ORS 294.435

UPON MOTION OF COMMISSIONER COLLIER, SECONDED BY COMMISSIONER KELLEY, RESOLUTION 95-137 WAS UNANIMOUSLY APPROVED.

(Recess as the Budget Committee for Dunthorpe Riverdale Sanitary Service District No. 1 and convene as the Budget Committee for Mid County Street Lighting Service District No. 14)

- R-12 RESOLUTION in the Matter of the Adoption of the 1995-96 Budget for Mid County Street Lighting Service District No. 14, for the Fiscal Year July 1, 1995 to June 30, 1996 and Making the Appropriations Thereunder, Pursuant to ORS 294.435

UPON MOTION OF COMMISSIONER COLLIER, SECONDED BY COMMISSIONER KELLEY, RESOLUTION 95-138 WAS UNANIMOUSLY APPROVED.

(Recess as the Budget Committee for Mid County Street Lighting Service

District No. 14 and reconvene as the Board of County Commissioners)

There being no further business, the meeting was adjourned at 10:09 a.m.

OFFICE OF THE BOARD CLERK
MULTNOMAH COUNTY, OREGON

Deborah L. Bogstad
Deborah L. Bogstad

Thursday, June 8, 1995 - 10:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

TSCC BUDGET HEARING

Tax Supervising and Conservation Commission Chair Charles Rosenthal convened the hearing at 10:30 a.m., with Commissioners Richard Anderson, Ann Sherman and Roger McDowell, and staff Courtney Wilton present.

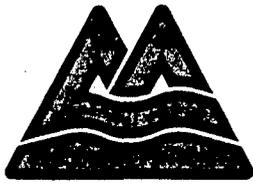
PH-2 The Tax Supervising and Conservation Commission Will Convene to Discuss and Conduct a Public Hearing on the Multnomah County Annual 1995-96 Budget.

**COMMISSIONERS BEVERLY STEIN, GARY HANSEN
AND SHARRON KELLEY, AND BUDGET STAFF
DAVE WARREN AND BARRY CROOK RESPONSE TO
TSCC COMMENTS, QUESTIONS AND DISCUSSION.
NO ONE WISHED TO TESTIFY.**

There being no further business, the hearing was adjourned at 11:36 a.m.

OFFICE OF THE BOARD CLERK
MULTNOMAH COUNTY, OREGON

Deborah L. Bogstad
Deborah L. Bogstad



MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK
SUITE 1510, PORTLAND BUILDING
1120 S.W. FIFTH AVENUE
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS		
BEVERLY STEIN •	CHAIR •	248-3308
DAN SALTZMAN •	DISTRICT 1 •	248-5220
GARY HANSEN •	DISTRICT 2 •	248-5219
TANYA COLLIER •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •	248-3277 •	248-5222

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

JUNE 5, 1995 - JUNE 9, 1995

- Tuesday, June 6, 1995 - 9:30 AM - Budget Session Page 2*
- Tuesday, June 6, 1995 - 2:00 PM - Sheriff Swearing In Ceremony Page 2*
- Tuesday, June 6, 1995 - 7:00 PM - Budget Hearing Page 2*
Sheriff's Office Auditorium
12240 NE Glisan, Portland
- Wednesday, June 7, 1995 - 2:00 PM - Budget Session Page 2*
- Thursday, June 8, 1995 - 9:30 AM - Regular Meeting Page 3*
- Thursday, June 8, 1995 - 10:30 AM - TSCC Budget Hearing Page 6*

*Thursday Meetings of the Multnomah County Board of Commissioners are *cablecast* live and taped and can be seen by Cable subscribers in Multnomah County at the following times:*

Thursday, 9:30 AM, (LIVE) Channel 30
Friday, 10:00 PM, Channel 30
Sunday, 1:00 PM, Channel 30

Produced through Multnomah Community Television

INDIVIDUALS WITH DISABILITIES MAY CALL THE OFFICE OF THE BOARD CLERK AT 248-3277 OR 248-5222, OR MULTNOMAH COUNTY TDD PHONE 248-5040, FOR INFORMATION ON AVAILABLE SERVICES AND ACCESSIBILITY.

Tuesday, June 6, 1995 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

BUDGET SESSION

WS-1 *Multnomah County Health Department Budget Overview, Highlights and Action Plans. MCHD Citizen Budget Advisory Committee Presentation. Opportunity for Public Testimony on the Proposed 1995-96 Multnomah County Budget. Issues and Opportunities. Board Questions and Answers. 2.5 HOURS REQUESTED.*

Tuesday, June 6, 1995 - 2:00 PM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

SWEARING IN CEREMONY

S-1 *Call to Order and Greeting by Chair Beverly Stein. Oath of Office of Multnomah County Sheriff Dan Noelle Administered by Judge Charles Crookham. Sheriff Noelle Acknowledgements and Comments. Reception Immediately Following.*

Tuesday, June 6, 1995 - 7:00 PM
Multnomah County Sheriff's Office Auditorium
12240 NE Glisan, Portland

BUDGET HEARING

PH-1 *The Multnomah County Board of Commissioners Will Convene for the Purpose of Receiving Public Testimony on the Proposed 1995-96 Multnomah County Budget*

Wednesday, June 7, 1995 - 2:00 PM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

BUDGET SESSION

WS-2 *Continued Community and Family Services and Non-Departmental Budget Work Session and Opportunity for Public Testimony on the Proposed 1995-96 Multnomah County Budget. Issues and Opportunities. Board Questions and Answers.*

Thursday, June 8, 1995 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

C-1 *In the Matter of the Appointments of Basil Panaretos, Jean Haliski, Dave Eichner, Cora Smith, Robert Correll and Sharon Cowley to the 1995 BOARD OF RATIO REVIEW*

C-2 *In the Matter of the Appointment of Robert L. Norton, M.D. to the Resource Hospital Position on the Emergency Medical Services (EMS) MEDICAL ADVISORY BOARD*

SHERIFF'S OFFICE

C-3 *Retail Malt Beverage OLCC License Change of Ownership Application Submitted by Sheriff's Office with Recommendation for Approval, for HAGAR'S AT VIKING PARK, 29311 SE STARK, TROUTDALE*

JUVENILE JUSTICE DEPARTMENT

C-4 *Ratification of Intergovernmental Agreement Contract 101466 Between Multnomah County and the State of Oregon, Children's Services Division, Providing Evaluation and Diagnostic Services, Disposition of Parole Violations, Detention Back-up, Community Programs and Services, and a Process for Making Training School and Parole Placement Decisions, for the Period July 1, 1995 through June 30, 1996*

DEPARTMENT OF HEALTH

C-5 *Ratification of Intergovernmental Agreement Contract 200016 Between Multnomah County and Clackamas County, Wherein Clackamas County Will Receive Ryan White CARE Act Title II Funds to Provide HIV Case Management Services for Low Income HIV Positive Persons, for the Period July 1, 1995 through June 30, 1996*

C-6 *Ratification of Intergovernmental Agreement Contract 200356 Between Multnomah County and Washington County, Wherein Washington County Will Receive Ryan White CARE Act Title II Funds to Provide HIV Case Management Services for Low Income HIV Positive Persons, for the Period July 1, 1995 through June 30, 1996*

C-7 *Ratification of Intergovernmental Agreement Contract 200056 Between*

Multnomah County and Oregon Health Sciences University, for the Provision of Dental Services for Low Income Residents at OHSU's Russell Street Dental Clinic, for the Period July 1, 1995 through November 30, 1995

C-8 *Ratification of Intergovernmental Agreement Contract 200066 Between Multnomah County and Oregon Health Sciences University, Using Ryan White CARE Act Title I Funds for the Provision of Dental Services for Low Income Residents Living with HIV/AIDS at OHSU's Russell Street Dental Clinic, for the Period July 1, 1995 through February 26, 1996*

C-9 *Ratification of Intergovernmental Agreement Contract 200096 Between Multnomah County and the Oregon State Public Health Laboratory, for the Provision of Various Diagnostic Laboratory Tests, for the Period July 1, 1995 through June 30, 1996*

DEPARTMENT OF ENVIRONMENTAL SERVICES

C-10 *ORDER in the Matter of the Execution of Deed D951199 Upon Complete Performance of a Contract to P.A. Saito*

C-11 *ORDER in the Matter of the Execution of Deed D951201 for Repurchase of Tax Acquired Property to Former Owners Estate of Richard Martin, Deceased and Ronald Martin*

REGULAR AGENDA

PUBLIC COMMENT

R-1 *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

NON-DEPARTMENTAL

R-2 *PROCLAMATION in the Matter of Proclaiming Support for Portland's 20th Annual Lesbian and Gay Pride Parade and Festival*

R-3 *RESOLUTION Authorizing the Issuance and Negotiated Sale of Certificates of Participation, Series 1995B, in an Amount Not Exceeding \$7,400,000; Authorizing the Execution and Delivery of a Supplemental Lease-Purchase and Escrow Agreement; Designating an Authorized Representative, Financial Advisor, Special Counsel, and Registrar and Paying Agent; and Other Matters [for the Construction of an Additional 64 Beds at the Juvenile Justice Complex]*

R-4 *First Reading of a Proposed ORDINANCE Relating to the Pay Ranges and COLA Increases for Exempt Employees*

R-5 *Second Reading and Possible Adoption of a Proposed ORDINANCE Amending Ordinance No. 778 Relating to Pay Administration for Employees Not Covered*

by Collective Bargaining Agreement

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-6 *Second Reading and Possible Adoption of a Proposed ORDINANCE Amending Fees for Action Proceedings and Administrative Actions Under MCC 11.15*
- R-7 *Ratification of Intergovernmental Cooperative Improvement and Abandonment Agreement Contract 302195 Between the State of Oregon, the City of Portland and Multnomah County, Regarding Construction of the Sylvan Climbing Lane and Interchange Improvements in Connection with the West Side Light Rail Project*
- R-8 *ORDER in the Matter of the Grant of Public Utility Easements on County Land in Sections 26 and 35, TIN, R3E, W.M., Multnomah County, Oregon*
- R-9 *ORDER in the Matter of Designation of Newspaper for Publication of Notice of Foreclosure of Tax Liens as Shown on the Multnomah County 1995 Foreclosure List*

PUBLIC CONTRACT REVIEW BOARD

(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)

- R-10 *ORDER in the Matter of Exempting from Competitive Bidding to Establish Contracts with Energy Suppliers and Shelter Vendors Under the Federal Low Income Energy Assistance Program*

(Recess as the Public Contract Review Board and reconvene as the Board of County Commissioners)

SERVICE DISTRICTS

(Recess as the Board of County Commissioners and convene as the Budget Committee for Dunthorpe Riverdale Sanitary Service District No. 1)

- R-11 *RESOLUTION in the Matter of the Adoption of the 1995-96 Budget for Dunthorpe Riverdale Sanitary Service District No. 1, for the Fiscal Year July 1, 1995 to June 30, 1996 and Making Appropriations Thereunder, Pursuant to ORS 294.435*

(Recess as the Budget Committee for Dunthorpe Riverdale Sanitary Service District No. 1 and convene as the Budget Committee for Mid County Street Lighting Service District No. 14)

- R-12 *RESOLUTION in the Matter of the Adoption of the 1995-96 Budget for Mid County Street Lighting Service District No. 14, for the Fiscal Year July 1,*

1995 to June 30, 1996 and Making the Appropriations Thereunder, Pursuant to ORS 294.435

(Recess as the Budget Committee for Mid County Street Lighting Service District No. 14 and reconvene as the Board of County Commissioners)

*Thursday, June 8, 1995 - 10:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland*

TSCC BUDGET HEARING

PH-2 The Tax Supervising and Conservation Commission [Commissioners Richard Anderson, Tom Novick, Clarence Parker, Charles Rosenthal, Ann Sherman and Administrative Officer Courtney Wilton] Will Convene to Discuss and Conduct a Public Hearing on the Multnomah County Annual 1995-96 Budget. 10:30 AM TIME CERTAIN, 1 HOUR REQUESTED.

TANYA COLLIER
Multnomah County Commissioner
District 3



1120 SW Fifth St, Suite 1500
Portland, OR 97204
(503) 248-5217

M E M O R A N D U M

TO: Board Clerks
Chair, Beverly Stein
Commissioner Gary Hansen
Commissioner Sharron Kelley
Commissioner Dan Saltzman

FROM: Commissioner Tanya Collier

DATE: June 6, 1995

SUBJECT: Absence from the June 7, 1995 Public Hearing

Please excuse me from the June 7, 1995, 2:00 P.M. Public Hearing on the Budget. I will be involved in SIP negotiations all afternoon.

Thanks.

TC:sf

BOARD OF
COUNTY COMMISSIONERS
1995 JUN -6 PM 5:01
MULTNOMAH COUNTY
OREGON



DAN SALTZMAN, Multnomah County Commissioner, District One

1120 S.W. Fifth Avenue, Suite 1500 • Portland, Oregon 97204 • (503) 248-5220 • FAX (503) 248-5440

M E M O R A N D U M

TO: Clerk of the Board
Board of County Commissioners

FROM: Andrea Jilovec, ^{AS} Commissioner Saltzman's Office

RE: Early Departure from June 7 Budget Session

DATE: June 2, 1995

BOARD OF
COUNTY COMMISSIONERS
1995 JUN - 2 PM 4: 13
MULTNOMAH COUNTY
OREGON

Due to a prior personal commitment, Commissioner Saltzman will leave the June 7, 1995 Budget Session at 3:30 p.m.

DRS:amj

MEETING DATE JUN 07 1995

AGENDA NUMBER WS-2

AGENDA PLACEMENT FORM

SUBJECT: 1995-96 Budget, Work Session

BOARD BRIEFING: Date Requested June 7, 1995
2:00-5:00

Amount of Time Needed: 2 and 1/2 hours

REGULAR MEETING: Date Requested

Amount of Time Needed:

DEPARTMENT: Nondepartmental DIVISION Budget & Quality

CONTACT: Dave Warren TELEPHONE : 248-3822

BLDG/ROOM: 106/1400

PERSON(S) MAKING PRESENTATION: Department staff and budget staff

ACTION REQUESTED

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

Work session reviewing the budget for 1995-96

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1995 APR 26 PM 4: 21

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
 BEVERLY STEIN
 DAN SALTZMAN
 GARY HANSEN
 TANYA COLLIER
 SHARRON KELLEY

PLANNING & BUDGET
 PORTLAND BUILDING
 1120 SW. FIFTH - ROOM 1400
 P. O. BOX 14700
 PORTLAND, OR 97214
 PHONE (503)248-3883

TO: County Managers and Budget Preparation Staff
 FROM: Dave Warren *DCW*
 DATE: May 10, 1995
 SUBJECT: Amendments to the 1995-96 Budget

1995 MAY 11 AM 9:11
 MULTNOMAH COUNTY
 OREGON
 BOARD OF
 COUNTY COMMISSIONERS

The Board will adopt the Budget on June 15, 1995. At that time they will amend the budget to take care of:

1. **technical** problems with the budget that need to be corrected before the start of the year -- for example, positions omitted in error or incorrectly classified,
2. **revenues** where the estimates included in the budget are significantly different from later information - particularly where the revenues are likely to be higher than the amounts in the budget,
3. **carryover** of capital items, and contractual commitments, that were budgeted in 1994-95 and ordered or begun but will not be delivered or completed prior to July 1 and, therefore, require an appropriation for next fiscal year.

Categories 2 and 3 are important because when the Board adopts the budget, it is the last opportunity to increase the estimated revenue for next year. Once the budget is adopted, only grant revenue, ("given in trust for a specific purpose") can be added to the spending of the County without a supplemental budget. Don't miss this chance to take care of other revenue increases.

The Board will also review proposed **program** amendments during the two weeks prior to adopting the budget. Four work sessions, - June 7, 13, and two on June 14 - have been scheduled and program changes or amendments that significantly change General Fund allocations will be considered at those times.

All amendments should be written on copies of the attached forms* and sent to the Budget Office by June 2, 1995. Budget staff will review them, package them, and forward the technical, revenue, and carryover amendments to the Board. Program amendments must be introduced by a Commissioner in a budget hearing. If an amendment proposed by a department appears to be a program change, I will let you and the Chair's Office know and you can approach a Commissioner to have it placed before the Board.

* This is a Lotus 123 document, and if you would like a copy do not hesitate to ask your Budget Analyst for one.

May 10, 1995

If you have any questions call your Budget Analyst. Here is who he or she is:

Health Services	Kathy Innes	248-3883	ext. 2306
Social Services	Chris Tebben	248-3883	ext. 6083
Community Corrections	Shaun Coldwell	248-3883	ext. 2457
District Attorney	Shaun Coldwell	248-3883	ext. 2457
Sheriff	Shaun Coldwell	248-3883	ext. 2457
Environmental Services	Keri Hardwick	248-3883	ext. 6266
Nondepartmental / Library	Ching Hay	248-3883	ext. 6672
Revenues	Mark Campbell	248-3883	ext. 4213

ADD PACKAGE

Community and Family Svcs

ALTERNATIVE SCHOOLS - MIDDLE SCHOOL DEMONSTRATION PROJECT

This Add Package is for the Middle School Education Project, a demonstration project in partnership with the Portland Public School District and the City of Portland that provides a comprehensive program of academic, support, and afterschool and summer recreation services for middle school students and their families.

INTRODUCTION: Alternative school services are available to most high school students, but they are not generally available to middle school students. This add package would target young people aged 11-14 who are not currently attending middle school due to family and other environmental factors, as opposed to school-based discipline and behavioral referral reasons. The demonstration project would target an existing population of youths and their families residing in outer Southeast Portland. The project would serve approximately 40 young people and their families annually.

BACKGROUND/ALTERNATIVES/ANALYSIS: The Middle School Education Project (MSEP) is comprised of three service components. The combination of these components with the collaborative system expectations will create a comprehensive program of wrap around services for these young people and their families. The service components are:

- **Academic:** The academic component of the project will use a student-centered model which addresses attendance, behavioral and education skill level issues on an individual basis. Academic plans of action will be developed for each student regarding course content, level of difficulty and pacing. Classes will be small (10:1) and will incorporate other paid and volunteer staff in addition to the class instructor. All instruction offered will lead toward the student meeting the standards for the Certificate of Initial Mastery. In addition, breakfast and lunch will be provided.
- **Support:** The support component will replicate the Level 7 model. Services will include: crisis intervention, service access, information and referral, advocacy, home visits, transportation, access to respite shelter, parent education, family intervention and access to a flexible client services pool. The family to staff ratio is anticipated to be 20:1.
- **Afterschool and Summer Recreation:** The project will work with the City of Portland's Bureau of Parks and Recreation to ensure that all project participants are enrolled in existing recreational programming or to develop programming specific to the project. In addition, the potential to site the project at a community center location will be explored.

Team meetings will be held on a weekly basis to review individual participant progress. Team members will include representatives from each service area, the Juvenile Justice Division and Children's Services Division (where appropriate). Family unity meetings will also be held.

FINANCIAL IMPACT: This request is for \$50,000 of County General Fund as a challenge grant to be matched with a \$50,000 contribution from the business community. These funds would cover support services for youths in the program. Portland Public Schools will provide \$175,000 of State General Funds for the academic component of the program. In-kind programmatic and financial support for the project site and the afterschool and summer recreation component will be sought from the City of Portland through collaboration with the Bureau of Parks and Recreation.

EVALUATION: The project will be evaluated using the existing Level 7 outcome tool and process. The MSEP is intended to achieve the following outcomes:

- Young people and their families will gain the skills necessary to overcome barriers to academic success.
- Young people participating in the project will attend school.
- Young people participating in the project will successfully transition to the existing mainstream or alternative public high school system.
- Young people and their families will have community-based access to help in identifying needs, problem-solving related to their needs, finding appropriate resources to address them and receiving those services.
- Young people and their families will receive support to occupy appropriate roles within the family and enjoy increased positive family relationships.
- Young people and their families will have access to appropriate alternatives to delinquent behavior and will avoid involvement with the juvenile justice system.
- Young people will remain in their home/family living environment when appropriate, or be in another supportive living environment.

LEGAL ISSUES: None.

CONTROVERSIAL ISSUES: None. Collaboration with Portland Parks Bureau must still be developed for project site, as no formal agreement has been reached.

LINK TO CURRENT COUNTY POLICIES AND BENCHMARKS: This add package is related to the following Benchmarks: High School Completion, Delinquency Prevention, Reduce Drug Use. It is consistent with the County's emphasis on service integration and partnerships, and with the County's focus on family resiliency. It utilizes the Level 7 wrap around services model.

CITIZEN PARTICIPATION: NA

PARTNERSHIPS & COLLABORATION: Portland Public Schools, Community-Based Providers, City of Portland.

BUD 1

ADD PACKAGE REQUEST LGFS CODE	Agency:	Organization:	Prepared by:	
	CYP - Mid. - School Education		K. Tinkle	
	Demo Project			
	Fund:	Agency:	Org:	Date:
	156	010	1370	03/30/95
Object Detail	95/96 Request			
5100 Permanent	0			
5200 Temporary	0			
5300 Overtime	0			
5400 Premium Pay	0			
5500 Fringe	0			
Direct Personnel Costs	0			
5550 Insurance Benefits	0			
TOTAL PERSONAL SERVICES	0			
6050 County Supplements	0			
6060 Pass Through Payments	100,000			
6110 Professional Services	0			
6120 Printing	0			
6170 Rentals	0			
6180 Repair and Maintenance	0			
6190 Maintenance Contracts	0			
6200 Postage	0			
6230 Supplies	0			
6270 Food	0			
6310 Education & Training	0			
6320 Conferences & Conventions	0			
6330 Local Travel	0			
6520 Insurance	0			
6620 Dues & Subscriptions	0			
Direct Materials & Services	100,000			
7100 Indirect Cost	700			
7150 Telephone Services	0			
7200 Data Processing Services	0			
7300 Motor Pool Services	0			
7400 Building Management Services	0			
7500 Other Internal Services	0			
7560 Distribution/Postage	0			
Internal Svc Reimbursements	700			
TOTAL MATERIALS & SERVICES	100,700			
8400 Equipment	0			
TOTAL CAPITAL OUTLAY	0			
DIRECT BUDGET	100,000			
TOTAL BUDGET	100,700			

OBJECT DETAIL	Organization: CYP - Mid - School Education	Date Prepared: 03/30/95
	Fund: Agency: Org: 156 - 010-1370	Prepared by: K. TINKLE

Code	Explanation	Amount
6060	PASS THROUGH	\$100,000
7100	INDIRECT COSTS	\$700

BUD 4 FY 94/95 PROPOSED BUDGET		Organization:		Prepared by:	
		CYP - Mid - School Education		K. TINKLE	
		Fund:	Agency:	Org:	Date:
		156	010	1370	03/30/95
Code	Source	Amount			
2020	HUD/CDBG	0			
2022	City of PDX New Fair Housing Initiative	0			
2024	HUD Rental Rehab Grant	0			
2026	HUD FHIP	0			
2027	DPL Repayment	0			
2028	Reduced Interest Loan Repayment (RIL)	0			
2029	Rental Rehab Program Repayment (RRP)	0			
2048	Primary Care/Substance Abuse	0			
2056	SLIAG	0			
2062	Homeless Grant	0			
2071	Community Svcs Block Grant (CSBG)	0			
2072	Low Income Energy Assistance Program (LIEAP)	0			
2073	LIEAP Weatherization	0			
2075	Federal Emergency Mgmt Agency (FEMA)	0			
2077	PVE	0			
2090	US DOE Weatherization	0			
2092	OPIE	0			
2094	HUD ESGP	0			
2095	CSBG Homeless	0			
2096	DPP	0			
2100	PDX Emerg Shelter/Homeless Youth	0			
2101	PDX Homeless Mentally Ill	0			
2102	Regional Drug Initiative	0			
2114	Home Award	0			
2116	Supported Assistance Facil Homeless (SAFAH)	0			
2117	Project Team/CSD	0			
2130	Homeless Fam - FAS	0			
2312	JSA	0			
2313	CASA	0			
2317	SRI	0			
2335	Emergency Housing Account (EHA)	0			
2359	Video Lottery	0			
2389	Local 2145	0			
2394	SHAP	0			
2398	Great Start	0			
2603	Title XIX	0			
2605	State MHD - DD	0			
2605	State MHD - Local Admin	0			
2605	State MHD - MHS	0			
2605	State MHD - A&D	0			
2607	MHDDSD Carryover	0			
2719	City Emergency Funds	0			
2766	School District 1 (PPS)	0			
2774	City of Gresham Cost Sharing	0			
2782	Parkrose School District	0			

BUD M

ADD PACKAGE - Community Based Service Integration Projects

1. Topic:

This proposal requests funding to support the East County Caring Community and the continued expansion and development of additional community based service integration projects. This approach to services focuses on the strengths and capacities of individuals and families, collaboration and sharing of resources across programs and agency lines, and improved access to services.

2. Introduction:

This proposal is consistent with the County's desire to expand services through collaborative efforts and partnerships with agencies that provide complementary services. The service integration model focuses on developing interlocking linkages for policy, fiscal resources and personnel. The purpose of all of the community based service integration projects is to reduce service barriers and facilitate user access. Current models of delivery are flexible, ranging from on-site service provision (outstationed personnel and programs from participating agencies) to site coordinators and outreach workers assisting children and families with:

- information, referral and advocacy;
- outreach services;
- service coordination;
- case management; and
- streamlined access to services.

3. Background/Alternatives/Analysis:

The County established District Coordinating Teams in six geographic districts to assist in the planning and coordination of services to families and individuals within each community. To achieve similar goals, The Leaders Roundtable established "Caring Communities" through-out the county to plan activities and establish a supportive network of resources required to ensure every child's completion of high school. These two efforts have had similar and overlapping goals as well as the involvement of many of the same key representatives and stakeholders. It has become desirable to look at merging the two planning processes into a single coordinated effort.

The County, in partnership with the State Department of Human Resources (DHR) and Portland Public Schools (PPS), presently has two service integration projects located at Marshall and Roosevelt High Schools. These projects provide what have become known as "school based integrated service sites". Each Caring Community does not necessarily contain a "school based integration site" as a part of its' service coordination strategy, instead they are optional components. The staffing for these projects is provided by the State DHR and Multnomah County, with "in kind" contributions from PPS and other participating agencies. Roosevelt and Marshall both place a particular emphasis on outreach to families whose children are having difficulties with regular school attendance due to family issues and concerns.

The East County Caring Community (ECCC) established itself as a Caring Community but later incorporated the County's District Coordinating functions as well. Their mission is to promote individual and family strengths and a strong sense of community. It is composed of participants from three school districts, (Centennial, Reynolds and Gresham-Barlow), local government agencies, non-profit social service organizations, local businesses and various social service clubs who serve as a planning and coordinating body for the East County Caring Community area. Three elementary school service integration sites are located at Harold Oliver, Alder and East Gresham. ECCC is funded by the three school districts, State DHR and the City of Gresham. Present funding is inadequate and the project is in need of additional resources to continue present activities.

Other potential community based service integration projects within Multnomah County are developing with unstable funding sources and varying levels of community support. Examples include: Beach Elementary School (Jefferson Region), Parkrose School District, Lincoln-Park/Mid County project (David Douglas School District) and the Brentwood-Darlington community center.

Recent planning meetings with the Caring Community (represented by the Leaders Roundtable) and Multnomah County (through the Chair's office) have looked at options that would combine Caring Community planning bodies and District Coordinating Teams. The goal is to better meet the needs of communities and to identify on-going mechanisms to share resources and develop service integration projects in a consistent and coordinated manner. This request would act as leverage for other monies from partners within the community.

4. Financial Impact:

This package is requesting \$60,000.00. As an established service integration project the East County Caring Community is presently in need of \$20,000.00 to provide partial funding for a coordinator and materials and supplies to sustain present efforts. The remaining \$40,000.00 would be offered in a competitive process to developing service integration projects at up to \$20,000 each. These dollars would be offered as "seed" dollars for personnel, materials and supply costs and support in general. It is the intent that these dollars leverage additional funding from collaborating partners.

5. Evaluation:

This joint approach is supportive of several urgent benchmarks (see section 8 below). Each project will be responsible to adopt an urgent benchmark as a target for service integration and will be measured against their success in addressing it. Each project will also be evaluated on their ability to leverage and access additional resources from the partners.

6. Legal Issues

None

7. Controversial Issues

None

8. Link to Current County Policies and Benchmarks

The benchmarks applicable to date are Access to Health Care, Drug Free Teens, High School Graduation Rate, Readiness to Learn, Teen Pregnancy, Basic Student Skills, Percent of Oregonians Who Are Economically Disadvantaged, and Increase County Government Accountability and Responsiveness

9. Citizen Participation

The Leaders Roundtable is a team of civic leaders, educators, business executives, entrepreneurs and community activists. The Leaders Roundtable is funded through contributions from participating members and Multnomah County is currently a participant. The Leaders Roundtable was the initiator of the "Partners for a Caring Community" that has been instrumental in developing and implementing several of the existing service integration projects. Citizens also participate through the various service sites through existing citizen advisory bodies and groups within the geographic areas, (i.e. school PTA's, etc.).

10. Other Government Participation

The County is supported in these efforts by the following participants: Portland Public Schools, Centennial School District, Reynolds School District, Gresham-Barlow School District, Multnomah County Education Service District, David Douglas School District, Oregon State Department of Human Resources, and The City of Gresham.

BUD 1

ADD PACKAGE REQUEST LGFS CODE	Agency:	Organization:	Prepared by:	
	Community Based Service Integration Projects		K. Tinkle	
	Fund:	Agency:	Org:	Date:
	156	010	0100	03/23/95
Object Detail	95/96 Request			
5100 Permanent	0			
5200 Temporary	0			
5300 Overtime	0			
5400 Premium Pay	0			
5500 Fringe	0			
Direct Personnel Costs	0			
5550 Insurance Benefits	0			
TOTAL PERSONAL SERVICES	0			
6050 County Supplements	0			
6060 Pass Through Payments	60,000			
6110 Professional Services	0			
6120 Printing	0			
6170 Rentals	0			
6180 Repair and Maintenance	0			
6190 Maintenance Contracts	0			
6200 Postage	0			
6230 Supplies	0			
6270 Food	0			
6310 Education & Training	0			
6320 Conferences & Conventions	0			
6330 Local Travel	0			
6520 Insurance	0			
6620 Dues & Subscriptions	0			
Direct Materials & Services	60,000			
7100 Indirect Cost	420			
7150 Telephone Services	0			
7200 Data Processing Services	0			
7300 Motor Pool Services	0			
7400 Building Management Services	0			
7500 Other Internal Services	0			
7560 Distribution/Postage	0			
Internal Svc Reimbursements	420			
TOTAL MATERIALS & SERVICES	60,420			
8400 Equipment	0			
TOTAL CAPITAL OUTLAY	0			
DIRECT BUDGET	60,000			
TOTAL BUDGET	60,420			

BUD 4 FY 94/95 PROPOSED BUDGET		Organization: Community Based Services Integration	Prepared by: K. TINKLE		
Code	Source	Fund:	Agency:	Org:	Date:
		156	010	0100	03/23/95
2020	HUD/CDBG				0
2022	City of PDX New Fair Housing Initiative				0
2024	HUD Rental Rehab Grant				0
2026	HUD FHIP				0
2027	DPL Repayment				0
2028	Reduced Interest Loan Repayment (RIL)				0
2029	Rental Rehab Program Repayment (RRP)				0
2048	Primary Care/Substance Abuse				0
2056	SLIAG				0
2062	Homeless Grant				0
2071	Community Svcs Block Grant (CSBG)				0
2072	Low Income Energy Assistance Program (LIEAP)				0
2073	LIEAP Weatherization				0
2075	Federal Emergency Mgmt Agency (FEMA)				0
2077	PVE				0
2090	US DOE Weatherization				0
2092	OPIE				0
2094	HUD ESGP				0
2095	CSBG Homeless				0
2096	DPP				0
2100	PDX Emerg Shelter/Homeless Youth				0
2101	PDX Homeless Mentally Ill				0
2102	Regional Drug Initiative				0
2114	Home Award				0
2116	Supported Assistance Facil Homeless (SAFAH)				0
2117	Project Team/CSD				0
2130	Homeless Fam - FAS				0
2312	JSA				0
2313	CASA				0
2317	SRI				0
2335	Emergency Housing Account (EHA)				0
2359	Video Lottery				0
2389	Local 2145				0
2394	SHAP				0
2398	Great Start				0
2603	Title XIX				0
2605	State MHD - DD				0
2605	State MHD - Local Admin				0
2605	State MHD - MHS				0
2605	State MHD - A&D				0
2607	MHDDSD Carryover				0
2719	City Emergency Funds				0
2766	School District 1 (PPS)				0
2774	City of Gresham Cost Sharing				0
2782	Parkrose School District				0

BUD 4 FY 94/95 PROPOSED BUDGET		Organization: DD - Respite	Prepared by: K. TINKLE	
Code	Source	Fund:	Agency:	Org: Date:
		156	010	1570 03/23/95
2783	Gresham High School			0
2785	Gordon Russell School			0
2786	Dexter McCarty School			0
2789	Clear Creek Middle School			0
2791	Centennial School District			0
2794	PDX Housing Authority Program (HAP)			0
2798	City BBB			0
4060	DUII Evaluation Fees			0
4612	Property/Space Rental			0
4900	Misc Chg/Recv			0
4905	DUII Victim's Panel Fees			0
4907	DD Rider Fees (Tri-Met Reimb)			0
5010	Interest Income			0
6205	ICP Provider Refund			0
6810	Rebates			0
6813	United Way Grant			0
6816	Oregonian			0
6819	Oregon Energy Services			0
6821	R.W. Johnson Foundation			0
6822	Better Homes Foundation			0
6827	Fred Meyer Foundation			0
6843	Albina Head Start			0
New	City of Portland SOS			0
New	City of Portland Pri Plumb			0
TOTAL PROGRAM REVENUES				0
7601	General Fund Subsidy			60,000
7601	General Fund Indirect			420
7601	General Fund Match			0
SUPPLEMENTAL GENERAL FUND REVENUES				60,420
GRAND TOTAL				60,420

ADD PACKAGE

Community and Family Svcs

EARLY CHILDHOOD CARE AND EDUCATION

This Add Package adds funding for a new Office of Early Childhood Care and Education to develop a continuum of services and parent education in collaboration with the City of Portland and the Multnomah Education Service District (MESD). The request would create two new positions, one of which would be funded jointly by Multnomah County and MESD, and the other would be funded by Multnomah County and the City of Portland.

INTRODUCTION: The Office of Early Childhood Care and Education would provide planning and development to improve the readiness to learn of young children and promote effective parenting skills. The Office will be a partnership between Multnomah County, MESD, and the City of Portland, allowing greater opportunities for service integration and coordination of existing programs.

BACKGROUND/ALTERNATIVES/ANALYSIS:

The Multnomah County Commission on Children and Families (MCCF) recently completed a local planning effort to develop a "plan for wellness" for children and families. In reviewing MCCF's plan, the Multnomah Education Service District (MESD) noted areas where coordination with MCCF would provide mutual benefits. The Early Childhood benchmarks were identified as having the greatest potential for service integration of the benchmarks relating to children and families. The establishment of an Office of Early Childhood Care and Education is proposed in order to foster progress toward the benchmarks in this area. The Office will be a collaborative effort between the County, MESD, and the City of Portland.

The Office will work with the City of Portland Bureau of Economic Development to encourage employers to develop child care programs for employees. The Office will act as a resource to employers to build awareness of child care and family friendly policies as cost-effective strategies.

The Office of Early Childhood Care and Education would have two staff, a Director and a Program Manager. The office would be responsible for:

- Contract monitoring, in coordination with the County
- Technical assistance/program development for parent education, child care provider training, developmental screening, and implementation of Parents as Teachers
- Evaluation of County progress toward early childhood benchmarks, and of program effectiveness of current County contracted programs
- Policy development
- Legislative advocacy
- Public education and awareness

FINANCIAL IMPACT: This add package seeks \$50,000 in County General Fund on an ongoing basis. This would pay for half of each position. The other half of the Director position would be funded by the City of Portland, and the Multnomah Education Service District would pay for half of the Program Manager.

EVALUATION: The Office of Early Childhood Care and Education would evaluate progress toward the Early Childhood benchmarks, and would evaluate the effectiveness of existing programs.

LEGAL ISSUES: None

CONTROVERSIAL ISSUES: None

LINK TO CURRENT COUNTY POLICIES AND BENCHMARKS: This add package is designed to improve the County's progress toward the benchmarks related to Early Childhood: improving prenatal care, reducing the number of babies born drug-affected, increasing quality child care, and helping children meet developmental standards by kindergarten.

CITIZEN PARTICIPATION: NA

PARTNERSHIPS & COLLABORATION: The Office of Early Childhood Care and Education is a partnership between Multnomah County, the City of Portland, and the Multnomah Education Service District. The office would also work collaboratively with the Parent Child Development Centers, Head Start, schools, and child care providers.

ADD PACKAGE

Community and Family Svcs

FAMILY CENTER INFRASTRUCTURE

This Add Package is for \$100,000 to fund infrastructure and supplies at the Family Centers to cover the cost of the increasing number of County staff outstationed there and the growth in County programs.

INTRODUCTION: The Family Centers have served as focal points for service integration and as sites for many County programs. Over the past year, the County has expanded services and outstationed staff at the Family Centers. This has taxed the existing infrastructure at the Family Centers. This add package would ease the cost burden created by outstationing, adding funds for supplies and infrastructure.

BACKGROUND/ALTERNATIVES/ANALYSIS:

Location, space and cost for Family Centers is an ongoing issue. Given the size of Service Districts, determining the most appropriate location for maximum community access can be problematic. There are relatively few sites throughout the County which can support the building and space requirements necessary for effective Center operation. Proximity of those sites to public transportation presents further challenges. The cost of sites which meet these criteria is often prohibitive.

As a result of these factors, all of the Centers are currently operated in facilities which are substandard or inadequate in some way, impacting the quality of service provision. Contracted providers struggle to address these issues in the short and long term.

The County currently has staff from the Health Department (Community Health Nurses) and staff from the Juvenile Justice Division (Diversion Outreach Specialists) outstationed at each of the Family Centers. Other possibilities for the future could include outstationing deputies from the Sheriff's Office or other law enforcement agencies, and outstationing family court services staff. There is no support for the space and other costs associated with these placements. Providers are attempting to absorb these costs as a part of their agency budgets creating a strain on already overburdened and inadequate resources.

In order for the County to engage in partnership with its providers, it must establish the standard of responsibility in providing for the costs of outstationing its staff with these providers.

FINANCIAL IMPACT: This add package seeks \$100,000 in County General Fund on an ongoing basis.

EVALUATION: This supports the efforts at the Family Centers, but there are no specific evaluation measures for this add package.

LEGAL ISSUES: None

CONTROVERSIAL ISSUES: Other contractors may raise questions about why these providers are receiving funding for these costs. As the focal points for many different County services provided by different departments, the Family Centers have borne a greater cost burden through the cumulative outstationing of County employees.

LINK TO CURRENT COUNTY POLICIES AND BENCHMARKS: NA

CITIZEN PARTICIPATION: NA

PARTNERSHIPS & COLLABORATION: This is intended to strengthen the partnership between the County and the Family Centers.

ADD PACKAGE

Community and Family Svcs

MULTNOMAH COUNTY SCHOOL LIAISON

This add package is for \$40,000 to fund one position in the Community and Family Services Division's Children and Youth Program to coordinate cross-County relationships with school districts throughout the County.

INTRODUCTION: The County currently has no single point of contact for school district personnel seeking to collaborate and coordinate with County programs at the systems level. The development of a comprehensive, system-oriented response to the critical issues impacting schools and school-aged children reaches across County departments. As a result, there is no person or department responsible for coordinating County policy development and planning regarding these issues. This add package would fund a position to do this at the systems level.

BACKGROUND/ALTERNATIVES/ANALYSIS: The County has always worked with various schools throughout the County in the provision of services which support students' ability to learn and student retention. School-based health clinics and mental health consultants, as well as contracted services at the schools, are examples of this work.

As a result of the current County initiatives regarding Family Support, benchmarks, collaborative partnerships and integrated services, activities with the schools have increased significantly. Each department is responsible for building its own relationships with relevant school personnel in regard to the specific service being provided. Often similar activities are conducted with no relationship to each other because of a lack of coordination.

As these activities have increased, the need for coordination at the systems level has also increased. Without a systemic approach, efforts have at times disproportionately focused on Portland Public School District to the exclusion of East County districts. Additionally, the City of Portland and other community bodies such as the Leaders' Roundtable (LRT) are also involved with the issues of school support and student retention and there is the need to better coordinate and integrate with them as well.

The School Liaison's responsibilities would include the following:

- Provide links between department staff and schools on a geographic basis.
- Organize community hub efforts to link County, City and school services to communities at neighborhood school sites.
- Help link the Caring Communities service integration efforts with County services.

The County does not have the capacity to address this need through current staffing. Various individuals have made attempts to do so which were well-received as a

beginning effort. However, the scope of responsibilities needed to address not only school districts but also the other system players requires dedicated and consistent staff capacity in order to work effectively. The other system players - the City, LRT and various school districts - currently have comparable positions addressing this function. This add package creates such a position for the County.

Alternatives to this Add Package include reassignment of staff capacity to address this unmet need within current funding levels. This would necessitate the prioritization of this issue over current staff responsibilities.

FINANCIAL IMPACT: Initial impact will be limited to the \$40,000 necessary to fund the identified position. The goal of this position is to make more effective use of resources we currently devote to these efforts.

EVALUATION: This add package does not include specific desired outcomes or measures at this time.

LEGAL ISSUES: None

CONTROVERSIAL ISSUES: Given the scope and system focus of this position, funding may not be adequate to support the position at an appropriate classification full time. Increasing the amount of funding or funding less than a full time position can address this. Because of the system focus of this position, it may not be appropriate to locate this position within a single department. An alternative would be to place the position with the Multnomah Commission on Children and Families (MCCF). The final placement decision will be made in consultation with MCCF prior to hiring.

LINK TO CURRENT COUNTY POLICIES AND BENCHMARKS: This add package is linked to the Family Support Initiative, integrated services efforts, Student Retention Initiative, RESULTS campaign, and all school-related benchmarks, including: readiness to learn, 8th grade alcohol and drug use, and high school completion.

CITIZEN PARTICIPATION: NA

PARTNERSHIPS & COLLABORATION: City of Portland, Leaders' Roundtable, Portland Public School District, Multnomah County Educational Service District, MCCF and others involved with education.



MULTNOMAH COUNTY OREGON

COMMUNITY AND FAMILY SERVICES DIVISION
ADULT MENTAL HEALTH PROGRAM
426 SW STARK, 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-5464 FAX (503) 248-3926
TDD (503) 248-3598

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN • CHAIR OF THE BOARD
DAN SALTZMAN • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
TANYA COLLIER • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Robert Trachtenberg
FROM: Rex Surface, Program Manager *Ref. [Signature]*
DATE: June 1, 1995
SUBJECT: Diversion Program for Mentally Ill Jail Population

Multnomah County Adult Mental Health would like to recommend either of the following proposals for an add package to the Adult Mental Health budget. Both proposals will focus on the population identified by the jail Corrections Health Staff as having a mental illness.

Recommendation A: A program specifically developed to work with persons who has been identified by Corrections Health as having a mental illness. These persons have a charge of C felon or less. A case manager would go to the jail for pre-release assessment. If accepted into the program the individual will be enrolled into a health plan, receive help in securing housing, and have on going counseling. Emergency funds would be available for medication and transportation needs.

Positive: Conquest Center already has this program in place with a contract from Community Corrections.

Recommendation B: A program specifically developed to provide a diversion from sentencing of individuals that have been charged with a C felon or less. The program would be modeled after the program STOP where the person would agree to specific terms of mental health treatment. This written agreement would be signed by the person and approved by a judge. The treatment would include attending regularly scheduled therapy. Failure to adhere to the conditions would cause revocation of pretrial agreement.

Positive: Pilot project that would determine the affect a specially designed mental health program has on recidivism.

The following budget is for both recommendations:

BUDGET:	
1 case manager	\$29,000.00
1 therapist	\$38,000.00
Emergency funds	\$ 6,000.00 (\$500 a month for emergency medicines or transportation)
	<hr/>
	\$73,000.00

AN EQUAL OPPORTUNITY EMPLOYER

Multnomah County
Nondepartmental Budget Presentation
Fiscal Year 1995-96

June 7, 1995
2:30 PM

- | | | | |
|-----------|---|----------------|--------------------------|
| 1. | Nondepartmental CBAC Presentation | 2:30 PM | Jerry Penk, Chair |
| 2. | Public Testimony | 2:45 PM | |
| 3. | Nondepartmental Budget Presentation | | |
| | • Citizen Involvement Committee | 3:00 PM | John Legry |
| | • Mult. Comm. on Children and Families | 3:15 PM | Helen Richardson |
| | • Pfld. Multnomah Progress Board | 3:30 PM | Pamela Wev |
| | • Metropolitan Human Rights Comm. | 3:45 PM | Helen Cheek |
| | • Pfld/Multnomah Commission on Aging | 4:00 PM | Becky Wehrli |
| | • Regional Arts and Culture Commission | 4:15 PM | Bill Bulick |
| | • OSU Extension Service | 4:30 PM | Paul Sunderland |
| 4. | Board Questions and Answers | 4:45 PM | |

TESTIMONY: Citizen Involvement Committee (CIC)

**Board of County Commissioners
Budget Hearings, FY95-6
June 7, 1995**

Thank you for your continuing support of citizen involvement. It's never been more important. That phrase is a cliché, but it's true. Nationally, citizen participation is being controlled and managed within the letter of legal requirements, but often not in a true spirit of participation. It is easier to manage and control people than it is to inform and involve them. Therefore, the CIC is especially appreciative of this board and its ongoing resolution to not only hear, but to listen and respond to its citizens.

Citizen involvement is under concerted assault today. The letter of the law - that is, its legal requirement - is observed, but its spirit - that is, its ethical base - is increasingly ignored. The danger of this is clear. As controls and restrictions are applied, the effort to overcome or subvert them will also intensify. There will be a public reaction to suppression of genuine public involvement. The CIC urges Multnomah County to begin serious development of public participation plans for its divisions and the Board, and continued support for genuine citizen involvement.

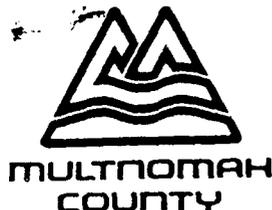
In this regard, Chair Stein's proposed allocation for our ongoing FY95-6 program year meets the CIC's anticipated needs.

We requested added funding for strategic planning and more materials (based upon said planning) which was not recommended in budget. Our add request would have allowed us to conduct an intensive public involvement process and we know that new funding is required to meet emerging CP needs. However, the CIC will conduct an all day strategic planning session on Saturday, June 17 at the Franciscan Center to begin developing its five-year vision. Please join us for the day or for lunch if you're free; we can use your ideas. The CIC will revisit these items with you when appropriate, with greater detail and an action plan for you to consider.

Finally, the CIC conveys three program models for Community Project grants to the Board via Chair Stein. They are from the cities of Charlotte, N.C., Seattle and Portland. They apply to low- or moderate-income and other proscribed grantees. The CIC proposes an "open" grant program which emphasizes the county's benchmarks, applying them to neighborhood needs recognized at the grassroots level. Then, through matching grants, the county can support neighborhood in-kind contributions to realize each project. This develops: new working relationships - government to citizen; encourages benchmark education and work at the grassroots level with community involvement; and, serves as an excellent public example of the county's responsiveness to its citizens. Adapting the grants to social and human projects is an easy stretch: teen-parent neighborhood education projects; at-risk youth employed in rehab projects come immediately to mind. The list can be as long as citizen imagination within the benchmark framework. The CIC presents the program as a useful new tool. We feel it has considerable merit and can help encourage a community base for the Benchmark program.

Thanks for your time and attention. Questions?

JL:CIC:6-6-95



Citizen Involvement Committee

2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

June 2, 1995

The Honorable Beverly Stein, Chair
Multnomah Board of County Commissioners
1120 S.W. Fifth, 15th Floor
Portland, Oregon 97204

Dear Chair Stein:

In response to your request during the CIC's FY95-6 budget presentation, the enclosed materials are transmitted, regarding Community Project Grant Funds as proposed in our ADD Package #4.

The question of how these grant projects might be adapted to social service benchmarks is an easy transition, we feel. Some of the projects might include: teen parent neighborhood information projects; home rehab projects for at-risk youth; development of community-neighborhood intervention strategies for the very young. The grants might also support voter education and benchmark education, inform citizen involvement and create neighborhood responses to local social and human service issues. The CIC feels quite strongly that the proposal is not only workable, but highly meritorious.

In reply to the suggestion that no community clamor exists for such grants, the CIC points out that no marketing has been done. People cannot clamor for what they do not know.

With full understanding that revenues are tight, the CIC still recommends developmental work and funding of a pilot program for Community grants in FY95-6. The County can pioneer in this area with every expectation of success if genuine support is given to the effort. The communities and neighborhoods of the county will receive a direct, self-identified benefit which is not coincidentally good public relations for the County.

Thank you for your time and attention and serious consideration of this proposal.

Sincerely,

Kathleen Todd, Chair
Policy Committee
for the CIC

February 9, 1995

TO: NONDEPARTMENTAL CBAC
Jerry Penk, Chr.

FM: CIC
Jane Gordon
John Legry

RE: COMMUNITY PROJECT MATCHING GRANTS; NEED FOR

Responding to discussion at the Nondepartmental CBAC, the Community Project Matching Grants fill the following needs (not listed in particular order):

- * Community organizations throughout the county wanting to make their neighborhoods better places to work, shop and play
- * Eligible groups would be broader than current programs which are restricted to low income neighborhoods and/or neighborhoods getting "pay back" for tolerating dump or garbage transfer station in their neighborhoods
- * Establishes the value of volunteer time (professional and labor) and donated resources/materials by matching with public dollars
- * Sets stage for recruiting additional financial support for the fund from private corps./business, city govets. and Metro, major news media, (and possibly grant funds) to go into the pooled fund (whioch has to be set up so that it can grow substantially)
- * Creates opportunities for citizens to work one-on-one with people who work for local government - goes a long way to (re)establish trust and promote partnerships
- * Project solicitation and awards can be linked with an effort to educate citizens around City/County Benchmarks and projects which get measurable results
- * Creates a pool of people who may wish to get involved with govt. in other ways (eg, Boards and Commissions)
- * Creates "good news" stories for all involved - public relations opportunities

Community Project Matching Grants actually respond to existing needs, identified in the neighborhoods and in the County's Benchmarks. If government is to be more responsive, there is no better time to start and no more positive methodology to use (even cutting taxes has negative fallout comparatively speaking). Community Project Matching Grants leverage tax dollars with private dollars and "sweat equity" to produce measurable, "in-neighborhood" results.

Number	Description	Requested Amount	FTE	Proposed Budget	FTE	Notes
	NOND CIC 2 5 Year Strategic Plan	4,000	0.00	0	0.00	
	NOND CIC 3 Increase publications	7,000	0.00	0	0.00	
	NOND CIC 4 Partnership/volunteer grants	50,000	0.00	0	0.00	Consider for transfer from contingency when an example has been brought forward,
	NOND Bldg maintenance Extension 1	11,000	0.00	0	0.00	
	NOND LAN Extension 2	20,000	0.00	0	0.00	
	NOND .65 PDS MCCF 1	31,866	0.65	31,866	0.65	Backfills for reduction in State funding
	NOND .5 PCDC and 1 CHN MCCF 3	145,000	0.00	145,000	0.00	.5 PCDC and 1 CHN replaces Great Start - actually budgeted in CFS
	NOND Dynamic Differences MHRC 1	3,200	0.00	3,200	0.00	
	NOND Malicious Harassment MHRC 2 Conference support	5,000	0.00	5,000	0.00	OTO
Total Nondepartmental		690,089	2.65	551,304	2.15	
Reserve	Set aside to buffer State and other government funding reductions			500,000	0.00	Pending funding decisions by other governments.
TOTAL FUNDING		19,111,378	75.40	15,503,848	58.05	
General Fund cost		13,782,547		8,085,323		

PROGRAM INFORMATION PACKETS

Cities of:

**Charlotte, North Carolina
Portland, Oregon
Seattle, Washington**

Submitted for Information to:

Chair Beverly Stein and Multnomah Board of County Commissioners, June 7, 1995.

City of Charlotte
Neighborhood Matching Grants Fund

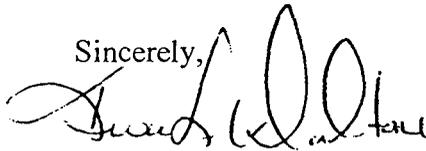
October 10, 1994

Mr. John Legry
2115 S.E. Morrison; #215
Portland, Oregon 97214

Dear Mr. Legry,

Thank you for your recent inquiry about the City of Charlotte's Neighborhood Matching Grants Fund. I have enclosed information for review. Please don't hesitate to contact me with any questions you may have. I look forward to hearing from you.

Sincerely,



Keva L. Walton, Coordinator
Neighborhood Matching Grants Fund

P.S. Please remind me to forward a copy
of our video. New copies are in
Reproduction.

**The City of Charlotte's
Neighborhood Matching Grants Fund**

The City of Charlotte's Neighborhood Matching Grants Fund is an innovative concept which makes matching grant monies available to qualifying neighborhood based organizations to undertake projects that make their neighborhoods better places to live, work, play and shop. The goals of the Neighborhood Matching Grants Fund are:

- to build capacity of, and participation in neighborhood-based residential and business associations;
- to allow neighborhoods to determine the priorities for improvements in their own areas;
- to leverage citizen involvement and resources to revitalize and reinvest in low and moderate income neighborhoods, and;
- to stimulate the development of partnerships between the City of Charlotte, resident and business associations, and other community organizations that will result in projects and products that benefit a neighborhood.

Any neighborhood in the City of Charlotte located within a census tract where the median household income is below \$36,654 may apply. Neighborhood based associations, residential or business, with the majority of the association's members residing or operating businesses within a defined geographical area commonly known as a neighborhood are eligible. The association's purpose must focus on improving the quality of life within their neighborhood.

Eligible projects must: provide a public, neighborhood benefit; involve neighborhood people in the identification, planning and execution of the proposed activity; be completed within a 12 month time frame, and; conform to applicable health safety and legal regulations.

Projects cannot duplicate an existing public or private program or support an ongoing service or operating budget. There are four project categories which are defined as: Neighborhood Improvement, Neighborhood Organizing and Organizational Development, Crime and Public Safety, and Neighborhood Education, Recreation and Cultural Initiatives.

A key component of this initiative is the requirement for neighborhood organizations to provide a match that is equal to or greater than the funds requested. The matching criteria may be satisfied with volunteer labor (valued at \$10.00 per hour), cash, donations or any combination of these. However, twenty - five percent of the total match must come from the neighborhood organization's resources.

APPROVED NEIGHBORHOOD MATCHING GRANT REQUESTS

<u>PROJECT NAME</u>	<u>ID#</u>	<u>DESCRIPTION</u>
Belmont Community Development Corp.	93-22 (G)	funds requested to purchase office equipment, furnishings and provide leadership training
Belmont Strategy Force	93-40 (g)	funds requested to involve teens in beautification projects
Belmont, Villa Hgts, Optimist Park Neighborhood	94-10 (g)	funds requested to sponsor a Neighborhood Arts Program in partnership with Mecklenburg County Park & Recreation.
Biddleville Townhouse Assoc.	94-23 (g)	funds requested to install 2 entrance gates into the condominium community
Biddleville-Five Points Community Org. Inc.	94-3 (G)	funds requested for a tutorial, enrichment, afterschool program.
Boulevard Homes Resident's Association	93-35 (g)	funds requested to develop and implement a parent/ teen summit
Briar Creek-Woodland Neighborhood Assoc.	93-10 (g)	funds requested for landscaping enhancements in the neighborhood
Brookfield Neighborhood Association	94-4 (g)	funds requested to hold a community festival.
Capitol Drive Improvement Association	93-6 (g)	funds requested to erect a neighborhood entrance sign and landscaping improvements
Chantilly Neighborhood Association	93-15 (g)	funds requested to begin a neighborhood organization
Country Club Heights	93-24 (g)	funds requested to improve overgrown areas at Shamrock Gardens Elem. School grounds
Dalton Village Residents Association	93-38 (g)	funds requested to provide a community garden plot with a fence
Derita Woods/Tanglewood Community	94-9 (g)	funds requested to sponsor a Neighborhood Arts Program in partnership with Mecklenburg County Park and Recreation.
Dillehay Courts Residents Organization	94-19 (G)	funds requested to implement a "job readiness" training program for neighborhood residents aged 10 and up.
Druid Hills Neighborhood Watch & Imprv. Prog.	93-32 (g)	funds requested for landscaping improvements and educational programs
Earle Village Resident's Organization	93-3 (g)	funds requested to make landscaping improvements
Earle Village-Saved By The Bell	94-16 (G)	funds requested to initiate a Saturday School pilot program, targeted to 4th thru 6th graders reading below grade level.
Easthaven Neighborhood Association	94-1 (g)	funds requested to sponsor a Neighborhood Arts Program in partnership with Mecklenburg Co. Park & Recreation.
Elizabeth Community Association	93-44 (G)	funds requested to make improvements to an existing, historic trolley path
Fairview Homes	93-39 (g)	funds requested to provide equipment for community clean ups and field trips for children in the community
Four Seasons Homeowners Association	93-53 (g)	funds requested for landscaping improvements and house numbering signage
Foxboro Neighborhood Association	93-45 (g)	funds requested to upgrade and beautify the neighborhood's front entrance
Friends of Fourth Ward Inc.	93-12 (g)	funds requested to purchase 6 new trash receptacles in the neighborhood
Genesis Park Neighborhood Assoc.	94-30 (g)	funds requested to construct a entrance sign into the community
Glen Cove Apartments	93-50 (g)	funds requested to make landscape improvements and install speed bumps in the parking lot
Greenville Homeowners Association Inc.	93-20 (G)	funds requested to implement a neighborhood computer literacy traing program
Greenville Homeowners Assoc. Inc.	94-27 (g)	funds requested to assist in hosting a community festival
Greenville Homeowners Association	94-21 (G)	funds requested to purchase marching band uniforms, equipment & travel expenses for a band competition.
Grier Heights Community Improvement Assoc.	93-27 (g)	funds requested to purchase Girl Scout uniforms for Grier Hgts. Comm. Girl Scout and troop start-up costs
Grier Heights Economic Foundation	93-28 (g)	funds requested to purchase uniforms and equipment for the Grier Hgts. Community Boy Scouts
Hall House Resident's Association	93-2 (g)	funds requested to make landscaping improvements and the purchase of outdoor benches
Hall House Residents Assoc.	94-32 (g)	funds requested to help construct a small on-site park at this senior center
Hampshire Hills Neighborhood Assoc.	94-29 (g)	funds requested to make improvement to 2 entrances in the Hampshire Hills subdivision
Helena St. Neighborhood Assoc.	93-56 (g)	funds requested to install chain link fencing w/barbed wire as a deterrent to walk thru drug traffic.
Hidden Valley CDC	94-22 (G)	funds requested to assist in purchasing a vaccant property for a neighborhood-owned & operated human services bldg.
Historic North Charlotte	93-8 (g)	funds requested to construct & erect signage,prepare planters, and provide shuttle service to gallery crawl
Historic North Char. Neighborhood Assoc.	94-25 (g)	funds requested to help construct a student sculpture garden
Hoskins Mill Members Responding (HaMMeR)	94-5 (g)	funds requested to sponsor a Neighborhood Arts program in partnership with Mecklenburg County Park & Rectration.
Lakewood Community Organization	94-14 (G)	funds requested to make park improvements in the Lakewood community.
Lincoln Heights Neighborhood Watch #1	93-48 (g)	funds requested to make landscaping improvements

APPROVED NEIGHBORHOOD MATCHING GRANT REQUESTS

<u>PROJECT NAME</u>	<u>ID #</u>	<u>DESCRIPTION</u>
McAlpine Terrace	94-24 (g)	funds requested for improvements in the gazebo area at the senior citizen community
McAlpine Terrace Resident Org.	93-51 (g)	funds requested to make landscaping improvements and purchase exercise equipment
Montclair South Homeowners Association	94-15 (g)	funds requested to sponsor a Neighborhood Arts Program in partnership with Mecklenburg County Park & Recreation.
Nevin Community Assoc. Inc.	93-21 (G)	funds requested to renovate a donated volunteer fire department as a community center
Northwood Estates Community Organization	93-54 (G)	funds requested to install an irrigation system in the neighborhood entrance median
Piedmont Courts Residence Association	93-25 (g)	funds requested to help start a Boy Scout Troop in Piedmont Courts by purchasing equipment
Plaza Central Development Group	94-7 (g)	funds requested to purchase 2 police bikes for bike patrol officers
Plaza Midwood Neighborhood Association	93-33 (g)	funds requested to make landscaping improvements in the median along The Plaza
Plaza Midwood Neighborhood Association	94-13 (g)	funds requested to hold a neighborhood festival.
Ponderosa Community Association	93-29 (g)	funds requested to plant shrubs and /or trees along Kenhill Drive
Reid Park Community Development Corp.	93-17 (G)	funds requested to construct a model home and sales office
Robinsdale Resident Organization	94-26 (g)	funds requested for improvements to a playground area and funds for a Youth Council retreat (ages 9-18)
Rockwell Park Neighborhood Assoc.	93-1 (g)	funds requested to construct an entrance sign
Seneca Woods Residents Organization	93-36 (g)	funds requested to provide field trips for youth in the community
Seneca Woods Residents Organization	93-43 (G)	funds requested to assist in the purchase of one 15 passenger van for neighborhood use.
Seversville Community Organization.	93-7 (g)	funds requested to sponsor a neighborhood festival
Seversville Youth Organization	94-31 (g)	funds requested to implement a neighborhood youth program
Smallwood In Action	93-47 (G)	funds requested to provide computer training & counseling in drug abuse, violence, teen pregnancy & family counseling.
Southside Homes Residents Organization	93-46 (g)	funds requested to purchase new playground equipment
Starmount Neighborhood Association	94-12 (g)	funds requested to sponsor a Neighborhood Arts Program in partnership with Mecklenburg County Park & Recreation.
Sterling Community	93-30 (G)	funds requested to plant street trees along China Grove Church Rd. in the Sterling Community
Strawn Apt. Resident's Assoc.	93-57 (g)	funds requested for landscaping improvements and 3 one - day trips
Strawn Residents Organization	93-13 (g)	funds requested to make landscaping improvements and improvements in the lobby area
Tarlton Hills Neighborhood Association	93-26 (g)	funds requested to plant flower beds and erect a community sign at neighborhood entrance
Third Ward Neighbor's Association	93-9 (g)	funds requested to host a community festival
Thomasboro Community Relations Force	93-42 (g)	funds requested to begin an afterschool program providing tutoring, homework supervision & cultural activities
University Park Neighborhood	93-5 (g)	funds requested to construct and install anti-drug signs in the neighborhood
Village Townhouses Assoc.	93-55 (g)	funds requested to purchase a computer for computer literacy and newsletter along w/ a security system costs for 1year.
Washington Heights Improvement Assoc.	93-16 (g)	funds requested to implement neighborhood educational programs & neighborhood beautification
Wesley Heights Community Association	93-11 (g)	funds requested to host a community festival
Wesley Heights Community Association	93-49 (g)	funds requested to install neighborhood identity signs
Westchester Garden Club	94-6 (g)	funds requested to make landscaping improvements.
Westchester Park and Swim Club	94-8 (g)	funds requested to revitalize the neighborhood park and swim club.
Westside Community Organization	93-31 (g)	funds requested to purchase 4 bikes for bike patrol officers use in Hoskins & Thomasboro
Westwood Community Organization	93-34 (g)	funds requested to purchase a computer & equipment to produce a newsletter for the community
Wilmore Neighborhood Association Inc.	93-18 (G)	funds requested to rehab. existing structures for neighborhood use
Wilmore Neighborhood Housing Services Inc.	94-11 (g)	funds requested to help develop and administer a neighborhood needs survey.
Windsong Trail Community Assoc,	94-28 (g)	funds requested for a tutorial summer and afterschool enrichment program
York Road Park	93-4 (g)	funds requested to start a community garden
Youth Innovation 2000 (Cherry Community)	94-20 (G)	funds requested to initiate a community enrichment project for school aged youth in the Cherry Community.

COUNT:

(G) - DENOTES LARGE GRANTS (g) - DENOTES SMALL GRANTS

APPROVED NEIGHBORHOOD MATCHING GRANT REQUESTS

PROJECT NAME

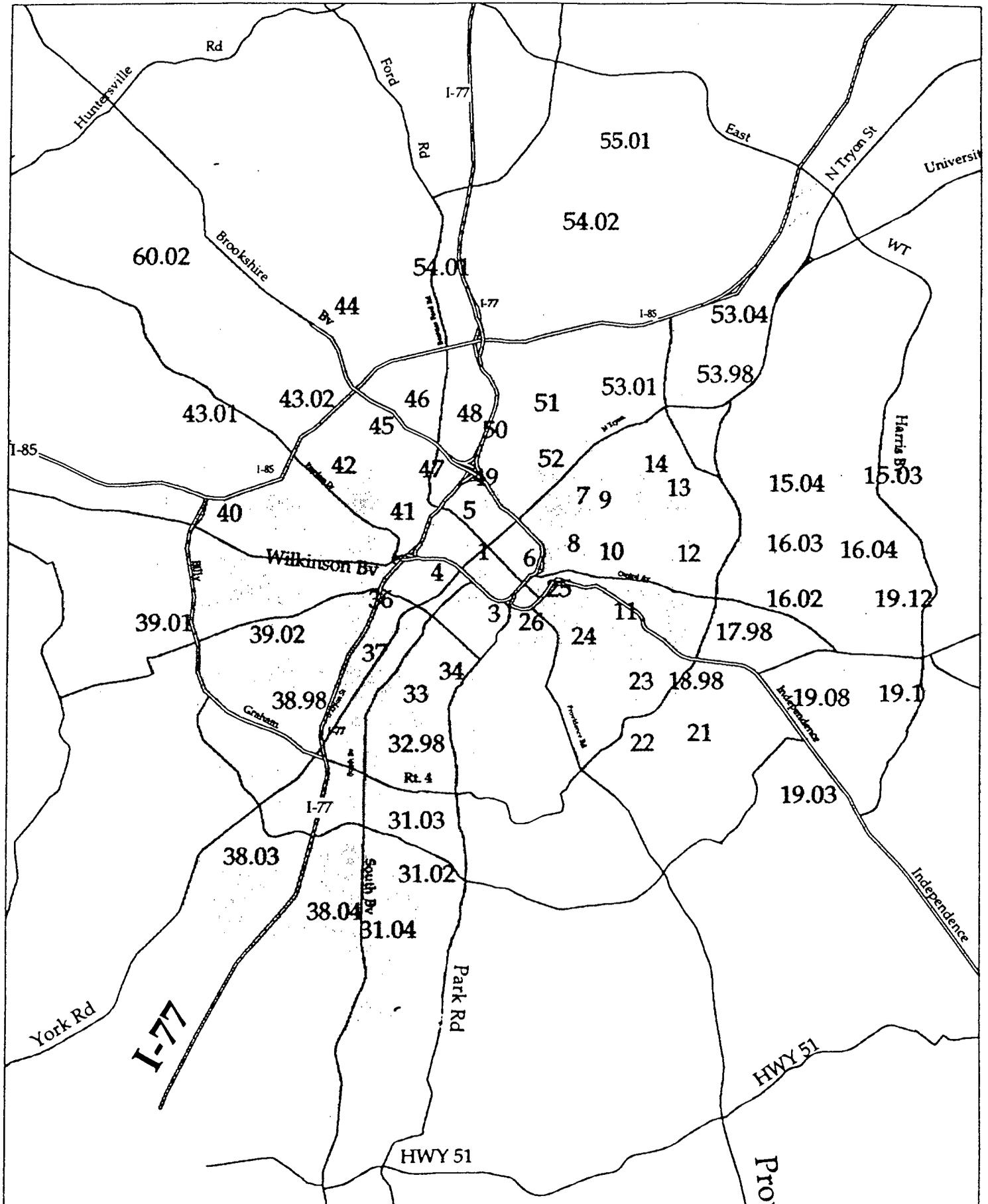
ID #

DESCRIPTION

80

(G) - DENOTES LARGE GRANTS (g) - DENOTES SMALL GRANTS

Neighborhood Matching Grants: Eligible Areas





CITY OF CHARLOTTE

Neighborhood Matching Grants Fund

APPLICATION FORM

The Neighborhood Matching Grants Fund provides financial support for neighborhood-based projects that make neighborhoods better places to live, work, play and shop.

Filling out the Application

It should not take long to fill out the application. Just tell us in your own words about your neighborhood and your organization and how your project will work. Ask yourself these questions before you begin filling out the application:

Is it an eligible project? If not, what changes are needed to make it eligible?

Is it the right project for the neighborhood and the organization to work on at this time?

Do you have the time, energy, and commitment to do it?

Do you need help? Have you asked all neighborhood people interested in the project to help? Do you need to spend more time looking for additional partners to plan and carry out the project?

If you need help to fill out the application or have questions about your proposed project, call the Neighborhood Matching Grants Office at 336-2205. We're here to help.

Application Deadlines

You may apply for grants under \$3,000 four times each year. The 1994-95 application deadlines are:

March 15, 1994

June 15, 1994

September 15, 1994

December 15, 1994

March 15, 1995

Grants over \$3,000 are reviewed twice each year. Application deadlines for these grants are:

March 15, 1994
September 15, 1994
March 15, 1995

The original application must be received by 5:00 PM on the above dates at:

City Of Charlotte
Neighborhood Matching Grants Fund
600 East Fourth Street
Charlotte, NC 28202-2865

Deadlines are firm. Late and/or incomplete applications cannot be considered.

(Please keep a photocopy for your organizations records)

Number of applications

Your organization can submit and have in review only one project at a time. Once a project is funded, it must be completed before your organization can submit another application.

How award decisions are made

The Neighborhood Matching Grants Fund uses a competitive process to decide awards. An Interdepartmental Review Team of City staff will review and award grants under \$3,000; a Citywide Review Team appointed by City Council will award grants over \$3,000. Projects and programs are judged on the basis of:

Quality of Projects	40	points
Neighborhood Participation	35	points
Project Need	15	points
Quality of the Match	10	points

Total Points **100** **points**

For complete requirements for eligible neighborhoods, organizations, projects, and matches, and for more specific information on how applications are rated, refer to the Neighborhood Matching Grants Fund Program Guidelines; available from the Neighborhood Matching Grants Office.

Need help? Call the Neighborhood Matching Grants Office at 336-2205. We're glad

APPLICATION FOR NEIGHBORHOOD MATCHING GRANTS FUND

Mail or **Neighborhood Matching Grants Fund**
deliver to: City of Charlotte
600 East Fourth Street
Charlotte, North Carolina 28202

(Office Use Only)

Application No. _____

Small

Large

I. GENERAL INFORMATION

1. Organization's Name: _____

Partner organization or co-applicant's Name:

2. Project Type:

- Neighborhood Improvement
- Neighborhood Organizing and/or Organizational Development
- Crime and Public Safety
- Neighborhood Education, Recreation, and Cultural Initiatives

Project Location _____

Briefly describe the project _____

3. Total Project Cost _____

Amount Requested from City Matching Grant Fund _____

Amount your organization will contribute _____

Amount from other sources _____

4. Project contact person

Name _____

Address _____

Zip _____ Phone _____

II. INFORMATION ABOUT YOUR ORGANIZATION

1. Do over half of your members live, own or operate a business in the neighborhood or business district served by your organization.

Yes _____ No _____

(For Community Development Corporations). Do a third of the people on your Board live, own or operate a business in the neighborhood served by your organization. (*Attach board members names and addresses)

Yes _____ No _____

2. Is membership in your organization open to anyone regardless of race, creed, color, religion, sex, age, national origin, physical or mental handicap, that live, own or operate a business in your neighborhood or business district?

Yes _____ No _____

3. What is your organization's purpose?

Number of members _____

4. Name the streets that describe the boundaries (north, south, east and west) of your neighborhood or business district?

5. If your organization has a checking account, give the name of the bank and account number.

If not, who will handle the funds you are requesting?

(Name) (Address) (Phone)

6. Organization's Chairperson/President:

Name _____

Address _____

Zip _____ Phone _____

Chairperson/President: _____

(Signature)

(Date)

III. INFORMATION ABOUT YOUR PROJECT

A. TYPE OF PROJECT

Check the one box that best describes your project. Then answer only the questions listed under the type of project you selected.

This project is a:

- Neighborhood Improvement Project
(Answer questions under **1A** Then go to section B. Project Need)
- Neighborhood Organizing and/or Organizational Development
(Answer questions under **2A** Then go to section B. Project Need)
- Crime and Public Safety
(Answer questions under **3A** Then go to section B. Project Need)
- Neighborhood Education, Recreation, and Cultural Initiatives
(Answer questions under **4A** Then go to section B. Project Need)

1A NEIGHBORHOOD IMPROVEMENT PROJECT

1. Have you asked the owner of the land where your project will be located for permission to use the property?

Yes _____ No _____

Attach a letter or statement from the owner giving you permission to use the land.

2. (For Community Development Corporations). Have the resident or business associations within the area you serve been notified about this project?

Yes _____ No _____

3. For Construction Projects: Briefly describe the construction knowledge or skills your organization can bring to this project?

4. How do you plan to maintain and keep up the project?

2A ORGANIZING/ORGANIZATIONAL DEVELOPMENT

1. For organizing projects: Is this project needed to help get an organization started in your neighborhood or business district?

Yes _____ No _____

If no, please explain how it will improve your organization.

2. For organizational development and training projects: How many members will participate in the training session? _____

Name of agency/organization providing the training and the type of training that will be provided. _____

3A CRIME AND PUBLIC SAFETY

1. Does this project involve the Charlotte Police Department?

Yes _____ No _____

Other public or private law enforcement agency?

Yes _____ No _____

Name of Agency _____

4A EDUCATION, RECREATION, AND CULTURAL INITIATIVES

1. If this project will continue beyond a year, describe how you will fund the project after the first year. (*Note: the City can only fund projects for one year.)

B. PROJECT NEED

1. How will this project improve your neighborhood or business district?

2. Does your project address a need or problem identified in a study, plan, survey or report? If so, name the report and if available, attach it for reference.

For help answering this question, call 336-2205. _____

3. Explain how this project is an innovative/creative approach or way to help improve your neighborhood or business district.

C. NEIGHBORHOOD PARTICIPATION

1. Describe how members of your organization have helped to select and plan the proposed project and how they will continue to be involved in the project?

2. Has your group reached out to other groups/individuals within the neighborhood in developing this project? For example, if your organization is mostly homeowners, how will people who rent be involved or affected by the project?

3. List any partners, co-applicants and/or other organizations participating in the project. Attach a letter from each partner organization that describes how they will participate.

D. PROJECT SCHEDULE

1. List, in order, the key activities or events in your project that will record its' progress. Please list the date (month/year) you expect to complete each activity.

Activity	Completion Date
<hr/>	<hr/>



CITY OF

PORTLAND, OREGON

BUREAU OF HOUSING AND
COMMUNITY DEVELOPMENT

Gretchen Kafoury, Commissioner
Steven D. Rudman, Director
808 S.W. 3rd, Suite 600
Portland, Oregon 97204
(503) 823-2375
FAX (503) 823-2387

November 1, 1994

Dear Friends:

Thank you for contacting the Bureau of Housing and Community Development to request a copy of the application materials for the Community Initiatives Grant Program. Enclosed is the Program Description, Pre-Application and Application forms and instructions.

The Community Initiatives Program supports projects that promote partnerships among residents, community groups and businesses to improve the quality of life for low and moderate income families and neighborhoods.

Key dates for this funding cycle are:

Informational Meeting: Thursday, November 17, 1994, 7:00 p.m., Room A (Second Floor), Portland Building (1120 SW Fifth Ave). At this meeting we will explain the program and provide an opportunity for you to ask general questions. You are not required to attend this meeting.

Project Planning Workshop: Saturday, December 10, 1994, 8:30 a.m., PP&L Community Room, 3535 NE Fremont St. This session will focus on how to prepare your project to meet the Community Initiatives requirements and how to complete the application materials. Pre-registration is required; a flyer and registration form are attached. You are not required to attend this meeting.

Pre-Application Due Date: Monday, December 12, 1994, 5:00 p.m. Any organization intending to submit an application for funding must submit a pre-application form.

Application Due Date: Tuesday, January 31, 1995, 5:00 p.m.

Both the pre-application and application forms are required for all projects. No applications will be accepted for projects which did not submit a pre-application for the same activity by the required date.

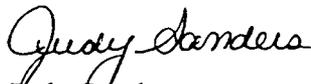
Pre-applications and applications must be received in the office of the Bureau of Housing &

Community Development at 808 S.W. Third Ave, # 600, Portland, Oregon 97204, on the dates and times listed above. No late applications will be accepted.

Please read all application materials carefully. Applicants are responsible for complying with all program and application requirements.

If you have any questions regarding the Community Initiatives Program, please call the Bureau of Housing & Community Development at 823-2375. We look forward to receiving your application.

Sincerely,

A handwritten signature in cursive script that reads "Judy Sanders".

Judy Sanders
Program Manager

Enclosures

COMMUNITY INITIATIVES PROGRAM

OVERVIEW AND GOALS

Overview

The Community Initiatives Program is a program of the City of Portland Bureau of Housing & Community Development. It is funded through the City's federal Community Development Block Grant Program.

The Community Initiatives Program is a competitive grant program to support community-based neighborhood improvements, innovative services, and community planning activities which serve low and moderate income individuals and neighborhoods. These grants will support the implementation of district, neighborhood and focus area plans, respond to other identified needs, or demonstrate innovative program models.

The Community Initiatives Program will provide small (up to \$12,000) and medium-sized (up to \$20,000) grants to non-profit community groups. Planning and public service projects may request no more than \$12,000 in Community Initiatives funds. Community-based neighborhood improvements or economic development projects may request up to \$20,000.

Volunteer time, donated materials, cash contributions or other matching resources will be required. Match requirements will depend upon the grant size.

Goals

The Community Initiatives Program is designed to help strengthen and provide resources to community-based groups wanting to improve their neighborhoods. Primary goals of the program include:

- ⊗ Demonstrating the effectiveness of community-based initiatives in responding to neighborhood needs.
- ⊗ Increasing citizen involvement in community problem-solving.
- ⊗ Developing partnerships between diverse interests and organizations in neighborhoods.
- ⊗ Bringing new resources to community development projects.
- ⊗ Utilizing already existing community resources in more effective and innovative ways.

ELIGIBILITY

Eligible Applicants

- * Community-based non-profit organizations, neighborhood associations and non-profit neighborhood business district associations are eligible to apply.
- * Organizations may have only one Community Initiatives project operating at any one time, excluding fiscal agent services. In order to be considered for funding in this round, organizations must either have no current Community Initiatives project or have a project which will complete by April 30, 1995.
- * All applicant organizations must either be a 501 (c) non-profit organization, or must work with a 501 (c) organization who will act as fiscal agent for the grant. Fiscal agent services may be counted toward the matching requirement, or may be included in the grant budget. A single fiscal agent may provide services to more than one project sponsor. Applicants using fiscal agents must attach a letter from the fiscal agent indicating a willingness to serve in that capacity.
- * Public agencies may be joint applicants with a community-based organization and may act as fiscal agent for the project, but may not apply individually for a grant. When a joint application is proposed, each participant must be actively involved in the project development and implementation and must be making a contribution to the project. The project may not be an activity which is primarily for the benefit of the public agency (e.g. to provide substitute funding for an existing or expanded public agency program) and may not pay for regular staff for the public agency.
- * Organizations may not discriminate in their membership or in the implementation of their activities on the basis of gender, race, nationality, ethnicity, religion, physical or mental disability, sexual orientation or creed.
- * Applicants which are affiliated with religious organizations must certify that the project will be conducted in a wholly secular manner and must comply with federal separation of church and state regulations.
- * Applications can not be considered from individuals or single businesses, political parties or labor unions.

Eligible Projects

Projects eligible for funding include:

- ⊛ Community-based development activities, such as park and play ground upgrades or

development on vacant land, when carried out with volunteer labor only.

- ⚙ Community-based economic development activities which will provide documented new jobs to low and moderate income people.
- ⚙ Community assessment or planning activities which help low and moderate income residents identify critical issues facing their neighborhoods, prioritize defined needs and problems, identify strategies and resources to meet needs, and develop action plans for implementation of strategies. Priority will be given to projects which improve citizen involvement in support of Community Planning conducted by the Bureau of Planning, or which develop short term or special focus plans for areas not yet engaged in Community Planning.
- ⚙ Public service activities which provide a basic service or alleviate a basic need of low and moderate income persons. Activities must be a new service, not currently provided by the organization, or must be a quantifiable increase to a currently provided service. Public services include such activities as: neighborhood clean-ups, educational and training activities, job training, providing basic human services to individuals, community events, recreation programs, mentoring or other similar activities.

Ineligible Projects

- ⚙ Basic community organizing and training activities.
- ⚙ Lobbying or fund raising activities.
- ⚙ Public service activities which are not new services or quantifiable increases in level of service for current projects.
- ⚙ Basic operating and/or administrative support to an organization.
- ⚙ Projects which primarily support staff and other costs to a governmental unit or other public agency.
- ⚙ Projects which have been funded previously through the Community Initiatives Grant Program. Projects may not be funded more than once, even if the program is adding a new component or clientele.
- ⚙ Construction or rehabilitation of buildings or other structures.

If you have any questions regarding whether your project is eligible for Community Initiatives, please call the Bureau of Housing and Community Development at 823-2375.

LOW AND MODERATE INCOME BENEFIT

All activities must either:

- * **Directly benefit low and moderate income individuals or families.**
- or
- * **Be located in low and moderate income area and primarily benefit the low and moderate income residents of the neighborhood.**

Low and moderate income individuals or families must meet the following income guidelines:

<u>Family Size</u>	<u>Maximum Income</u>
1	\$ 23,700
2	27,050
3	30,450
4	33,850
5	36,550
6	39,250
7	41,950
8+	44,650

Projects to benefit geographic areas must be located in one or more of the HCD-eligible areas, shown on the attached map, and must be for activities which primarily benefit the low and moderate income residents of those neighborhoods. Following is a list of the neighborhoods, based on 1990 census data, which meet the current federal income guidelines.

Boise	Downtown	King	Piedmont
Brentwood-	Eliot	Lents	Portsmouth
Darlington	Foster-Powell	Mill Park	St. Johns
Cathedral Park	Goose Hollow	Mt Scott-Arleta	Sullivans Gulch
Creston-Kenilworth	Humboldt	Northwest	Sunnyside
Cully	Kenton	Parkrose	Vernon
Cully/Parkrose	Kerns	Pearl	Woodlawn
Community Group			

In addition to the neighborhoods listed above, the following neighborhoods contain one or more census tracts which are HCD-eligible and may apply for a Community Initiatives Grant to serve the eligible areas only. They may not serve the entire neighborhood within which the census tract is located.

Arbor Lodge	Corbett-Terwilliger-	Madison South	Richmond
Beaumont-Wilshire	Lair Hill	Montavilla	Sabin
Brooklyn	Hazelwood	Overlook	Sellwood-Moreland
Center	Hosford-Abernethy	Parkrose Heights-	South Tabor
Concordia	Irvington	Woodlawn Park	

MATCHING REQUIREMENTS

All Community Initiatives Program projects must include matching resources committed to and managed by the applicant organization. The minimum match requirements are:

- ⊛ For grants of up to \$10,000, one match dollar for every Community Initiatives dollar.
- ⊛ For grants over \$10,000, the first \$10,000 must be matched one to one, and amounts over \$10,000 must have fifty cents match for each grant dollar.

Applicants demonstrating higher levels of match will be scored higher in the rating process. Matching resources may include a combination of:

- * Donated supplies or equipment.
- * In-kind contributions such as rent, telephone or fiscal agent services.
- * Pro-bono professional services valued at the commercial rate of the product or service.
- * Work performed by volunteers valued at \$10.00 per hour.
- * Cash from fund raising or other grant sources.

Letters of support, or other proof of matching commitments should be included with the application to confirm all matching resources listed in the application. Match may be pending at the time of application. If the applicant expects to obtain the match through fund raising or through grants which may be received after the application deadline, they must outline fund raising plan or status. If a project is selected which does not have all its match, a conditional grant award may be made, but the funding contract will not be executed unless and until all match is received by the applicant.

Volunteer time such as work parties, staffing events, conducting research, managing the project, preparing reports or otherwise documenting the project, or providing direct services to neighborhood residents may be counted toward the match requirement. Volunteer time devoted to fund raising, preparing the grant application, serving on boards or steering committees, or citizens attending public community meetings may not be counted toward the match.

All match must be expended during the period of the proposed project. Records must be kept of all match and reported to the City at the end of the project.

BASIC PROJECT REQUIREMENTS

- Projects must directly provide service to low and moderate income individuals or families.
- Projects must have matching resources [cash, donated goods and services, volunteer time] to cover the funds requested through Community Initiatives. The matching requirement is \$1 for \$1 match for up to \$10,000 and \$0.50 to \$1 match for amounts above \$10,000.
- Projects may have a time frame for completion of up to 12 months.
- Projects must be able to start within 6 months of receiving notification of selection for funding. If projects are unable to start within the time frame allowed, funding will be forfeited.
- Planning and feasibility studies and public services projects should request funding under the small project grants (no more than \$12,000).
- The following items are not eligible for payment with Community Initiatives Grant funds: cash payments to individuals (e.g. stipends, rent subsidies, etc.); food and beverages; furniture, equipment or other non-disposable items, indirect administration costs (e.g. % of contract for administration). These items may be paid for with other funds.

CONTRACT DEVELOPMENT AND MANAGEMENT

Contract Development

Training: All agencies selected for funding through Community Initiatives will be required to attend one 3-hour training session of Federal and City regulations which apply to projects. Training sessions will be scheduled during evening or weekend hours. The training session will be held within two to three weeks of the date agencies are notified of their selection for a Community Initiatives Grant. No contracts will be negotiated prior to the training session and no contract will be executed for any agency who does not attend the training session. Therefore, you should keep your calendar clear from late March through early April.

Contracts: Projects can begin upon execution of a contract. Contracts will include performance measures, time lines, line item budgets, reporting and monitoring requirements, insurance obligations and any other required conditions. Projects may not begin work until a contract has been executed. Contracts will not be back dated to allow early start-up.

Applicable Federal and City Regulations: All projects funded must comply with all applicable Federal and City regulations. Applicable regulations will vary, depending on the project. Some regulatory requirements must be completed prior to executing a contract for the project. Examples of regulations with which all projects must comply include:

- o Insurance. All contracting agencies are required to comply with City insurance requirements. These include: general liability coverage, with the City named as an insured party; auto or unowned auto coverage, where applicable; and worker's compensation insurance, when staff are used to carry out a project. Cost of insurance is an eligible expense and may be built into the project budget.
- o Environmental Review. All projects must be reviewed for environmental impact.
- o Procurement. All projects that involve purchase of goods or services will be required to use approved procurement procedures in selecting contractors or vendors. Documentation must be maintained to verify compliance.
- o Indirect Costs. Indirect administration costs, to either the agency or fiscal agent, may only be charged if the agency has a federally-approved indirect cost allocation plan. Otherwise, all charges to the contract must be on a direct cost basis. Customary add-on percentages, without an allocation plan, will not be allowed.
- o Documentation of Income Eligibility. All projects serving low/moderate income individuals or families, will be required to collect and maintain written documentation of the income eligibility of each client.

Project Management

Billing Procedures: Contracts will provide for payment on a reimbursement basis. Billings for anticipated expenses or advances may be included by special arrangement. Billing schedules may vary for projects, but will generally be either monthly or quarterly. No advances will be given to agencies for Community Initiatives Grant projects.

Costs incurred before the effective date of the contract will not be covered by the grant. Costs incurred after the termination date of the contract will also not be eligible. Matching funds must be expended within the period of the grant agreement.

Monitoring and Reporting: Grant recipients will be required to submit periodic progress reports and a short final report evaluating the success of the project. Timely receipt of progress reports will be required as a condition of receiving reimbursement under the contract. Reporting formats will be provided to grant recipients.

Grant recipients will also be required to track and report on the use of matching resources for the project.

Staff will conduct on-site monitoring of each project. This will include observing project activities and a review of files and financial records. Any deficiencies or required corrective actions will be noted in a formal letter to the grant recipient.

REVIEW AND SELECTION PROCESS

Pre-Application Review Process

All applicants are required to submit a pre-application form. No full applications will be accepted for projects that did not submit a pre-application form. Agencies may not submit an application for a different project than that for which they submitted a pre-application.

Pre-applications will be reviewed by Bureau of Housing & Community Development staff to verify that the project meets all eligibility requirements and to provide information to the applicant regarding the quality of the project concept and its appropriateness for the Community Initiatives Program. All applicants submitting Pre-Applications will receive a written critique of the proposal and may request an individual meeting to discuss the response in more detail. Agencies will also be advised at this time, of specific Federal and City regulations which will apply to their project. If you do not receive a letter from the City, responding to your pre-application by January 2, 1995, call the Bureau at 823-2375. Your response letter is your proof that you have complied with the pre-application requirement and your authorization to proceed with submitting an application. If you do not receive a letter, the Bureau did not receive your pre-application form and you will not be allowed to submit an application for funding.

Application Review & Selection Process

The following are the rating criteria for the Community Initiatives Program. These criteria are listed in priority order.

- * The project responds to important, documented community needs.
- * The project is an effective strategy to improve conditions or solve an identified problem.
- * The project provides significant benefit to low and moderate income individuals or families.
- * There is broad community involvement in the identification of the need, the development of the proposal, and the proposed implementation of the project.
- * The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.)
- * The agency submitting the proposal has the capacity to carry out the project.
- * The Community Initiatives Grant Program is the most appropriate funding source for the project.
- * The budget and timeline are well thought out and realistic.
- * The project meets or exceeds the minimum required match.
- * The project is ready for implementation.
- * The project utilizes already existing community resources in more effective and innovative ways.

Applications will be reviewed by a Selection Committee convened by the Bureau of Housing & Community Development. The Selection Committee will be composed of citizens who are not

affiliated with any pending applications.

The Selection Committee will make recommendations for grant award to the Director of the Bureau of Housing & Community Development and the Commissioner-in-Charge. Projects under \$10,000 will require approval of the Commissioner-in-Charge of the Bureau of Housing & Community Development. Projects over \$10,000 will require approval by City Council.

There will be no appeal of funding decisions. Applicants not selected for funding may request a conference with Bureau of Housing & Community Development staff, prior to the next funding cycle, to understand how their application was rated and to receive suggestions on how they might improve future applications.

Applicants will be notified of project selections by March 20, 1995, and funds will be available for use by selected projects after contracts have been executed. No project may begin prior to the execution of a contract and contracts will not be back-dated for early start-up. No project will begin prior to May 1, 1995.

APPLICATION INSTRUCTIONS

Pre-Application Form Due Date
5:00 p.m. Monday, December 12, 1994
Bureau of Housing & Community Development
808 S.W. Third Avenue, Room 600
Portland, Oregon 97204

Application Form Due Date
5:00 p.m. Tuesday, January 31, 1994
Bureau of Housing & Community Development
808 S.W. Third Avenue, Room 600
Portland, Oregon 97204

Pre-applications and applications must be received in the office of the Bureau of Housing & Community Development by the due date and time. No late applications will be accepted. Pre-applications and applications may not be faxed. Applications that do not include the required number of copies will not be accepted.

Informational Meeting:

An Informational Meeting will be held on Thursday, November 17, 1994, 7:00 p.m. at the Portland Building Meeting Room "A" (1120 S.W. Fifth Avenue, 2nd floor). We will discuss program requirements, application procedures and answer any questions.

The Portland Building is handicapped accessible. If you have a disability and need accommodations, please call the Bureau of Community Development at least 48 hours in advance of the meeting (823-2375).

Project Planning Workshops:

The Bureau of Housing & Community Development is sponsoring a free workshop on Saturday, December 10, 1994, from 8:30 a.m. to 12:00 noon, at the PP&L Community Room, 3535 NE Fremont St. This workshop will focus on how to prepare your project to meet the Community Initiatives requirements and how to complete the Community Initiatives application materials.

A flyer and registration form for the workshop is enclosed. Pre-registration is required. Registration will be limited to 40 participants (no more than two (2) from a single organization). Registrations will be accepted on a first come-first served basis.

The PP&L is wheelchair accessible. If you have a disability and need accommodation, please call the Bureau of Community Development at least 48 hours in advance of the training session (823-2375).

Pre-Application Form

All potential Community Initiatives applicants must submit a pre-application form, outlining the proposed project and the funding being requested from the Program. No full application will be accepted for projects that did not submit a pre-application form.

Pre-applications must be submitted on the form provided. Answers must be confined to space allowed for each question. Type used in completing the pre-application may be no smaller than that used on the form itself. No supplementary materials may be submitted with the pre-application form. Applicants need only submit the original of the pre-application form.

The pre-application will NOT be used to screen or eliminate any agency/project from applying for funds. The purpose of the pre-application is to allow the Bureau an opportunity to provide information regarding whether your project is eligible for funding under the Community Initiatives Grant Program and to offer technical assistance which may be of use to you in preparing your application materials.

Full Application

Proposals must be submitted on the form provided. Answers must be confined to the space allowed for each question. Type used in completing the pre-application may be no smaller than that used on the form itself. Applicants must submit proof of 501 (c) status, a list of board members, and evidence of matching resources along with the full application form. Applicants using fiscal agents must have a letter from that organization indicating their willingness to serve in this capacity. Applicants may also submit supplementary materials such as letters of support, brochures, etc. with their applications. The Bureau will not accept faxed applications.

Applicants must submit one original and seven (7) copies of the application form. It is not necessary to submit more than one copy of supplementary materials. The Bureau of Housing & Community Development will not copy application forms for agencies and will not accept the copies after the deadline.

DO NOT place your application form inside any type of folder, or three-ring binder. Applications should be stapled in the upper left hand corner. If a cover letter is submitted with the application, do not staple it to the application forms.

DO NOT submit any materials with your application which you need to have returned (e.g. photos, brochures, etc.).

Questions

The Community Initiatives Program is administered by the City of Portland Bureau of Housing & Community Development. Technical assistance will be available to answer questions about the development of proposals. Any questions regarding the Program should be directed to the Bureau at 823-2375.

PROJECT PLANNING WORKSHOP

Saturday, December 10, 1994

8:30 a.m. to 12:00 Noon

Community Room, PP&L

3535 NE Fremont St.

The Bureau of Housing & Community Development is sponsoring a free training session for community organizations developing grassroots projects for funding through Community Initiatives. This session will focus on how to prepare your project to meet the Community Initiatives requirements and how to complete the application materials.

This session is open to volunteers or paid staff from community organizations. Attendance at the workshop will be limited to 40 participants. No more than two (2) persons may attend from a single organization.

Pre-registration is required and registrations will be accepted on a first come-first served basis.

Please return the completed registration form by December 2, 1994, if you wish to attend the workshop. If two people will be attending the workshop from your organization, please list both names on the registration form. Do not submit registration forms for persons whom you have not contacted to determine if they will attend. No-shows may prevent other organizations from being able to send representatives to the session.

PP&L is wheelchair accessible. If you have a disability and need accommodation, please call the Bureau of Housing & Community Development at least 48 hours in advance of the training session (823-2375).

Project Planning Workshop Registration

Name(s): _____

Organization: _____

Address: _____

Phone: _____

Return form to: Bureau of Housing and Community Development,
808 S.W. Third Avenue, # 600, Portland, Oregon 97204.

**COMMUNITY INITIATIVES PROGRAM
APPLICATION PROCESS CHECKLIST**

Please use the following checklist to assure that you have completed all necessary steps in the Community Initiatives process and that you have included all necessary materials with your application. This form is for your use only; you do not need to submit it with your application materials.

WORKSHOP:

- Workshop registration submitted, if attending
(Registration due: **December 2, 1994**)

PRE APPLICATION:

- Pre application form submitted
(Pre application due: **December 12, 1994**)
- Pre application response received
(Call the Bureau at 823-2375 if you do not receive a response letter by **January 2, 1995**)

APPLICATION:

- Budget identifies Community Initiatives funds and required level of matching resources, does not request more Community Initiatives funds than is allowed under the program guidelines, and all the budget columns balance.
- Budget Footnotes show hours & rates for all wages, % included for fringe benefits, and identifies specific items included under each budget line item
- Time line shows all major activities of project and anticipated date of completion and allows adequate time for contract negotiations before project start up
- If agency does not have IRS 501(c) designation, a fiscal agent has been secured for project
- Application cover sheet completed and signed.
- All pages of the application form are completed and in order.
- Application form copied (**original and 7 copies** are required)
- Attachments to application included
 - IRS 501(c) Letter (for agency or fiscal agent)
 - Roster of Board members
 - Letter confirming fiscal agent, if necessary
 - Letters confirming match and partnerships, as appropriate
- Application form, copies, and attachments submitted
(Application Due: **January 31, 1995**)

**COMMUNITY INITIATIVES PROGRAM
PRE-APPLICATION FORM**

**Name of Applicant
Organization:**

Contact Person:

Address for Contact Person:

Daytime Phone for Contact Person:

Project Title/Summary

Description of Project Major Activities and Projected Outcomes

How does Project Meet Low/Moderate Income Benefit Requirement

Amount of Funds Being Requested

\$ _____

Contributions and/or in-kind donations that will be used to meet the required match provisions of this program

Board Chair Signature

**Director Signature
(if applicable)**

**COMMUNITY INITIATIVES PROGRAM
APPLICATION FORM**

Applicant Information

**Name of Applicant
Organization:**

Contact Person:

Address for Contact Person:

Daytime Phone for Contact Person:

Signature of Board Chair

Date

**Signature of Director
(if applicable)**

Date

Project Information

Project Title/Summary:

Funding Request:

Amount requested from the Community Initiatives Program:

\$ _____

Total project budget: \$ _____

(Include value of in-kind and volunteer contributions as well as cash budget)

1. **Provide a general description of the project.**
 - * What are the goals and objectives of the project?
 - * What are the specific activities?

- 2. What community need does the project respond to? How was the need determined?**
- * How was the need determined? Is the need documented in any formally adopted plans?
 - * What process was used to design the project? What organizations or groups were involved?

3. How will the project benefit low/moderate income individuals, families or neighborhoods?

- * How many individuals and/or what geographic area will be served by the project?

4. Who are the partners in implementing the project? What are their roles and contributions?

- * How will volunteers be involved in the project?
- * Who are the other partners that will help implement the project? (e.g. businesses, public agencies, other community organizations)
- * Describe the match for the project. (e.g. cash contributions, in-kind donations, volunteer labor)

5. If the project is not a one time only activity, how will it become self-sustaining after grant funds are expended?

* How will ongoing operating and/or maintenance functions be performed and financed?

6. Describe the capacity of your organization to carry out this project.

- * Has the organization conducted similar activities in the past?
- * If the organization has not conducted similar activities before, how have you or will you obtain the expertise needed to carry out the project?

7. **Why is the Community Initiatives Grant Program the most appropriate funding source for this project?**

* What other funding sources have been considered or contacted?

8. **Project Timeline**

Activity

Completion Date

9. Budget

<u>Item</u>	<u>Initiative Funds</u>	<u>Other Funds</u>	<u>In-Kind*</u>	<u>TOTAL</u>
Personnel:				
Operating Supplies:				
Materials, Equipment, Etc.:				
Other:				
<hr/>				
TOTAL				

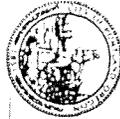
* Include value of volunteer efforts and donated services.

9 cont. Budget Footnotes

- * Explain salary rates, benefits and payroll taxes.
- * Explain how in-kind contributions were valued.
- * Explain how volunteer efforts were valued.
- * Attach letters of commitment for funding or contributions which are already secured.

10. Other

- * Please include any additional information which you think would be valuable to the Selection Committee, including letters of support, brochures, etc.
- * Attach copy of 501(c) status, board roster, and letter from fiscal agent (if applicable).



CITY OF
PORTLAND, OREGON
 BUREAU OF HOUSING AND
 COMMUNITY DEVELOPMENT (HCDD)

CITY OF PORTLAND
 BUREAU OF HOUSING
 & COMMUNITY DEVELOPMENT
 808 SW THIRD SUITE 600
 PORTLAND, OR 97204



Community Energy Project

PROJECTS FUNDED

Projects funded through the Community Initiatives Program include:

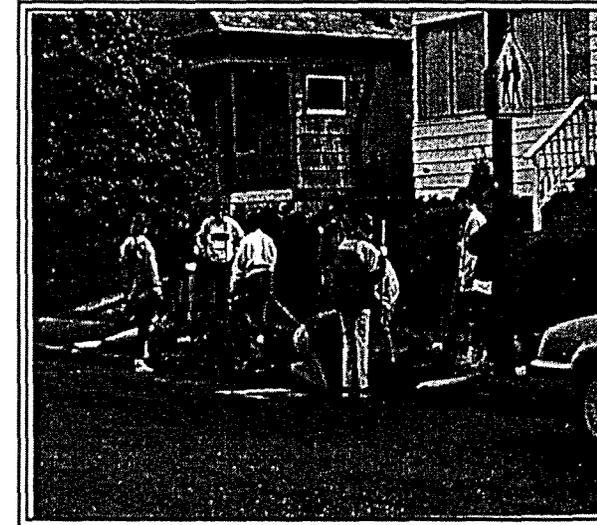
- ◆ **Friends of Trees** to plant street trees in low income neighborhoods.
- ◆ **Imani Women's Support Project** to construct a play area for use in play therapy programs with clients.
- ◆ **Iu-Mien Association of Oregon** to conduct adult English classes.
- ◆ **Kerns Neighborhood Association** to construct play equipment at a neighborhood park.
- ◆ **TLC-TnT** to provide outreach services to parents of participating youth.
- ◆ **Transition Projects, Inc.** to install a voice mail system for use by homeless persons seeking employment or housing.
- ◆ **Vernon Neighborhood Association** to target problem properties in the neighborhood and to develop a rent-to-own program.

CITY OF PORTLAND



BUREAU OF HOUSING
 & COMMUNITY DEVELOPMENT

THE COMMUNITY INITIATIVE GRANT PROGRAM



Friends of Trees

Commissioner Gretchen Miller Kafoury

COMMUNITY INITIATIVES GRANTS PROGRAM

Administered by the City of Portland Bureau of Housing and Community Development

PURPOSE

The purpose of the Community Initiatives Grant Program is to encourage and support community based programs in meeting the basic needs of low income persons. The Program supports citizen-based initiatives using a self-help model of people helping people.

BASIC GUIDELINES

The Community Initiatives Program makes:

- ◆ one time grants
- ◆ to community-based, non-profit organizations
- ◆ and requires all projects to match City resources with other cash, donated materials/services, and/or volunteer labor.

Bureau staff will provide technical assistance to organizations in preparing their applications to make sure they meet federal regulatory requirements.

FEDERAL GUIDELINES

Funding for the Program is provided through the City's federal Community Development Block Grant entitlement. All projects funded under this program must directly benefit low and moderate income persons or neighborhoods.

ELIGIBLE PROJECTS

Projects eligible for funding under this Program include:

- ◆ Community-based planning
- ◆ Public services, such as youth programs, crime prevention activities, and neighborhood clean ups

- ◆ Small capital improvement projects, utilizing only volunteer labor

Projects not eligible for funding include:

- ◆ property rehabilitation
- ◆ cash payments to individuals
- ◆ general community organizing
- ◆ fundraising

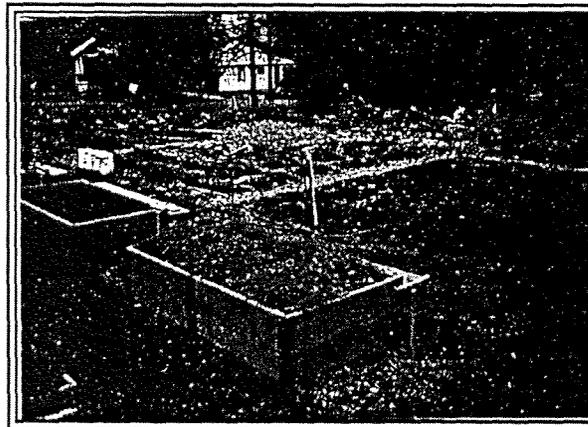
SELECTION PROCESS

Projects are rated and ranked by a committee made up of representatives from the Bureau of Housing and Community Development Bureau Advisory Committee and other citizen volunteers. Their recommendations are submitted to the Bureau Director and the Commissioner in Charge, who make the final selections.

SCHEDULE/APPLICATION PROCESS

The Community Initiatives Program operates two cycles per year, in the spring and fall.

Grant writing workshops are held along with each cycle of this Program.



Friends of Community Gardens

RESPONSE FORM

I would like more information regarding:

____ Dates and guidelines for submission of proposals.

____ Speaker to address my organization.

Other: _____

Contact Person: _____

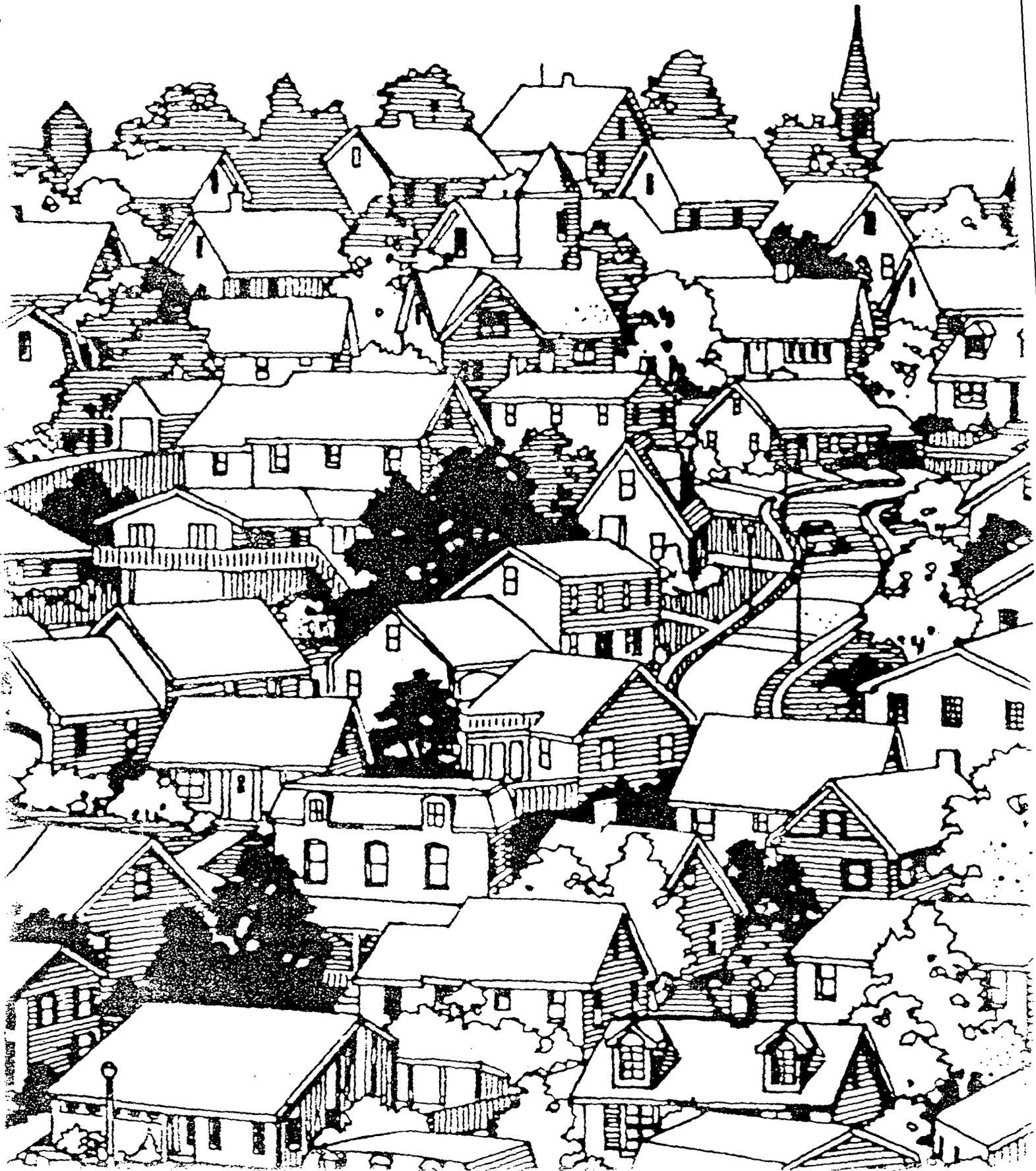
Address: _____

Phone (Day): _____

Comments: _____

**FOR INFORMATION CALL
823-2375**

City of Seattle Neighborhood Matching Fund



What's Inside

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The Neighborhood Matching Fund supports partnerships between the City of Seattle and neighborhood organizations which produce neighborhood-initiated planning, organizing, or improvement projects. Through a competitive process, qualifying neighborhood organizations are awarded funds for specific projects to benefit one or more neighborhoods of Seattle. The neighborhood organizations contribute resources, such as volunteer time, cash contributions, and donated materials, to match the funding sought from the City.

The Neighborhood Matching Fund has two programs: an Annual Cycle for larger projects and the Small and Simple Projects Fund. The Small and Simple Projects Fund awards up to \$3,000 to neighborhood projects which can be completed within several months following award. The Annual Cycle of the Neighborhood Matching Fund makes awards over \$3,000 to projects which will take place within the calendar year following the application and award. The City assists interested applicants in shaping their projects and applying to the Fund. **The first step for help is calling the Department of Neighborhoods, 684-0464.**

Fund Goals

The goals of the Neighborhood Matching Fund are as follows:

- Foster effective ways for residents and businesspersons to initiate and carry out small-scale neighborhood improvements, neighborhood-focused planning, and community organizing in low- to moderate-income neighborhoods.
- Increase cooperation and participation among residents, businesspersons, neighborhoods, and the City.
- Increase investment of resources in neighborhoods through private and public efforts.
- Promote participation in neighborhood activities that reflect the racial, ethnic, and economic diversity of Seattle.

Getting Started

Pulling together a neighborhood-supported and neighborhood-directed project takes as much lead time as possible. Interested organizations are advised to begin work on their application right away.

This Handbook explains the basics: **match, eligibility, and project requirements.** Application instructions specific to the Small and Simple Projects Fund or the Annual Cycle of

the Neighborhood Matching Fund are included in separate inserts to the Handbook, titled "Quick Information". Applicants will need to know the information in both this Handbook and the appropriate "Quick Information" insert in order to apply to the Fund for either a small or large award.

No matter what your project, if you want help understanding the Neighborhood Matching Fund, developing your project, shaping your application, or coming up with ideas for match — call the Department of Neighborhoods, 684-0464.

How the Matching Fund Works

The City Council set aside \$150,000 in the 1988 budget for the Neighborhood Matching Fund. Since 1989 the Matching Fund budget has been \$1.5 million per year, including the Small and Simple Projects Fund.

Projects which have been awarded and successfully completed include:

- Rehabilitating a children's playground at a school or park.
- Planting street trees throughout a neighborhood.
- Installing a new park.

- Preserving a piece of urban open space.
- Painting a landmark elementary school.
- Establishing a computer lab for neighborhood and school use.
- Forming a network of microbusiness ventures.
- Initiating a community school program.
- Surveying a neighborhood to identify resources and concerns.
- Building a new urban wildlife center for school and neighborhood use.
- Cultivating a new community garden.
- Completing a neighborhood plan.
- Designing a new community facility.

All of these projects involved the basic elements of a Neighborhood Matching Fund project: neighbors managed and participated in the project, neighbors contributed half the necessary resources, and the results provided a publicly-available benefit to the neighborhood.

It's Not the Neighborhood Budget Process

Some public improvements may best be initiated through a different program of the City. The Matching Fund is intended for projects that otherwise would not be supported by City revenue.

Matching Fund projects provide a public, neighborhood benefit but are beyond the City's resources or purview. There is another program of the City, the Neighborhood Budget Process, which offers neighborhoods a way to ask the City to provide a particular neighborhood improvement.

The Neighborhood Budget Process is designed to give neighborhood organizations an opportunity to shape the City's budget in ways which will benefit their neighborhoods. Organizations are asked to identify neighborhood situations calling for City action and response. While developing its annual budget, the City evaluates the information brought to its attention by organizations and determines how, when, and in what manner it can respond.

The Neighborhood Budget Process is managed by the City's Office of Management and Budget with assistance from the Department of Neighborhoods and the City Neighborhood Council Budget Committee.

Call the Department of Neighborhoods for information about this program.



Community gardening at the Orca at Columbia Elementary.

A wide range of problems—from crime to a lack of public open space—have been addressed by projects that are, in part, supported by the Neighborhood Matching Fund. Within the wide range of project types are some common threads that are key to the Neighborhood Matching Fund.

Project Requirements

To receive support from the Neighborhood Matching Fund, projects must:

- Provide a public benefit.
- Result in a product which benefits a neighborhood.
- Be feasible for completion within the 12 months of the calendar year following the award of funds—for the Annual Cycle of the Neighborhood Matching Fund (requests of more than \$3,000).
- Be feasible for completion within 6 months following the award of funds—for the Small and Simple Projects Fund (requests up to \$3,000).
- Involve neighborhood people in the identification, planning and execution of the proposed activities. I.e., emphasize neighborhood self-help.
- Be a neighborhood planning project, neighborhood organizing project,

neighborhood improvement project or public school partnership pilot project.

Neighborhood Matching Fund will not support projects which:

- Duplicate an existing private or public program.
- Are ongoing services or request funding to support the ongoing operating budgets of service organizations.
- Conflict with existing City policy.

Project Scale

Projects requesting more than \$50,000 may be submitted, utilizing the procedures for the Matching Fund Annual Cycle. However, project applications at this amount or above are expected to be exceptional in their level of support and involvement, potential benefit to the neighborhood, and match security. These larger projects will need to be well-planned and well-presented to meet the higher scrutiny they will receive.

To insure that large requests do not crowd out smaller requests, a special factor is built into the rating criteria used for the Annual Cycle. Again, it is expected that larger projects will be able to score very well on the other rating criteria in order to overcome the negative rating applied to larger projects.

(See Selection Criteria in the "Quick Information" insert for the Neighborhood Matching Fund — Annual Cycle.)

Neighborhood Planning

There is an additional requirement for neighborhood planning projects.

Neighborhood planning projects must demonstrate the potential for action to implement the plan.

Those proposing a planning project for funding must consider what they will do with the results of their planning and be ready to describe those actions in their application.

The City is currently developing new guidelines for Neighborhood Matching Fund-supported planning projects. Call the Department of Neighborhoods, 684-0464, for a copy of these revised guidelines as soon as possible.

The City has two reference manuals to assist organizations to develop their neighborhood plan or needs assessment: *Neighborhood Planning Guidelines* (Office for Long-range Planning, June 1989) and *Needs Assessment: A Workbook for Seattle Neighborhoods* (Office of Neighborhoods, September 1989). Both manuals are available through the Department of Neighborhoods.

The following five points, taken together, define an eligible applicant for the Neighborhood Matching Fund. Please read through all the points to best understand who can apply.

Eligible Applicants

- The City welcomes applications to the Neighborhood Matching Fund from neighborhood-based organizations of residents or businesses. A neighborhood-based organization is one with a majority of its members residing or operating businesses in a defined geographical area commonly recognized as a neighborhood and whose purpose is to improve the quality of life in that area. Applications will also be accepted from community-based organizations that advocate for the interests of racial minorities who tend to be under-represented in Seattle's neighborhood organizations or may not be neighborhood-based.
- Neighborhood organizations that apply to the Neighborhood Matching Fund may not discriminate in the admission of their membership or in the implementation of their activities on the grounds of race, nationality, ethnicity, religion, sexual orientation or creed.
- Neighborhood residential organizations actively seek membership from everyone residing in the neighborhood and do not prohibit any resident from membership or involvement. Neighborhood business organizations actively seek membership from everyone conducting legal business in the neighborhood and do not prohibit any businessperson from membership or involvement.
- Applications cannot be accepted from organizations which have failed to satisfactorily carry out projects funded in either of the two preceding years of the Neighborhood Matching Fund.
- Joint applications, applications from more than one neighborhood organization working together on a project, are encouraged. One lead applicant should be identified. For the Matching Fund, a joint or co-applicant is an organization that is actively involved in the project during all project phases. An organization which is supportive of the project activities but has only a limited role in the project's implementation is not a joint or co-applicant.
- Applications cannot be considered from individuals or single businesses, institutions, religious organizations, government

agencies, political groups, or district councils.

Examples of ineligible applicant Organizations include city-wide groups, universities, hospitals, City departments, churches, synagogues, political parties, newspapers, state and national foundations, individual property-owners, and fraternal organizations.

All applications will be checked against the eligibility criteria above. If the applicant organization, as described in the application, does not meet this definition it will be considered ineligible. The applications will also be checked for eligibility using the project requirements, match requirements, and application requirements noted in the following pages.



Weeding party of the Asian Scholars Garden at Coe Elementary.

City support for the recommendations of your neighborhood plan should not be assumed even though the planning project itself may receive financial support through the Neighborhood Matching Fund. As part of your planning process, expect to work with City staff to find the existing City policies related to your neighborhood and your issues. Also expect that City staff time will be limited. As with all other types of projects, the applicant organization is expected to manage and carry out the project.

Neighborhood Organizing

Neighborhood organizing has three important project requirements. An organizing project must:

- Be located in a predominantly low or moderate income neighborhood.
- Result in a new or more broadly representative neighborhood organization in an area that is currently unrepresented or underrepresented.
- Have a plan to carry forward the new or enlarged organization beyond the efforts funded through the Matching Fund.

The organizing strategy, as described in the application, should clearly indicate that a new, active organization will evolve or that a diverse set of new, active members will be in place by the close of the

project. It should also show how future funding from a source other than the Matching Fund will maintain the organization.

Neighborhood Improvements

Neighborhood improvements include design or construction projects that fit the scope of the Neighborhood Matching Fund, i.e., projects that can begin and end within one year (or six months if it's a Small and Simple Project) and which benefit a neighborhood. Neighborhood improvements also include a time-limited set of activities which result in a product that benefits a neighborhood. Examples include designing a playground or park improvement, constructing playground equipment, installing one or several traffic circles, holding summer activities for children in the neighborhood, creating new banners for lightpoles, painting a mural on the exterior of a building, planting street trees or park trees.

Large or involved construction projects may need to be phased in order to meet the time frame required of Matching Fund projects. Design involving all the interested parties could be a Matching Fund project in itself. Then, the following year, another Matching Fund application could be submitted for the construction phase. However, the second-phase application to the Fund—like the first phase—is reviewed and evaluated

against the rating criteria and other applications submitted. Previous funding from the Small and Simple Project Fund or the Annual Cycle of the Matching Fund lends no special standing.

Neighborhood Improvement projects must meet two additional project requirements:

- Construction projects must develop plans for future maintenance of the improvement.
- Neighborhood Improvement projects must have permission from the property owners. Projects that propose to use public property must also gain permission from the appropriate governmental jurisdiction. Such permission does not waive the need for the applicant also to obtain any permits or comply with any regulations normally associated with particular activities.

For example, an organization wants to install a mural in the neighborhood. Early in the planning of the project, the organization should inform the owner of the proposed site of its intent and seek written permission to proceed with the idea. The building owner may require review and approval of the final design prior to implementation and yet be willing to give general approval to the neighborhood organization group to provide the intended improvements. This written permission from the owner must be available to attach to your final application requesting Matching

Fund support. There may also be some concerns which need to be addressed by the Department of Construction and Land Use and the Seattle Arts Commission.

Public School Partnerships

In recognition of the need to develop closer relationships between schools and neighborhoods, new pilot programs generating both school and neighborhood benefits may apply to the fund. A pilot project involves the start-up of a new program which, if found to be successful, could become an ongoing program.

Pilot projects, because they can become ongoing programs, are not funded for other types of projects (except neighborhood organizing).

- All public school partnership pilot project applications must include a feasible plan for gaining funding past the first year. The Matching Fund will not fund future years of any program piloted with Matching Fund support.
- A public school partnership project involves an active relationship between a neighborhood and a public school.



A drug-free message painted by Washington Middle School students.

To gain the support of the Matching Fund, your project application must include a pledge to provide neighborhood resources for implementing the project. Developing a match is one of the most important parts of preparing an application to the Matching Fund. A match may include a combination of different kinds of resources, such as cash plus volunteer hours, to reach the required total match value.

Match Requirements

All Neighborhood Matching Fund projects include match resources generated and managed by the applicant organization. The match must meet the following requirements to be eligible for funding.

- A match may include cash, volunteer labor, donated supplies, equipment, or professional services.
- Assistance or funds from the City of Seattle will not be accepted as part of a match. City of Seattle Block Grant funding is included in this prohibition. Therefore, a City Block Grant-funded service offered to the neighborhood cannot be included in the minimum match requirement.
- The total value of the match must at least equal

the amount requested from the Matching Fund. There are two exceptions. Neighborhood organizing and planning projects require match that is at least one-half the value of the amount requested.

- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
- The proposed match elements must be expended during the proposed project's implementation.
- At least 25% of the total resources provided as the neighborhood's match must come from the neighborhood itself (in contrast to resources from state government, a national or city-wide foundation, etc.).
- All volunteer labor will be valued at \$10 an hour. Volunteer time devoted to fundraising and completing the project application is not considered part of the match.
- Professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project.
- The match contribution may be pledged by the donors

as opposed to being actually collected and in-hand.

- However, pledged match must be secured as part of the final application. To secure match, the applicant will have written evidence to support each element of the match from the donor.

All applications will be checked against the list of match requirements. If the match, as described in the application, does not meet this definition, the application will be set aside and considered ineligible.

Timing is important. Match resources become eligible to count as match *after* the project is actually awarded funds, if it is awarded funds. Awarded applicants can begin spending match once they are informed they have been awarded. There is one exception to this rule: design time, which is included in match, may be expended prior to the award—recognizing the need to use this type of match in order to pull together a credible application. Be sure to keep records of all match expended. Once under contract you will be asked to report on match expended.

Elements of a Match

A match can be composed of many different things. The best way to consider ideas for match is to look over a list of

all the resources needed to complete the project and then identify those items on the list which can possibly be found in the neighborhood. Don't forget human resources, such as the expertise needed to develop a design, supervise construction, or analyze data.

Each element of the match must be a necessary piece of the project. The applicant must demonstrate that the type and scale of each match element proposed is appropriate to the proposed project.

Volunteer labor is the resource that neighborhood organizations can gain most readily. As such, it can easily become overtaxed. It is important to be realistic about the volunteer hours available as it is about the availability of any material resource. Volunteer labor pledged to a Matching Fund project is valued at \$10 an hour.

What tasks can volunteers do to complete this project, how many volunteers will be needed, and how long will each task take to perform? These questions are key to developing solid volunteer match. Some volunteer time cannot be included in valuing the match. Volunteer time spent planning the project application, putting together the application to the Neighborhood Matching Fund, working on a different project, or raising the match itself, is not considered match.

The applicant should discuss potential volunteer activities with the property owner. A

property owner, private or public, may require some or all the work to be completed by skilled and experienced workers rather than volunteers.

Donated professional services can be an important part of a neighborhood match—so long as the services provided are necessary to the project and valued in proportion to the needs of the project.

The applicant cannot promise that a contract with a particular professional will be paid with funds from the City's Neighborhood Matching Fund, even if the professional is offering part of the job at no cost. City funding will require an open consultant or staff selection process.

Donated materials and supplies can include office supplies, landscaping materials, or construction supplies. The value of donated supplies is the price that would have been paid for them if purchased.

Borrowed equipment such as computers or trucks can also be considered part of the match. The value of this equipment can be set at the amount that would have been paid to rent the same.

Cash, of course, is acceptable match. It is probably the easiest match to use and to document.

Match Ratios

All neighborhood improvement projects and public school partnership pilot projects require a neighborhood match at least equal in

value to the amount requested from the Fund. Neighborhood organizing projects in low- and moderate-income neighborhoods must demonstrate a match at least half as much value as the amount of the request. Likewise, neighborhood planning projects need demonstrate a match which is only one-half the value of the request.

In short:

Type of Project	Minimum Match:Request Ratio
Improvement Projects	1:1
Planning Projects	1:2
Organizing Projects	1:2
School/Neighborhood Pilot Projects	1:1

These ratios are established as a minimum. Applicants who pledge a match in excess of the minimum ratio may receive extra rating points when their project is evaluated, assuming all other match requirements are satisfied.

Securing the Neighborhood's Match

In the final application, applicants must demonstrate that the match will be under their control at the expected start date of their project. Control of the match resource can be demonstrated in a variety of ways.

Control of a cash match, for example, can best be demonstrated by a bank statement with an accompanying letter from the organization's treasurer

noting that the funds in the bank will be set aside for the project. A letter pledging funds from a cash donor would also be evidence of a secure match. Pledge sheets can be used to document volunteer time commitments—as long as each future volunteer indicates the number of hours she or he will donate and the specific task to be accomplished. Letters from donors stating the value of their contribution of materials, equipment, or services will also demonstrate that match elements are secured.

An organization which plans to gain cash match through some kind of fund-raising, following the application deadline, can establish match security by outlining the activities they expect to pursue to raise the funds. If the applicant organization has previous fund-raising experience, that expertise should be cited in the fund-raising plan to help bolster the argument that the match is secure. A fund-raising plan in lieu of the actual cash in hand may not work for an application to the Small and Simple Projects Fund. In that

case, the applicant is expected to be ready to proceed and able to complete the project within six months.

5

Applications

There are two ways to apply to the Neighborhood Matching Fund—either the Small and Simple Projects Fund or the Annual Cycle. Depending on the scale and timing of the project, applicants will choose one or another way to gain access to the Neighborhood Matching Fund program.

The Small and Simple Projects Fund will be appropriate for projects which: will take six months or less to complete, need no more than \$3,000 from the City, and can be ready to proceed immediately following application. There are six times during the calendar year to apply for Small and Simple Projects Funds. The "Quick Information" insert in this Handbook describes the

application requirements and schedule for the Small and Simple Projects Fund.

The Annual Cycle is most appropriate for projects with larger budgets, those requesting more than \$3,000 from the City, and those which will take up to one year to complete. Compared to the Small and Simple Projects Fund, the Annual Cycle is more competitive, requires more detailed applications, and entails a more extensive evaluation of applications. An insert to this Handbook describes the application requirements and schedule for the Annual Cycle.

Application Requirements

The application requirements and forms differ, depending on the whether the application is for Small and Simple Project Fund or the Annual Cycle. Please see the "Quick Information" inserts for specific instructions.

Recommended Steps

1. Select a Project with the Neighborhood

Choose a project which will generate as much neighborhood support as possible and which addresses a known problem or concern.

The whole organization should have a chance to participate in selecting and shaping the project. Designate one person or several people to help steer the project and keep it on schedule.

2. Develop the Project's Scope in Detail and with Consensus

Projects with a well-defined set of goals and objectives have fewer surprises later on. The first part of a work plan is a simple goals and objectives statement. Then the work plan: What are the steps involved in reaching these goals and when do they need to be completed? Make a list of these activities; this first draft will become the work plan needed for the application to the Neighborhood Matching Fund.

Some initial research may be needed at this stage to get a real handle on the steps involved. Can you consult with another neighborhood group which has experience with a similar project? Are there members of the group or friends of the group with professional experience

which could be helpful? Does someone at the City know about this kind of project?

3. Determine Resources

Develop another detailed list—all the resources needed at each step of the way. Resources include expertise, equipment, supplies, postage, workers, tools, and services. This list will be the first draft of the detailed budget required in the application to the Neighborhood Matching Fund.

4. Decide the Match

Look over the list of resources and determine which items the neighborhood may be able to provide. Could the organization raise cash to buy needed supplies? Will an area business donate supplies? Can volunteer workers complete some tasks?

Collect written pledges from donors of materials, cash, and volunteer help.

5. Gain Site Control and City Advice

If your project involves use of or changes to any kind of property which your organization does not own, you will need to gain written permission from the owner. Projects proposing changes to public property (i.e., property owned and managed by the City, County, School District or other

jurisdictions as with private property require permission of the owner before proceeding. Parks and play areas, streets and street ends, lightpoles, and even parking strips are managed by various departments within the City.

6. Research the Regulations

Many projects need permits, insurance, or design review before proceeding. Find out what regulations and permits pertain to your project by calling the Department of Neighborhoods, the appropriate City department, or the school district.

Developing a Project Budget

Applicants will be asked to complete a detailed budget in the application. Researching costs as the project takes shape is critical to creating an accurate budget. It is not possible to pull together a realistic and exhaustive budget on short notice.

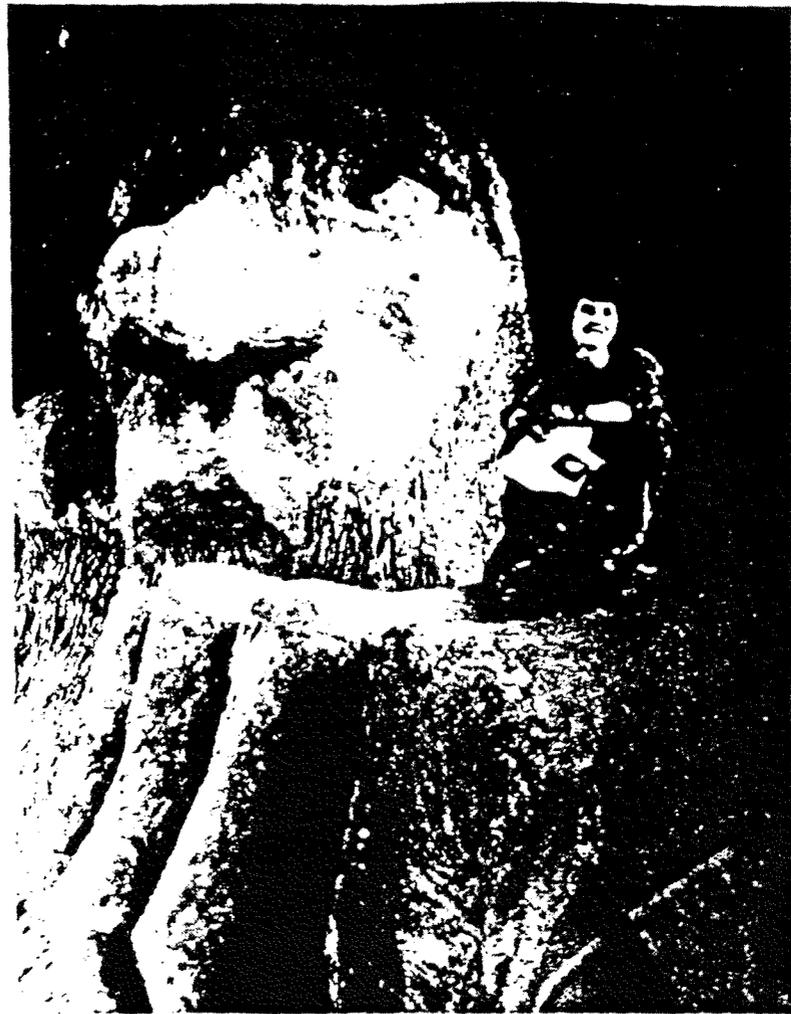
As noted in Step 3, the budget begins with a list of resources you know will be needed. But as the project planning proceeds, be prepared to find out that the list is much longer. As you consult with experienced people — professionals, City department staff, property owners, and other neighborhood organizations—you

will learn of items you forgot or didn't know about.

If you expect a City department to participate in your project by providing a service, be aware that there may be costs associated with that service. For example, design or design review, construction supervision, and project management are services a department can provide only if funded to do so.

To insure greater accuracy in forming your budget, gain estimates of costs for each item in your budget from more than one reliable source. Keep careful notes of all the meetings or phone conversations with vendors or contractors which involve estimates. These pieces of information will be very helpful later.

The budget forms provided in the application will give you some direction as well, suggesting avenues of research you may have overlooked.



A new Fremont landmark - The Troll.

Help in Developing your Project and Application

The Department of Neighborhoods will provide individual assistance to your group as you plan your project, gather resources and raise funds, or sketch out your application. **Call 684-0464 for general assistance with the Neighborhood Matching Fund.**

The Department of Neighborhoods holds Neighborhood Matching Fund information and application workshops across the city. Call to schedule a special workshop for your district or your neighborhood organization.

Your local Neighborhood Service Center manager can provide assistance. Each of the 12 centers across the city have information about the Fund.

If you plan a project which will involve property owned and managed by the City of Seattle, it is critical that you contact the City as early as possible. For most Neighborhood Matching Fund project ideas, the departments concerned are Parks and Engineering.

For all projects related to the Department of Parks and Recreation, call Michael Draper, 684-8727. He can direct you to the best person within the Department for

your project. Contact the Parks Department for any project related to a City-owned playfield, park, community center, or recreational facility.

To contact the Engineering Department, call the person most closely associated with your project.

Street Trees

Jerry Clark - 684-5042

Street Use Permit

Richard Burgunder - 684-5279

Street Use Annual Permit

John Zavis - 684-5267

Neighborhood Signs

Gerry Willheim - 684-5097

Neighborhood Traffic

Jim Mundell - 684-0814

Arterial Street Projects

Stu Nelson - 684-5243

Street Cleanups

Maira Gray-Shockey
684-5084

Graffiti Projects

Sue Honaker - 684-5004

by many of the policies and regulations established to insure accountability of public funds. You may be faced with the need to think about some of these regulations now, as you put together your budget and anticipate your activities. Things to think about include: insurance, permit fees, prevailing wages for construction, match and fund recordkeeping and competitive bidding.

Direct your questions about obtaining insurance, selecting consultants or contractors, keeping records, and other matters of managing money following the award of funds to the Department of Neighborhoods, 684-0464.

Help Understanding Contracts

If your project is awarded funds from the Neighborhood Matching Fund, you will have access to the Fund through a contract for services, executed between your organization and the City of Seattle. Because the Fund is composed of tax dollars, mostly City and some Federal, your project will be guided

There are two ways to apply to the Neighborhood Matching Fund—either the Small and Simple Projects Fund or the Annual Cycle. Depending on the scale and timing of the project, applicants will choose one or the other way to gain access to the Fund.

Evaluation and Review

The evaluation and review procedures differ, depending on whether the application is for the Small and Simple Project Fund or the Annual Cycle. For specific information, see the "Quick Information" inserts.

9

Once a Project Is Awarded

The City has no responsibility to reimburse a neighborhood organization for any expenses incurred prior to the award decision AND prior to the execution of an agreement which spells out the terms for spending the award.

To maintain clear accountability for tax dollars, the City disburses funds using an agreement for services. The City does not pay your organization (or any organization receiving funds from the City) in advance for the amount you are awarded—or for any part of the award. The City will work out a mutually agreeable agreement with the applicant organization describing the activities the organization expects to pursue and the ways the organization and

City want the award to be spent. Then, in the manner presented in the agreement, the organization invoices for expenses related to the project. The neighborhood organization is reimbursed for its expenses related to the project, usually within two weeks of the City's receipt of the invoice. The organization will also be expected to submit brief project and match updates with each invoice and to keep the appropriate records to back up each expenditure of funds and match resources.

Gaining an Agreement to Spend the Award

Neighborhood Project Managers

One of the first concerns is neighborhood project management — Who will oversee the project from the applicant organization? Neighborhood Matching Fund projects are assumed to be neighborhood-driven, not government-driven.

Neighborhood Fiscal Managers

The next question concerns the flow funds — Who is the fiscal agent? In many cases the applicant will be the fiscal

agent as well as project manager and match manager.

In order to be a fiscal agent, the neighborhood organization needs a business license, needs the cash flow to allow for invoicing and reimbursement, must operate as a nonprofit organization, and must have the capacity to maintain accurate records.

If the project warrants, the neighborhood organization or its fiscal agent must be able to obtain third party liability insurance. Most construction projects require insurance which protects the interests of the applicant, the fiscal agent, and the City of Seattle. Other kinds of projects may require insurance as well. The cost of insurance can be included in the project budget, as can the cost of a business license.

What if the applicant organization cannot act as its own fiscal agent? Then the organization can seek another avenue. Do any of the people associated with the project operate a business which could act as fiscal agent? Is there a consultant who will be hired who can act as fiscal agent for the whole project? In some cases, a City department may be conducting the work and would be a logical fiscal agent. **Note:** A fiscal agent does not need to be a nonprofit organization.

Match Management

The neighborhood organization which pledged the community resources listed as

match will be responsible for delivering the match in all cases — no matter who acts as fiscal agent. Some amount of match must be in hand at the start of the project and at each milestone of the project. A lack of match may jeopardize the payment of an invoice to the City. A fiscal agent may have expenses incurred and yet be unable to gain reimbursement from the City if the neighborhood organization is lax on their payment and recording of the neighborhood's match.

In some cases, where a large project is planned and a large cash or material match is pledged, the project may not be able to proceed at all unless most all of the match is in hand.

Purchasing Services or Materials with Public Funds

The City has regulations regarding fair access to City funds by consultants, contractors, vendors. The applicant cannot promise a sale or contract in advance of the award of funds or the execution of the agreement with the City.

For example, the City has regulations regarding access to City funds by consultants and contractors. Projects which will include professional services or consultant contracts will be required to seek bids. There will be a prescribed method for seeking and selecting bids, depending on the size of the professional services subcontract.

If your project application has been selected to receive a Matching Fund award, you will receive an award letter. The award letter will provide information regarding gaining an agreement to spend the award. If you have questions during the application process about obtaining insurance, selecting consultants, keeping records, or other matters of contracting and spending money, call the Department of Neighborhoods, 684-0464.



Installation of a new entry to the Danny Woo Gardens.



Department of Neighborhoods

Arctic Building, Room 400
700 Third Avenue
Seattle, Washington 98104
(206) 684-0464



Celebrating Partnerships: The Neighborhood Matching Fund

Produced by the Seattle
Department of Neighborhoods

1994

Office of the Mayor
City of Seattle

Norman B. Rice, Mayor



April 26, 1994

Dear Friend:

The Neighborhood Matching Fund is celebrating five years of a successful partnership between Seattle's communities and city government. The Neighborhood Matching Fund has helped support over \$600,000 in related projects, including planting street trees, creating murals on graffiti-covered walls, building playgrounds, drafting neighborhood plans, and creating community art ways. Just as impressive as each of these projects is the cumulative impact these collaborative grassroots projects have had in building stronger communities.

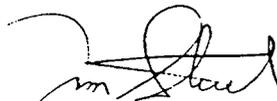
People are the real heart of the Neighborhood Matching Fund. The Fund encourages the involvement of citizens in building healthier neighborhoods and a stronger city. Citizens plan, create, and manage the projects. And citizens make the funding recommendations. It is Seattle's citizens who make the Neighborhood Matching Fund such a wonderful success.

We hope you will take a few minutes to share in celebrating the success of the Neighborhood Matching Fund by reading some of the stories that follow and by noting what a wide range of projects have been accomplished in the last two years.

Neighborhood projects are never easy. But as the individuals who have been involved with a project will tell you, the end product -- be it a playground or a planning project -- makes it all worthwhile! We hope this brochure will inspire you to tackle a Neighborhood Matching Fund project in your own neighborhood.

Sincerely,


Norman B. Rice
Mayor of Seattle


Jim Street
President of City Council

Enclosure



When you can see problems or opportunities for change in your neighborhood, it's easy to wish that *someone* would *do something*. But it's another thing to try to *make something happen*.

Just for a moment try to imagine some scenarios ...

Can you see the littered vacant lot on the corner as a playground or community garden?



Do you have a vision for your neighborhood that could be part of a neighborhood planning effort?

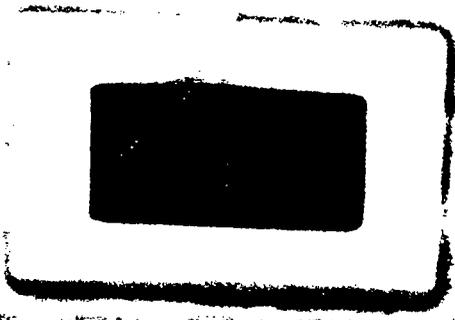


Know a perfect neighborhood spot for a piece of public art?



Imagine more than one scenario, because ... any problem has *more than one* possible solution.

You, as a neighborhood resident or businessperson, are in the best position to identify your community's problems *and* its solutions.



The Neighborhood Matching Fund helps community groups help themselves turn visions into reality. It works on the principle that any community's most valuable resources are the people who live and work there.

The Neighborhood Matching Fund provides cash to match community contributions — volunteer labor, professional services, materials, or cash — in support of neighborhood-based self-help projects.

A lot of projects out there were community-initiated and implemented with help from the Neighborhood Matching Fund — over 500 in all.



Just look in any Seattle neighborhood. From Alki in the west to Madrona in the east, from Lake City in the north to Rainier Beach in the south, and nearly every neighborhood in between, people have invested their time and labor, materials, and money in Neighborhood Matching Fund projects. All kinds of projects. They've built playgrounds, planted street trees and vegetable gardens, developed neighborhood plans, renovated buildings, organized community schools, and conducted intergenerational oral histories.

The projects definitely don't look alike but all of them have something in common. The Meadowbrook wetlands, Volunteer Park's play area, the Fremont Troll, and Powerful Schools projects all show how people have used the Neighborhood Matching Fund to turn their dreams into reality.

All Neighborhood Matching Fund projects have three other things in common as well: they are initiated, managed, and implemented by neighbors; the neighborhood provides at least half of their resources; and, most importantly, their results benefit everyone!



The Neighborhood Matching Fund was born because people wanted the power and resources to identify and make improvements in their neighborhood. In response, the City set aside money to create the Fund. But the Neighborhood Matching Fund belongs less to the City of Seattle, per se, than it belongs to the citizens of Seattle: it was the citizens who developed the Fund's guidelines. It's citizens who make funding recommendations each year to the Mayor and City Council. And of course it's citizens who create the projects!



In Fremont, people turned an overgrown dumping ground into the home of the Troll, one of Seattle's favorite pieces of art.

The Fund has grown.

Seattle's Neighborhood Matching Fund started small. In 1988, its first year, the Fund made \$150,000 available for neighborhood projects. It now offers \$1.5 million each year.

The Neighborhood Matching Fund now has four components:

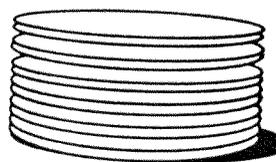
The Semi-Annual Fund
for projects requesting as much as \$100,000.

The bi-monthly Small and Simple Projects Fund
for projects requesting \$5,000 or less.

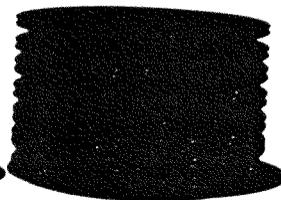
The Neighborhood Outreach Fund
for membership expansion or leadership development, for awards up to \$500.

The Special Projects Fund
for projects that address a specific need or issue, such as preventing violence.

With more than \$6 million between 1988 and 1994, the City matched a neighborhood investment of \$7 million in cash and donated labor, services, and materials. So the Neighborhood Matching Fund's actual investment in Seattle neighborhoods in the last six years has been over \$13 million.



\$6 million City money

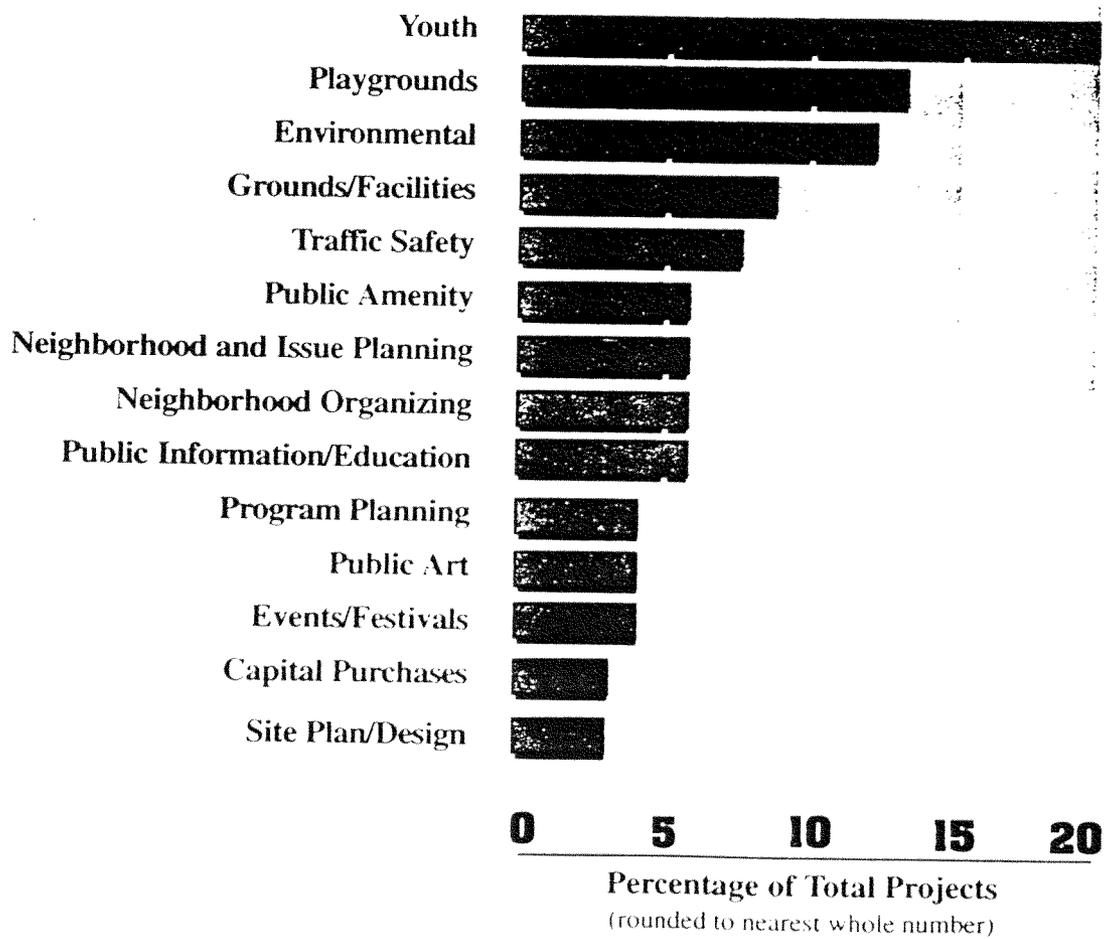


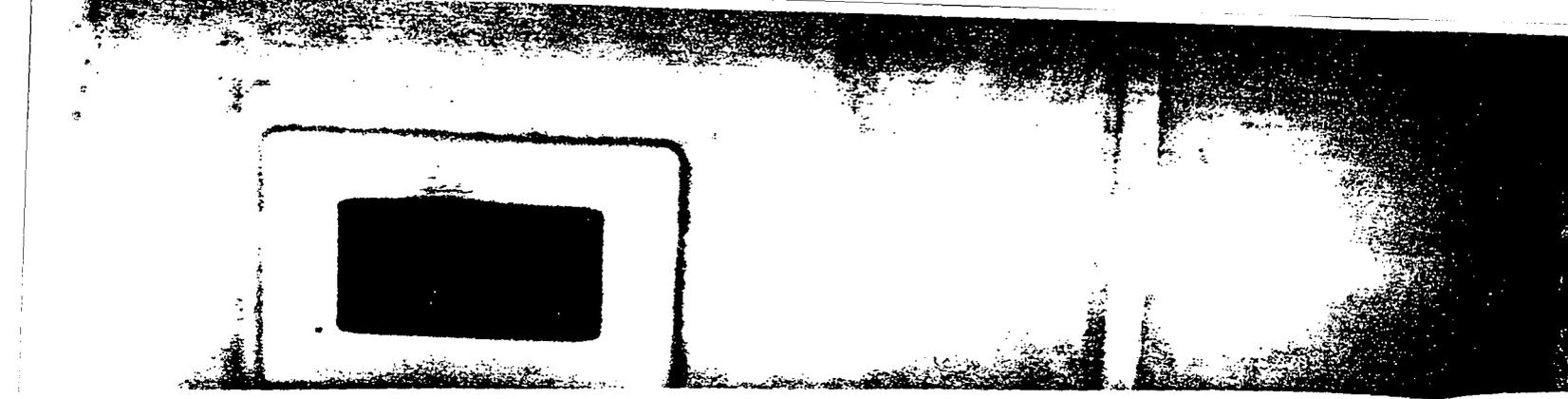
\$7 million match in citizen cash, labor, materials, and services

The Neighborhood Matching Fund is reaching far and wide.

In 1992 the Fund was recognized as one of the nation's 10 most innovative state and local government programs by the Ford Foundation and Harvard's Kennedy School of Government. Because of the successful projects that have been done in Seattle, other cities such as Charlotte, North Carolina and Vancouver, British Columbia have used the Neighborhood Matching Fund as a model to create matching fund programs for their own communities.

Types of Projects Awarded Neighborhood Matching Fund – 1992 and 1993





Here are a few stories about **Neighborhood Matching Fund** **projects.**

These five, like all the projects, have helped people build stronger neighborhoods — stronger neighborhoods *and* a stronger Seattle. Obviously, the Neighborhood Matching Fund can't solve all of Seattle's problems. But in its own way each project has helped build a neighborhood. Each project has brought people together. And each project has given people what they needed to address the issues in their own neighborhood.

We hope these stories will inspire you to come up with a project in your neighborhood.

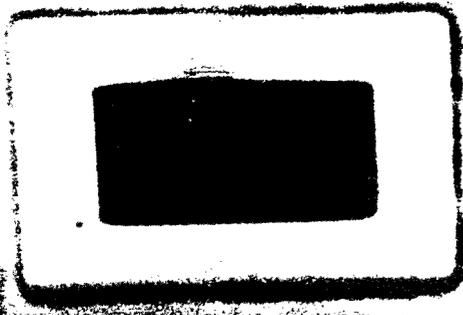
Keeping a Good Thing Going - Wing Luke Playground

The Wing Luke Elementary School PTSA knows how to build on success. With no cash but with over 100 hours of volunteer labor and \$3,500 in donated materials, PTSA members completed the first phase of their playground improvement project.

Before the ink was dry on their final invoice they applied to the Neighborhood Matching Fund for help with the second phase. This time they added a new twist to their match: a corporate sponsor. Mid-Com Communications, Inc., a company that specializes in long-distance services, contributed both \$3,000 in cash and the sweat equity of its employees. It took community involvement to a new level! This playground project became a rallying point for a neighborhood with few parks or other recreational resources. It brought neighbors out of their homes. It gave them a way to get involved with each other. They not only gained a new playground, they built a stronger community.

Never underestimate the power of a slide!





Power to the People – Powerful Schools Pilot Implementation

Guess who's coming to school?

When given the chance, almost everybody.

Several years ago in the Rainier Valley, schools, parents, and community organizations joined forces. Using the Neighborhood Matching Fund, they conducted a community-wide needs assessment and resource inventory. The result was Powerful Schools, a grassroots plan for neighborhood and elementary school collaboration in Southeast Seattle.



Powerful Schools' goals were to (1) improve student performance, (2) strengthen neighborhoods through expanded use of school facilities, and (3) serve as a model for community development that empowers neighbors, parents, and students.

Powerful schools began by opening up schools at night. The night program offered classes in everything from dance to sign language, with children and adults learning side by side. Low-income parents were hired to work at the local schools. That involved them in school activities and also in their children's school work.

Then a lot of things started happening. Volunteers tore up the asphalt around one school and created a community garden that became a part of the school's environmental curriculum. Another school staged an evening show of local talent — "A Night at the Rap" — which has become a popular community-wide event each year. The examples could go on and on.

Remember learning about Archimedes when you were a kid in school? He's the ancient Greek who experimented with levers and claimed that if you gave him a lever long enough and a place to stand, he could move the earth. Well, the Powerful Schools project got a \$63,000 lever and is using it to move the world.



How Wide Is the Generation Gap? – Intergenerational Oral History

“When I was your age ...”

How many times have you heard someone begin a story like that? Do you remember anything they said after that? Probably not. But 15 inner-city African American youth took on the job of recording the oral history of senior citizens in their community.

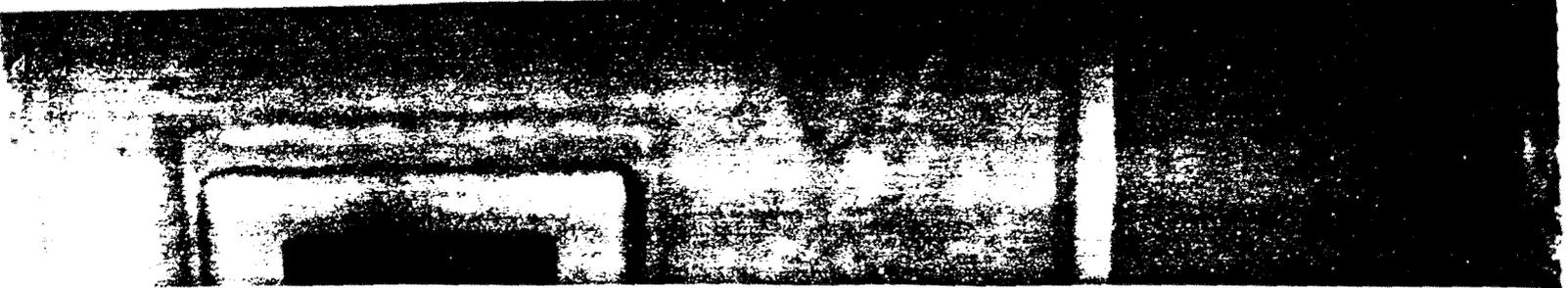
The youths were part of the Rites of Passage Program sponsored by the Central Area Motivation Program (CAMP). By talking with 50 senior citizens who had been living in the Central Area of Seattle for 30 or more years, the young people learned valuable interviewing and videotaping skills. Even more importantly, they gained a tremendous appreciation for the life and experiences of their elders. And the elders gained a greater appreciation for the young people!

The 30-minute documentary they produced (with lots of help from KOMO TV) has received rave reviews. In fact, the project's success has led to a collaborative effort between CAMP, Group Health Hospital, and the Central Area Senior Center. With funds from the Kellogg Foundation, the partners will develop a series of innovative intergenerational activities to create healthier social, cultural, civic and historical ties between inner-city youth and senior citizens.

So the next time you hear someone say,

“When I was your age ...”

hear them out. You just might learn something.



**Art for Everybody's Sake –
Tile Path by Whittier
Elementary Students at
Golden Gardens**

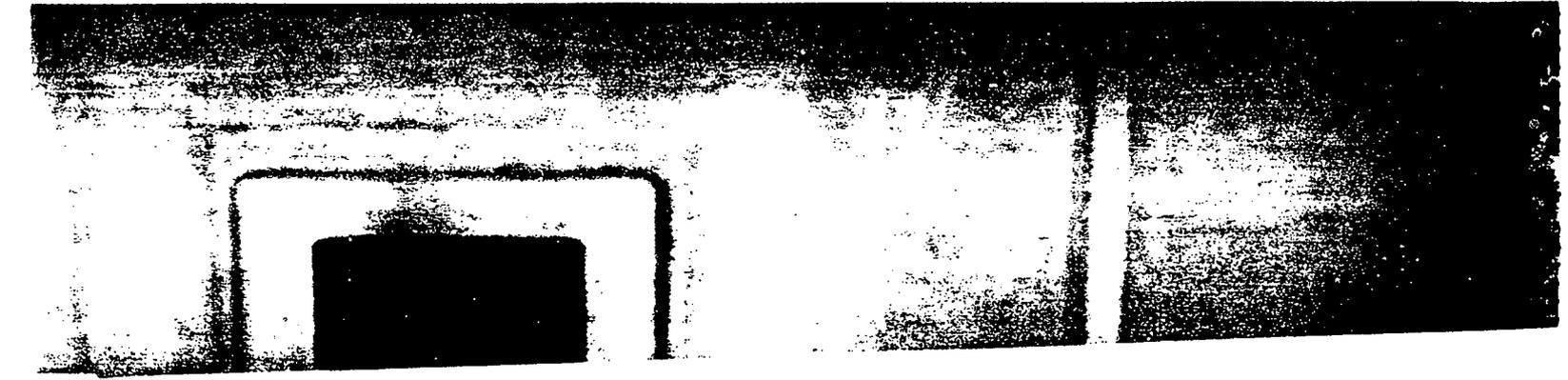
What do you get when you add 320 students of all ages plus thousands of dollars worth of volunteer labor plus a design consultant, an architect, a concrete contractor, an artist, and a science teacher plus a popular city park?



You get public school students learning about and enjoying art. You get young people who care a little more about their environment and their community. You get a beautiful thousand-tile marine mosaic installed in benches and in a walkway at Golden Gardens Park.

It took over a year to plan every detail, from the design of the mosaic to how many bus trips it would take to deliver the students to the park on the day of the unveiling celebration. But that careful planning paid off. It resulted in one of the most creative — and just plain fun — artistic endeavors ever funded through the Neighborhood Matching Fund.

The next time that you're in Golden Gardens Park, check out the fish that saved Ballard!



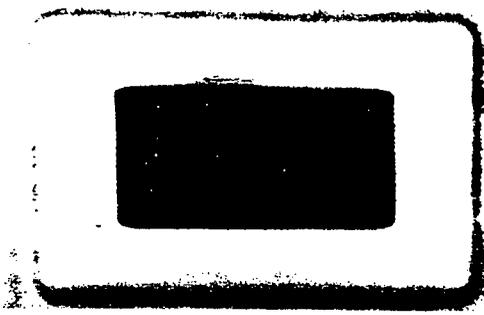
Market of Dreams – University District Farmer’s Market

Wouldn't it be great to have a scaled-down version of the Pike Place Public Market right in your own neighborhood? A market bustling with activity and filled with the sights and smells and tastes of fresh fruits and vegetables, flowers, homemade baked goods, and — well, just about everything else you could think of? The people around the University District thought so.

In the summer of 1993, they *knew* so. That summer, the people of the University District and surrounding neighborhoods began to enjoy their own farmer's market on the grounds of the University Heights Community Center, a renovated elementary school.

It only takes one spark, they say, to get a fire going. One neighbor had the dream. She mobilized other neighbors. Then everyone worked together to make the market real. With the support of the Greater University District Chamber of Commerce and money from the Small and Simple Projects Fund, the people in the neighborhood made it happen. When the market was in place, the people came. Every weekend throughout the summer, shoppers, vendors, and anyone else who enjoyed the ambiance of this new gathering place, came. Street banners announced the neighborhood's newest treasure. Parking tokens, honored at several local lots, were offered to shoppers with each purchase. The market also featured an information booth with free advice on environmentally safe ways for people to manage their property.

The University District Farmer's Market was someone's dream; now it's as real as the smell of fresh baked bread or the taste of the first peach of the season.



Five projects.

Five ways that people have used the Neighborhood Matching Fund.

Five dreams that got turned into reality.

It doesn't stop at five, though. Look at the next pages and see a list of the nearly 200 projects supported by the Neighborhood Matching Fund in just the last two years.



Neighborhood Matching Fund Projects from 1992 and 1993

Neighborhood Public Art

Belltown Community Art Program by Denny Regrade
Business Association
Murals of West Seattle by Junction Development Committee
of West Seattle
Bryant Manor Mural by Pratt Fine Arts Center
Art Bridges by African American Heritage Museum
Committee
First/Second Avenue Business Improvement Area
Neighborhood Mural by First/Second Avenue BIA
Neighborhood Wall Mural Project by Seattle Waterfront
Neighborhood BIA
String of Pearls Temporary Installation by Eastlake Arts
Commission
Eastlake Town Center Project by Eastlake Community
Council

Park Playgrounds

Lavizzo Children's Playarea at Pratt Park by Dr. Blanche
Lavizzo Playarea Committee
Mt. Baker Playground by Mt. Baker Community Council
University Playground by Roosevelt Neighbors Alliance
Madison Park Playground by Patrons of New Madison Park
Playground
Dolores Bradley/Judkins Park Water Feature by Judkins
Rejected Community Council
Frazier Park Playground by Arboretum Heights Babysitting
Co-op
Laurelhurst Playfield by Laurelhurst Community Center
Advisory Council
Salmon Bay Park Play Equipment by Friends of Salmon Bay
Park
Victory Heights Playfield Improvements by Victory Heights
Community Council
UNITY Playground Project at High Point by United
Neighbors Investing Through Youth

School Playgrounds

Loyal Heights PTA
AEII-Decatur by Wedgwood Chamber of Commerce
Broadview Thompson PTA and Broadview Community
Council
Bagley Elementary PTA
Lowell Elementary PTA
Lafayette Elementary PTA
Concord Elementary PTA
Green Lake Elementary PTA
John Hay PTA
Option Program at Seward-
TOPS
Emerson Elementary PTSA
Olympic View Elementary
PTA
McGilvra Elementary PTA
Wedgwood PTA
Wing Luke Elementary
PTSA

Neighborhood Grounds/Facility Improvement

Fire Escape and Handicap Improvements by Phinney
Neighborhood Association
Ravenna Eckstein Park Project by Ravenna Eckstein
Advisory Council
Langston Hughes Interior Furnishings Replacement by
Langston Hughes Advisory Council
Handicapped Accessibility for Mt. Baker Clubhouse by Mt.
Baker Community Club
University Heights Building Improvement by University
Heights Center for the Community Association
Refugee Women's Center Renovation by Refugee Women's
Alliance
Rainier Valley Beautification Project by Rainier Chamber of
Commerce
Information Station/Weight Room Relocation by Loyal
Heights Community Center Advisory Council
Colman Playground Hoops by South Atlantic Street
Community Association
Arboretum Aqueduct Light Restoration by Montlake
Community Club

Accessible Restroom and Lounge by University Heights
Center for the Community Association
Community Meeting Room Acoustical Improvements by
Friends of Literacy Action Center
Senior Center Exterior Painting by Senior Center of West
Seattle
High Point Community Center Kitchen by High Point
Advisory Council
Winona Triangle by Green Lake Community Council

Neighborhood Environmental

Belltown P-Patch by Friends of Belltown P-Patch
Concord Clearing Design by Friends of Concord Clearing
Harrison Ridge Greenbelt Restoration Survey and Design by
Harrison Denny Community Council
Street Trees by Friends of Salmon Bay
Re-Tree Ballard by Ballard Community Center Advisory
Council
Street Trees by Central Neighborhood Association
Landscaping of Mt. Baker Park by Mt. Baker Adopt-a-Park
Group
Tree Planting Project by Jackson Place Community Council
Tree Planting by Miller Park Neighborhood Association
Tree Planting by East Valley Tree Planting
P-Patch Development by Holly Park Community Council
Landscaping of NE 41st Boulevard by Laurelhurst
Community Club
25th NE Street Trees by Wedgwood Community Council
Chicane Landscaping by Residents of NW 55th
North Greenwood Street Trees by Greenwood Community
Council
P-Patch Site Improvements by Interbay P-Patch Community
Garden
Wolf Creek Ravine P-Patch by Queen Anne Community
Council
Tree Planting by Orcas Street Neighbors
Tree Releaf by Genesee Adopt-a-Park Group
Street Trees by South Atlantic Street Community Council
East Highland Park Street Trees by Summerhill
Neighborhood Group
College Street Ravine Restoration by Friends of College
Street Ravine

Hazardous Waste Project by South Park Environmental
Coalition
Meadowbrook Wetlands by Meadowbrook Advisory Council

Traffic Safety

Traffic Circle by Whittier Heights Neighborhood Association
Traffic Circle by Federal Avenue E & E Galer Neighbors
Traffic Circles by Maple Leaf Community Council
Traffic Circle by Ravenna Bryant Hilltop Neighborhood
Association
Fuhrman/Boyer Street Improvement Plan by Portage Bay/
Roanoke Park Community Council
Safe Street by Pullman Avenue Neighborhood Committee
Traffic Circle by Hilltop Neighborhood Association
Traffic Circle by Residents of 1st NW & NW 67th
Traffic Circle by Phinney Ridge Community Council
Broadview Sidewalk Construction by Ida Culver House
Resident Council
First Avenue Traffic Rerouting by First Avenue Neighbors
for Safety
Cloverdale Street Improvement by Pritchard Island
Community Council
Street End Cul-de-Sac Turnaround by Pritchard Island
Community Council

Neighborhood Public Amenity

Neighborhood Identity and Information by Madrona
Community Council
Crime Prevention Sign Posting by 26th Street Blockwatch
Neighborhood Sign Project by Judkins Rejected Community
Council
Neighborhood Signs by Leschi Improvement Council
Mural Illumination & Safety Project by 1st/2nd Avenue
Neighborhood BIA
First Hill Neighborhood Signage by First Hill Improvement
Association
Kiosks for Fremont Business Area by Fremont Chamber of
Commerce
Montlake Cut Anniversary Plaque by Montlake Community
Club

Broadview Welcome Signs by Broadview Community Council
 Entry Way Community Sign by Ocean View Community Beach Club
 Community Center Reader Board by Southwest Community Center Advisory Council
 Community Reader Board by Magnolia Chamber of Commerce

Neighborhood Information Education

Infant Mortality Community Education by Yesler Terrace Health Clinic
 Olmsted Exhibit at Volunteer Park Water Tower by Capitol Hill Community Council
 International District Oral History Project and Exhibit by Wing Luke Asian Museum
 Recapturing Beacon Hill History by El Centro de la Raza
 Visualize Old Ballard by Ballard Historical Society
 Welcome Neighbor Folder by Phinney Neighborhood Association
 Immunization Advertising Campaign by South East Child Health Coalition
 Historic Rainier Valley Revisited by Rainier Valley Historical Society
 Public Safety Project in International District by International District Housing Alliance
 Central Area Senior Community History Project by Central Area Motivation Program
 History of Queen Anne Towne by Queen Anne Historical Society

Neighborhood Event/Festivals

Best of the Best Concert Series by Langston Hughes Cultural Arts Center
 P.S. I Love You by Pioneer Square Community Council
 BF Day's Centennial Birthday Celebration by BF Day School Site Council
 University District Farmers' Market by Greater University Chamber of Commerce
 Day in the Park by Rainier Beach Community Club
 Rainier Valley Heritage Festival Tours by Rainier Chamber of Commerce
 Pratt Park Jazz Festival by Black Dollar Days Task Force

Neighborhood Site Plan/Design

8th and Dearborn Community Facility Development by Seattle Chinatown/International District Preservation and Development Authority
 Webster Playground Planning by Webster Neighborhood Group
 Baker Property Master Plan by Whittier Heights Community Center Advisory Council
 Mt. Baker Playground Design by Mt. Baker Community Club
 Constellation Park at Richie View Point by Alki Community Council
 Orca Performance Hall Planning/Feasibility Study by Orca at Columbia PTA

Neighborhood Capital Purchase

Truck Purchase for Greenwood Food Bank by Greenwood Fight Hunger Council
 Jardin Verde by El Centro de la Raza
 Pottery Studio Equipment by Montlake Advisory Council
 Volley Ball Standards at Community Center by Green Lake Community Center Advisory Council
 Rainier Vista Family Video Theater by Rainier Vista Community Council
 Van Purchase for Daycare by We Care Daycare

Neighborhood- and Issue- Specific Planning

North Beacon Hill Action Plan by North Beacon Hill Coalition
 Downtown Resident Outreach Planning by Pike Market Senior Center and Denny Regrade Community Council
 Leschi Neighborhood Needs Assessment by Leschi Improvement Council
 Business Improvement Area by Denny Regrade Business Association
 Parking Study by Fremont Chamber of Commerce
 Eastlake Transportation Plan by Eastlake Community Council
 Needs Assessment Study of Sand Point by View Ridge Community Club
 Model Community Assisted Housing by Laurelhurst Community Club

Feasibility Study for Parking Business Improvement Area by International District Parking Association
Greater Harbor 2000 Concept Plan by Greater Harbor 2000
Commercial Improvement Area Implementation by South East Effective Development
Eastlake Tomorrow Neighborhood Plan by Eastlake Community Council

Neighborhood Program Planning

Enterprise Development by Interim Community Development Association
Lao Highland Community Action Plan by Lao Highland Association
Korean Long-Term Care Needs Assessment by Korean Community Task Force
Survey to Build Community Capacity by Fremont Neighborhood Council
Community Needs Assessment by Maple Leaf Community Council
Phinney Neighborhood Strategic Plan by Phinney Neighborhood Association
Lao Communities Center's Economic Development Project by Lao Communities Center

Neighborhood Organizing

Neighbors Together by Neighborhood House
Operation Homestead Organizing by Operation Homestead
Holly Park Leadership Development Project by Holly Park Leaders
Downtown Latino Alliance by Northwest Immigrant Rights Project
South Beacon Organizing Project by Brighton Dunlap Community Council
Advisory Board Organizing by Lowell Elementary PTA and LEAP Program
Advisory Council Diversification by Rainier Community Center Advisory Council
Southend Tenant Council by Brighton Place Tenants Council
Organizing for Diversity by Harrison Denny Community Council
Tenants' Councils for Mobile Home Parks by Coalition for Mobile Home Park Residents
Infant Mortality Organizing Project by Yesler Terrace Health Clinic

Youth Projects

... ..
... ..

Highland Park Community Mural by Highland Park PTSA/Action Committee
Bus Shelter Beautification Project by South East Seattle Arts Council
Window Art/Murals in Bus Shelters by South East Seattle Arts Council
UNITY Bus Shelter and Murals by High Point YMCA Teen Council
Tile Path by Whittier Students at Golden Gardens by Whittier Elementary PTA
Pacific Rim Gardens by Kimball Elementary PTSA
Adopt-a-Tree Project by Arbor Heights Elementary PTSA
Courtyard Installation by Blaine Elementary PTA
Drought-Tolerant Landscape by Denny Middle School PTA
Orca Neighborhood Garden Improvements by Orca PTA at Columbia
Sacajawea Child Care Program Expansion by Wallingford Boys and Girls Club
Redevelopment of Playfield for Baseball by Northwest Little League
Queen Anne Neighborhood Basketball Improvements by Queen Anne/Coe Community Group
Before and After School Program at Martin Luther King Elementary by Harrison Denny Community Council
Summer Youth Basketball Program by Harrison Denny Community Council
Lawton Family Resource Library by Lawton Elementary PTA
Grassroots Technology by Powerful Schools
Earthquake Kits by Whittier Elementary PTSA
Central Area Responds to Education by College Planning Network
Urban Angling and Environmental Education Program by Central Area Rotary
Dunlap Yui Mien Youth Summer Program by Yui Mien Community Association
Quilt Block Exchange by Villa Plaza Community
Asian/Pacific Islander Role Model Posters by Demonstration Project for Asian Americans
Samoan Youth All-Day Conference by Seattle Samoan Center

Southwest Summer Schools by Southwest Youth Coalition
Dunlap Summer Leadership Academy by Emerald City
Outreach Ministries
Asian Youth Gangs by Asian Plaza Youth Foundation
Kids' Store by Jackson Park Villages Community Council
Early Intervention for High-Risk Students by Leschi
Improvement Council
Graham Hill Community School by Lakewood-Seward Park
Community Club
Los Ninos Prevention Day Camp by Consejo Counseling and
Referral Services
Powerful Schools by Columbia City Neighborhood
Association
Lawton SPICE Intergenerational Outreach Program by
Lawton Neighborhood SPICE Advisory Council
Community Mobilization by Urban League of Metropolitan
Seattle
Eastlake/TOPS Community School Project by Eastlake
Community Council
Parenting Skills Enrichment Program by South Shore PTA
Rainier Valley Beautification Project by South East Seattle
Arts Council

Applying for a Neighborhood Matching Fund Award

The Neighborhood Matching Fund supports partnerships between the City of Seattle and Seattle's neighborhood organizations. The program accepts applications for neighborhood planning, neighborhood improvements, neighborhood organizing, and neighborhood/public school partnership projects. It does not fund operating budgets, ongoing services, or pilot projects except when public school partnerships are involved.

Eligible projects must:

Provide a public benefit.

Result in a neighborhood-based product.

Involve community people in identifying, planning, executing, and contributing at least half of the project's resources.

There are now four different components to the Neighborhood Matching Fund. Each one has its own application process.

The **Semi-Annual Fund**, for projects requesting as much as \$100,000, accepts applications in the spring and fall.

Applications for the **Small and Simple Projects Fund**, for awards of \$5,000 or less, are accepted six times throughout the year.

The **Neighborhood Outreach Fund** accepts applications anytime for up to \$500, for membership expansion or leadership development.

The **Special Projects Fund** supports projects that address a specific need or issue identified by the Department of Neighborhoods.



A **Letter of Intent to Apply** must be submitted before applying to the Semi-Annual Fund. It is strongly encouraged for Small and Simple Projects as well. The Letter of Intent lets the staff of the Department of Neighborhoods see whether or not a project may be eligible. If the project is eligible, Neighborhoods staff will encourage the organization to submit an application. You won't be left all on your own: Department of Neighborhoods staff work with each neighborhood group to develop its project and write a competitive application.

You can get involved by applying for a Neighborhood Matching Fund award for your neighborhood. But you can also get involved by volunteering to help review Neighborhood Matching Fund applications. From beginning to end, the Neighborhood Matching Fund program is built on broad-based citizen participation. Over the past five years, hundreds of citizens have served as members of the **Citywide Review Team** and, at the **District Council** level, as reviewers for Neighborhood Matching Fund applications. There's always *more than one* possible way to get involved!

Other resources, including a video and a needs assessment handbook, are available to help you think about project ideas and put together your project. The Department also has available the Help Yourself! series of booklets: "Environmental Projects," "Celebrating Cultural Heritage," "Children's Play Areas," "Public School Partnerships," and "Neighborhood Organizing."

For more information and application guidelines for any of the Neighborhood Matching Fund components, call the Department of Neighborhoods at 684-0464.

***We've got the money and expertise if
you've got the time and imagination.***

This could be the year that you bring the Neighborhood Matching Fund to your neighborhood.

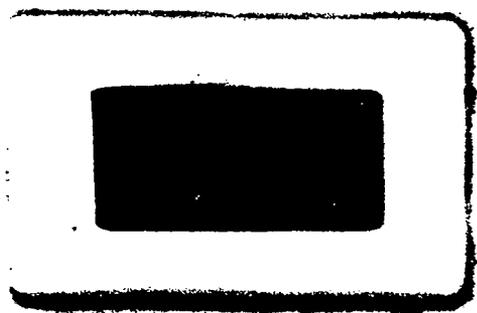
Notes

Jot down your ideas for projects in your neighborhood ...

Of those projects, which would be the best to start with?

Who else in the neighborhood would be interested in this project?

How could they help?



Notes

Jot down your ideas for projects in your neighborhood ...

Of those projects, which would be the best to start with?

Who else in the neighborhood would be interested in this project?

How could they help?



Applying for Neighborhood Matching Fund 1994 Small and Simple Projects

Quick Information

The Small and Simple Projects component of the Neighborhood Matching Fund is for neighborhood-based projects that require no more than \$5,000 from the City's Neighborhood Matching Fund and six months to complete.

The Applicant

Small and Simple Project funds are available to neighborhood-based groups or organizations which fit this description: Membership includes primarily residents or business operators within a defined geographical area recognized as a neighborhood or the organization is community-based and its primary purpose is to advocate for the interests of racial minorities.

Additionally, applicant organizations cannot discriminate in the admission of members and must actively seek membership or involvement of neighborhood residents or businesses.

The Projects

All proposed projects must be one of the following types:

Neighborhood Planning:

A project that results in a plan or report that outlines specific actions which, when implemented, will change or alter an existing condition in the neighborhood.

Neighborhood Improvement:

A project that creates or enhances a tangible improvement in the neighborhood.

Neighborhood Organizing:

A project that results in creating or enlarging the membership of a multi-issue, neighborhood-based organization in a low-income neighborhood.

Public School Partnership:

A pilot or start-up program that directly benefits a public school and the immediate neighborhood and involves an active relationship between the two in planning and carrying out the program.

Applicants should read the Neighborhood Matching Fund handbook for other information about eligibility, project and match requirements, and tips for developing projects.

The Application Process

Throughout the calendar year, organizations will have six opportunities to apply for Small and Simple Project funds. Applications for 1994 Small and Simple projects *must be received by 5:00 p.m.* at the Department of Neighborhoods on the following Mondays:

Jan. 17 March 7 May 2 July 11 Sept. 12 Nov. 7

**These deadlines are firm.
Late applications cannot be considered.**

To be considered for an award, neighborhood organizations must complete an application form, limiting responses to questions to the space provided on the application.

Submit an original and two (2) photocopies to:
Department of Neighborhoods
400 Arctic Building 700 3rd Avenue
Seattle, Washington 98104 (206) 684-0464

Helpful Hint:

Before submitting an application, groups are strongly encouraged to submit a *Notice of Intent to Apply for Matching Funds* (see attachment). The Notice should be no longer than two pages and, upon receipt, it will be reviewed to ensure that the proposed project is appropriate for Matching Funds.

Groups that propose an eligible project will be contacted and encouraged to submit an application. Staff assistance will also be available to help develop the project and a competitive application. If a project is not appropriate, the group will know this before time is spent completing the lengthier application form.

Although a Notice of Intent to Apply is recommended, it is not a prerequisite to apply for Small and Simple Project funds. All applications, assuming they are received on time, will be reviewed and evaluated for an award.



Do not include any attachments except signed pledge forms or other documents that demonstrate the availability of neighborhood match and, if appropriate, schematic drawings or documentation of the property owner's approval of the project.

An applicant can submit and have in review only one Small and Simple Project application at a time. The Department of Neighborhoods will not consider another application until the applicant's previous project is completed.

Applications should be submitted two months in advance of the project's anticipated start date. See timeline below for processing schedule.

The Timeline

Start:

The application is turned in on one of the six due dates.

Within 25 working days of application due date:

Award decisions are made and applicants notified of decisions. A favorable award decision is considered pending and the applicant will be informed of specific conditions to be met *before* the award becomes final.

Within 50 working days of application due date:

Awards are finalized and a contract can be executed between the organization and the City. The organization is authorized to start a project.

NOTE:

Awards will be rescinded for projects not ready for contracting within 50 working days of when the application was turned in.

How Award Decisions Are Made

Small and Simple Project award decisions are made by the Department of Neighborhoods using a competitive process. Awards are based on:

- the quality of the project (*Is the project well-planned and cost-effective?* and *Is the budget reliable?*);
- quality of the match (*Does the match meet the minimum requirement?* and *Is it secured and ready to be expended?*);
- and neighborhood participation (*Are there opportunities for self-help?*) and
- Are diverse interests involved?

Bonus points can also be awarded for an applying project that is:

- Ready to proceed to contracting since everything needed to do the project is available when the application is submitted.
- Innovative.
- From a neighborhood organization that is applying to the Neighborhood Matching Fund for the first time.
- From an organization run by volunteers with no paid staff.
- One that was submitted previously and now contains revisions previously advised.
- The only one from a district within the pool being considered.

All applications will be rated using the above criteria and the bonus point system. Since funds for Small and Simple Projects are limited, awards are based on the project's rating (points assigned) — the most highly rated projects are awarded first.

Americans with Disabilities Act

Neighborhood organizations, in carrying out a Neighborhood Matching Fund project, must make a good faith effort to ensure they are in compliance with the Americans with Disabilities Act of 1991. This act extends the same civil rights protection to persons with disabilities which have already been granted on the basis of race, color, religion, sex and national origin.

Accommodations for people with disabilities provided upon request.



**Department of Neighborhoods
Neighborhood Matching Fund**

Notice of Intent to Apply for Matching Funds

(NOTE: This is not an Application for Matching Funds)

Instructions: 1) Respond to all items or questions, 2) number your responses and include boldfaced type as headings, 3) limit responses to two pages of 8 1/2 x 11 size paper, i.e. both sides of a single sheet of paper or one side of two sheets of paper, and 4) responses must be typed or legibly hand written.

Materials must be submitted as described or they will be returned without review.

1. Title the response: "Notice of Intent to Apply for Matching Funds"

2. Project name

... no more than six words

3. a) Applicant organization name

b) Describe the organization

... its purpose, membership/constituency, geographic area served by the organization, historical information, etc.

4. a) Matching Funds to be requested ... (dollar value)

b) Total project cost ... (dollar value)

5. Person submitting Notice of Intent to Apply:

... a) name, address/zip code and day phone

... b) ask for the Neighborhood Matching Fund Handbook if you need information on how the Program works.

6. Summary of Project:

... What does the group propose to do? How? If this is a physical improvement project, indicate clearly where – address/location– you hope to make the improvement and identify the property's owner.

7. Use of the City's Matching Funds being requested:

... How will these monies be used by the organization to carry out the proposed project?

8. Your Match of the City's Funds:

... To supplement the City's funds, what will the organization and/or neighborhood provide as match? Match can include donated labor, professional services, goods/materials, and cash.

9. Neighborhood Self-Help:

... Describe how members of the neighborhood will be directly involved in planning and carrying out this project.

... Describe specific role(s) neighbors will have.

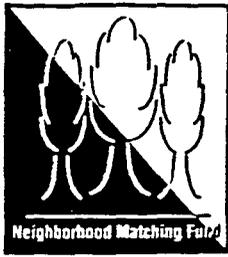
10. Background of Project:

... How did this project idea originate? Other than members of your organization, who else have you talked with about this project and for what purpose?

11. Anticipated start date: ... month/year

Return Information to:

Department of Neighborhoods
Neighborhood Matching Fund Program
400 Arctic Building, 700 Third Avenue
Seattle, Washington 98104



Application for 1994 Small and Simple Neighborhood Matching Fund Project

Submit the original and two copies of this Application and attachments to the Department of Neighborhoods, 400 Arctic Building, 700 Third Avenue, Seattle, Washington 98104. Telephone (206) 684-0464

Date _____

Applicant Organization _____

Project Name _____

Brief Project Description _____

Contact Person _____	_____
Address _____	Zip _____
Day Phone _____	Evening Phone _____

Applicant Organization's Chairperson/President _____	_____
Address _____	Zip _____
Day Phone _____	Evening Phone _____

Neighborhood where project will take place _____

The specific address of this project _____

District Council _____

Has the applicant organization ever applied before for a Matching Fund award? (Big or Small and Simple Project)

Yes No If yes, when and what for? (list all) _____

Place a check mark (✓) next to all projects awarded and date completed.

Enter the total City Neighborhood Matching Fund request \$ _____

Enter the total value of the neighborhood contribution (Match) \$ _____

Add the two lines above for the **TOTAL PROJECT COST** \$ _____

The signatory declares that s/he is the elected Chairperson or President of the applicant organization, will assure that any funds received as a result of his application are used only for the purposes set forth herein, that a majority of the members of the applicant governing board have voted to undertake this project, and minutes from that meeting are attached.

Signature of Chairperson or President of Applicant Organization _____ Date _____



1. Organization Description

Briefly describe how and when your organization got started, its primary mission and goals, its geographic boundaries, how one becomes a member and how many members you now have.

2. Project Type

Check only the one box that applies to your project; then on the next page, Part B of Question #3, respond to the question(s) that specifically relate to the type of project you've indicated below.

Neighborhood Improvement Project

- a) Who is the owner (public or private) of the property where your project will take place and do you have permission to make the proposed improvement?
- b) What are your plans for providing on-going maintenance of this improvement?

Neighborhood Planning Project

- a) How will your group implement the plan or address the findings?

Neighborhood Public School Partnership Project

- a) How has the neighborhood, other than students, parents or teachers of the school, been involved in planning this project and how will they be involved in its implementation?
- b) How will they benefit from this project?

Neighborhood Organizing Project

- a) Identify the boundaries of the neighborhood that will be organized and provide data to substantiate that it is predominantly low-income.
- b) Will a "new" organization be created or do you hope to expand an existing group? Explain.



3. Project Description

A. Explain the proposed project. What is the problem or opportunity to be addressed? How did you document the problem or opportunity? What do you plan to do? When?

B. Responses to question(s) about Project Type noted in Question #2.



4. Goals and Objectives

What is the end goal or aim of your project? (i.e. what will be accomplished, what tangible product will result when the project is complete?)

5. Workplan

List in chronological order the major, but specific, steps or key activities you will take to reach your goal.
Next to the activity, list the date (month/year) you estimate it will be done.

Activity	Completion Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Involvement

How were members of your neighborhood and organization involved in selecting and planning the project?
How will they, and the people directly affected by the project, be involved in implementing it?
How many will be involved?



7. Project Budget

- A. **Description of item:** list each resource needed to complete your project.
- B. **Quantity:** list the amount/quantity of each resource needed.
- C. **Source of cost:** list the source for the cost.
- D. **Cost:** calculate the total cost (include 8.2% sales tax if appropriate) for each resource.
- E. **Neighborhood's In-Kind:** enter the neighborhood's volunteer labor, services or donated goods.
- F. **Neighborhood's Cash Match:** enter the neighborhood's cash contribution for this item.
- G. **City's Matching Fund:** enter how much of the City's award you will spend on this item.

*** NOTE: shaded lines are for illustration only.**

A Description of Item	B Quantity	C Source for Cost	D Total Cost (E+F+G)	E Your "In-Kind"	F Your Cash	G City's Matching Fund
Supplies/Equipment (specify)						
*street trees (example only)	30	Joe's Nursery	\$1,050		\$300	\$750
City Department Services (specify)						
Personnel						
Capital/Construction						
Volunteer Labor						
*tree planters (example only)	75 hrs	NMF Handbook	\$750	\$750		
Fiscal Agent						
Liability Insurance						
Other (specify)						
			TOTAL:	TOTAL:	TOTAL:	TOTAL:

If City funds to any one vendor or contractor exceed \$999, bids from at least three vendors are required.



Design Review

General Information, Application Instructions, and Submittal Requirements

May 1994

The City of Seattle **Design Review** process requires that certain new construction projects undergo a discretionary review of their siting and design characteristics, based on a set of City-wide design guidelines.

This Client Assistance Memo is intended to provide general information about Design Review and offer more detailed instructions about the application and submittal requirements and review process.

WHAT IS DESIGN REVIEW?

Design Review provides a forum for a neighborhood and a developer to work toward achieving a better community through attention to simple design principles. Design Review is not intended to resolve disputes about zoning. It is about good communities and how new development can contribute positively to neighborhoods. Design guidelines offer a flexible tool, an alternative to prescriptive zoning requirements, which will allow new development to respond better to the distinctive character of its surroundings.

Design Review has three principal objectives:

- 1) to encourage better design and site planning to enhance the character of the city and ensure that new development sensitively fits into neighborhoods;
- 2) to provide flexibility in the application of development standards; and
- 3) to improve communication and participation among developers, neighbors and the City early in the design and siting of new development.

Design Review is an additional **component** of a **Master Use Permit (MUP) application**, along with the more familiar components, such as environmental review (SEPA), variances, rezones, etc., administered by the Department of Construction and Land Use (DCLU). Like these other components, Design Review

applications involve public notice and opportunity for comment. Unlike other components, projects subject to Design Review are brought before the **Design Review Board** for its recommendation. The final decision on the Design Review component is made by the DCLU Director, together with the decisions on any other MUP components. This decision is appealable to the Hearing Examiner.

In order to provide greater predictability to designers, developers and property owners, and ensure greater consistency in Design Review decisionmaking, the City has published a set of siting and design guidelines, entitled: "**DESIGN REVIEW: Guidelines for Multifamily & Commercial Buildings.**" This booklet includes a discussion of the Design Review process and provides 26 guidelines covering the elements of site planning; height, bulk and scale; architectural elements and materials; pedestrian environment; and, landscaping.

WHAT PROJECTS ARE SUBJECT TO DESIGN REVIEW?

Design Review is being phased in over an 18-month period, starting 4/15/94. For this reason, the exemption thresholds for Design Review are somewhat higher at first, eventually lowering to their intended levels by 10/15/95.

The most important thing to remember is that only **multifamily and commercial new construction projects** exceeding the normal environmental review (SEPA) thresholds are subject to Design Review. ("Normal SEPA thresholds" means those thresholds provided in Seattle's SEPA Ordinance, **unmodified** by environmentally sensitive areas designations or other overlays.)

During **PHASE I** (from 4/15/94 to 4/15/95), projects subject to SEPA review and adjacent to Single Family-zoned properties (adjacent means abutting or across a street or alley) will be subject to Design Review, when located in the following zones:

*Lowrise 3, Lowrise 4, Midrise, and Highrise
Neighborhood Commercial 1, Neighborhood Commercial 2, and Neighborhood Commercial 3
Commercial 1 and Commercial 2*

During **PHASE II** (from 4/15/95 to 10/15/95), projects

subject to SEPA review and adjacent to Single Family-zoned properties will be subject to Design Review, when located in the following zones:

*Lowrise 3, Lowrise 4, Midrise, and Highrise
Commercial 1 and Commercial 2*

Projects subject to SEPA review will be subject to Design Review **regardless** of their location with respect to Single Family-zoned properties, when located in the following zones:

Neighborhood Commercial 1, Neighborhood Commercial 2, and Neighborhood Commercial 3

During **PHASE III** (from **10/15/95 onward**), projects subject to SEPA review and adjacent to Single Family-zoned properties will be subject to Design Review, when located in the following zones:

Commercial 1 and Commercial 2

Projects subject to SEPA review will be subject to Design Review **regardless** of their location with respect to Single Family-zoned properties, when located in the following zones:

*Lowrise 3, Lowrise 4, Midrise, and Highrise
Neighborhood Commercial 1, Neighborhood Commercial 2, and Neighborhood Commercial 3*

During **ALL PHASES** a project proponent may choose voluntarily to submit a multifamily or commercial new construction project for Design Review in exchange for flexibility in development standards, known as **Development Standard Departure**.

WHAT IS DEVELOPMENT STANDARD DEPARTURE?

This term represents the avenue available to any project undergoing Design Review to achieve **flexibility** in the application of many of the Land Use Code's development standards. Both projects **required** to undergo Design Review, and those **voluntarily** submitted to Design Review, may be granted "departures" from the strict standards of the Code. The following development standards are available for departure:

*Structure width and depth limits
Setback requirements
Modulation requirements
Design, location and access to parking
Open space requirements
Lot coverage limits
Screening and landscaping requirements
Standards for the location and design of nonresidential uses in mixed-use buildings*

Notably absent from this list are **residential density, amount of required parking, structure height, and amount of required nonresidential space in mixed-use buildings**. These standards cannot be modified through Development Standard Departure. However, future neighborhood-specific design guidelines may allow departures from these or other development standards, if so approved by City Council.

WHAT IS THE DESIGN REVIEW BOARD?

All projects subject to Design Review are brought before a Design Review Board, both prior to MUP application and after, as further explained below. The City is divided into **12 subareas**, each with its own **five-member Board**. The five members represent the following constituencies:

Three at-large members representing
*design professions
development interests
residential interests*

Two local members representing
*residential interests
business interests*

Attachment A provides a map of Seattle, indicating the boundaries of the 12 Design Review Board subareas. Downtown is currently excluded from the Design Review program.

WHAT IS THE DESIGN REVIEW PROCESS?

Preapplication Conference

The first step for a project to undergo Design Review is a preapplication conference with DCLU project-review staff. At this conference the project proponent receives a copy of the design guidelines and learns about the review process.

Application for Pre-Design Process

Once the proponent decides to pursue the particular development project, he/she must apply to DCLU to initiate the Design Review process. (The application and fee requirements will be further explained below.) At a scheduled land use application intake appointment, DCLU receives preliminary information regarding the site, its context, its zoning, and the proponent's general building program objectives.

Pre-Design Design Review Board Meeting

Once the application for predesign process has been taken in, DCLU staff set up an evening public meeting in the neighborhood of the project site, to which

the Design Review Board members, the general public, and the project proponent(s) are invited. Notice of the meeting is provided in the DCLU weekly Land Use Information Bulletin, through mailed notice to residents and property owners within 300 feet of the site, and through placards posted in the project vicinity. At the meeting the proponents will present the site and context information, as well as describe their development objectives, and citizens are invited to offer their comments to be considered in siting and designing a building for that site. The Design Review Board members will identify those design guidelines of highest priority for the site, as well as incorporate any community consensus in their recommendations. DCLU staff will summarize these priorities and recommendations in a letter which will be sent to all parties in attendance at this meeting.

Project Design

The proponent(s) and architect(s) are expected to employ the prioritized guidelines in developing their project design. They have the right to call another meeting of the Design Review Board to request the members' opinions about the progress of their design, in consideration of the guidelines the Board prioritized.

Master Use Permit Application

When the proponent applies for a MUP application, a Design Review component will be included, along with other necessary components, such as Use, SEPA, Administrative Conditional Use, etc. A large sign will be placed on the site, mailed notice will be sent, and a public comment period will run, allowing citizens to comment on any and all aspects of the project, including siting and design issues.

Design Review Board Meeting

Once the project design has been refined or corrected, if necessary, to correspond best with the prioritized design guidelines, the DCLU staff person will take the application to the Design Review Board for their consideration at an evening meeting open to the public. After a presentation of the design by the proponents, summary recommendations from DCLU staff, and brief public comment, the Board members will review the design in light of the concerns and recommendations expressed, as well as the previously prioritized design guidelines. The Board may recommend approval or approval with conditions, but may not recommend denial of the project.

Director's Decision

The administrative decision on the Design Review component of a MUP application is ultimately made by the DCLU Director. However, if the Design Review Board's recommendation was approved by at least four of the five members, this will be considered a consensus decision, which the Director shall adopt in most cases. The Director may override the Board's recommendation only if he/she believes the Board has made a clear error in the application of the guidelines, has exceeded its authority, or has required design changes which contravene other, nonwaivable local, state or federal requirements.

Conversely, when the Board's recommendation is supported by less than four members, the Director will consider the Board's recommendation in reaching his/her decision, along with the minority opinions, staff recommendations and public comment.

The Design Review decision will be issued together with the decisions on other MUP components related to the project, with written notice to all parties of record, as well as notice in the weekly Land Use Information Bulletin.

Appeals

As with other discretionary MUP-component decisions, the Design Review decision is appealable by any interested party. Appeals may be made during the 15-day appeal period by **letter** and a **\$50 filing fee** to the Seattle Hearing Examiner. The Hearing Examiner must afford substantial weight to the Director's decision, basing his/her decision on a finding of clear error or omission. The Hearing Examiner hearing is not a new opportunity to solicit a different opinion on the project's siting or design issues. There is no appeal of a Design Review decision to the City Council.

HOW DOES ONE APPLY FOR DESIGN REVIEW?

Preapplication conference

As mentioned previously, projects subject to Design Review must be discussed in a **preapplication conference** with a DCLU Land Use Planner. Call (684-8875) or visit (710 2nd Avenue, Suite 200) the Land Use Division and ask to speak with a Land Use Planner to request a preapplication conference. The Planner will review your request, take down some pertinent information, and hand a preapplication conference request form to support staff, who will call you back with the available meeting times.

DCLU charges **\$165** for preapplication conferences, which last one hour. (This fee is applicable to the MUP fees, if application is made within six months of the conference.)

At the preapplication conference, the project site, context and general development program will be discussed, as well as the Design Review process. This is an opportunity to discuss possible development standard departures or other important preliminary issues. The Land Use Planner will take notes on a conference record form, with a copy given to the proponent(s).

Application for Pre-Design Process

After the preapplication conference, the proponent must fill out and submit a **Computer Contact Number** application form. The form may be obtained and brought back to the DCLU **Application Intake Center**, 720 2nd Avenue.

Once the proponent has received a Computer Contact Number, he/she may schedule a **land use application intake appointment** with a Land Use Technician, again at the **Application Intake Center**.

Prior to the intake appointment, the proponent must obtain and fill out an "**Application for Design Review Pre-Design Process**" form (see attachment B). This form may be obtained at the **Application Intake Center**. At the appointment, the proponent must bring the completed application form, together with plans or other information indicating the site, existing uses and structures, topography, and zoning. In addition, there must be a vicinity map, indicating the surrounding uses, structures and zoning. Perspective drawings or plans indicating the approximate zoning development potential should also be included. The proponent should include a statement of the development objective for the site.

At this time the proponent must pay **half of the \$1300 Design Review fee** (i.e., **\$650**). If the preapplication conference was held less than six months prior to this time, that fee may be deducted from this amount.

Although not required at the application intake appointment, the proponent may be required to provide additional information or materials for the Design Review Board's predesign public meeting, such as photographic streetscape presentations, schematic design alternatives for the project, or other information to be determined by the Land Use Planner assigned to the application.

MUP Application

At any time after the Design Review Board's predesign public meeting, the proponents may proceed with the design of the project to be submitted for MUP application.

The proponent must make a **land use application intake** for the MUP application, which will include a Design Review component. Upon application, the proponent must fill out and submit an "**Application for Design Review**" (see Attachment C). This form may be obtained at the **Application Intake Center**. In addition, the proponent must submit standard MUP-level plans and drawings, making sure to indicate such details as exterior materials and/or colors. At this time the proponent must pay the **remaining \$650 Design Review fee**. In some cases, Design Review applications may require submittal of models, photo montages, computer-assisted graphic images, or other graphic material to aid Design Review decisionmaking. These details will be arranged with the assigned DCLU staff person, who will indicate when best to submit such additional information.

WHEN SHOULD ONE APPLY FOR A BUILDING PERMIT?

While the concept of a Master Use Permit application process generally contemplates the potential incorporation of a building permit application, with Design Review projects in many instances it would be unwise to incur the expense of a building permit application at MUP application. This is due to the greater likelihood that Design Review decisionmaking may materially affect the project's design in a way that could require substantive revisions to building permit drawings. While proponents may elect to incorporate a building permit application in a particular MUP application (for vesting reasons, for example), in general one should wait at least until the Design Review Board has held its meeting and issued its recommendation to the DCLU Director, if not until issuance of the MUP decision.

OTHER DOCUMENTS AVAILABLE ABOUT DESIGN REVIEW

"DESIGN REVIEW: Guidelines for Multifamily & Commercial Buildings," October 1993.

Director's Rule 7-94

CITY OF SEATTLE
APPLICATION FOR DESIGN REVIEW
PRE-DESIGN PROCESS

PART I

1. Property Address _____
2. Has applicant had a PAID design review preapplication conference within the last six months? If so, enter project number here: _____
3. Computer Contact Number _____
4. Owner/Lessee Name _____
5. Contact Person Name _____
Mailing Address _____
City _____ State _____ ZIP _____
Phone _____
6. Applicant's Name _____
Relationship to Project _____
7. Applicant's Signature _____
Date _____

PART II

1. Please give a description of the existing site, including location, existing uses and/or structures, topographical or other physical features, etc.
2. Please indicate the site's zoning and any other overlay designations.
3. Please give a description of neighboring development and uses, including adjacent zoning, physical features, existing architectural and siting patterns, views, community landmarks, etc.

4. Please describe the proponent's development objectives for this site, indicating types of desired uses and approximate structure size(s).

NOTE

Together with a written response to the questions provided above, please provide the following graphic materials at the required public Design Review Board meeting, in support of your application, as required by Section 23.41.014, Seattle Municipal Code:

1. An initial site analysis addressing site opportunities and constraints, the uses of all adjacent buildings, and the zoning of the site and adjacent properties; and
2. A drawing of existing site conditions, indicating topography of the site and the location of structures and prominent landscape elements on or abutting the site; and
3. Photos showing the facades of adjacent development, general streetscape character and territorial or other views from the site, if any; and
4. A zoning envelope study which includes a perspective drawing; and
5. Optionally, schematic design and siting alternatives in fulfillment of the proponent's general development objectives, as stated above.

CITY OF SEATTLE

APPLICATION FOR DESIGN REVIEW

1. Please describe the proposal in detail, including types of uses; size of structure(s), location of structure(s), amount, location and access to parking; special treatment of any particular physical site features (vegetation, watercourses, slopes, e.g.), etc.

2. Please indicate any development standards for which the proponent seeks modification, including specific rationale(s).

3. Please provide a description of how the proposed design responds to each of the design guidelines prioritized by the Design Review Board at the predesign public meeting.

doherty/ruleatt

PORTLAND/MULTNOMAH COMMISSION ON AGING

SEPTEMBER 1995 - JULY 1996

DEVELOPMENT COMMITTEE

- GOAL #1 - To get the Foundation Of Tomorrow operational including:
- recruit and screen permanent board members
 - set up books
 - develop an initial business plan.
- GOAL #2 - To implement Elder Friendly Certification locally by securing initial sponsors and completing 30 evaluations. (contingent on corporate funding)
- GOAL #3 - To develop a national model for replication of Elder Friendly Certification and secure initial sponsors. (contingent on corporate funding)
- GOAL #4 - To explore the benefits/feasibility of transitioning PMCoA to the Foundation including activities, staff, funding.

ADULT FOSTER CARE HOME COMMITTEE

- GOAL #1 - To monitor implementation of changes in county and state licensing regulations for adult foster homes.
- GOAL #2 - To increase public information/education about adult foster homes and expand the number of persons involved in providing information.
- GOAL #3 - To implement plan to increase community involvement with residents of adult foster homes.

Activities:

1. Sponsor additional public forums to solicit community interest.
2. Form a Coalition of providers, community resource organizations, media, advocates, and volunteers.

3. Develop a plan to make voluntary activities, respite, etc. service available to adult foster homes.
4. Identify additional resources to support implementation of the plan.

GOAL #4 - To explore the feasibility of establishing a regulatory program for agencies which provide placement services for adult foster homes.

AREA AGENCY ON AGING COMMITTEE

GOAL #1 - To participate in development and support of the 95-96 Area Plan and budget for Multnomah County Aging Services Division and implementation of the long range plan.

GOAL #2 - To participate in Request for Proposal (RFP) and on-site assessments of community services and long-term-care programs.

GOAL #3 - To advocate, based on goals of the Older Americans Act, on issues that impact the aging service system and/or services for older or disabled persons.

GOAL #4 - To increase communication with district advisory committees and other advocates on aging in areas of:

- ◆ Information sharing,
- ◆ Policy development,
- ◆ Legislative advocacy, and
- ◆ Action on issues.

BREAKING SOUND BARRIERS (contingent on receipt of grant funding)

GOAL #1 - To develop promotional campaign and sponsor community-wide event "For Families Only".

GOAL #2 - To develop a model for intergenerational interaction based on Breaking Sound Barriers and implement in six neighborhoods.

GOAL #3 - To promote intergenerational attendance at community events by integrating youth and senior calendars.

ELDER SAFETY COALITION (unstaffed)

- GOAL #1 - To monitor and support Aging Services Division in the Request for Proposal (RFP) to develop an East County Focal Point.
- GOAL #2 - To gain support from the City of Gresham for funding a Senior Center Focal Point in Gresham.
- GOAL #3 - To build community support for a focal point to serve Gresham's seniors, their families and caregivers.
- GOAL #4 - To participate in Interagency Committee to facilitate collaboration of law enforcement, aging, and district attorney activities to improve service for victims of crime and elder abuse.

MULTI-ETHNIC COMMITTEE

- GOAL #1 - To promote improved health care access for ethnic seniors through education and advocacy within the public health system.
- GOAL #2 - To monitor quality of transportation services to multi-ethnic elders and advocate for improvements.
- GOAL #3 - To advocate against anti-ethnic legislation cropping up at state and federal levels.
- GOAL #4 - To appoint members to the AAA Committee to increase influence of elders of color in decision making.

PARKS AND RECREATION FOCUS

- GOAL #1 - To maintain and support a Senior Center Resource Council to raise funds for the capital development and operations of a mid-county senior center. (unstaffed)
- GOAL #2 - To work with Portland Parks & Recreation and Aging Services to improve collaboration and coordination of leisure and social services for the community's elders.

SENIORNET (Contingent upon grant funding)

GOAL #1 - To establish a SeniorNet Computer Learning Center in Portland.

SUBSIDIZED HOUSING OMBUDSMAN COMMITTEE

GOAL #1 - To support the mission and activities of the S.A.F.E. Subsidized Housing Ombudsman program in protecting the rights, safety and well-being of older individuals residing or seeking residence in subsidized housing.

GOAL #2 - To secure ongoing funding for the continuation of the S.A.F.E. program after Administration on Aging grant ends in December, 1995.

June 6, 1995



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Portland, Oregon
97215-1597

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Fax
503-725-2020

Telephone
503-254-1500

Fax
503-252-3598

**A Special Invitation
from Multnomah County Extension**

To

**Multnomah County Board of County Commissioners,
Staff, and Interested Others**

***Participate in Strawberry Field Day and a personal
showing of the North Willamette Research and Extension
Center at Aurora.***

Thursday, June 15, 1995

Transportation is available leaving the Portland Building at 4:00 p.m. and returning by 6:30 p.m. with the opportunity to join in the STRAWBERRY TASTING.

OR follow directions on the opposite page.

RSVP to Paul Sunderland at 725-2050



Agriculture, Home Economics, 4-H Youth, Forestry, Community Development, Energy, and Extension Sea Grant Programs. Oregon State University, United States Department of Agriculture, and Oregon counties cooperating. The Extension Service offers its programs and materials equally to all people.

STRAWBERRY FIELD DAY

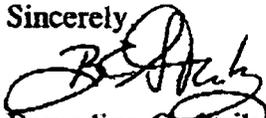
JUNE 15, 1995

North Willamette Research & Extension Center

You are invited to attend Strawberry Field Day at the NWREC on June 15. The program has been designed to highlight our research and extended education programs in strawberry. I encourage you to come out and see our trials, learn more about pest management, and taste some strawberry cultivars and advanced selections. The program starts at 3:30 pm -- see the agenda for more information.

Please note that a Caneberry/Blueberry Field Day will be held at the NWREC on July 11, 1995. Further information will be mailed in June.

Sincerely



Bernadine C. Strik, Ph.D.
Associate Professor, Horticulture,
Extension Berry Crops Specialist

Directions to the NWREC
(503-678-1264):

I-5 Southbound: Take exit
282B. Turn left on Miley Rd.
I-5 Northbound: Take exit
282. Go right on Miley Rd.
Drive 3/4 mile. NWREC is
on the right at 15210 Miley
Rd.

AGENDA

- Hosts: Dr. Bernadine Strik, Associate Professor, Horticulture, Berry
Production System Research Leader, North Willamette Research & Extension Center
(NWREC)
Dr. Ed Hellman, Diane Kaufman, and Robin Rosetta, District Extension Agents, NWREC
- Joseph DeFrancesco, Senior Research Assistant; Neil Bell, Helen Cahn, and Gina Koskela, Research Assistants; Connie Pace, Technician, Berry Production System Research Program, NWREC
Dr. Chad Finn, geneticist, and Ted Mackey, Technician, USDA/ARS
- 3:30 p.m. Meet in the parking lot, NWREC; Welcome: *Dr. Bernadine Strik*
Transport to strawberry plots
- 3:45 p.m. Root weevil control update -- cryolite bait, neem oil, and nematodes
Dr. Glenn Fisher, Extension Entomology Specialist
- 4:15 p.m. Predatory mites in strawberry
Dr. Len Coop, Dept. Entomology, OSU and Robin Rosetta
- 4:30 p.m. Production/physiology research projects in strawberry
Dr. Bernadine Strik
- 4:45 p.m. Scouting methods in strawberries
Robin Rosetta and Ed Hellman
- 5:10 p.m. BREAK -- taste strawberry selections and cultivars with ice cream; coffee
Brian Yorgey, Dept. Food Science and Technology, OSU
- 5:20 p.m. Calibrating boom sprayers -- a demonstration
Ed Hellman
- 5:45 p.m. Discussion and walk through OSU/USDA cooperative breeding plots
Dr. Chad Finn, USDA/ARS geneticist

CONNECTIONS

*Oregon State University
Extension Service—
The direct connection
between Oregonians
and the University*



Extension Volunteers—

*Master volunteers reach into
communities throughout the state.*

- The Master Gardener Program has grown from 30 volunteers in 1976 to 2,165 today.
- In 1993, Master Gardeners contributed 91,000 volunteer hours and provided gardening information to 130,000 Oregonians.
- Master Gardeners are active in 23 of Oregon's 36 counties.
- The Master Woodland Manager Program has 175 volunteers in 15 Oregon counties.
- 57 percent of the woodland owners reported that as a result of participating in Master Woodland activities they frequently use management plans; 33 percent say they occasionally use such a plan.
- The Master Food Preservers have 265 volunteers in 16 counties.
- In 1993, Master Food Preservers contributed 12,000 volunteer hours and provided information on food preservation and safety to 35,500 Oregonians.

4-H Youth—

*the largest out-of-school youth
education program in Oregon*

- The 4-H Youth Program depends on 7500 adult and 1400 youth volunteers.
- 4-H volunteers donated more than 1 million hours of direct service to 4-H activities in 1994.
- 43,800 Oregon youngsters are enrolled in 4-H programs: 17 percent are from urban areas, 19 percent from medium size cities, 37 percent from towns under 10,000, and 27 percent live on farms.

Family Community Leadership—

Training Oregonians today to lead tomorrow

- 1300 volunteers contribute some 130,000 hours and reach nearly 8,000 Oregonians each year.



OREGON STATE UNIVERSITY EXTENSION SERVICE

EXTENSION

OSU Extension—The direct connection between Oregonians and the University

OSU EXTENSION SERVICE MISSION

To educate Oregonians

We deliver objective, research-based information to help solve problems, develop leadership, and manage resources wisely.

OSU EXTENSION SERVICE VALUES

- *Credibility*
- *Effectiveness*
- *Responsiveness*
- *Collaboration*
- *Excellence*
- *Cooperation*

OSU EXTENSION SERVICE CHARACTER

- *Research backed*
- *Widely used*
- *Community based*
- *Volunteer oriented*
- *Informally delivered*
- *Broadly supported*

OSU EXTENSION SERVICE EDUCATIONAL GOALS

- *Economic development*
- *Human development*
- *Natural resource conservation and management*
- *Leadership development*



OREGON STATE UNIVERSITY EXTENSION SERVICE

OSU EXTENSION SERVICE ORGANIZATION

- In Oregon since 1911
- Offices in all 36 Oregon counties
- About two-thirds of our faculty are located off-campus
- About 300 agents and specialists, and 200 support personnel
- Campus faculty in 9 OSU colleges
- Extensively networked in communities, state, region, and nation
- Some 30,000 volunteers contribute more than 1,200,000 hours each year—the equivalent of adding 700 full-time employees

OSU EXTENSION SERVICE RESPONDS & REFLECTS LOCAL NEEDS

- Citizen advisory council for each county.
(Helps determine needs and local program thrusts.)
- Extension agents work closely with local, state, and federal agencies to identify problems, develop solutions.
- 36-county planning process shaped statewide initiatives and base program improvements.
- Provides access to the full educational and research resources of the University.

OSU EXTENSION SERVICE BASE PROGRAMS

- Agriculture
- Natural Resources and Environmental Management
- 4-H Youth Development
- Family Development and Resource Management
- Nutrition, Diet, and Health
- Community Resources and Economic Development
- Leadership and Volunteer Development

OSU EXTENSION SERVICE STATEWIDE INITIATIVES

- Communities in Transition
- Families and Youth at Risk
- Public Issues Education
- Natural Resource Systems
- Water Quality and Management

EXTENSION CONNECTION

OSU Extension — The direct connection between Oregonians and the University

OSU Extension Works For You

We are a team of educators (university professors, instructors, and trained volunteers) who help everyday people identify issues and solve community problems. Our programs help give people the confidence and skills they need to create better, healthier communities and homes. For over 80 years, OSU Extension has provided education to Oregonians through individual and group consultations, workshops, telephone hotlines, and educational bulletins.

You may know our programs, subjects, or titles

4-H Youth Development	Master Anglers
Master Food Preservers	Expanded Food and Nutrition Education
Home and Urban Horticulture	Food Stamp Family Nutrition Education
Parent Educators	Master Recyclers
Master Gardeners	Water Quality
Food Safety	Association for Family and Community Education
Small Farm Agriculture	Study Groups
Snack Attack	Community Development
Agriculture Industry	Family Community Leadership
Food and Nutrition Advisors	Aging and Gerontology Programs
Commercial Horticulture	Berry and Fruit Growing
Marine Science	Citizen Participation Organization
Extension Sea Grant	Clean and Healthy Home
Forestry/Christmas Trees	Tree Fruits and Nuts
Family Financial Management	Discipline That Doesn't Hurt
Extension Energy Program	Women's Financial Information
Livestock - Beef/Sheep/Swine	Enhancing Safety Through Home Assessment
Field Crops Programs	Oregon Energy Line

Call or stop by your nearest office for more information

**Clackamas County
OSU Extension**
200 Warner-Milne Road
Oregon City, OR 97045
☎ (503) 655-8631
Fax: 655-8636

**Multnomah County
OSU Extension**
211 SE 80th
Portland, OR 97215
☎ (503) 725-2000
Fax: 725-2020

**Washington County
OSU Extension**
2448 SE T.V. Highway
Hillsboro, OR 97123
☎ (503) 681-7007
Fax: 681-7028

Call these Metro information phone lines -- the hours vary

**Food Safety &
Preservation Line**
☎ 725-2042

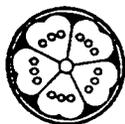
Oregon Energy Line
☎ 1-800-457-9394

**Master Gardener/
Home Horticulture Line**
☎ 655-8631 (Clackamas Co.),
☎ 725-2033 (Multnomah Co.),
☎ 681-7007 (Washington Co.)

Here is a very brief description of the program areas.



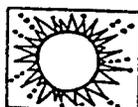
4-H Youth Development prepares children and young people, kindergarten through 12th grade, for life in a changing world. Parents and other volunteers become the skilled leaders and teachers for projects in: nutrition, home economics, animal science, horticulture, leadership, natural resources, and more.



Home Horticulture encourages gardening and teaches people how to use their soil, water, and time resources to make their environment more livable and enjoyable.



Agriculture provides research based education and information to agriculture producers throughout Oregon.



Energy conservation and recycling programs help Oregonians save energy and reduce waste.



Home Economics programs promote the well-being of individuals and families to help them function effectively in our society.



Sea Grant-Marine programs put Oregon's ocean and rivers to work, emphasizing coastal-related issues, educating river users, resource managers, and the public.

**Volunteers:
Our
Partners in
Action!**

Master Gardeners, Master Food Preservers, Master Recyclers, Family Community Leadership, Food and Nutrition Advisors, Parent Educators, 4-H Leaders, and Master Anglers are all volunteer teachers/leaders for Extension Education programs. Specialized training is provided in each of these subject matter areas. Call for information.

OSU Extension volunteers contribute 3 million dollars worth of education and service to their communities in the three metro counties.



**OREGON STATE UNIVERSITY
EXTENSION SERVICE**

Oregon State University Extension Service offers educational programs, activities, and materials — without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status — as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Oregon State University Extension Service is an Equal Opportunity Employer.

THE OSU MULTNOMAH COUNTY EXTENSION SERVICE

OSU Multnomah County Extension educates people of Multnomah County by delivering research-based, non-biased information to help them solve problems, develop leadership, and manage resources wisely. Extension is responsible for assessment, design, delivery, and evaluation of programs centered around four educational objectives: Economic Development; Human Development Across the Lifespan; Natural Resource Conservation and Management; and Leadership Development.

Multnomah County Extension conducts informal education through a variety of methods to meet practical needs of individuals primarily on a prevention basis. Those methods include the development of a wide variety of research-based materials and focused educational programs in:

- Nutrition, Meal Planning
- Food Preparation and Safety
- Basic Living Skills-Home Economics
- Gerontology
- Parenting/Child Development
- Youth Development through 4-H
- Basic Money Management
- Family and Community Leadership Development
- Energy Conservation and Waste Management
- Home Horticulture
- Agriculture
- Forestry
- Marine Resources/Safety

Extension provides for lifelong learning that uses the knowledge and resources of higher education to help people move along a path to greater or continued independence and employability through personal and professional growth. Programs are based on issues and priorities as established with local citizens.

Multnomah County Extension Education Center
211 SE 80th Avenue
Portland, Oregon 97215-1597
Telephone: 503-725-2000
FAX: 503-725-2020



OREGON
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Answers to Two Commonly asked Questions about Extension

Why Extension in an urban area? Many people first relate Extension to the rural sector: agriculture, farm families, use and management of our natural resources. However, Extension is about working with people, not things.

No matter where people live, we have a need for life-long learning. That learning enhances our ability to survive, grow, and cope with the ever increasing changes and demands in our lives, work, and communities.

Extension education is a process of life-long learning that focuses on the practical application of knowledge in "helping people to help themselves." Our programs in Multnomah County are more focused to issues facing human resource development and address both local and statewide benchmarks.

Why public funding for Extension? Extension provides access to higher education in a way that provides service to many people who wouldn't have access otherwise because of economics or location. It is practical, applied learning oriented to prevention and self-help. Extension teaches people how to make, save, and/or stretch their resources; how to solve problems; and ultimately build community.

For many who pay local taxes, Extension is a direct benefit back to them which enables and encourages them to make use of public higher education for their own good and the betterment of their community. Additionally, for those with limited resources, Extension is a way in which society can help others and strengthen the local community by making practical learning an integral part of human service delivery. The Extension model is grounded in the proverb, "Give someone a fish and you feed them for a day, teach someone how to fish and they will feed themselves for life."

Through the efforts of several thousand well-trained volunteer educators, Extension is able to amplify its efforts that address targeted issues and program demands with a focus to learning and change. Extension works with and through various county departments as well as with communities and the county at large to make applied learning an integral part of everything we do.



Agriculture, Home Economics, 4-H Youth, Forestry, Community Development, Energy, and Extension Sea Grant Programs. Oregon State University, United States Department of Agriculture, and Oregon counties cooperating. The Extension Service offers its programs and materials equally to all people.



OREGON
STATE
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PAUL SUNDERLAND

Chair

OSU Extension, Multnomah County
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Portland, Oregon 97215-1597

Phone: 503-725-2050
Fax: 503-725-2020

E-mail: sunderlp@mul1.oes.orst.edu

Free Training Provided

This program is offered to groups free of charge in the Portland Metro area (including groups in the Multnomah, Washington and Clackamas counties). This is funded through a special grant of Oregon State University Extension Service.

Oregon State University Extension

The Oregon State University Extension Service through the Metro 4-H program invites you to involve your group in this new and innovative program. Learn to **challenge** your youth to greater achievement. Help them **understand** each other better. And assist them to **learn** leadership skills they will never outgrow. Extension 4-H Faculty will be involved in training you and your group in this highly motivational curriculum.

For More Information....

Call now to enroll in this program

4-H COLORS EXTENSION FACULTY

John Baggott	681-7011
Maureen Hosty	725-2044
Terry Palmer	725-2044

To write for information:

Oregon State University Extension Service
Metro 4-H
211 SE 80th Avenue
Portland, OR 97215

4-H COLORS
Oregon State University Extension Service
211 SE 80th Avenue
Portland, OR 97215



4-H



C O L O R S

**CHALLENGING
OPPORTUNITIES IN
LEADING
OTHERS TO
EACH
SELF-DISCOVERY**



Oregon State University Extension Service offers educational programs, activities, and materials without regard to race, color, national origin, sex, age, or disability as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Oregon State University Extension Service is an Equal Opportunity Employer.



WHAT IS COLORS

4-H COLORS is a new experiential program designed to teach youth more about themselves and others. After the **COLORS** program, youth will understand their importance in being part of a team and how differences enhance a group's effectiveness.

4-H COLORS has three main levels in which the youth take part. Each section builds upon the previous in developing a better knowledge of how to work together and get along in today's world.

The program is divided and described to your right. Trained facilitators should take the youth through the program.

You may be trained in the Adventure Challenge and Leadership portions of the program. The training is offered free to persons available to payback the hours (27) to the Extension Service by leading the activities with your group or others.



Yellow Level

3 Hours

COLORS PROGRAM:

Yellow Level: Real Colors

"Real Colors" takes participants through a comprehensive look at four main personality types. It takes a fun, entertaining and simplistic look at a sometimes difficult subject to help us know more about why people behave, learn, and need differently. We explore the differences and learn how to cope and communicate with others who are different from ourselves. This program helps participants work with people's strengths and understand and tolerate their differences.



Blue Level

6-8 Hours

Blue Level: Adventure Challenge

The Adventure Challenge program has proven to be highly successful with a variety of groups. Participants gain many skills through games and activities with their peers. The portable Challenge equipment offers a variety of props and materials for games and initiatives which can be used with various age groups to meet different needs. The activities *challenge* youth both physically and emotionally.



Green Level

3-4 Hours

Green Level: Leadership

Level Three is the Leadership Project. Using the 4-H curriculum Leadership Skills You Never Outgrow, youth participants will have the opportunity to use what they learned in Levels I & II and begin to work as a group. Through interactive activities, participants will learn decision-making, managing, and organizational skills.



PROGRAM FEATURES

- All Activities are Experiential, Hands-on and Interactive and can be Tailored to Meet Your Group's Needs
- Free Use of Portable Challenge Equipment
- Training in the Use of All Equipment
- "Real Colors" Taught by Extension Faculty
- Pre- and Post-Evaluations
- Certificate of Completion for Participants
- 4-H Curriculum, Leadership Skills You Never Outgrow



**Call now for an appointment
725-2044 or 681-7011**

**Oregon State University
Extension Service**

211 SE 80th Avenue
Portland, OR 97215



EXTENSION **IMPACT**

OSU Extension—The direct connection between Oregonians and the University

4-H Youth Development

Youth at Risk

It's not easy being a kid these days—or a parent. Drugs, alcohol, gang violence, teen pregnancy, and crime are all associated with families and youth at risk. According to the *Oregon Benchmarks* report to the Oregon Legislature, there is widespread agreement among Oregonians that addressing the problems of children and families is an urgent need.

One big community 4-H club.

After school child care is a major concern, especially for those families headed by single parents or where both parents work. That's certainly the case for the 80 families who live in two low income housing projects in southwest Portland.

In 1992, with financial support from the Department of Housing and Urban Development, Extension organized a 4-H Adventure club to provide after school activities for youth ages 6-18 who live in Slavin Court and Hillsdale Terrace.

The 4-H Adventure club is actually a number of smaller group activities designed to appeal to the varying interests of the kids. Club activities range from fishing, pet care, rocketry and dance to golf, basketball, computers and gardening. The clubs meet four days a week and are led by volunteers.

The aim is to give kids wholesome, constructive things to do until their parents get home and to prevent them from getting involved with drugs and alcohol. In addition, club activities are designed to help the children develop leadership, communication, problem solving and decision making skills.

Some of the parents at Hillsdale-Slavin have been trained to serve as volunteer leaders. Their involvement helps strengthen family and neighborhood ties and creates a positive environment for the youth.

Mobilizing the Portland community

The 4-H Adventure club formed a number of partnerships with groups from the Portland community, who provided additional funding or donated equipment and supplies, rent free space, and instruction.

Alpha Computers Inc.
Dominoes Pizza
Lilly Miller Inc.
Safeway
Ladies Professional Golf Association
Portland Youth Soccer Association
Wilson High School
Hillsdale Convalescent Center
Greater Portland Bible Church
St. Barnabas Episcopal Church
Fulton Park Community Center



OREGON STATE UNIVERSITY EXTENSION SERVICE

EXTENSION **IMPACT**

Drug Elimination Team, Housing
Authority of Portland
Portland Parks and Recreation
OSU Extension Master Anglers
OSU Extension Master Gardeners
Bonneville Power Administration
Westside Youth Service Center

The pay off

- Seventy-five percent of the eligible youth participated in 4-H Adventure club activities. Thirty-six volunteers provided leadership for club activities, half of them residents of the housing community.
- 80 percent of the children reported an improvement in their school grades.
- 65 percent reported an improvement in their school attendance.
- 75 percent said they feel more confident when speaking in front of people.
- 80 percent thought their leadership ability improved.
- 74 percent said they were better able to deal with anger, a 30 percent increase in response to the same question administered before the 4-H program began.
- 65 percent said the program improved their ability to work with others.
- 100 percent said they had not used drugs, alcohol, or cigarettes in the past month.

What the Parents Say

- "I see the children getting along better. They involve more children in activities that used to be left out. Also there is less fighting, physically, among the children."
- "Yes, I saw more cooperation between the kids here and less fighting."
- "For my two boys, I saw an increase in their grades. A pretty strong increase."
- "It was positive for all my kids. Especially the older kids who earned the money to go to camp by themselves. That was a good lesson and I hope they can do it again."
- "[Being a volunteer] makes it fun to get involved and spend time with each other. We were able to get out of the house and we had quality time together. I meet new people and make new friends. Volunteering raised my self-esteem."
- "When I went on the canoeing trip, I enjoyed seeing my kids have fun and get to try something new."

For more information:
Maureen Hosty
Extension agent (4-H)
Multnomah County Office
503-725-2000

EXTENSIONIMPACT

OSU Extension — The direct connection between Oregonians and the University

Oregon Food Stamp Family Nutrition Education Program

What is the Oregon Food Stamp Family Nutrition Education Program?

A community based education program that teaches adults and children how to stretch their food dollars to provide tasty, low cost, healthy meals for their family.

An education program partnered with human service agencies to reach families that need stability in the home so they can deal with the expectations of employers, vocational trainers, and human service providers.

Is the Oregon Food Stamp Family Nutrition Education Program really helping families move towards increased self-sufficiency?

Participating individuals tell us

- ...they rely less on emergency food sources
- ...they are less likely to run out of food or food stamps before the end of the month
- ...26% reported having food stamps for the entire month in contrast to only 3% of non-enrolled food stamp families
- ...only 15% of participating families indicated they cut the size of children's meals, while 35% of non-enrolled food stamp families cut the size of children's meals
- ...they are making more nutritious food choices.

What do our agency partners say about the education program targeted to food stamp families?

- "OSU Extension staff have done a tremendous job in helping us to prevent a large number of evictions by teaching the families "Budget Basics", "Super Market Smarts" and how to keep "Clean and Healthy Homes" and still pay the landlord his rent money and keep the lights and phone on."
Albina Ministerial Alliance, 12/6/94

- "In the past 18 months OSU Extension staff have helped our single, teen moms learn to pay attention to nutrition, relating both to themselves and their infants and unborn children. They are all low income. Learning to stretch their food dollars is a critical skill."
YWCA's Northeast Center, 12/5/94

- "Three Russian immigrants who completed the food and nutrition education program were able to find employment in local restaurants. The practical and understandable information helped them convince employers they were capable of doing the job."
Russian Oregon Social Services, 12/6/94



OREGON STATE UNIVERSITY EXTENSION SERVICE

Funding for the Oregon Food Stamp Family Nutrition Education Program (FSFNEP) is made available by a grant through the Oregon Dept. of Human Resources State Food Stamp Office from the U.S.D.A. Food and Nutrition Services. Oregon State University Extension Service and Multnomah County cooperating.

EXTENSION IMPACT

- “Once people have safe housing which they can afford, and learn the skills to budget and prepare meals, a basic foundation has been set. Only when that has happened can other services people need for their children be started and have some chance for success.” *Portland Public Schools, Student Services Department, 12/6/94*
- “The women in our transitional housing program benefit greatly since many have had a lifetime of substance abuse and come from backgrounds where nutrition, budgeting and safe food preparation were not taught.” *Multnomah County Transition Housing Coordinator, 12/6/94*
- “OSU Extension staff worked with our Hispanic Wellness Clinic to reduce the incidence of anemia among Hispanic moms. The Extension food and nutrition program taught the women how to prepare more iron rich foods.” *Hispanic Migrant Wellness Clinic, The Dalles, 12/94*

Who has been reached with the Food Stamp Family Nutrition Education Program?

Over 27,000 individual contacts were made during FY93/94 including:

- JOBS program participants
- Teen Parent program participants
- Refugees from the USSR and Vietnam
- Spanish speaking families
- Users of emergency food boxes
- New residents in transitional housing programs
- Headstart parent groups
- Youth responsible for preparing their own snacks and meals

Who developed the Oregon Food Stamp Family Nutrition Education Program?

OSU Extension Agents in Multnomah, Lane, Malheur, Hood River, Wasco, Clackamas, and Washington Counties. The agents were concerned with the lack of basic food and nutrition knowledge and skills among limited income families.

OSU Extension Agents in Multnomah county wrote the proposal for the Oregon Food Stamp Family Nutrition Education Program and provide program coordination for 7 Oregon counties.

Why was it developed?

OSU Extension, for over 25 years, has effectively conducted food and nutrition education through the Expanded Food and Nutrition Education Program (EFNEP). The program targets limited income families with young children. The education needs were escalating throughout the state but 1992 funding levels enabled only two counties to conduct nutrition education programs for limited income families in certain parts of each county. Other communities and populations had similar needs but did not meet program guidelines.

Why is nutrition education critical for the health and well-being of children and their families?

Undernutrition along with environmental factors associated with poverty can permanently retard physical growth, brain development, and cognitive functioning.

EXTENSION IMPACT

The longer a child's nutritional, emotional and education needs go unmet, the greater the likelihood of cognitive impairments.

How was the Oregon Food Stamp Family Nutrition Education Program funded?

The State of Oregon, and counties had no funds to invest in this program other than those funds invested in support of OSU Extension faculty members who could refocus their efforts.

OSU Extension, county governments, and community action programs in the participating counties worked together to identify funds that were focused to support services for food stamp families. Those funds were then used to match 50/50 the dollars provided by USDA Food and Nutrition Services. *Partnering with human service agencies for the delivery of education is a strength of this program model.* Nutrition education will not be effective until the family has food resources, and a safe place to live.

FY92-93 Funding

USDA Food and Nutrition Services,	\$ 883,067
OSU Extension, Counties and Community Action Programs,	\$ 884,475
Total value	\$ 1,767,542

FY93-94 Funding

USDA Food and Nutrition Services,	\$ 1,176,696
OSU Extension, Counties and Community Action Programs,	\$ 1,326,922
Total value	\$ 2,503,618

FY94-95 Funding

USDA Food and Nutrition Services,	\$ 445,748
OSU Extension, Counties and Private Sources,	\$484,258
Total value	\$ 930,006

Why did funding decrease by 63% during FY94-95?

USDA Food and Nutrition Services (FNS) administrators indicated that case management dollars used by some Oregon counties as match did not meet federal regulations. FNS is not willing to allow case management services as a portion of the match, the result is a drop in available funding.

How much programming has been lost due to reduced funding?

The Multnomah County Family Service model was reduced from 4 field offices to 1. The Extension agent positions were reduced from 4FTE to 1 (.5FTE). The Extension education assistant positions were reduced from 8 (.75FTE) to 1 (.75FTE).

The Hispanic program, as the result of additional private contributions retains an Extension agent. It has been reduced from 4FTE assistants who provided programming to Clackamas, Multnomah, and Washington counties to 1 (.75FTE) assistant based in Multnomah county.

The Malheur county program was reduced from 1FTE to .75FTE education assistant. Two student assistants for summer programming were eliminated.

EXTENSION IMPACT

Other positions that were reduced are clerical support from 2FTE to .25FTE and bookkeeping from 1FTE to .25FTE.

What other program needs are not being met?

Food and nutrition programs targeted to elementary age youth from food stamp families was identified as an increasing programming need. Additional staff had been proposed to address those issues.

Clackamas, Washington and Lane counties had proposed additional staffing to meet increased education needs.

How can the Oregon Food Stamp Family Nutrition Education Program be funded?

Short term:

- Continue seeking a waiver of federal regulations to allow for a combination of matching funds from state and local sources, including a percentage of case management services targeted to food stamp recipients.
- Seek additional funds from state and local sources.

Long term:

- Strengthen support for USDA Extension Service and OSU Extension education programs targeted to limited income families.
- Encourage Oregon's Congressional delegation, advocates, health and agency professionals, and state legislators to actively promote and provide funding for Extension Education programs at the state and federal level.

Sources

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