

URBAN EAST

Housing Consultants

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Physical Planning
Model Cities
673 Capitol Avenue, S. W.
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Dear Jim:

In accordance with our recent meeting I hope that the information below will further elaborate on my estimations of the functions of an "experimental housing center" in the Model Cities area.

First, I feel that the center should be closely identified with the people and housing problems of the model cities area. Furthermore, its program components and policies should be reflections of the problems as the citizens see them, and thus interpreted into a realistic plan of action by competent professionals. Secondly, I would suggest that you explore the possibility of rehabilitating a residential structure within the Model Cities area to house (office) the program staff. This would give a visual symbol of what can be done with some of the huge old structures and in addition would bring the staff closer to the housing problems of the area. I am sure that there are other advantages to such a move.

Thirdly, in terms of program components, I suggest for consideration the following organizational arrangement for the center:

- ✓ 1. A Housing Policy Committee - to be selected by the residents of the area. Broad functions would include policy making, negotiating with public and private organizations and agencies for solutions to specific housing problems in the area. It would be composed of several subcommittees to deal directly with problems and issues, including relocation, real estate, zoning and building, health and fire hazards, renting and purchasing, codes enforcement, site selections, demolition, rehabilitation, and housing discrimination patterns. This group would decide on types of programs that would best serve the needs of the Model Cities area.
- ✓ 2. Housing Center Coordinator - administration and supervision of entire housing program and staff: staffs the Housing Policy Committee and assigns

appropriate staff to sub-committees, maintains liason with other housing-related agencies in the city, keeps abreast of and advises on all local and federal housing programs, attends neighborhood meetings, and reports directly to the Physical Planning Director on problems, progress, and specific needs in the area of housing. Encourages other local housing development corporations to provide assistance to Model Cities groups.

- ? 3. Information Specialist - Reports directly to the Housing Coordinator; compiles data, conducts research on housing and economic development programs in Atlanta and throughout the nation. Maintains up-to-date index on characteristics of all structures, sites, and plans in the Model Cities area. Maintains internal records of all activities related to the housing centers. Assembles and interprets information so that it can be understood by the residents. Conducts an ongoing public relations campaign. Designs training literature and programs in housing to be utilized by the residents. In conjunction with the Economic Development Specialist, he repeats the above function.
- ✓ 4. Housing Counselor - Reports directly to the Housing Coordinator, provides counseling services to the residents in relationship to legal problems, evictions, improvement loans and financing, purchasing and renting, budgeting, and any type of citizens complaints.
- X 5. Major and Minor Rehab Specialist - Reports directly to the Housing Coordinator. Advises home owners, tenants, and landlords on the extent of repair necessary for minimum code standards, provides free cost estimates, inspects buildings for fire and health hazards, conducts self-help housing repair classes. Should know generally the cost classifications of all building materials and real estate, and should have knowledge of code regulations.
- X 6. Community Organization Specialist - Reports directly to the Housing Coordinator. Investigates the nature of housing issues that concern the residents and organizes citizens' support to solve specific problems. Organizes tenant unions, housing cooperatives, and limited dividend -- and nonprofit housing corporations. Assists these groups in taking advantage of housing programs. Also organizes block groups where needed, and emphasized the importance of community awareness of conditions and ways to correct these conditions through mass organization and cooperation.

- X 7. Economic Development Specialist - Reports directly to the Housing Coordinator -- In conjunction with the Information Specialist develops programs for economic rehabilitation of selected commercial areas. Designs his approach to insure community controlled and operated commercial outlets, and local entrepreneurship, persuades local colleges and universities to conduct training programs for residents interested in small business management, etc. Keeps abreast with small business financing, and improvement loans. In conjunction with the community organization specialist organizes business cooperatives and development corporations of a profit nature.

ESTIMATED ANNUAL COST

Rehabilitation of Center	(Fixed)	\$ 4,000
Housing Coordinator		12,000
Information Specialist		8,000
Economic Development Specialist		8,000
Housing Counselor		7,500
Rehab. Specialist		6,500
Community Organization Specialist		7,500
Supplies		2,000
Utilities and Maintenance		4,000
Furniture and Office Equipment	(Fixed)	4,000
One Administrative Secretary		4,000
Two Program Secretaries		3,500
Travel		2,000
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		\$73,000 ?

As you may gather, I have endeavored to make my comments as comprehensive as possible. Needless to say, what I have proposed will require a great deal of re-thinking. However I do think that this proposal embodies some of the essential ingredients of a good housing and community development program.

If I can be of further assistance to you, please feel free to contact me.

Very truly yours,



Carl Ware
Vice President

Sketch of Organization Chart

