

November 3, 1969

MEMORANDUM

TO: Mr. Johnny Johnson

FROM: Dan E. Sweat, Jr.

SUBJECT: Model Cities Mass Convention, Inc.,
and QED Consulting Firm

I appreciate your memo on this subject dated October 30, 1969. As I understand your position, you state that the expenditure to employ this consultant will be from the proceeds of an EOA, Inc. grant to Model Cities Mass Convention, Incorporated (MCMC, Inc.) and, consequently, the city is in no position to exercise any control over which firm that MCMC, Inc. employs for this work.

I will defer to your judgement as to the technical operations of this procedure and I understand that the city does not exercise any direct control over the actions of MCMC, Inc., when city funds are not involved. My only interest is that the city, and more specifically the Model Cities Program, does not suffer any embarrassment resulting from the award of contracts by any Model City Agency or contractor.

To preclude this possibility, I reiterate my request of October 28, 1969, that a complete dossier be prepared on QED prior to a decision being made on the award of the contract to them. This dossier should include the complete list of the principals with resumes of their education and experience; review of their present positions so that any conflict of interest can be determined; some examples or references of similar work performed; a complete review of the experience and qualifications of the firm to do this work; a budget and program designed to accomplish the work desired; and any other information necessary to make a well-informed decision on the capability of this firm to successfully accomplish this work.

This request should be made to MCMC, Inc., recognizing that the city does not have the authority to require it but feels that good administrative practices demand it. When this information is prepared, a good case can supposedly be made for awarding this contract to this firm instead of another. Should there be any later question, the city will be in a much better position to defend the action. You may be assured that the general public will not distinguish between MCMC, Inc., and the larger Model City Program in the event charges of impropriety or conflict of interest are made against the corporation.

My only interest in this project is the well being of our Model City Program. If the facts support the contention that QED is qualified and able to do this work at competitive prices, I will fully support the award to them. By the same token, if the facts indicate that they are not qualified to accomplish this work, I feel that the award should not be made. In any event, I want us to be in a position to defend the action of MCMC, Inc., even if we are not directly responsible for the management of the organization.

DESJr:sm

CITY OF ATLANTA

October 30, 1969



OFFICE OF MODEL CITIES PROGRAM
673 Capitol Avenue, S.W.
Atlanta, Ga. 30315
(404) 577-5200

Ivan Allen Jr., Mayor
J. C. Johnson, Director

M E M O R A N D U M

TO : Dan E. Sweat, Chief Administrative Officer

FROM : Johnny C. Johnson, Executive Director
Model Cities Program

SUBJECT: Model Cities Mass Convention, Inc., and QED
Consulting Firm

In response to your memorandum of October 28, an investigation has been made into your inquiry and the following is submitted for your consideration.

It has been determined that Model Cities Mass Convention, Inc. requested bids from three consultants that would provide management and personnel guidelines for their operation of the corporation. It appears that the low bidder for these services was a firm known as QED.

It seems that the firm of Quod Erat Demonstrandum was organized in February of 1964 and that the general purpose of the organization was to provide consultant services in the areas of marketing, management studies, and public relations. The firm has performed services for Radio Station WAOK and is involved in a project with several Emory University professors.

Upon examination of the contract between the City of Atlanta and Model Cities Mass Convention, Inc., it has been determined that under the allocation of funds, no provisions were made for consultant and contract services with third parties except for public information purposes. (See attached budget justifications). However, when combining the budget for HUD and OEO funds, all monies for training and technical assistance is to be paid out of the OEO grant and not out of the Model Cities supplemental funds. The

Memo to: Dan E. Sweat
Page Two
October 30, 1969

hiring of a management consultant firm appears to be a legitimate expenditure out of the OEO funds since these funds are provided especially to assist in the development of greater management capabilities on the part of the directors of the corporation.

Further inquiry reveals that EOA had requested of the officers of the corporation to submit personnel and administrative policies as a requirement of their contract. It appears that EOA, and not Model Cities, would be the final determinant agency with regards to the sufficiency and qualifications of the consultants.

Item 14 of the contract between the City and Model Cities Mass Convention, Inc., stipulates that all services sub-contracted to third parties must have prior approval by this office. Our Program Management Division was knowledgeable of the negotiations and had informed the proper officer that these services were eligible only under the OEO grant.

I assure you that the staff is fully cognizant of its responsibility to assure that all monies which flow through the Model Cities Program are spent wisely and effectively, thus are committed to fulfilling that obligation

Attached for your perusal is a copy of our manual on accounting and fiscal management procedures. This manual is furnished all operating agencies as a guide.

I hope that the above information has been of some benefit to you.

JCJ:vlc

Attachments

8. BUDGET

A. COST CATEGORY	B. ESTIMATED COST	C. MCA SHARE (if cost is being shared with others)
(1) PERSONNEL	\$ 58,080.00	\$ 58,080.00
(2) CONSULTANTS AND CONTRACT SERVICES	10,000.00	10,000.00
(3) TRAVEL	600.00	600.00
(4) SPACE	0	0
(5) CONSUMABLE SUPPLIES	2,400.00	2,400.00
(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	2,300.00	2,300.00
(7) OTHER:	86,000.00*	14,000.00
TOTAL	159,380.00	87,380.00

* O. E. O./HUD Grant \$74,000.00

9. APPROVAL

A. _____
Signature and Title of Authorized HUD Official

B. _____
Date

Attachment 3a
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

1. NAME OF CDA

Atlanta City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

Model Cities Resident Organization

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Model Cities Mass Convention, Inc. 673 Capitol Avenue S.W. Atlanta, Ga.

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
2. Public Information	\$10,000.00
3. Travel -- \$50.00 per month x 12	600.00
5. Consumable supplies -- Office supplies @\$200.00 per month.	2,400.00
6. Rental, Lease, or purchase of equipment - office furniture.	2,300.00
7. Other Costs: Mass Convention Development \$2,000 Assistance to Neighborhood Advisory Councils-6 @\$1,000 \$6,000 Matching funds for grant from OEO 3,600 Telephones, Utilities and janitorial services @ \$200 per month. 2,400 (Justification for supplemental funds Only)	\$14,000.00

* For personnel costs use Personnel justification form.

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

CITY OF ATLANTA



OFFICE OF MODEL CITIES PROGRAM

673 Capitol Avenue, S.W.
Atlanta, Ga. 30315
404-524-8876

Ivan Allen Jr., Mayor

J. C. Johnson, Director

ACCOUNTING AND FINANCIAL MANAGEMENT
PROCEDURES FOR OPERATING AGENCIES
AND CITIZENS PARTICIPATION ORGANIZATIONS

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PURPOSE

These instructions prescribe the accounting procedures and related fiscal requirements to be followed by agencies which are awarded contracts with the Comprehensive Demonstration Agency to administer projects or activities as approved by the Department of Housing and Urban Development.

The classification and description of accounts are the minimum required by the Comprehensive Demonstration Agency. If the agency desires to establish accounts other than these prescribed herein, such accounts shall be established as subdivisions of the prescribed accounts and should be maintained in such a way that they can be readily combined into the prescribed classifications for uniform reporting purposes.

ACCOUNTING

The operating agency shall establish and maintain on a current basis an adequate accounting system on an accrual basis in accordance with generally accepted accounting principles and standards.

The accounting system, among other things, must be adequate to enable the preparation of a statement of financial condition and a cost control statement for submission to the Comprehensive Demonstration Agency on a current and timely basis.

All such reports must be received by the Comprehensive Demonstration Agency time to permit the data contained therein to be incorporated into the CDA's records prior to the preparation and submission of its reports to HUD.

INTERNAL CONTROL

The operating agency shall maintain an adequate system of internal control. Internal control comprises the plan of organization and all of the coordinate methods and measures adopted within an organization to safeguard its assets, check the adequacy and the reliability of its accounting data, promote operating efficiency, and encourage adherence to prescribed management policies.

The characteristics of an adequate system of internal control include:

- a. A plan of organization which provides appropriate segregation of functional responsibilities.
- b. A system of authorization and record procedures adequate to provide reasonable accounting control over assets, liabilities, revenues, and expenses.
- c. Sound practices to be followed in performance of duties and functions of each of the organizational units.
- d. A degree of personnel competence commensurate with responsibilities.

An adequate system of internal control contains the following features:

- a. No person should have complete control over all phases of any significant transaction.
- b. The flow of work should be from one employee to another so that the work of the second, without duplicating that of the first, provides a check upon it.
- c. Record keeping should be separated from operations or the handling and custody of assets, such as:
 - (1) The function of receiving cash should be centralized in one person, who should not be concerned in any way with approving or certifying vouchers, acting as imprest fund cashier, preparing deposits, making disbursements, or keeping accounting records. In this connection, the person who prepares or makes deposits, approves or certifies vouchers, or disburses cash should have no access to the accounting records.

- (2) At as early a point as possible in the mail handling, preferably at the point where the envelopes are opened immediately upon receipt, all checks and negotiable instruments should be stamped with a restrictive endorsement, all cash items should be listed in duplicate, and a copy of the listing delivered to the person responsible for making bank reconciliations.
 - (3) Periodic examination and count or other review of cash balances should be made by employees who do not handle or record cash or sign checks.
- d. Physical and mechanical facilities should be used to the fullest extent possible to insure security and accuracy, such as using security vaults or safe cabinets and check writing machines.
- e. Responsibilities should be clearly established and then accounted for as close as possible.
- f. Where feasible, employees are rotated to various assignments.
- g. Other control features pertaining to cash include:
- (1) All cash receipts shall be deposited as soon as possible, preferably the day received.
 - (2) All cash receipts shall be deposited intact and for the full amount received.
 - (3) Collections and all other funds held within an office, whether pending regular deposit or in imprest funds, shall be, where possible, restrictively endorsed and kept under complete control and under proper safeguards, preferably in a fire resistant combination safe or safe-cabinet.
 - (4) Uncollectible items and the related documents shall not be handled by the person making up deposits or by the person handling accounts receivable.
 - (5) Persons preparing payrolls or time reporting records should not handle the related pay checks.

- (6) The number of bank accounts and inter-bank transfers should be kept to a minimum. A single bank account for the agency is preferred.

BOOKS OF ACCOUNT AND RECORDS

The following is a brief description of the books of accounts and records considered to be the minimum required for recording transactions relating to the project or activity. However, the agency may establish any additional accounting records it considers necessary to provide adequate financial control of its assets and liabilities and to account for project or activity cost.

- A. General ledger shall be maintained in which to record a summarization of all accounting transactions relating to the project or activity and to classify such transactions according to the accounts listed in the project or activity budget.
- B. A cash receipt and disbursement register shall be maintained for the recording of funds received in connection with the project or activity and for recording checks issued for the withdrawal of funds from the project or activity bank account. All disbursements shall be made by prenumbered checks used in numerical sequence and must be supported by appropriate documentation such as payrolls, invoices, contracts, travel vouchers, etc., evidencing the nature and propriety of each payment, and showing the approval of the project or activity director or other authorized official. If the volume of receipts and disbursements justify the separation of the cash receipts and disbursement registers, then the two should be kept separate.
- C. Journal vouchers (or the agency's suitable substitute therefor) shall be used to document and record transactions in the general ledger which are not recorded from the cash receipts and disbursement registers. Each journal voucher shall contain a complete explanation of the transaction being recorded and references to the related documents or other sources of information, if applicable. Journal vouchers shall be numbered consecutively and filed in numerical sequence. All journal vouchers shall be approved by an authorized official of the agency.
- D. Basic payroll records shall be maintained to accumulate the payroll data required by Federal, State or local law with respect to each employee, such as gross earnings, Federal income tax withheld, State or local income tax withheld, FICA withholdings, etc. The record shall also include data relating to other

deductions as may be required by the agency's personnel policies, including the employer's contribution to retirement plans, health insurance plans, etc.

- E. A record shall be maintained for each item of non-expendable property acquired for the project or activity. Non-expendable property is property which will not be consumed or lose its identity by being incorporated into another item of property, which cost \$100 or more per unit and is expected to have a useful life of one year or more. Grouping of like items, such as chairs, with an aggregate cost in excess of \$100 shall also be controlled and accounted for as non-expendable property even though the cost of a single item is less than \$100. The record shall include:

- (1) Description of the item of property, including model and serial number, if applicable.
- (2) Date of acquisition
- (3) The acquisition cost or assigned value to the project or activity.
- (4) Information as to whether the property was new or used at time of acquisition.

The aggregate of the individual costs shown on the record cards shall equal the balance in the subsidiary cost account for non-expendable property.

A physical inventory shall be taken and reconciled with the record card annually or as frequent as required by the Model Cities Program, City of Atlanta.

BRIEF DESCRIPTION OF ACCOUNT CLASSIFICATION
ACTIVITY COST

- (1) Personnel
Includes the cost of staff and support staff of the operating agency as spelled out in latest approved budget.
- (2) Consultant and Contract Services
Includes the cost of services contracted to other agencies, firms or individuals according to a written contract with the operating agency. All contracts must be in writing and must have prior approval of the CDA.
- (3) Travel
 - a. Auto allowance paid on the basis of actual mileage as spelled out in latest approved budget.
 - b. Staff travel and expenses according to latest approved budget.
- (4) Space Cost
 - a. Monthly office rental.
 - b. Telephone and telegraph expense if not included in Activity Cost (7) and contained in latest approved budget.
 - c. Fire and extended coverage insurance on building and contents if not included in activity cost (7) and contained in latest approved budget.
 - d. Utility cost if not included in activity cost (7).
 - e. Building maintenance, if not included in Activity Cost (7) and contained in latest approved budget.
- (5) Consumable Supplies
Includes the costs of blue prints, drafting materials, charts, graphics, maps, stationery and all small items of non-expendable property, the total cost of which does not exceed \$100.
- (6) Rental, lease or Purchase of Equipment
 - a. Includes rental or lease cost of equipment not on loan or not purchased.
 - b. Total cost of equipment purchased.
- (7) Other Costs
Costs not specifically covered in the above budget categories according to latest approved budget. ✓

PROJECT COST

- (8) Property Acquisition
The cost incident to the acquiring of land and structures and the cost of demolition if necessary.
- (9) Land Improvement
The cost of improving site to meet the qualifications for the

type construction anticipated.

(10) Construction

The cost of construction, rehabilitation, alteration and repair.

(11) Professional Services

The cost of professional services rendered by individuals or organization including legal, accounting and architectural services.

(12) Carrying Charges

The cost of items such as types, interest and insurance premiums incurred during construction.

(13) Other

Costs not included in the above budget categories for capital projects according to the latest approved budget.

The description of the budget categories listed above is by no means exhaustive and in instances where there are questions as to the proper classification of a transaction, the latest approved budget and budget justification break down should govern.

DISBURSEMENT PROCEDURE

1. Disbursements (other than from Petty Cash) for goods, and for services of persons or firms not payrolled by the Operating Agency shall be supported by executed purchase orders or contracts. Purchase and contract procedures should follow CDA practice and policy. Such policies and procedures shall be approved by the CDA prior to implementation.
2. Disbursements must be supported by invoices or requisitions which can readily be traced to the contract or purchase order for the services, supplies, or equipment (except as noted in Four (4) below).
3. Disbursements shall be made by pre-numbered checks countersigned by two officers unless the amount of the individual disbursement is small (under \$10) that payment from a Petty Cash Fund is more economical.
4. A Petty Cash Fund may be established for use in making payment of minor items of expense whenever it is not practicable to issue a check. An authorized official of the Operating Agency shall approve the establishment and the amount of the Petty Cash Fund. Each disbursement from the Petty Cash Fund shall be supported by a receipted bill or invoice. However, if a receipted bill or invoice is not obtainable, the disbursement shall be supported by an itemized list of the items purchased and the list shall be approved by an official of the Operating Agency other than the custodian of the fund. The Petty Cash fund shall be replenished at the end of each calendar quarter or as frequently as may otherwise be required.

ELIGIBLE AND INELIGIBLE COSTS

All cost must be reasonable and of a nature which clearly relates to the specific purposes and end product of the contract under which the services are being performed. Care must be exercised by all concerned in incurring costs to assure that expenditures conform to these general standards and the following criteria for eligibility of costs.

1. To be eligible for inclusion in the program, cost must:
 - a. Be necessary and reasonable for proper and efficient execution of the contractual requirements and in accordance with the approved budget.
 - b. Not be a general expense required to carry out regular responsibilities of the operating agency.
 - c. Be in conformance with any limitations or exclusions in these instructions, federal laws, city ordinances, or other governing limitations.
 - d. Be no more liberal than policies, procedures, and practices applied uniformly to both federally assisted and other activities of the operating agency.
 - e. Be accorded consistent treatment through application of accounting policy and procedures approved and/or prescribed herein.
 - f. Not be allocable to or included as a cost of any other federally financed program in either prior or current periods.
 - g. Be net of all applicable credits such as purchase discounts, rebates or allowances, sales of publication or materials, or other income or refunds.
 - h. Be in accordance with budgetary or other restriction of expenses established by the comprehensive Demonstration Agency (City of Atlanta) and approved by the Department of Housing and Urban Department.
 - i. Be fully documented.

- j. Comply with policies governing administrative practices, including policies with respect to employment, salary and wage rates, working hours, and holidays, fringe benefits (health and hospitalization insurance, retirement, etc.) vacation and sick leave privileges, and travel. The policies relating to the above must be in writing and approved by the governing body of the Agency, or Director, as authorized, as well as by the City. Such policies and practices should take account of situations where the operating agency is a temporary, non-governmental entity composed primarily of part-time staff which may have full-time employment elsewhere.
2. In addition to costs ineligible under the above criteria, the following costs are specifically ineligible:
- a. Accounting- Costs of maintaining central accounting records necessary for overall agency purposes, such as appropriation of fund accounts by the treasurer or similar official, are considered to be a general expense of the agency and are unallowable. However, the cost of establishing and maintaining accounting or other information systems required for the management of the contract is allowable. This includes costs incurred by central service agencies for these purposes.
 - b. Bad Debts- Any losses arising from uncollectable accounts and other claims, and related costs.
 - c. Contingencies. Contributions to a contingency reserve or any similar provision for unforeseen events.
 - d. Contributions and Donations.
 - e. Entertainment. Costs of amusements, social activities, and incidental costs, such as meals beverages, lodgings, and gratuities, relating to entertainment.
 - f. Fines and Penalties. Costs resulting from violation of or failure to comply with federal, state, and local laws and regulations.
 - g. Interest and other Financial Costs. Interest on borrowing (however represented), cost of financing and refinancing operations, and legal and professional fees paid in connection therewith.

- h. Legal expenses. Legal expenses for the prosecution of claims against the Federal Government. However, the costs of legal expenses required directly for the administration of the program are allowable.
- i. Membership Expenses. Cost of membership in an organization which devotes a substantial part of its activities to influencing legislation.
- j. Travel. Costs in excess of those allowed by the City of Atlanta for its equivalent employees. In a case, the difference in cost between first-class air accommodations and less-than-first-class air accommodations is not allowed except when less-than-first-class air accommodations are not available and is so documented.
- k. Meeting Attendance. Costs of attending meetings which are not open for attendance on a non-segregated basis.
- l. Executive Expenses. The salary and expenses of the chief executive officer of the agency are considered a cost of the agency and are not allocable in any way to the project or activity.

INSTRUCTIONS FOR COMPLETION OF MONTHLY ADMINISTERING AGENCY
PROJECT REPORTS

This report is to be delivered to Model Cities prior to the fifth day of the month following the reporting month. This deadline is imperative in order to report expenditures to HUD.

The heading of this report includes lines for Agency Name and Address, Project Name, and Project Number. The Reporting Period item should reflect beginning and ending dates (usually first to last of month) of the report. The Cum. Supplemental Expenditures item should contain a total of all funds designated supplemental which have been expended on the project to date. The Cash Received item refers to supplemental funds that have been deposited to your agency. The Balance item should reflect the amount of supplemental funds expended but not yet received by your agency.

The Cost Statement section of the report is a breakdown of expenditures by line item and by source of funds. For projects which receive supplemental funds, costs for each line item for the Current Period should be listed. These should be broken down between Supplemental funds and Other funds if the project or activity is jointly funded.

For projects that do not involve the use of Model Cities supplemental funds, it is requested that a total amount expended on the project for the current period be entered by line item 13 (non-contracted agency).

Under the Cummulative Total column, funds expended to date on the project should be broken down in the same manner as current period expenditures.

The Work Program Status section of the Administering Agency Project Report is designed to report against the Project Work Program which was formulated by your agency in cooperation with Model Cities Personnel. Each month the various tasks listed on the work program should be analyzed to determine if they are being started and completed in the planned time frame.

Any tasks which will have different start and complete dates should be listed under the "Description of Task" column of the agency project report. The applicable revised start and complete dates should then be entered in the reporting month, that task should be entered under the "Description of Task" column and the actual complete date shown.

Start or complete dates for a task will be considered on schedule if they are within three weeks of the originally planned time frame. A variance of more than three weeks in a task should be reported as described above. Every effort should be made to report time revisions as soon as they become evident. For example, if it becomes apparent that some operational phase of a project will be delayed due to problems in acquiring equipment, this should be reported as soon as it is known rather than at the time the operational phase is to begin.

The Project Highlights section of the report should be used to briefly summarize project activity for the month and to list any unusual circumstances concerning the project. Amplifying information about revised start or complete dates should also be given in this section. An example of a completed Administering Agency Project Report follows these instructions.

ADMINISTERING AGENCY PROJECT REPORT

AGENCY Georgia State Employment Service PROJECT Employer Services
 ADDRESS No. 1 Peachtree Room 408
Atlanta, Georgia 30301 NUMBER

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REPORTING PERIOD:	CUM. SUPPLEMENTAL EXPENDITURES	CASH RECEIVED	BALANCE
FROM <u>8/1/69</u> TO <u>8/31/69</u>	<u>\$30,000</u>	<u>\$25,000</u>	<u>\$5,000</u>

COST STATEMENT		CURRENT PERIOD		CUMMULATIVE TOTAL	
COST CATEGORY	CODE	SUPPLEMENTAL	OTHER	SUPPLEMENTAL	OTHER
PERSONNEL	01	10,000	5,000	20,000	10,000
CONSULTANTS, CONT SERV	02	-0-	1,000	2,000	1,000
TRAVEL	03				
SPACE	04	1,500		3,000	
CONSUMABLE SUPPLIES	05	300		1,000	
RENT, LEASE, PURCH EQP	06	500	1,000	4,000	2,000
OTHER	07				
PROPERTY ACQUISITION	08				
LAND IMPROVEMENTS	09				
CONSTRUCTION	10				
PROFESSIONAL SERV	11				
CARRYING CHARGES	12				
NON-CONTRACTED AGENCY	13				
TOTAL		12,300	7,000	30,000	13,000

WORK PROGRAM STATUS	ACTUAL	REVISED	REVISED
DESCRIPTION OF TASK	COMPLETE	START	COMPLETE
Occupy temporary facility		9/8/69	9/19/69
Establish contact with 66 employers in MNA		10/6/69	4/30/70
Acquire supplies	8/15/69		
Personnel orientation	8/20/69		

PROJECT HIGHLIGHTS: During the month of August project personnel were given orientation sessions concerning project tasks and objectives. All supplies have been purchased, but occupation of the temporary facility is being delayed due to a carpenter's strike. This delay will also delay establishing contacts with employers. Sample inquiries to employers have produced enthusiastic responses and it appears that the project will exceed its objective of developing 200 jobs.

(USE REVERSE, IF REQUIRED)

THE UNDERSIGNED CERTIFIES THAT THE ABOVE INFORMATION IS CORRECT.

SIGNATURE AND TITLE John C. Smith, Director DATE Sept. 2, 1969
 (FORM MOD. 9)

CITY OF ATLANTA



October 7, 1969

OFFICE OF MODEL CITIES PROGRAM
673 Capitol Avenue, S.W.
Atlanta, Ga. 30315
(404) 577-5200

Ivan Allen Jr., Mayor
J. C. Johnson, Director

Dr. John W. Letson
Superintendent
Atlanta Public Schools
224 Central Avenue, S. W.
Atlanta, Georgia 30303

To Don Sweet

RE: Requested Contract
Revisions and Disposition

Dear Dr. Letson:

The contract between the Atlanta Board of Education (Agency) and the City of Atlanta (CDA) states that the Agency must have prior approval by the CDA on any shift of funds that significantly changes the approved program and/or exceeds 10% of the line item total from which the funds are being removed or to which added. The following statements indicate the action taken by the CDA with regards to the revisions requested by the Atlanta Board of Education.

The CDA does not approve the proposed changes in projects ED-005N and ED-041C. It was proposed that \$30,000 be shifted from ED-005N to ED-041C. The approved original budgets are attached herein. We are happy to know that only two temporary units will be required thereby reflecting a savings of \$30,000.

The CDA approves the proposed changes on project ED-020C, but with some modification. The shift of funds proposed by the Agency involved \$4,000 being shifted from personnel, with \$3,000 added to consumable supplies and \$1,000 added to equipment. Inasmuch as this proposed change could not be adequate to meet present equipment expenditures (as indicated by Agency's August Project Report), CDA proposes that \$1,374 be shifted to equipment with \$2,626 going to consumable supplies. This change does not effect the total cost of the project. This approved budget is included herein.

Dr. John W. Letson
Page Two
October 7, 1969

The CDA approves the proposed changes in project ED-021C. This involves removing \$5,978 from personnel and adding \$4,738 for instructional equipment costs, \$400 for office equipment, and \$840 for mileage. Also, the number of lead teachers is reduced from eight to seven in order to create the position of Model Cities Coordinator. These changes do not affect the total cost of the project. The approved budget is included herein.

With regards to the proposed changes in project ED-022C, the CDA approves the addition of three teacher aides. However, the CDA does not approve the adding of \$1,620 to travel. The funds are to remain in personnel. The CDA approves the adding of \$396 for telephone service. Telephone service is included in the space cost line item. These changes do not affect the overall total the total cost of the project. The approved budget is included herein.

The CDA approves the changes in project ED-024N. The number of Extended Day Programs is reduced from five to four, and consultants and contract services will be covered by In-Service Training funds. These changes allows \$49,287 to be removed and to be allocated as follows: \$16,500 added to food; \$12,543 added for labor; \$6,649 added for custodial services; \$2,000 added for consumable supplies; \$4,000 added for equipment; \$6,768 added for three additional teachers aides; \$584 for telephone services; and \$243 added to travel. The approved budget with costs in the appropriate line items is included herein.

The CDA approves the changes in project ED-025N. It was proposed to reduce the number of pre-school programs from nine to eight. This allows additional funds to be used for food, labor for food preparation, equipment, custodial services, field trips, and substitute teacher aides. These changes only involve the shifting of funds and does not alter the total cost of the project. The approved budget with costs in the appropriate line items is included herein.

The CDA approves the proposed changes in project ED-039N. These changes include removing \$14,813 from personnel, and distributed as follows: Consultants and Contract Services, \$3,000; Travel, \$2,000; Consumable Supplies, \$3,500; Rental, Lease, Purchase of Equipment, \$6,000; Custodial Services, \$813. The approved budget with costs in the appropriate line items is included herein.

Dr. John W. Letson
Page Three
October 7, 1969

The attached budgets control all future expenditures specified as authorized revisions.

We are encouraged to know that many staff positions were over-budgeted and will reflect considerable savings.

Sincerely,

A handwritten signature in dark ink, appearing to read "Johnny C. Johnson", with a long horizontal flourish extending to the right.

Johnny C. Johnson
Executive Director

vlc

cc: Mayor Ivan Allen, Jr. ✓
Model Cities Executive Board
Members

MODEL CITIES BOARD TRAINING PROGRAM

University of Tennessee at Chattanooga
Guerry Center
August 9, 1969

Welcome	Dr. William H. Masterson, Chancellor University of Tennessee at Chattanooga
Introduction of Guests	Mr. Roy Batchelor, Director Urban Affairs University of Tennessee at Chattanooga
Overview-Model Cities Training Program	Dr. Charles Hyder, Director Model Cities Training Program Dr. Robert Welch Model Cities Training Program
Introduction of Consultant	Dr. John Dyer Federal Program Coordinator and Acting Director Chattanooga Model Cities
Address	Mr. Dan Sweatt Chief Administrative Officer City of Atlanta

AGENDA

9:45. . Model Neighborhood Area Representatives. . . Betty Blocker Lounge
9:45. . Non-Model Neighborhood Area Representatives. . . Conference Room
10:30. Coffee Break. Snack Bar
10:45. Simulation Exercise. Conference Room #1

STATEMENT OF MAYOR BENDER
ON MODEL CITIES PROGRAM
August 1, 1969

The Model Cities Program is a cooperative effort among the Federal Government, State Government, the City Government and the residents who live in the Model Neighborhood Area. As such, the specific program designed to correct the problems in the Model Neighborhood Area will be a product of the cooperative effort of all those involved.

On August 2nd, the 25 members of the CDA Board who will represent the citizens of the Model Neighborhood Area will be elected. Every resident of the Area should plan to vote in his district at one of the polling places listed below. Never has an election been held in this Area which affected the lives of its residents more directly and significantly than will this one. In order to vote in the election, residents must be registered with the Model Cities Program.

Registration has been conducted (1) house-to-house in the Model Neighborhood, (2) at the centers listed below during July and, (3) at the Model Cities Office, 1418 McCallie Avenue between the hours of 8:30 a.m. and 5:00 p.m. for the past month. As of July 30, 1969, the following numbers of people had registered.

DISTRICT I	655
DISTRICT II	592
DISTRICT III	1302
DISTRICT IV	380
DISTRICT V	564
DISTRICT VI	537
DISTRICT VII	1066

TOTAL REGISTERED VOTERS 5096

It is estimated that 70% of the MNA population over 18 is registered to vote. In other Model Cities around the country the level of resident participation has averaged 10% to 15%.

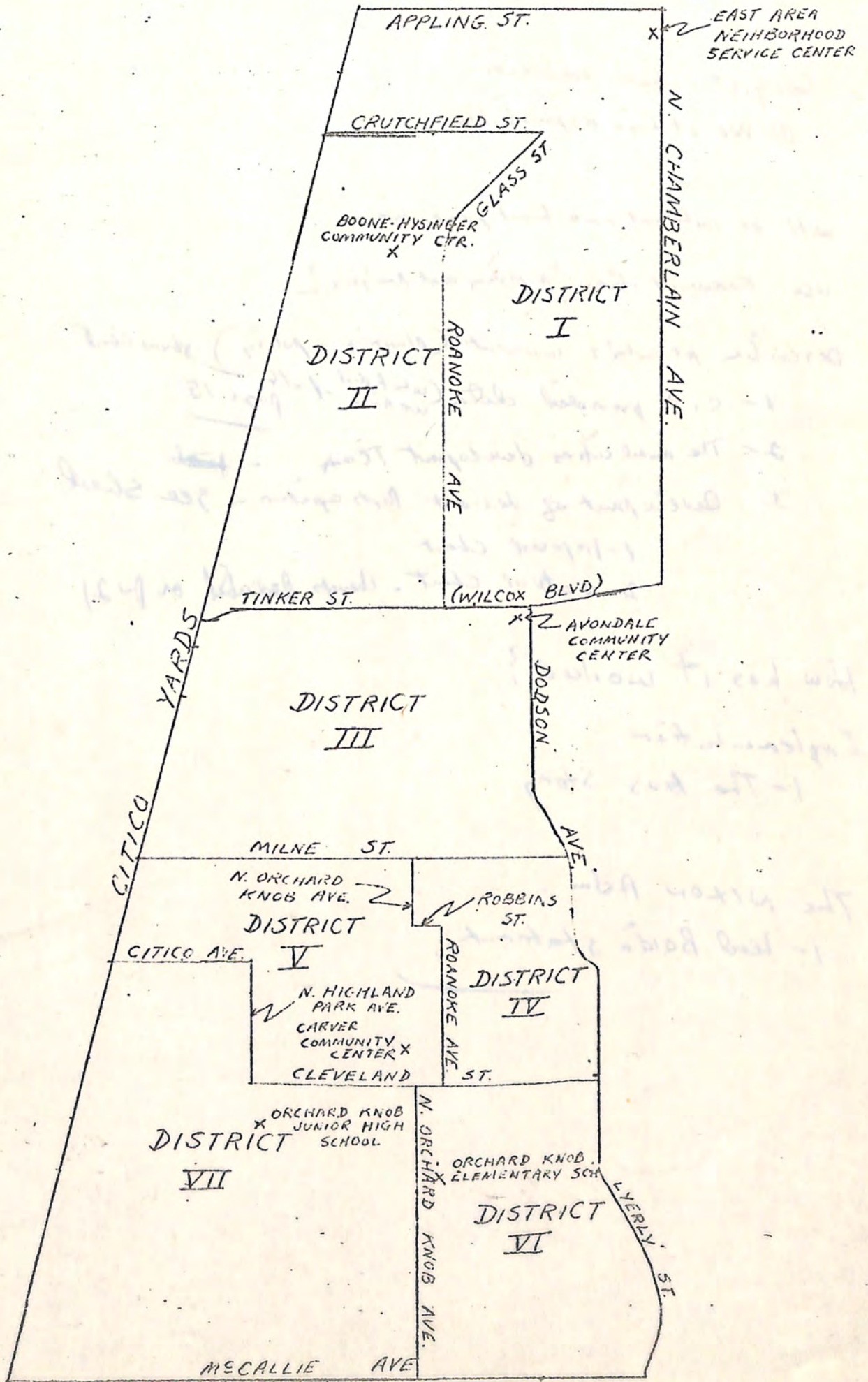
Voting will be on August 2, 1969 from 9:00 a.m. until 9:00 p.m. at the following places which are shown on the attached map.

District I	East Area Neighborhood Service Center
District II	Boone-Hysinger Community Center
District III	Avondale Community Center
District IV	Carver Community Center
District V	Carver Community Center
District VI	Orchard Knob Elementary School
District VII	Orchard Knob Jr. High School

One key to the success of the Model Cities Program is the direct participation of the citizens of the Model Neighborhood Area. The fact is that the Model Cities Program cannot succeed without the participation of a significant number of the residents of the MNA. I want to urge each and every voter registered to participate in

PAGE THREE

the ModelCities Program to vote on August 2, 1969 at the appropriate voting place.



#1 Congratulations on Election

① Role of high responsibility.

2 - will be informal - no formal presentation

3 - Use Foreword from "A History and Analysis..."

4 - Describe Atlanta's involvement - (planning - policy) show chart

1 - CIP provided data (what did we find) 1-16 page 15

2 - The model cities development Team - ~~not~~

3 - Development of Resident Participation - see sheet.

1 - proposed chart

2 - actual chart - changes described on p 21

5 - How has it worked?

6 - Implementation

1 - The Bus Story

7 - The Nixon Adm.

1 - Fred Beida statement

MODEL CITIES TRAINING PROGRAM

The Model Cities Training Program - The first of its kind in the country - is a ten (10) session course to be conducted in seminar form under the direction of the University of Tennessee at Chattanooga. The major objective of the Model Cities Training Program is the enablement of the fifty members of the C.D.A. Board of Directors to function as a cohesive administrative body while simultaneously encouraging the attainment or retention of individual identity with those various sponsoring groups whom it is the board members' responsibility to represent. This objective can best be achieved by enabling the participants to:

1. acquire knowledge of the actual structure of the Model Cities organization and the objectives of the program.
2. develop an awareness of the decision-making process in terms of selecting acceptable alternatives to recognized problems confronting the CDA Board.
3. Establishing and maintaining an organizational esprit' de corps' which on one hand will enable each CDA Board participant to maintain his identity and ties within his own sphere of the community, and yet permit him to make decisions based on a total commitment to an overall achievement of the organizational goals.

This series of seminars utilizing consultants, applying dynamic and innovative educational techniques, and involving expertise from as many pertinent sources as are available is, like the Model Cities Program itself, a demonstration project. Because there is little national experience in training programs such as the one described, the emphasis in the Chattanooga program will be on experimentation and innovation. As might be expected of an experimental undertaking, it will be subject to regular observation, monitoring, and evaluation of its effectiveness in terms of the goals it seeks to fulfill. It should be understood that this

continuous evaluative process is a testing process of the training program and its staff, as well as of the participants.

The first session of the program will meet Saturday, August 9, 1969, at the campus of U.T.C. as will the following nine sessions on the following nine consecutive Saturdays. A suggested structure and content of each session is found in Appendices I thru X. Each consultant, however, may modify or re-structure the seminar to achieve the objectives as outlined.

Funding for this training program has been secured under the provisions of Title I of the Higher Education Act from the Department of Health, Education and Welfare; Institutional monies of U.T.C.; and funds from the Model Cities Planning Grant.

The expectation is that the experience and information derived from the program will contribute significantly to the effectiveness of the C.D.A. Board as a decisive administrative body. It is hoped, also, that from this Model Cities Training Program there will emerge a body of knowledge and experience which will be of value not only in Chattanooga, but in other cities as well.

OBJECTIVES

The success of the Model Cities Program to a large degree depends upon the ability and willingness of the C.D.A. Board to discharge effectively its responsibility as chief administrative body of the Chattanooga Model Cities Program. As administrators who are responsible for the planning and implementation of the total Model Cities Program, CDA Board members must be sufficiently equipped (1) with the necessary skills, tools, and information related to all aspects of the Model Cities Program; (2) with an understanding of the Model Cities Program and its relationship to city government and other agencies in the urban area--both private and public; and (3) with methodology and dynamics of decision-making.

To this end, the Model Cities Training and Orientation Seminar Program is designed:

1. To insure that the C.D.A. Board members will be aware of their roles in the Model Cities Program.
2. To provide C.D.A. Board members with sufficient and relevant information concerning the Model Cities concept and method.
3. To insure that C.D.A. Board members are familiar with the Model Cities structure, both nationally and locally.
4. To provide C.D.A. Board members with pertinent data concerning the HUD guidelines as related to the Model Cities Program.
5. To provide C.D.A. Board members with relevant information concerning specific problems and program areas to be dealt with in the Model Neighborhood area.

Further, this program is designed to foster competency and sound judgement on the part of the Board members by providing them with training exercises and experiences in problem-solving and decision-making. No Board with a membership so varied as that of the C.D.A. Board can effectively discharge its duties and

responsibilities unless its members develop a oneness of mind and purpose. It is the intent of this program to provide structured experiences for the fifty participating CDA Board members--members with varied backgrounds, wide ranges of experiences, different levels of educational attainment, and diverse interests--which will enable the Board to function as a cohesive unit with mutual interests and common goals; one dedicated to solving the problems of the Model Neighborhood and its people.

FINANCIAL ASSISTANCE

While there is no stipend or other form of compensation for attending these training and orientation seminars, there is available for all members financial assistance in the form of payments or reimbursements for all expenses incurred while attending these 10 sessions. If you spend or need any monies for child-care, transportation, food, or lose money for being off your job, you may qualify for financial assistance. As a member of the C.D.A. Board you are rendering to the citizens of this community a valuable service; thus you should not be penalized financially in connection with your services on the C.D.A. Board.

A simple voucher will be provided at each session. Simply list the expenses incurred by you and bring, send, or mail to the Model Cities Office at 1418 McCallie Avenue.

CITIZEN PARTICIPATION AND TECHNICAL ASSISTANCE

Perhaps the essential premise upon which the Model Cities Program rests and the assumption which contributes most to its unique character is the belief that maximum benefit can be derived only when there is maximum participation in planning, policy formation, and implementation by those whose lives and futures will be affected by the program.

One of the basic elements of an honest invitation for citizen participation is the offer of technical assistance to the citizens; the failure to provide such assistance would render the concept of genuine neighborhood involvement meaningless, since there can be no partnership, or involvement, when one of the parties lacks the technical expertise to make informed judgements.

In City Demonstration Agency Letter No. 3, October 30, 1967, the Department of Housing and Urban Development established performance standards for citizen participation in the Model Cities Program. Among the major points contained in these standards is that of technical assistance:

.....The structure must have the technical capacity for making knowledgeable decisions.....Some form of professional technical assistance in a manner agreed to by neighborhood residents shall be provided."

MODEL CITIES COMMUNITY DEVELOPMENT ADMINISTRATION BOARD
ORIENTATION SEMINAR

- August 9 1. An Overview of Model Cities
- A. History of Model Cities Program, National and Local
 - B. Philosophy of Model Cities Program
 - C. HUD guidelines and performance standards
 - D. The Demonstration Cities and Metropolitan Development Act of 1966, as amended
- August 16 1. Board Decision Making - Theory and Practice
- A. Value and fact in decision making
 - B. Responsibility, Responsiveness, and Authority
 - C. "The Hidden Agenda"
- August 23 1. Organization of the Model City Program in Chattanooga
- A. Role of local government
 - B. Role of CDA Board
 - C. Role of other agencies
 - D. Role of citizens
- August 30 1. The Model Cities Planning Year
- A. Plan submission requirements
 - B. Role of Model Cities staff
 - C. Role of CDA Board
 - D. Role of Citizen participation structure
 - E. Problem analysis
 - F. Goals and objectives
 - G. Priorities
 - H. Budgeting

- September 6 1. Model City Planning Concepts and Approaches
- A. Substantive Planning
 - B. Procedural Planning
 - C. Executory Planning
 - D. Planning and review in the process of composite decision-making
- September 13 1. The Model Cities Five Year Financial Plan
- A. The "Demonstration" concept
 - B. What is meant by the statement: "The program should make a substantial impact on the physical, economic, and social problems in the Model Neighborhood Area."
 - C. The role of the Model Cities staff
 - D. The role of the CDA Board
 - E. Technical assistance arrangements
 - F. Possible structuring arrangements
- September 20 1. Role of Board, Staff, Citizens Participation Structure, and Technical Assistance in Model Cities
- A. Areas in which assistance may be called
 - B. Kinds of assistance available
 - C. Mechanics of reimbursement of technical assistants
 - D. Reason for provision of assistance
- September 27 1. The First Year Action Program
- A. Program Development
 - B. Program Management
 - C. Program Monitoring
 - D. Program Evaluation

- October 8
1. Coordination, Information Systems, and Evaluation of federal programs in Chattanooga
 - A. Concept of Coordination and information system
 - B. CEP, CAP, NSIP, and coordination
 - C. Relationship of each program to Model Cities
 - D. The mechanics of federal programs - planning, programming, funding, implementation

- October 11
1. Problem Solving and Group Interaction
 - A. Respect for the opinion of others
 - B. Sensitivity to the needs and limitations of others
 - C. Setting group goals and making orderly progress
 - D. Democratic participation
 - E. Expediency and Compromise

OPERATIONAL FORMAT
MODEL CITIES TRAINING PROGRAM

The CDA Board, comprised of 50 people of varied backgrounds, abilities and interests, must be brought to function effectively as a unit during and after a series of ten weekly orientation meetings. This training program will be characterized, in terms of format, by strict adherence to time schedules (in order to make the best use of limited time) and by flexibility in the formulation and implementation of the format. The board will be divided during part of the training session to permit model neighborhood area representatives-- half the board -- to receive special orientation dealing with the broad area of citizen participation; the other group, non-MNA representatives, will also receive group training during this period.

Meetings will be held each Saturday, August 9 through October 11, on the campus of UTC. The tentative program day for the ten meetings will proceed according to the following schedule.

- 8:30-9:45 Board meets together with Special Area Consultant.
- 9:45-10:30 MNA representative meet together with Consultant rotating.
- 9:45-10:30 Non-MNA members meet together.
- 10:30-10:45 Coffee Break.
- 10:45-11:15 Board meets together Simulation exercise presented.
- 11:15-12:30 Small group discussion.

The format may be modified after the first two meetings to permit a greater degree of flexibility in the utilization of the consultants and other technical assistance. For each Saturday's seminars a special area consultant will be retained and he will be at liberty to adapt the format to his needs since he will be in charge of that day's program.

After consultation with the consultant for each week's program, a detailed activity schedule will be written for the day and submitted to board members at least a week in advance for their concurrence.

EVALUATION

An essential element of the orientation program is the process by which it is evaluated. Apart from the obvious benefits of such an evaluative process to the program itself and to its participants, is that such a process will doubtless be a determining factor in the feasibility of the use of such a program elsewhere.

Areas to be evaluated are: (1) attitudinal changes among the participants; (2) retention and scope of factual materials presented; and (3) progress in the areas of decision-making and problem-solving.

It is felt that evaluations should take place at the beginning of the program, at the termination of the program and as often during the program as is felt necessary.

APPENDIX I

August 9

8:30-9:15 CDA Board meets Special Area Consultant.

9:15-10:30 MNA and Consultant.

9:15-10:30 Non-MNA members and Consultant.

Each group will elect leader to act as chairman and member to serve as recorder and/or reporter. Sessions will be taped, both MNA and Non-MNA groups will be discussion seminars with two-fold purpose:

1. To enable participants to participate in some decision making process in terms of organization-election of chairman and recorder.
2. To discuss the implication of the consultant's morning presentation in terms of the "50" and what effect the group could have on the Greater Chattanooga-"Think Tank" for what could take place through 1975.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise based on weekly format-i.e., a pictorial representation of a philosophy expressing opposition to the need for a Model Cities Program in Chattanooga. This will also be structured to serve as a catalyst for a sensitivity exercise.

11:15-12:30 Five small discussion groups will be formed-leaders and recorders will be elected by each group. Tapes provided for some--Video Tapes of others. Discussion will proceed on the basis of attempting to formulate an acceptable decision concerning the nature of the pictorial presentation. Membership will remain the same for first five session-then random selection of five new groups. Board members will reform as CDA Board during last 20 minutes of the program. Brief report from each group chairman or recorder. Remainder

August 9

of period spent in obtaining the consensus of the "50" in terms of decision(s) acceptable to the group.

APPENDIX II

August 16

8:30-9:15 CDA Board and Consultant.

9:15-10:30 NMA Board and Consultant.

9:15-10:30 Non-NMA Board and Consultant.

Two groups meet independently, elect chairmen and recorders, discuss their unique role as individuals in the total decision-making structure of the CDA Board. Reports of chairmen of the two groups, Discussion and critique of the reports in terms of total interaction of the participants.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise.

Role Playing--Exercise designed to enhance the authoritative structure of an organization in terms of decision-making.

11:15-12:30 Five Reports--CDA Board structures a model for interaction based on principles acceptable to the total Board.

APPENDIX III

August 23

8:30-9:45 CDA Board meets Special Consultant.

9:45-10:30 MNA and Consultant.

9:45-10:30 Non-MNA members.

Election of chairman and recorder. Discussion seminars for both groups.

Two-fold purpose:

1. To participate in decision making process by electing chairman.
2. To discuss an issue as unique to the groups, i.e.; the MNA members and the effort of non-participation in decision-making in the Chattanooga City Government--the Non-MNA members and the desirability of being in a position to effect a decision with the city government.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise. Role playing by selected group.

"Militant Citizens"--a confrontation between a group of citizens and inadequate police protection or an inadequate school curriculum. Problem based on Economics--How to cope with securing employment.

11:15-12:30 Five discussion groups--elect leader and recorder. Discuss acceptable solution to the problem presented. Simulators available for question period. Report of the recorders to the full CDA Board. An attempt will be made to obtain a consensus of opinion as to the better solution. Use Video Tape Recorder to record the decision-making process. Use last 15 minutes for self-evaluation of problem.

APPENDIX IV

August 30

8:30-9:45 CDA Board meets Special Area Consultant.

9:45-10:30 NMA and Consultant.

9:45-10:30 Non-Members NMA.

Each group elects chairman and recorder. Sessions taped. Seminar discussion concerning each groups' uniqueness in terms of the consultant's presentation.

Two-fold purpose:

1. To strengthen total participation of all members of the group.
2. To discuss the decision-making process as related to NMA and Non-NMA.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise. 35 mm pictorial presentation of a "Citizen's Participation Structure" which does not reflect the goals of the Model City Program. Problem of making acceptable decision by the group is presented to the CDA Board.

11:15-12:30 Small group discussion of simulation exercise--5 leaders and recorders are elected. Discussion will proceed on the basis of:

1. How could the structure of the board be changed to make the board more effective?
2. What alternatives are available to the group in terms of making an acceptable decision as posed by the problem.

Brief report from Chairman--Remainder of time spent by CDA Board making a decision based on data presented in problem.

APPENDIX V

September 6

8:30-9:45 CDA Board meets Special Consultant.

9:45-10:30 MNA and Consultant.

9:45-10:30 Non-MNA and Consultant.

Each group elect leader and recorder. Each group will decide the most serious problem confronting the CDA Board in terms of the consultant's discussion.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise "Conflicting Priorities" a pictorial representation of priorities being established with adequate participation of the area citizenry.

11:15-12:30 Small group seminars. Elect chairmen and recorders. Each group establish priorities. CDA group meets. Chairmen report briefly. CDA attempts to establish priorities acceptable to total Board.

APPENDIX VI

September 13

8:30-9:45 CDA Board meets Special Area Consultant.

9:45-10:30 MNA and Consultant.

9:45-10:30 Non-MNA and Consultant.

Two-fold purpose:

1. Each group elect chairman and recorder.
2. Each group discuss the role of the total CDA Board and "Substantive Impost" with specific reference to (a) physical problems; (b) economic problems; (c) social problems. (Use Video if available)

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise--Hypothetical Problem presented to CDA participants. Short skit developed for purposes of dramatizing a specific problem arising within the Model Area.

11:15-12:30 Small group discussion of problem and solutions. CDA Board meets as unit. Brief reports from recorders. An Analysis of the problem by total group and an acceptance or rejection of the five solutions--a consensus of the group is formed in terms of articulating a decision by the total group. (taped)

APPENDIX VII

September 20

8:30-9:45 CDA Board meets Special Area Consultant.

9:45-10:30 NMA and Consultant.

9:45-10:30 Non-NMA and Consultant.

Two-fold purpose:

1. Election of chairman and recorder.
2. Group discussion implement the discussion of the CDA to the three specific areas as seen by the two groups--city government, neighborhood, and Model City Staff.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise.

Exercise-pictorial will present a problem (5) which will involve a high degree of polarization of three areas of interest groups--governmental officials, neighborhood organization, and Model City Staff.

11:15-12:30 Small group (5) discussion with leader and recorder. An analysis of the problem(s) and alternatives available to the total CDA group as seen by the small group. Report of five chairmen: An analysis by the CDA group as a committee of the whole--What is acceptable in terms of a decision to the pictorial problem.

APPENDIX VIII

September 27

8:30-9:15 CDA Board meets Special Area Consultant.

9:15-10:30 MMA and Consultant.

9:15-10:30 Non-MMA and Consultant.

Each group meets:

1. To elect chairman and recorder.
2. To discuss specific questions arising out of the consultant's presentation with an emphasis on the uniqueness of interactions as applicable to each group.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise.

Pictorial presentation of problems which set the stage for problem-solving in the area of technical assistance.

11:15-12:30 Five groups discuss and formulate action program based on technical assistance. CDA Board meets as a group. Five chairmen report to CDA Board. Discussion of conclusion by total Board.

APPENDIX IX

October 4

8:30-9:45 CDA Board meets Special Area Consultant.

9:45-10:30 MNA Board members and Consultant.

9:45-10:30 Non-MNA Board members and Consultant.

1. Elect leader and recorder.
2. Implementation of discussion by consultant with emphasis on relationship and coordination.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Activity. Pictorial presentation of a hypothetical case of the inability of a board to make a decision because of an inadequate coordination and information structure within the total organization.

(another agency(ies) within the Model Neighborhood Area)

11:15-12:30 Small discussion groups. Elect chairman and recorder. Tape discussion groups. Purpose of group is to analyze the problem presented in the simulated experience and attempt to select alternate solutions in terms of a value determinant. Comparison of solutions by group presentation. A solution of a better solution by the CDA Board.

APPENDIX X

October 11

8:30-9:45 CDA Board and Consultant.

9:45-10:30 NMA and Consultant.

9:45-10:30 Non-Members and Consultant.

1. Election of Leader.

2. Continuation of Consultant's theme in terms of:

(1) Sensitivity to needs of all members of the CDA Board.

(2) An examination of the group's responsibility in setting group goals and making progress.

10:30-10:45 Coffee Break.

10:45-11:15 Simulation Exercise. Selected group portraying a group of representative young people of the Model Neighborhood Area Theme of simulation exercise is a direct confrontation between one segment of the MMA and the CDA Board. Implications for authoritarian decision-making and participatory decision-making are pictorially portrayed to the group.

11:15-12:30 Small group discussion. Election of group leader and recorder. An analysis of the types of decision-making as portrayed with an attempt to structure a more acceptable process for arriving at a decision. Tape. CDA group report to the CDA group by chairmen. The CDA, acting as a unit, is pressured to formulate definitive goals for the group with negative stimulation being constantly provided by external force--Consultant or member of the Model Cities Team. Reaction of group in terms of cohesiveness as a decision-making body. Video tape.

MODEL CITIES TRAINING PROGRAM

University of Tennessee at Chattanooga
Chattanooga, Tennessee

The Model Cities Training Program, one of the first of its kind in the country, is a ten session course to be conducted in seminar form under the direction of the University of Tennessee at Chattanooga. The major objective of the Model Cities Training Program is the enablement of the fifty members of the C.D.A. Board of Directors to function as a cohesive policy-making body while simultaneously encouraging the attainment or retention of individual identity with those various sponsoring groups whom it is the board members' responsibility to represent. This objective can best be achieved by enabling the participants to: (1) acquire knowledge of the actual structure of the Model Cities organization and the objectives of the program; (2) develop an awareness of the decision-making process in terms of selecting acceptable alternatives to recognized problems confronting the CDA Board; and, (3) establishing and maintaining an organizational esprit' de corps' which on one hand will enable each CDA Board participant to maintain his identity and ties within his own sphere of the community, and yet permit him to make decisions based on a total commitment to an overall achievement of the organizational goals.

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Resident Involvement During Planning Process

In December 1967 the residents of the Model Neighborhood Area selected the structure that they felt would be the most workable and representative of the six neighborhoods that make up the Atlanta Model Cities Program. (see figure on community structure).

Mass Convention

The Mass Convention is open to all Model Neighborhood Area residents. Here the citizens have an opportunity to hear the progress made to improve their community and to voice their views on the Model Cities Program. The Mass Convention also guarantees to every Model Neighborhood Area resident that all elections that relate to the organization of the Model Neighborhood Area will be conducted in an orderly and democratic manner. The Mass Convention also symbolizes the idea that the Model Neighborhood Area is a unified community with many similar assets and liabilities in each of the six concerned neighborhoods.

Executive Board

The 14 member Executive Board is the policy making body in the Model Cities organization. It is composed of six neighborhood residents. (One elected representative from each of six neighborhoods within the Model Neighborhood Area). In addition to the six citizens, it includes the following: Mayor of the City of Atlanta, one citizen representing the Atlanta Negro community, one citizen from the general Atlanta Community, one representative from the Atlanta Board of Education, one representative from the State of Georgia, two Aldermen from the City of Atlanta, and the Fulton County Commission Chairman.

Steering Committee

The 16 member citizen's Steering Committee serves as the Mass Convention when it is not in session. It accepts recommendations and proposals from each of the six neighborhoods. It will bring these recommendations and proposals to the Mass Convention and the Executive Board. The Steering Committee is also responsible for developing an effective citizen organization in each of the six neighborhoods.

It is composed of the four Mass Convention officers, six neighborhood vice chairmen (one elected from each of the six neighborhoods) and six residents who serve on the Executive Board.

Neighborhood Advisory Councils

The Neighborhood Advisory Council structure is designed to organize citizens at the neighborhood level. The residents decided to use three basic structures of organization. Adair Park elected its representatives on an area-wide basis. Grant Park and Peoplestown elected their representatives on a district basis. Mechanicsville, Pittsburgh, and Summerhill elected its representatives through the block structure.

The basic function of the councils is to coordinate all activity in the neighborhood and to be sure that all operating and standing committees are functioning at maximum efficiency.

Operating Committees

Each of the six neighborhoods has 11 operating committees for the following program areas: Health, Education, Welfare and Social Services, Housing, Relocation, Design and Preservation Physical Improvements, Public Facilities, Employment, Crime Prevention and Recreation. These committees played a valuable role in the planning phase of Model Cities Programs through working with planners in identifying problems and suggesting solutions to solve these problems.

The Operating Committees work closely with the Neighborhood Advisory Council so that all proposals from the community will be coordinated through the council. Membership on the Operating Committees is open to any resident of the neighborhood.

Standing Committees

The Standing Committees serve as the organizational arm for the Mass Convention and the six neighborhoods within Atlanta's Model Neighborhood Area. There are seven committees (Boundary, Credentials, Nominations, Program, Organization, Resolutions, and Constitution and By-Laws). Each neighborhood has three representatives on each committee.

Technical Advisory Board

The purpose of the Technical Advisory Board is to review the plans of the residents and planners, and to offer technical advice. Members are representatives of various community organizations. Total membership is open-ended, allowing the Model Cities Program Director to appoint anyone who might aid the program.

Name tags - turn in at end.

Group A

Small-Group Work for Session I of Model Cities Training Program

Elect group leader or spokesman - Mr. Pettyjohn
Make list of names of participants

Our work in groups of ten (10) has three purposes:

- 1) to help the participants to get better acquainted with each other;
- 2) to help them examine their own thoughts and feelings about the Model Cities program and their role as board members;
- 3) to provide us as planners of the training program with information about the participants' knowledge, needs and attitudes regarding the Model Cities program and the training program itself.

The content of each group session will consist of consideration of three questions:

- 1) "Suppose someone stopped you on the street or confronted you in a meeting with the question, "What makes you think you're qualified to be on the Model Cities board?" What would be your answer?"
- 2) "Suppose we gave each of you a \$1,000 grant, to be used in any way you choose, to better prepare yourself for participation in the Model Cities board. How would you use the money?"
- 3) "Suppose that you ¹ten people are the Model Cities Board, and that you were offered the answers to three (and only three) questions about the Model Neighborhood Area. What three questions would you as a Board ask?"

The first two questions are to be answered by each member of the group individually. (Group discussion could follow the individual answers if that seems natural.) The answer to the third question should be arrived at by consensus of the group.

Total time available for the group discussion is 100 minutes, allowing about 30 minutes for consideration of each question. This is a flexible standard, however, and if a lively discussion develops around one question or another, the leader need not cut it off for the sake of covering all three questions.



HENRY L. BOWEN
CITY ATTORNEY
FERRIN Y. MATHEWS
ASSISTANT CITY ATTORNEY

JUL 18 REC'D
CITY OF ATLANTA

DEPARTMENT OF LAW
2614 FIRST NATIONAL BANK BUILDING
ATLANTA, GEORGIA 30303

July 16, 1969

ROBERT S. WIGGINS
MARTIN MCFARLAND
EDWIN L. STERNE
RALPH C. JENKINS
JOHN E. DOUGHERTY
CHARLES M. LOKEY
THOMAS F. CHOYCE
JAMES B. PILCHER
ASSOCIATE CITY ATTORNEYS

HORACE T. WARD
DEPUTY CITY ATTORNEY

ROBERT A. HARRIS
HENRY M. MURFF
CLAIMS ATTORNEYS

JAMES B. HENDERSON
SPECIAL ASSOCIATE CITY ATTORNEY

Mr. Johnny C. Johnson, Director
Model Cities Program
676 Capitol Avenue, S.W.
Atlanta, Georgia 30315

Dear Mr. Johnson:

I have in hand your request for an opinion, dated July 14, 1969. In addition, I have in hand the minutes of the Model Neighborhood Executive Board, dated July 1, 1969. It contains, among other things, a request for an opinion from the City Attorney as to whether or not a proposed resolution prepared by Mr. Clarence Coleman is a "legal document".

Further, I have in hand a copy of the proposed resolution, as well as a copy of Contract No. ME-10-001 which, hereinafter, shall be referred to as the grant agreement.

It is important to know what a grant is from a legal standpoint. A grant has been judicially defined as the bestowing or conferring upon another of some thing, with or without compensation, particularly in answer to the request of the other. In this instance, that thing is money. One of the conditions of this grant is found in Section 502 of the grant agreement above referred to. This section reads as follows:

"SEC. 502. Opportunities for Residents -- In all work made possible by or resulting from this Agreement, the City and each employer will take affirmative action to ensure that residents of

Mr. Johnny C. Johnson, Director
Model Cities Program

Page 2

July 16, 1969

the model neighborhood are given maximum opportunities for training and employment and that business concerns located in, or owned in substantial part by, residents of the model neighborhood are to the greatest extent feasible awarded contracts."

This type of contractual agreement is authorized under Section 42 USCA 3303 (a) (2)

Therefore, it is my opinion that a grant, such as we have here, may be conditioned upon additional performance by the donee, the recipient of the grant. This type of additional performance is made manifest by the section of the grant agreement above referred to.

The general requirements of law relating to competitive bidding are set forth in McQuillan on Municipal Corporations, Vol 10, at pp. 321, wherein, it states as follows:

"The provisions of statutes, charters and ordinances requiring competitive bidding in the letting of municipal contracts are for the purpose of inviting competition, to guard against favoritism, improvidence, extravagance, fraud and corruption, and to secure the best work or supplies at the lowest price practicable, and they are enacted for the benefit of property holders and taxpayers, and not for the benefit or enrichment of bidders, and should be so construed and administered as to accomplish such purpose fairly and reasonably with sole reference to the public interest." (Emphasis added)

The proposed resolution must now be compared with the verbage of the section of the grant agreement above referred to and with the general law. After reviewing the resolution, I am of the opinion that although the proposed resolution may be a "legal document", nonetheless, as presently worded, it is more restrictive than the

Mr. Johnny C. Johnson, Director
Model Cities Program
Page 2
July 16, 1969

section of the grant agreement above referred to in that it places more of a burden on the donee than was originally envisaged in the grant agreement.

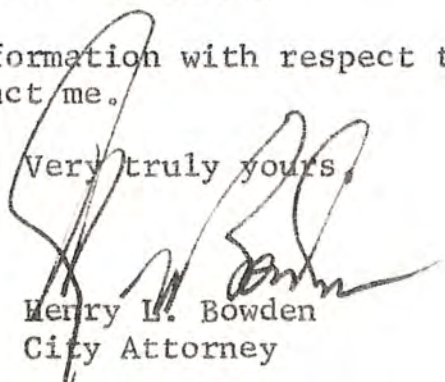
The next question that must be answered is whether or not the language of the proposed resolution is so restrictive that it does not fulfill the general requirements of law relating to competitive bidding. In my opinion, it is too restrictive.

The reason for this opinion is that it is necessary for the donee, the City of Allentown, to obtain the contracts at the lowest possible price consonant with both the conditions of the grant agreement and the general law. This objective, in all probability, cannot be obtained under the language of the proposed resolution under consideration.

Therefore, we would respectfully suggest that the proposed resolution be modified along the lines of the proposed resolution attached hereto so that both the particular section of the grant agreement (SEC. 502) and the general law can be satisfied.

Should you wish any additional information with respect to this problem, please feel free to contact me.

Very truly yours,



Henry M. Bowden
City Attorney

HLB:cwh

I. Preamble

This proposal for a nursery program of day care and child development activities is submitted to the Model Cities Program for consideration of its merits for funding under 1969 appropriations.

Southside Day Care Association has found it necessary to request emergency funding for this phase of its program because of three recent developments:

1. Southside has recently acquired the use of the school building previously occupied by Pryor Street Elementary School. This facility is not only more substantial and more adequate for an effective day program, it also increases the capacity of the center from ninety-one (91) to over 135 children.

2. Within weeks of Southside's move into its new facilities, the funding agency of its program initiated policies which 1) phased out all services to children under two years of age, and 2) proportionately reduced enrollment quotas of all delegate agencies operating day care centers; Southside's quota was cut from ninety-one (91) to eighty (80) children. Thus, instead of being able to expand its services to needy families, Southside has had to reduce the number of children to more than fifty below its capacity.

3. In the two months Southside has occupied its new location, it has had to refuse child care to more than sixty children from families that qualify for its services under the E. O. A. poverty guidelines that govern admission policies. In most instances, these were children of mothers who were seeking child care in order to be able to accept jobs and raise their living standards above welfare subsistence levels.

The proposal outlined in this document will maximize the use of Southside's facilities. The center will be able to care for fifty-two additional children of mothers needing its services in order to work and improve the economic and personal wellbeing of family. The salaries these mothers earn, even at minimum wage levels, will return over \$100,000.00 into the economy of the inner-city.

The public schools will be open shortly. Surveys have shown that 80% of the absenteeism in the schools results from older children having to stay home and care for the little ones while mother works. Southside's preschool and nursery programs are presently operational. The new openings for day care services this proposal makes possible would be available in a matter of weeks.

This proposal for the nursery program at Southside, if funded, will make it possible for Southside to continue to serve the needs of mothers with an infant as well as an older preschool child needing care; these mothers--the ones with the most children--are usually the ones who need day care the most. There is no other major center offering quality day care services, operating or proposed, within miles of Southside that offers day care services to mothers of children from infants to school age. Without funding, these mothers will have no day care services available that will release them for gainful employment.

In addition to recently acquiring more suitable and spacious facilities, Southside has entered upon a joint venture of cooperation with the School of Education at Georgia State College for the purpose of developing the center into an experimental laboratory for the College's students in early childhood education. The coupling of the professional resources of a major school of education with Southside's four years of continuous experience in educa-

tional day care has important implications: major research findings indicate that educational stimulation during early childhood is the most promising antidote to educational deprivation brought on by the conditions of poverty. Research also indicates the importance of continuing the nursery program at Southside as a part of this project; it suggests that more than 50% of the intellectual potentials of the adult is determined by the kinds of learning experiences he had before he was two years old.

In view of the foregoing facts, the sponsors of Southside Child Development Center suggest that no public funds expended can benefit so many, so directly, so quickly, or so meaningfully, as funds invested in its plans for the nursery program outlined in this proposal. No money spent at this time has any greater promise of finding answers to the burden of poverty today, and to its alleviation tomorrow.

Nursery Program Budget - Southside Day Care Association

1. PERSONNEL - Classroom

			In-Kind
3 teachers @ 5,200	\$15,600		
3 teacher trainees @ 4,200	12,600		
3 child care trainees, 33 hr. wk. @2,746	8,238		
2 part-time child care assistants @ 1,900	3,800		
1 practical nurse, 25 hr. wk. @ 3,250	3,250		
		\$43,488	*6.515

PERSONNEL - Administrative and Program

Director (4/11 of 8,000)	2,909		
Program Coordinator (4/11 of 6,000)	2,182		
Social Worker, 30 hr. wk. (4/11 of 4,500)	1,637		
Secretary (4/11 of 4,400)	1,600		
Cook (4/11 of 4,800)	1,746		
Maintenance, incl. supplies (4/11 of 7,000)	2,536		
Kitchen Assistant, 25 hr. wk. (4/11 of 2,080)	756		
Assistant Cook (4/11 of 4,000)	1,456		
		14,822	
Total salaries		58,310	
FICA (4.8%)		2,799	
Workman's Compensation (.25%)		146	
Total Personnel		\$61,255	

2. Consultants and Contract Services 150 600

3. Travel 150 450

4. Space -0- 4,500

5. Consumables

children's program materials	150		350
office supplies (4/11 of 400)	145		
medical supplies, first aid	36		150
clothing, bedding, laundry	100		400
staff literature	25		75
food @ .45 per child, 38 child., 250 days	3,677		598
infant care @ per 30 child. per week	2,800		
Total Consumables		6,933	

6. Rental, Lease, and Purchase of Equipment 750 100

7. Others

utilities (4/11 of 4,000)	1,455		
telephone (4/11 of 660)	240		
insurance	300		350
equipment repairs	75		200
recreation	75		425
data processing	1,071		
Total Others		3,216	

TOTALS \$72,454 \$14,713

* - classroom volunteers and other volunteers

Model Cities Mass Convention
Pryor Street School
July 20, 1969

The Model Cities Mass Convention met in its regular session, on the above date at the designated time and place. The meeting was called to order by the Chairman, Deacon Lewis Peters; the invocation was given by Mr. N. A. Scott III. Upon the adoption of the proposed agenda, the meeting was put in progress. The minutes of the previous meeting were read by the Secretary, Mrs. C. B. Wright. They were accepted as read with one suggested change by the city attorney. (The suggestion is attached). The secretary motioned that the suggestion of name change be accepted as read, it was seconded by Dr. Cox, motion carried.

Deacon Peters made a plea for greater community participation.

Model Cities Staff Report:

Mrs. Xernona Clayton

1. A one stop service building is being built.
2. News letters will be sent every Wednesday.
3. All committees need to be made stronger. Help from the communities is needed.
4. See that your community is represented in all meetings.
5. Thanks for cooperation that has been given.

A-preliminary report of Credentials Committee was given by the Chairman, Rev. Calvin Houston.

Grant Park	32
Pittsburgh	21
Mechanicsville	11
Adair Park	10
Summerhill	9
Peopletown	<u>4</u>
	85

Steering Committee

Dr. Charles McClain Reviewed the minutes of the Steering Committee. Constitution and By-Laws:

Mr. Willis Weems read the Constitution and By-Laws No Discussion or vote was taken.

MODEL CITIES MASS CONVENTION

At this point the city attorney, Jim Pilcher was asked to speak, he stated he would read a statement and Dr. McClain would put it in the form of a motion (Statement Attached). Motion: That the Chairman and secretary and the Steering Committee of Atlanta Model Cities Mass Convention Inc. be authorized to execute a contract with the Model Neighborhood Program of the City of Atlanta to receive the funds in the approximate sum of \$135 Thousand (\$727 63) This motion was seconded by Dr. Cox motion carried.

Mr. Allison (William) Executive of EOA was asked to give a description of O.E.O. funds, after a lengthy discussion the name EOA not to be deleted from the contract was carried 27 to 23.

Mr. C. Craig motioned that the secretary of Model Cities give an attendance report of each Steering Committee member to the Mass Convention, seconded by Mr. Whitley motioned carried. (motion attached)

Mr. Howard Kline a candidate for the Board of Education was introduced by Mr. Craig.

Mr. Craig asked for law and order in our communities the percent of juvenile delinquency was too high and suggested that the citizens must want law and order in the community.

Final report of the Credentials Committee -- Rev. C. Huston

	Grant Park	38
	Pittsburgh	23
	Adair Park	11
	Mechanicsville	11
S	Summerhill	9
	Peopletown	5
	Total	97

The following persons were requested by Deacon Peters to meet on Tuesday to work on a work proposal and would be paid \$35.00 for each meeting.

Mrs. Mattie Ansley	Mrs. Rosa Burney
Mrs. Martha Weems,	Mrs. Beatrice Garland
Mr. Calvin Craig	Dr. Cox

Mrs. Lacey principal of Pryor Street School was introduced, she gave a very warm welcome and words of commendation.

There being no more business the meeting adjourned.

Deacon Lewis Peters
 Dr. Chas. McClain
 Mrs. C. B. Wright, Sec.
 Mrs. Rosa Burney Asst. Sec.

RESOLUTION SUBMITTED TO MASS CONVENTION BY CALVIN F. CRAIG 7-29-69

That the Model Cities Mass Convention Secretary at each Mass Convention give a report as to the attendance at Steering Committee meeting by the elected members of this body.

MOTION:

"That the chairman and secretary of Atlanta Model Cities Mass Convention Inc. be authorized to execute a contract with the Model Neighborhood Program of the City of Atlanta to receive funds in the approximately sum of \$83,000 for citizen participation in the Model Cities Program."

That the corporation serve as agent of the Mass Convention until the completion of corporate formalities.

A RESOLUTION

WHEREAS, the Model Cities Program was instituted for the purpose of improving the educational, social, employment, and housing of citizens in low-income areas; and,

WHEREAS, one of the prime purposes of this program is to improve employment opportunities of citizens living within the Model Cities area; and,

WHEREAS, the City of Atlanta has received the first year's grant amounting to more than 7 million dollars and this money will be used for many and varied projects; and,

WHEREAS, these projects will be put out under contract by the City of Atlanta upon recommendation of several groups, including individuals within the area, Model Cities Mass Convention, Model Cities staff, the Model Cities Review Board and the Model Cities Executive Committee, with final approval by the Board of Aldermen; and,

WHEREAS, it is extremely desirable that as many jobs as possible covered by such contracts should be given to residents of the Model Cities area in furtherance of the purposes of the Act creating Model Cities, consonant with the proper use of funds to be expended under the Program by the City of Atlanta:

THEREFORE BE IT RESOLVED that the personnel policies and practices of the Model Cities Program and its contracting agencies shall provide that in all work made possible by or resulting from the grant agreement above referred to, affirmative action be taken to insure that residents of the model neighborhood area are given maximum opportunity for training and employment, as hereinafter set

forth, consonant with the proper use of funds to be expended under the Program by the City of Atlanta:

1. The Model Cities Program and its contracting agencies shall conjunctively or individually devise systems using all recognized means of communications for those neighborhoods to adequately inform the area residents of all available positions funded by the Model Cities Program, that information as to qualifications, rate of pay, where to apply, and closing dates shall be included, and that, if reasonably possible, an application office be located within the Model Cities area;
2. A minimum of ten (10) days shall be allowed for receiving applications from Model Cities residents following the full initiation of the areawide information system;
3. The Model Cities Program and its contracting agencies be encouraged to develop comprehensive systems for progressively training and upgrading workers at all levels through such proven methods at New Careers, job ladders, etc., and that these systems should include subsidized formal education at the secondary, technical, and/or college levels; and,
4. This Board shall give top consideration to providing additional funding for agencies and programs emphasizing the development of Model Cities area residents for positions being created by Model Cities programming;

BE IT FURTHER RESOLVED that the proposed personnel procedures and practices of all contracting agencies shall be submitted as part of their program proposals and shall become a part of the final contract, grant, or agreement, upon the approval of this Board, and that agencies with programs already under contract shall be

strongly urged to establish procedures and practices in line with these guidelines within the existing programs, and that their willingness and/or ability to do so will be a major criteria in determining the renewal of existing contracts, grants, or agreements, under this program;

BE IT FURTHER RESOLVED that a copy of this Resolution be furnished to all existing contracting agencies, and to all agencies or organizations which indicate interest in seeking Model Cities contracts, grants, or agreements.

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Pryor Street School
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PROPOSAL FOR THE EVALUATION OF THE ATLANTA MODEL CITIES PROGRAM

ATLANTA MODEL CITIES EVALUATION PLAN

The plan for evaluation of the Model Cities program was developed by the Model Cities Plans and Evaluation staff. The objective of the plan is to provide quantitative and qualitative analysis of the program both for future Model Cities planning and as a demonstration of this type of urban improvement program. It is vital that we be aware of exactly what our efforts are accomplishing in order to lay effective plans for future upgrading of our city. Residents will play a major role in determining what the measures of program success should be, in interviewing, in monitoring projects, and in assessing the effectiveness of projects and the overall program.

The evaluation plan has two major interrelated components: A Resident Service Information System and a Research Analysis System. The Resident Service Information System (RSIS) is a computerized method of monitoring services provided to residents by the Model Cities program. The Research Analysis System will provide a qualitative analysis of the program based on the opinions and attitudes of residents.

The RSIS is designed to accomplish the following:

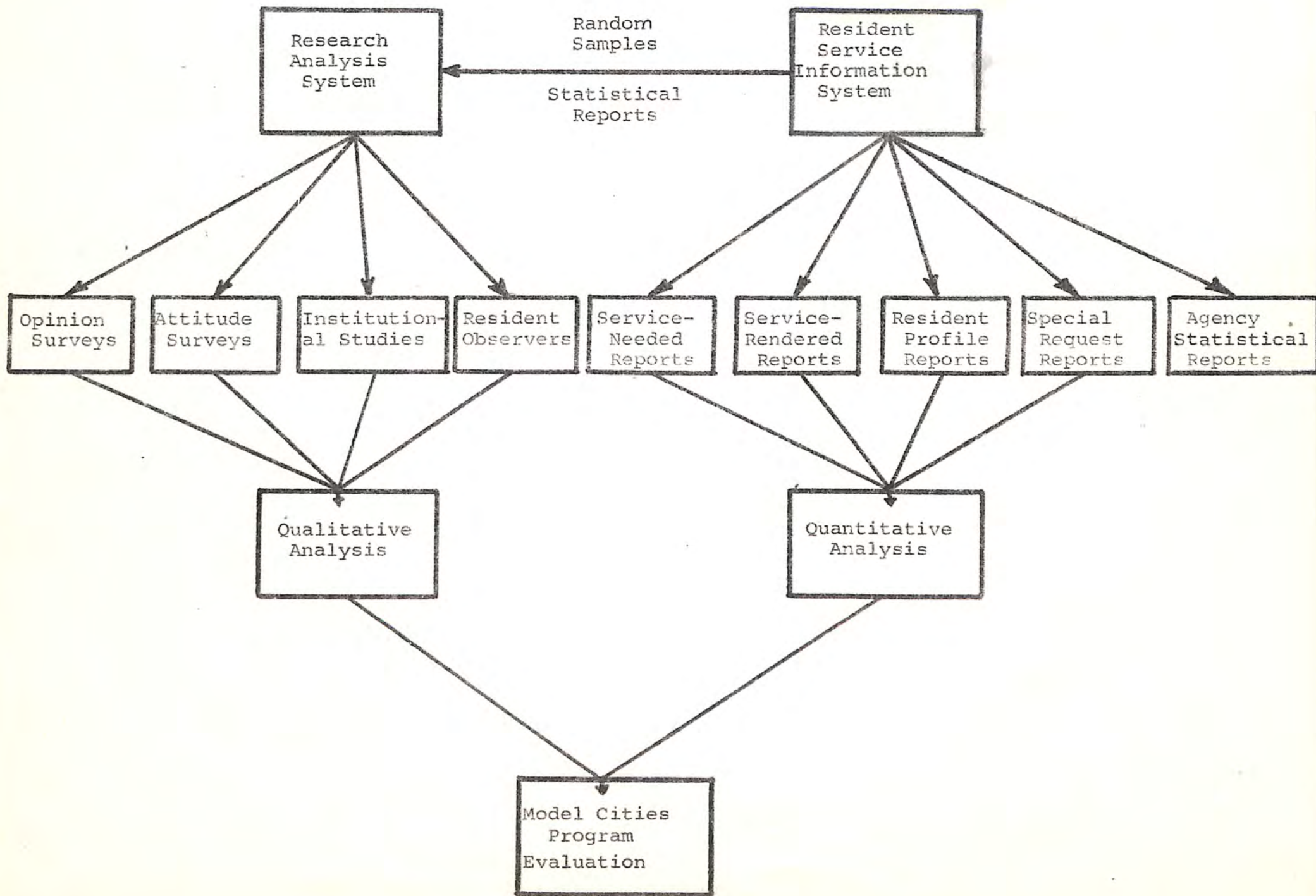
- (1) Maintain records of all services rendered to residents for statistical analysis.
- (2) Provide service agencies with statistical reports to relieve them of menial clerical work.
- (3) Provide random samples of participants in various projects for survey in the Research Analysis System.
- (4) Prepare profile reports on characteristics on residents served by age, geographic location, occupation, race, etc.

- (5) Provide agencies with lists of residents in need of their services.
- (6) Provide benefit unit reports for cost/benefit analysis.
- (7) Prepare correlation reports to show influence on residents or families involved in combinations of projects.
- (8) Provide interface with a geographic mapping program which will show areas of program weakness.
- (9) Provide information to research framework analysts to aid in the preparation of their reports.
- (10) Provide various reports on request to service agencies, city departments, or the federal government.
- (11) Provide baseline data estimates (e.g. unemployment rates, crime rates, birth rates).
- (12) Provide projections of numbers of people who will be involved in projects in future years.
- (13) Encourage interagency cooperation and sharing of common data.

The Research Analysis System is designed to accomplish the following:

- (1) Gather and assess opinions of participants about the quality of Model Cities projects.
- (2) Secure follow-up data on project participants.
- (3) Gather data concerning control groups within and outside the Model Neighborhood.

- (4) Conduct attitude surveys concerning basic outlooks toward life of a sample of Model Neighborhood Area residents .
- (5) Assess attitudes and perceptions of institutional personnel employed to serve the Model Neighborhood residents .
- (6) Collect base-line data and formulate appropriate standards for future program planning .
- (7) Select and train interviewers .
- (8) Develop appropriate attitude and opinion questionnaires .
- (9) Supervise the activities of resident observers who will furnish chronicles on significant changes that take place in the Model Neighborhood .



CITY OF ATLANTA

August 11, 1969



OFFICE OF MODEL CITIES PROGRAM

673 Capitol Avenue, S.W.
Atlanta, Ga. 30315
404-524-8876

Ivan Allen Jr., Mayor

J. C. Johnson, Director

MEMORANDUM

TO: Model Cities Executive Board

FROM: The Division of Plans and Evaluation

SUBJECT: Approval of Evaluation Projects

The Atlanta Model Cities staff recommends that the City of Atlanta enter into contract with Arthur Andersen and Co. for the design and implementation of the proposed Resident Service Information System for a cost not to exceed \$70,000.

The staff further recommends that the City of Atlanta enter into contract with the Urban Observatory of Georgia State College for the implementation of the proposed Research Analysis System for a cost not to exceed \$144,000.

$$\begin{array}{r} 70,000 \\ \hline \$214,000 \text{ - total} \end{array}$$

MODEL CITIES EXECUTIVE BOARD
REVIEW COMMITTEE
July 15, 1969

M I N U T E S

The Model Cities Executive Board Review Committee met Tuesday, July 15, at 10:00 a.m. in City Hall, Committee Room #2.

The following members were present:

Mayor Ivan Allen, Jr., Chairman
Mrs. Mattie Ansley
Mr. John Hood
Alderman Everett Millican
Mr. Walter Mitchell
Mr. J. D. Newberry
Dr. C. Miles Smith
Mr. Bill C. Wainwright
Mrs. Martha Weems

The Chairman, Mayor Ivan Allen, Jr. presided over the meeting. The following projects were discussed and approved:

<u>Project Numbers</u>	<u>Agency</u>	<u>Amount</u>
HR-005N	Urban East Housing Consultants	\$ 119,000
HE-019N	Atlanta Association of Mental Retardation	9,000
HE-011N	Planned Parenthood, Inc.	5,000

It was moved and seconded that action on the following projects be withheld until further investigation can be made. The Chairman appointed Dr. C. Miles Smith to head a committee to look into the Health Component and to report at the next meeting. Mr. Hood and Mr. Newberry were appointed to the Committee. The projects involved are:

HE-002N	Better Health, Inc.	113,000
HE-009N		100,000
HE-014N		5,000
HE-007N		4,000


Mr. Wainwright moved that the two (2) deletions recommended by the staff be approved. Mrs. Weems seconded the motion. The deletions were:

HE-008N	Health Screening	\$ 45,000
HE-018N	Mental Health Planner	20,000

A discussion was opened concerning Project Expand. After a brief discussion, Mrs. Ansley moved to temporarily delete Project Expand so the balance of the EOA projects can be sent back to the Board of Aldermen. The motion was seconded and approved.

The meeting was adjourned.

APPROVED:



Johnny C. Johnson, Director
Model Cities Program

Mayor Ivan Allen, Jr., Chairman
Model Cities Executive Board