

L2.65

67/14  
C



Mr. Jack G. Bohon, Acting Finance Officer

November 17, 1944

W. Ray Johnson, Chief, Community Management

Budget Estimates, Third Quarter Fiscal Year 1945

I am submitting herewith budget estimates for the period, January, February, and March, 1945, and justifications for same.

Justifications for strictly sectional budget estimates are submitted by the respective sectional heads and are attached as justifications to the budget.

It is estimated that the need for Personnel Services (Temporary) will be about the same for the third quarter as for the present quarter. Therefore, we are requesting \$1200.00 again for 01.4.

You will note that Administrative Travel, 02.1, shows a substantial increase over previous budget requests. Several factors have effected the request for the increase. It will be necessary during the third quarter to have an evaluating committee representing the North Central Association of High Schools to spend sometime on the project making an inspection and evaluation of the Amache High School. It is contemplated that fifteen (15) men will come to the Center for a period of at least four days. Travel expense from Denver is estimated to be about \$15.00 per person. Total estimated cost will be approximately \$585.00. We are including for the next quarter an item of \$200.00 to cover transfer of personnel from other Centers or other Governmental Agencies and details. We find in our experience that one or more details to the project have been necessary to cover the absence of divisional employees. There is also the possibility that there will be transfers from other Centers to this Center. The health section will be a somewhat greater expense during the third quarter, due to the fact that Dr. Higa, who had been a surgeon at the Hospital, has gone out on relocation. Dr. Higa carried the burden of most of our surgical cases and was able to give some assistance in the diseases of the eye. Until he has been satisfactorily replaced, surgical cases will have to be sent off-project for service and this will make it necessary that the chief medical officer visit these patients periodically.

02.2, Evacuee Travel: An estimated need of \$400.00 is anticipated for the third quarter. Welfare estimates that at least \$300.00 will be necessary for its section, and I estimate that \$100.00 will cover the needs for all other sections.

07, Divisional Contractual Services: We anticipate an increase in the needs for this objective classification. We expect a small increase in the number of deaths for the third quarter over the second quarter. Due to the absence of Dr. Higa, we anticipate that there will be an increase in off-project medical care



and have inserted an item for \$450.00 to cover this expense. As the project grows older, strains and stresses will cause an additional amount of medical cases for which we have no facilities to handle. We also request an item of \$200.00 for off-project testing and treatment of eyes. Dr. Higa was formerly able to assist in the treatment of some cases of eye trouble and since he has been away we have an accumulation of cases which, doubtless, will have to be sent off the project for treatment. We have decreased the request for the repairing of both hospital equipment and vocational education equipment.

11.1. Welfare Public Assistance: An estimated amount of \$5,900.00 is requested for the third quarter. We believe that Mr. Gerrild has submitted adequate justification for this figure.

11.2. Welfare Clothing Grants: An estimate of the needs for the third quarter as \$51,000.00 is about the same amount as previously requested. Justifications are submitted by Mr. Gerrild.

We trust that you find our estimations for the third quarter budget for 1945 in line with anticipated needs, and any additional information concerning the budget estimates will be furnished upon request.

W. Ray Johnson  
Chief, Project Community Management



TO: Mr. Jack G. Bohon

November 17, 1944

FROM: W. Ray Johnson

COMMUNITY MANAGEMENT DIVISION

Third Quarter Budget 1945

02.1 TRAVEL - Divisional

EDUCATION:

3 Trips to Denver, Colo. (Teacher Recruitment, Conference with State Officials)	@ \$40	\$120.00
North Central Association Evaluating Committee Expense (W.O.C.)		585.00

INTERNAL SECURITY:

2 Trips to Denver, Colo. (Conference with State Officials, Court Trials)	@ \$40	80.00
3 Field Trips (Police Duty)	@ \$15	45.00

WELFARE:

2 Trips to Denver, Colo.	@ \$40	80.00
2 Trips to Pueblo, Colo. (These trips necessary to accompany patients to State Institutions for treatment not available on the project.)	@ \$25	50.00

HEALTH:

3 Trips to Denver, Colo. (Conference with State Officials and observation of off-project patients)	@ \$40	120.00
2 Trips to Medical Depot, Denver	@ \$40	80.00
2 Trips to Pueblo, Colo. (Visit State Institution for observation of off-project patients)	@ \$15	30.00

OFFICE OF ASSISTANT PROJECT DIRECTOR:

1 Trip to Denver, Colo. (Recruitment of personnel and conference with State Officials)	@ \$40	40.00
Miscellaneous travel		25.00

Transfer of personnel from other Centers  
or other Governmental Agencies and Details

200.00

\$1,455.00



02.2	EVACUEE TRAVEL		\$400.00
	Welfare -	\$300.00	
	Other Sections -	\$100.00	

07 DIVISIONAL CONTRACTUAL SERVICES

12 funerals	• \$167.50	2,010.00
Piano Tuning (5)	• \$5.00	25.00
Cleaning of bedding (Housing)		300.00
Surgical Expense (6 cases)	• \$750	450.00
Off-project medical care (6 cases)	• \$100	600.00
Testing and treatment of eyes (off-project)		200.00
Repair of hospital equipment		50.00
Repair of vocational education equipment		50.00
		<hr/>
		\$3,685.00

11.1	WELFARE - Public Assistance	\$5,900.00
------	-----------------------------	------------

11.2	WELFARE - Clothing Grants	\$51,000.00
------	---------------------------	-------------



**BUDGET - THIRD QUARTER FISCAL YEAR 1945 (January 1 to March 31, 1945)**

**COMMUNITY MANAGEMENT DIVISION**

	01.3 Per. Serv Evacuee	01.4 Pers. Serv (Temp.)	02.1 Travel Adm.	02.2 Travel Evacuee	07 Contrac. Services	08 Supplies & Mat.	09 Equip- ment	11.1 P.A. Grants	11.2 Clothing Grants	TOTALS
DIVISIONAL		1200.00	1455.00	400.00	3685.00	XX	XX	5900.00	51,000.00	
HEALTH	XX	XX	XX	XX	XX			XX	XX	
EDUCATION	XX	XX	XX	XX	XX			XX	XX	
INTERNAL SECURITY	XX	XX	XX	XX	XX	50.00	25.00	XX	XX	75.00
COMMUNITY A ACTIVITIES	XX	XX	XX	XX	XX	100.00	50.00	XX	XX	150.00
PUBLIC WELFARE	XX	XX	XX	XX	XX	75.00	50.00	XX	XX	125.00
OTHER	XX	XX	XX	XX	XX	50.00	50.00	XX	XX	100.00
TOTALS		1200.00	1455.00	400.00	3685.00			5900.00	51,000.00	



W. Ray Johnson, Community Management

November 17, 1944

John D. Neal, Community Activities

Budget for Third Quarter, 1945

Under the heading .08, Supplies and Materials, of \$100.00, the following items are included:

\$50.00 for Celotex sheeting. There is always some necessity for screens, partitions, patching, etc. in the Rec Halls. I hope to reopen a number of idle halls during this quarter which will necessitate a small amount of Celotex.

\$25.00 for tubes. Since we are running two projectors regularly every night, we do have to replace tubes, and it is necessary also that we keep our tubes in good shape or the light becomes too dim to show such small pictures to such large groups.

\$25.00 for miscellaneous equipment. While the recreation program here is financed outside of WRA, there are always calls for small items which need to be produced quickly if programs are to be carried out smoothly, promptly and efficiently. This is a very small amount to ask for a fund on which there are so many calls.

Under the heading .09, Equipment, is \$50.00, which is expected to be used largely for repairs and replacement of parts on our moving picture projectors. These were not young when we got them and they appear to be aging rapidly. It is essential that we be in a position to provide needed repairs immediately, or the blocks are disappointed in their picture shows, since we have no substitute machines.



BUDGET - THIRD QUARTER FISCAL YEAR 1945 (January 1 to March 31, 1945)

COMMUNITY MANAGEMENT DIVISION

[illegible]



W. Ray Johnson, Community Management

November 17, 1944

Harlow M. Tomlinson, Internal Security

Budget for Third Quarter, 1945

We request the following allotments for the third quarter:

Police Department is composed of twenty (20) evacuees, consisting of two Captains, five Sergeants, two Investigators, one Clerk, one Secretary, and nine Patrolmen. The two Captains, five Sergeants, and two Investigators are "C" ratings; the Clerk, Secretary, and nine Patrolmen are "B" ratings; making a total of nine "C" ratings and eleven "B" ratings.

We will need \$27.00 for equipment--two new badges for Internal Security officers.

We will need \$25.00 to buy flash light batteries and replace flash lights.

We will need \$25.00 for office supplies.



B

ESTIMATED BUDGET

1944 - 45

C O M M U N I T Y   M A N A G E M E N T   D I V I S I O N



COMMUNITY MANAGEMENT DIVISION

SECTIONS

Community Analysis

Community Activities

Community Government

Community Council

Block Managers' Assembly

Community Enterprise

Education

Internal Security

Health

Public Welfare



B

COMMUNITY MANAGEMENT DIVISION

Office of Assistant Project Director

01.3	Personal Services	
	Secretary (1)	\$ 228.00
	Messenger (1)	192.00
02.1	Travel	3,000.00
02.2	Travel, Evacuee	2,250.00
07	Other Contractual Services	7,000.00
08	Supplies and Materials	500.00
09.2	Equipment	500.00
Other		500.00
	TOTAL	<u>\$ 13,920.00</u>

(These Estimates are on a Divisional Level)



EDUCATION SECTION

01.3	Personal Services Instructors	\$ 19,414.00
------	----------------------------------	--------------

01.4	Temporary Employees	2,600.00
------	---------------------	----------

08	Supplies and Materials	15,250.00
----	------------------------	-----------

09.2	Equipment	4,380.00
------	-----------	----------

TOTAL		<hr/> \$ 41,644.00
-------	--	--------------------



COMMUNITY ACTIVITIES SECTION

01.3	Personal Services	
	Directors and Chief Supervisors (15)	\$ 3,420.00
	Leaders and Organizers (15)	2,880.00
	Runners, Special occasions and	
	Clean up Services (Part time) (6)	540.00

(Total number not to exceed one-half of  
one per cent of the project population)

08	Supplies and Materials	340.00
----	------------------------	--------

09.2	Equipment	600.00
------	-----------	--------

TOTAL

---

\$ 7,780.00

---



COMMUNITY GOVERNMENT SECTION

Community Council

01.3 Personal Services

Chairman, Community Government (1)	\$ 228.00
Executive Secretary (1)	228.00
Clerk-Stenographer (1)	192.00
Clerk-Typist (1)	192.00
Messenger (1)	192.00

Community Council Total	\$ 1,032.00
-------------------------	-------------

(No travel or other expenses budgeted)

Block Managers

01.3 Personal Services

Block Managers (29)	\$ 6,612.00
Runners (29)	5,568.00
Stokers (58)	11,136.00
Stokers (29) (6 months only)	2,784.00
Janitors (58)	11,136.00
Central Block Manager (1)	228.00
Central Secretary (1)	192.00

Block Managers Total	\$ 37,656.00
----------------------	--------------

08 Supplies for sanitation furnished  
by Operations Division

Total Community Government Section

\$ 38,688.00



## COMMUNITY GOVERNMENT SECTION

This section consists of two sub-sections: Community Council and Block Managers' Assembly. These two sections have been under the supervision of the division since the inception of the center. The block managers, however, perform two additional tasks which are not ordinarily carried by this section. Since July 1, 1943, the block managers supervise the work of the three stokers and two janitors assigned to the utility building of each block. For approximately a year the block managers have supervised the distribution of the mail within the block.

Sanitation supplies are furnished the blocks through the Operations Division. Equipment generally used consists of materials on hand and replacements are negligible. Personal Services for the section amount to \$38,688.00. The expense for mail delivery service, city government, bathing and laundry facilities furnished by this section, with an estimated population of 7,000 amount to fifteen cents per day per person. We believe that this cost is low and the expenditure justifiable for services rendered.



COMMUNITY ANALYSIS SECTION

01.3	Personal Services	
	Research Assistants (5)	\$ 1,140.00
	Senior Clerk (1)	192.00
	Clerk-Stenographer (1)	192.00
08	Supplies and Materials	150.00
09.2	Equipment	50.00
		<hr/>
	TOTAL	\$ 1,724.00
		<hr/> <hr/>



C O M M U N I T Y   M A N A G E M E N T   D I V I S I O N

ESTIMATED BUDGET  
1944-45

11.1	Public Assistance Grants	\$ 17,500.00
------	--------------------------	--------------

11.2	Clothing Grants	224,000.00
------	-----------------	------------

11.4	Transfer Grants	756.00
------	-----------------	--------

DIVISION TOTAL

\$ 455,438.00  
455,558



INTERNAL SECURITY SECTION

01.3	Personal Services	
	Captain of Police (4)	\$ 912.00
	Sergeant (6)	1,368.00
	Investigator (5)	1,140.00
	Police Officer (21)	4,032.00
	Stenographer (2)	384.00
08	Supplies and Materials	800.00
09.2	Equipment	600.00
	TOTAL	<u>\$ 9,236.00</u>



## INTERNAL SECURITY SECTION

We are attempting to run the Internal Security unit with a force approximating one-half of one per cent of the total population of the center. The force usually consists of thirty-five evacuee policemen, three secretaries and three appointed personnel. At approximately this time last year we had seventy evacuee policemen. With training and experience we feel that thirty-five evacuee policemen are capable of rendering the center satisfactory service. Our extremely low crime rate and the lack of any major disturbance would seem to justify the adequacy of the present plans and organization.

Auxiliary services, as delivery of telegrams after office hours, meeting trains, transportation of evacuees to railroad stations who are leaving the center are taken care of by the regular force.

The budget for Equipment of \$800 and Supplies of \$600 runs less than \$40 per man per year which we feel is reasonable and justifiable.



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mr. W. Ray Johnson

Date: 2-7-44

From: Jack G. *Boh*

Subject:

The following information will be needed from you in support of the budget estimates for the fourth quarter fiscal year:

1. Attached hereto is a breakdown of the Sections within your Division by Objective Class, in which you should insert amounts in the blank provided therefor. This office has calculated the evacuee personal service needs based on the employment quotas recommended to the Washington office. These, of course, at this time are our recommended figures, and it is hoped that approval will be forthcoming for the establishment of the quotas as submitted.

2. Requests are <sup>to be</sup> based on a thorough review of plans and requirements for the fourth quarter, and are to represent the total requirements without regard to any unobligated balances in your various allotments on March 31. In other words, the Washington office will withdraw all unobligated funds as of March 31, so they should not be considered in the preparation of your fourth quarter budget.

3. Justifications of request are required and are to be presented by each activity and Objective Class within that activity. Justifications should be concise, but in sufficient detail to support funds requested. Funds requested will not be approved without these justifications.

In working up your fourth quarter estimates, an average population figure of 6,500 people should be used.

As you know, the Washington office is desirous of an operation expense not exceeding \$1.20 per day per evacuee. It is, therefore, requested that your estimate be held to the very minimum in order that we may attempt to stay within the suggested figure. The information requested must be in the Finance Office by February 12.

Attachments



Re	100
Dentary	200-
Imperial	2200

165-



BUDGET - FOURTH QUARTER FISCAL YEAR 1944 ( April 1 to June 30 )

COMMUNITY MANAGEMENT DIVISION

	01.3 Per.Serv. Evacuee	01.4 Pers.Serv. (Temp.)	02.1 Travel Adm.	02.2 Travel Evac.	07 Contrac. Service	08 Supplies & Mat.	09 Equip- ment	11.1 P.A. Grants	11.2 Clothing Grants	Totals
Divisional	XX					XX	XX			
Health	10998	XX	XX	XX	XX	7000 ✓	1000	XX	XX	
Education	5583	XX	XX	XX	XX	4725	1285	XX	XX	
Internal Security	1653	XX	XX	XX	XX	150	④	XX	XX	
Community Activities	1440	XX	XX	XX	XX	150	400	XX	XX	
Public Welfare	2088	XX	XX	XX	XX	250	100	XX	XX	
* Other	3675	XX	XX	XX	XX	250	250	XX	XX	
Totals	25437		500	500 ✓	2500			3500 ✓	6000 ✓	
* Other consists of Community Analysis, Community Government, Assistant Project Director, Business Enterprise and Block Administration:										



Mr. Bohon

August 15, 1944

W. Ray Johnson

Budget Second Quarter Internal Security

Only a minimum of \$50 is requested for 08 and for 09. The amount of \$50 will take care of incidental supplies as flash light batteries, repairs, etc. We would like to be in a position to purchase a camera and \$50 is requested for this purpose.

W. Ray Johnson  
Chief, Community Management



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

TO: Mr. W. Ray Johnson *W.E.J.* DATE: 2-14-44

FROM: Harvey E. Turk, Community Activities Supervisor

SUBJECT: Fourth Quarter Budget Request for Community Activities

I herewith attach budget request for Community Activities for the Fourth Quarter of 1944, which you will notice is same as for the third quarter. Since we do not contemplate any increase in major expenditures, we feel that this estimate is sufficient to care for our needs.



# COMMUNITY ACTIVITIES SECTION

Budget, Fourth Quarter, 1944

## Supplies and Materials: .08 Account

Office	\$50.00
General Repairs and Replacements	\$50.00
General: Athletic Repairs and Entertainment Necessities	<u>50.00</u>
TOTAL	\$150.00

## Equipment: .09.2 Account

Equipment, Furniture, Activity Materials, Lumber, etc.	\$400.00
-----------------------------------------------------------	----------

*(Furniture + activity material for  
Central Center wide use  
at - 9 L - 6 F - 7 F - \$300<sup>00</sup>  
Recreation Halls - \$300<sup>00</sup>  
Repair + Replacement in \$100<sup>00</sup>  
Block Play Centers - \$400<sup>00</sup>  
Total - \$400<sup>00</sup>)*



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

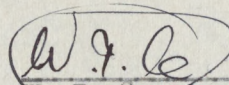
To: Mr. W. Ray Johnson

Date: 2/15/44

From: Dr. W. T. Carstarphen

Subject: Quarterly Budget -- 08 and 09

My tabulation on 08, the estimate will be approximately \$6,000 while the estimate on 09 which is much lower than on 08, I will put it on about \$2,000.



W. T. Carstarphen, M. D.  
Chief Medical Officer



WAR RELOCATION AUTHORITY

Granada Project  
Apache, Colorado

February 17, 1944

MEMORANDUM TO: Dr. W. T. Carstarphen  
Mr. Jacob Gerrild  
Dr. Lloyd A. Garrison  
Mr. Read Hanson

FROM: W. Ray Johnson

SUBJECT: .07 Funds

For the present quarter \$2,000 was set up to cover expenses under our .07 money. Please be advised that there remains less than \$600 to be spent over the last half of this quarter. It will, therefore, be necessary that only essential expenses be incurred the balance of the present quarter.

You will recall that all costs connected with funerals come out of this fund. Within the past few days, we have had a stack-up of funerals which has depleted this fund faster than we had anticipated. An adult funeral costs WRA around \$166.00. You will, therefore, see that only enough funds are available for three adult funerals if no other demands are made upon these funds.

Your cooperation in holding expenses under this fund to a minimum will be appreciated.



Mr. Jack C. Bohon

2-17-44

W. Ray Johnson

Needs for the Fourth Quarter

The following breakdowns are made concerning our needs for the fourth quarter for the present fiscal year:

<u>Hospital</u>	.08 -- \$7,000.00	
	.09 -- \$1,000.00	
	Diathermy Machine	\$600.00
	Surgical Instrument	\$400.00
<u>Education</u>	.08 (Supplies and Materials) --	\$4,725.00
	.09 (Equipment) --	\$1,285.00
<u>Public Welfare</u>	.08 --	\$250.00
	.09 --	\$100.00
	2 desks	\$74.00
	2 file cabinets	\$26.00
.07 Contractual Services (Divisional -- \$2,500.00)		
	Repair and tuning of Pianos --	\$100.00
	Dentures	\$200.00
	Funerals	\$2,200.00

02.1 Travel

Medical Officer

3 trips to Denver, Pueblo, and Colorado Springs for observation of state hospitalized cases @ \$35.00 \$105.00

Superintendent of Schools

1 trip to Denver for recruitment and consultation with state officials \$40.00  
Recruitment, principal of high school \$40.00  
Recruitment, principal of grade school \$40.00

Welfare

Escorting state hospitalized cases to Pueblo and Denver  
6 trips @ \$35.00 \$210.00



Internal Security  
2 trips to Denver @ \$32.50

\$65.00

TOTAL -- \$500.00

Internal security .08 -- \$50.00  
.09 -- none



# COMMUNITY ACTIVITIES SECTION

Budget, Fourth Quarter, 1944

## Supplies and Materials; .08 Account

Office	\$ 50.00
General Repairs and Replacements	50.00
General; Athletic Repairs and Entertainment Necessities	<u>50.00</u>
TOTAL	\$150.00 200.00

## Equipment; .09.2 Account

Equipment, Furniture, Activity Materials, Lumber, etc.	200.00	\$400.00
Furniture and Activity Material for Central Center-wide Use at 9L, 6P, 7P Recreation Halls		\$300.00
Repair and Replacements in Block Play Centers	<u>100.00</u>	\$400.00

68



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mr. Bohon

Date: August 15, 1944

From: W. Ray Johnson

Subject: Budget Second Quarter 1945 for Community Activities

A budget of \$135 is requested for 08. This represents the same amount as allocated for the First Quarter. Present expenditures for this quarter would indicate that this amount is probably sufficient.

A sum of \$78. is requested for 09. This sum is needed for the purchase of:  
One desk  
3 chairs  
File Cabinet

*W. Ray Johnson*

W. Ray Johnson  
Chief, Community Management



Mr. Jack Bohon

August 16, 1944

W. Ray Johnson

Budget for Second Quarter 1945 for Health

It is requested that \$5000 be set up for Q8. The First Quarter budget was for this amount and expenditures to date have been in excess of \$1800.

It is rather difficult to estimate the requirement for Q9. For the First Quarter of 1945 a sum of \$1615 was requested and allocated. None of the equipment requested has been purchased. Procurement has been unable to process purchase orders for these equipments. Purchase orders are being resubmitted. Equipment requested in the First Quarter is needed. We are requesting \$1000 be set up for this objective to insure purchase of this equipment if all purchase orders are not able to be processed this quarter.

Equipment needed:

2 Sterilizers	\$ 50
1 Diathermy	450
1 Infra-red lamp	42
4 file cases	80
X-ray Dark room equipment	115
1 Food cart, Electric heated	368
2 Tray carts	110
Dental Instruments	100
Surgical Instruments	100
Cooking Equipment	200

---

\$1614.

W. Ray Johnson  
Chief, Community Management



Mr. Jack Bohon

August 16, 1944

W. Ray Johnson

Budget for Second Quarter 1945 for Health

It is requested that \$5000 be set up for 08. The First Quarter budget was for this amount and expenditures to date have been in excess of \$1800.

It is rather difficult to estimate the requirement for 09. For the First Quarter of 1945 a sum of \$1615 was requested and allocated. None of the equipment requested has been purchased. Procurement has been unable to process purchase orders for these equipments. Purchase orders are being resubmitted. Equipment requested in the First Quarter is needed. We are requesting \$1000 be set up for this objective to insure purchase of this equipment if all purchase orders are not able to be processed this quarter.

Equipment needed:

2 Sterilizers	\$ 50
1 Diathermy	450
1 Infra-red lamp	42
4 file cases	80
X-ray Dark room equipment	115
1 Food cart, Electric heated	368
2 Tray carts	110
Dental Instruments	100
Surgical Instruments	100
Cooking Equipment	200

---

\$1614.

W. Ray Johnson  
Chief, Community Management



COMMUNITY MANAGEMENT DIVISION

Welfare Section

Number of Staff and Staff Allotment as of February 1, 1944

Job Description Code Number	Job Title	Compensation Rate	Requested 3rd Quar.	Allowed in Wash. Quota	Final Request
Classified	Junior Counselor	\$19	1 )	17 )	1 )
			) 6	) 4	) 7
2-d-501	Counselor or	19	5 )	37 )	6 )
	Senior Counseling Aide				
2-d-502	Counseling Aide	16	2	4	0
2-d-503	Stenographer *	16	2	2	2
2-d-504, 508, 511	Clerk-Typist	16	11	11	11
2-d-506	Housing Supervisor	19	1	1	1
2-d-507	Senior Housing Clerk	16	2	2	2
2-d-508	Senior Clothing Clerk	19	1	1	1
2-d-510	Record Clerk	16	0	3	1
Unclassified	Housekeeping Aides	16	17	2	17**
	Totals		42	30	42

\* These two positions carry with them responsibility for administrative duties. The correct term to designate the function for both is "secretary" rather than stenographer. One secretary has responsibility for preparing all fiscal statements, certificates, and documents, as well as acting as secretary to the Counselor. The other has charge of the clerical and stenographic staff of 10 persons, scheduling the hours of dictation, transcription, and other services etc. This matter is separate from the business at hand, but this note is interjected to more accurately describe the work in order that the present description will not be taken to estop later consideration of the classification of these workers.

\*\* Under Mr. Lindley's instructions, the matter of housekeeping aides is to be carried as at present until the regular counselor arrives and takes action after considering the matter. At present 13 $\frac{1}{2}$  housekeeping aides are on the payroll, as of 4 p.m., Jan. 24. Cases already interviewed require assignment of two more. At any time one or two more may be required. The number 17 is the basic minimum needed to take care of the needs served by them, according to Mr. Moore's judgment.

Note: A careful consideration of each position, and of the case load now carried and daily coming in (conservatively estimated at 800-900 per month), indicates that the needs of the center residents cannot be met adequately with a smaller staff. The Section head has personally checked the work of each person to ascertain the possibility of increasing it, without finding any opportunity of doing so without seriously invalidating the work of the section because of errors and inefficiency. Some adjustments are being tried with the hope of doing this, with negative results to date. Two 501s not now on the payroll are badly needed to replace workers recently lost.



If the Housekeeping aides are taken into consideration as at present, the totals for the three sets of figures would become:

Totals	42	45	42
--------	----	----	----

The financial end of the affair indicates that we are asking for \$699 per month for evacuee payroll, in contrast with the \$466 allowed by the present Washington quota, or \$738 if we add to the Washington quota the 15 housekeeping aides disallowed by them but held in abeyance until after the regular counselor's arrival.

In discussing these figures, it is necessary to take into consideration the fact that welfare cases reach a peak in January, February, and March, and may be expected to decline somewhat during the summer. It is anticipated that the very cut being made will increase welfare cases and thus produce an added strain on the facilities of the section, since more applications for public assistance will have to be heard, processed, and cared for than would otherwise be the case.

Above figures do not include the new Relocation Family Counselling Unit. That is apparently not included in the discussion, and will be treated separately.

*John A. Rademaker*

John A. Rademaker  
Acting Counselor



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: W. Ray Johnson

Date: 3/15/44

From: Jacob Gerrild, Counselor *JG*

Subject: Budget Estimate

In accordance with our conferences recently about the unusually high expenditures for Public Assistance (11.1), I am submitting herewith an analysis of the monthly reports (WRA 243) since the beginning of this fiscal year, July 1, 1943. In July, funds were held up so that really means that the figures for August, '43, cover both July and August.

Beginning with September, however, there is a definite increase in the number of family units getting P.A. both subsistence and clothing. For the subsistence, the amount per family unit is higher during January than during December. This may be accounted for by the fact that in the cases of several families, the December grants were not issued until January and the two amounts (for December and January) were included in the January report while only one family unit was counted. Also, the size of the family rose from 1.5 persons in December to 2.1 persons in January.

The last four months, November, December, January, and February, the average number of grants for P.A. subsistence was 140 per month and the average grant was \$7.75.  $140 \times \$7.75$  would be \$1,085 needed per month for P. A. subsistence. For the P.A. clothing, the average number of grants per months was 112 at \$6.46 per grant. This would amount to \$723.52 per month for P. A. clothing leaving a need per month of \$1,808.52 for P.A. subsistence and clothing. However, based on the last two months, the amount needed per month would be \$2,281.76.

On the basis of the figures for the last 4 months, the amount needed for 12 months period would be \$21,702.24 instead of the \$17,500.00 as was requested in the '44-'45 budget estimate.

There are two factors which may have a bearing on the increase in number of people receiving aid: namely, the reduction of evacuee employees and also a larger percentage of our case load is in the older group over 50 years of age.

The total number of evacuee employees since August is as follows:

August . . . . .	3,074
September . . . . .	3,119
October. . . . .	3,070
November . . . . .	2,974
December . . . . .	2,913
January, '44 . . . . .	2,915
February, '44. . . . .	2,732



It will be noted that there were 204 less in January, 1944, as compared with September, 1943, and 183 less on the payroll in February, 1944, as compared with January, 1944.

We have also analyzed the ages of people receiving public assistance since August, and one thing that stands out is that in September out of the persons receiving P.A., 134 were over 50 years of age. In February, 1944, that number had increased to 175, and if we divide the August figure by 2 (since that obviously covers both July and August) we have an increase of 79 persons over 50 years of age, when comparing July and August, '43, with Feb., 1944. This would be almost a hundred percent increase in the number of people receiving P.A. who were over 50 years of age.

The above further emphasizes the plan that was discussed in the February, 1944, report by the Associate Counselor, concerning the need for long-time planning in an increased number of cases.

"Members of the Case Work Staff recognize the importance of long-time planning for an increasing number of families with whom the Welfare Section is acquainted. For instance, in reviewing the 174 families requiring financial assistance during the month, we find that slightly more than 11 per cent were in need of temporary assistance only, while 73 per cent give every evidence of requiring financial assistance on a permanent basis. Slightly less than 16 per cent may or may not require financial assistance permanently depending on a number of factors in individual situations. A conservative estimate indicates that perhaps 75 per cent of the families in need of financial assistance require long-time planning and give promise of constituting a residue of permanently dependent persons. In the total 174 families receiving public assistance grants, there are 381 persons, ranging in age from 90 years to a few months."

While it is difficult to make any estimates and prophesies for the future of the case load, we do seem to have here some indications that the need for help will continue to increase rather than decrease. I am sincerely hoping that it will be possible to make financial arrangements, so that we will be able to follow instructions to meet the needs of everyone.

Inasmuch as our unused balance available for March, 1944, for obligation (11.1) is only about \$400.00, it would seem advisable to have some adjustments made which would provide the necessary funds to meet the need for the remainder of the month.

JG:hh



	(11.1) P. A. GRANTS (SUBSISTENCE)					P. A. CLOTHING (11.1)					Clothing Allowance (11.2)					CASE LOAD	POPULATION
	FAMILY UNIT	NO. of PERSON	AMOUNT PER FAMILY	AMOUNT PER PERSON	TOTAL AMOUNT	FAMILY UNIT	NO. OF PERSON	AMOUNT PER FAMILY	AMOUNT PER PERSON	TOTAL AMOUNT	FAMILY UNIT	NO. OF PERSON	AMOUNT PER FAMILY	AMOUNT PER PERSON	TOTAL AMOUNT		
JULY	6	6	18.62	18.62	111.75	--	--	--	--	--						520	6,162
AUGUST	203	379	7.48	4.02	1,518.78	81	166	6.93	3.38	561.54						592	6,075
SEPTEMBER	113	257	6.87	3.02	776.46	53	93	7.54	4.29	399.49	1,758	5,722	30.45	9.35	53,548.25	749	6,171
OCTOBER	114	251	7.34	3.33	837.17	84	156	8.03	4.32	674.17						575	6,427
NOVEMBER	110	210	7.20	3.78	794.10	86	136	5.85	3.69	502.70						774	6,618
DECEMBER	123	242	6.89	3.50	845.68	104	178	6.17	3.61	642.29	1,903	6,163	30.39	9.38	57,843.75	956	6,846
JANUARY '44	154	329	8.59	4.02	1,322.20	118	229	7.29	3.76	861.25						1,036	6,925
FEBRUARY '44	174	381	8.35	3.81	1,454.02	140	249	6.55	3.69	918.06						614	6,766



JOHNSON

B

FIRST QUARTER.....1945 FISCAL YEAR EVACUEE EMPLOYMENT QUOTA  
COMMUNITY MANAGEMENT DIVISION

Health .....	223
Education .....	112
Community Activities .....	34
Welfare .....	42
Internal Security .....	32
Community Analysis .....	6
Community Government .....	1
Asst. Project Director .....	1
Business Enterprises .....	0

TOTALS..... 451

Grade "C" Positions

Health .....	31 in	223
Education .....	<del>24</del> <sup>23</sup> in	112
Community Activities .....	16 in	34
Welfare .....	7 in	42
Internal Security .....	13 in	32
Community Analysis .....	5 in	6
Community Government .....	0 in	1
Asst. Project Director .....	0 in	1
Business Enterprises .....	0 in	0

TOTALS ..... ~~26~~<sup>23</sup> in 451

95

22%



5

FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

OFFICE OF THE ASSISTANT PROJECT DIRECTOR

Code Number	Title of Position	Rate	Positions
2-800	Secretary	\$19	0
2-900	Clerk-Typist	16	0
2-901	Clerk-Stenographer	16	<u>1</u>

Total number of positions for section	<u>1</u>
---------------------------------------------	----------



5-  
FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

COMMUNITY ANALYSIS SECTION

Code Number	Title of Position	Rate	Positions
2-a-501	Research Assistant	\$19	5
2-a-901	Clerk-Stenographer	16	1
2-a-902	Clerk	16	<u>0</u>

Total number of  
positions for  
Section 6

"C" ----- 5



FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

COMMUNITY GOVERNMENT SECTION

Code Number	Title of Position	Rate	Positions
2-i-501	Chairman, Community Government	\$19	0
2-i-502	Executive Secretary Com- munity Government	19	0
2-i-506	Prosecutor	19	0
2-i-507	Public Defender	19	0
2-i-508	Judicial Clerk	19	0
2-i-509	Community Council Clerk	19	0
2-i-900	Clerk-Typist	16	0
2-i-901	Clerk-Stenographer	16	<u>1</u>

Total number of 1  
positions for Section



FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA  
COMMUNITY MANAGEMENT DIVISION  
INTERNAL SECURITY SECTION

Code Number	Title of Position	Rate	Positions
2-a-501	Captain of Police	\$19	4
2-a-502	Inspector	19	0
2-a-503	Sergeant	19	6
2-a-504	Investigator	19	3
2-a-505	Police Officer	16	17
2-a-507	Watchman	16	0
2-a-900	Clerk-Typist	16	0
2-a-901	Clerk-Stenographer	16	<u>2</u>

Total number of  
positions for  
Section

32

"C" -----

13



5

FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA  
COMMUNITY MANAGEMENT DIVISION  
WELFARE SECTION

Code Number	Title of Position	Rate	Positions
Classified	Junior Counselor	\$19	1
2-d-501	Senior Counseling Aide	19	4
2-d-502	Counseling Aide	16	2
2-d-506	Housing Supervisor	19	1
2-d-507	Senior Housing Clerk-	16	2
2-d-509	Senior Clothing Clerk	19	1
2-d-510	Record Clerk	16	1
2-d-512	Rationing Clerk	16	0
2-d-514	Housekeeping Aide	16	17
2-d-515	Ration Supervisor	19	0
2-d-900	Clerk-Typist	16	11
2-d-901	Clerk-Stenographer	16	<u>2</u>

Total number of  
positions for  
Section 42

"C" ----- 7



FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

COMMUNITY ACTIVITIES SECTION

Code Number	Title of Position	Rate	Positions
2-f-501	Assistant Community Activities Supervisor	\$19	1
<del>2-f-502</del> 2-f-901	<del>Office Secretary</del> Clerk - Steno	19	1 *
2-f-503	District Supervisor	19	3
2-f-506	Reports & Publicity Worker	16	1
2-f-507	Art Production Worker	16	1
2-f-509	Community Activities Coordinator	19	1
2-f-510	Public Address Technician	19	1
2-f-511	Director of Movies	19	1
2-f-512	Movie Projectionist	16	1
2-f-514	Maintenance Assistant	16	1
2-f-515	Director of Community Entertainment	19	1
2-f-516	Assistant Director of Community Entertainment	16	1
2-f-517	Dance Director	16	0
2-f-518	Director of Clubs & Organizations	19	1
2-f-519	Club Advisor	16	5
2-f-520	Director of Adult Activities	19	1
2-f-521	Adult Activity Leader	16	1



FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

COMMUNITY ACTIVITIES SECTION  
(Continued)

Code Number	Title of Position	Rate	Positions
2-f-522	Director of Music	\$19	1
2-f-523	Director of Arts & Crafts	19	1
2-f-524	Handicraft Instructor	16	1
2-f-525	Playground Director	19	0
2-f-526	Playground Supervisor	16	0
2-f-527	Director of Man's Athletics	19	1
2-f-528	Director of Woman's Athletics	19	1
2-f-529	Assistant Athletic Director	16	1
2-f-530	Athletic Instructor	16	2
2-f-531	Associate Librarian	19	0
2-f-532	Assistant Librarian	16	0
2-f-533	Toy & Game Librarian	19	1
2-f-534	Toy & Game Instructor	16	1
2-f-535	Bookbinder	19	0
2-f-536	Pianist	16	0
2-f-538	Plant Supervisor	19	0
2-f-539	Industrial Worker	16	0
2-f-540	Repairman	16	0
2-f-900	Clerk-Typist	16	1
2-f-901	Clerk-Stenographer	16	1

Total - 34  
"C" - 16



51  
FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

EDUCATION SECTION

Evacuee Personnel

Final Recommendations

*Approved*

Code Number	Title of Position	Rate	Positions
<u>Office of the Superintendent</u>			
2-c-504	Head Janitor	\$19	3
2-c-505	Janitor	16	15
2-c-901	Clerk-Stenographer	19	1*
2-c-901	Clerk-Stenographer	16	3
<u>Secondary Schools</u>			
2-c-508	Assistant Teacher	\$16	20
2-c-519	Assistant Librarian	16	5
2-c-521	Librarian	19	1
<del>2-c-901</del>	<del>Clerk-Stenographer</del>	<del>19</del>	<del>1*</del>
2-c-901	Clerk-Stenographer	16	5*
Classified ---	Teacher	19	6*
<u>Elementary School</u>			
Classified ---	Teacher	\$19	4
2-c-513	Assistant Teacher	16	5
2-c-514	Assistant Home Visiting Teacher	16	2
2-c-519	Assistant Librarians	16	2
2-c-901	Clerk-Stenographer	16	3



FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

EDUCATION SECTION  
(Continued)

Code Number	Title of Position	Rate	Positions
<u>Nursery School</u>			
2-c-523	Nursery School Supervisor	\$19	1
	Nursery Head Teacher	19	5
2-c-515	Assistant Nursery Teacher	16	6
<u>Adult Education Program</u>			
2-c-507	Assistant Teacher	\$16	17
2-c-519	Assistant Librarian	16	2
2-c-524	Assistant Adult Education Supervisor	19	0
2-c-901	Clerk-Stenographer	16	2
<u>Vocational Training</u>			
2-c-526	Chief Vocational Instructor	\$19	2
2-c-527	Vocational Instructor	16	<u>2</u>

Total number of  
positions for  
Sections

112

"C" -----

23

22



5

FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA  
COMMUNITY MANAGEMENT DIVISION  
HEALTH SECTION

Code Number	Title of Position	Rate	Positions
2-b-505	Record Librarian	\$19	1
2-b-507	Sanitary Inspector	16	4
2-b-509	Laboratory Assistant	16	4
2-b-510	X-Ray Technician Assistant	16	2
2-b-511	Dentist	19	3
2-b-512	Dental Aide	16	3
2-b-513	Chief Pharmacist	19	1
2-b-514	Pharmacist	19	1
2-b-515	Laundry Supervisor	19	0
2-b-516	Laundry Worker	16	16
2-b-517	Linen Storekeeper	16	0
2-b-518	Seamstress	16	3
2-b-519	Chief	19	1
2-b-521	Cook	19	12
2-b-522	Kitchen Helper	16	14
2-b-523	Dishwasher & Potwasher	16	10
2-b-524	Waitress	16	7
2-b-525	Pantry Man	16	1



Code Number	Title of Position	Rate	Positions
2-b-526	Baker	\$19	1
2-b-529	Warehouseman	16	3
2-b-530	Timekeeper	<del>16</del> 19	1
2-b-534	Senior Cost Accounting Clerk	19	0
2-b-535	Nurses' Aide & Attendant	16	78
2-b-537	Head Janitor	19	1
2-b-538	Janitor & Janitress	16	18
2-b-539	Ambulance Driver	16	5
2-b-541	Optometrist	19	1
2-b-542	Ward Clerk	16	4
2-b-544	Junior Property & Warehouse	16	0
2-b-546	Property & Warehouse Supv.	19	1
2-b-547	Physiotherapist	16	0
2-b-549	Medical Social Assistant	16	2
2-b-550	Malaria Control Foreman	19	0
2-b-551	" " Worker	16	0
2-b-552	Assistant Dietician	16	0
2-b-553	Dental Technician	19	1
2-b-554	Pharmacist Aide	16	1
2-b-555	Occupational Therapist	19	0
2-b-556	Practical Nurse	19	0
2-b-800	Medical Officer	19	4
2-b-805	Laboratory Technician	19	0



Code Number	Title of Position	Rate	Positions
2-b-806	X-Ray Technician	\$19	0
2-b-808	Assistant Chief Nurse	19	0
2-b-809	Supervising Nurse	19	1
2-b-810	Senior Staff Nurse	19	0
2-b-811	Junior Staff Nurse	19	0
2-b-900	Clerk-Typist	16	13
2-b-901	Clerk-Stenographer	16	5

Total - 223  
"C" - 31



5-  
FIRST QUARTER 1945 EVACUEE EMPLOYMENT QUOTA

COMMUNITY MANAGEMENT DIVISION

BUSINESS ENTERPRISES SECTION

Code Number	Title of Positions	Rate	Positions
2-g-901	Clerk-Stenographer	\$16.	0

Total number of positions for Section	<u>0</u>
---------------------------------------------	----------



Mr. W. Ray Johnson  
Chief Community Management

December 11, 1944

Public Welfare Section

Budget Estimates for Fiscal year, 1946

I submit herewith budget estimates for fiscal year of 1946 as follows:

11.1	Public Assistance	\$20,000.00
11.2	Clothing Allowances	\$190,000.00
09	Equipment	\$150.00
08	Supplies & Material	\$75.00

Justifications for Estimates:

In the 11.1 Public Assistance obligation for the fiscal year 1944 and including the fiscal year 1945 up to November 30, 1944, the average number of persons, per 1000 evacuees, receiving Public Assistance under Manual Section 30.4.10 was 49; and the cost calculated on the basis of the average cost per grant per individual at the Center was \$3.48. Since the estimates for the fiscal year 1946 are to be based on a population of 5500, we have  $5500 \times \$3.48 = \$19,140.00$ . In other words the need in this obligation will be in round figures and providing for a safe margin \$20,000.00.

For the 11.2 Clothing Allowance obligation we have our estimates on the fiscal year 1944. The total spent for clothing allowances during that period was \$219,072.50. The amount calculated on the basis of people employed or dependency indicates a total annual cost per person of \$38.00. The estimated average monthly number of persons receiving clothing allowances on account of employment or dependency is 5000. On this basis,  $5000 \text{ persons} \times \$38.00 \text{ per person per year} = \$190,000.00$  needed for the year in the obligation.



12/11/44

Under 09 Equipment we feel that the following items are needed for the efficient operation of the Section:

One filing cabinet	\$50.00
Twelve (12) desk lamps	60.00
Reference books	25.00
Miscellaneous	15.00
	<u>\$150.00</u>

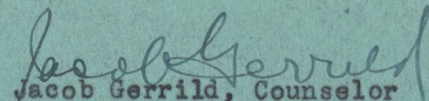
The filing cabinet is needed to provide adequate filing space for our rapidly accumulating record material.

The 12 desk lamps are urgently needed since because of the construction of our office building we do not get sufficient light for the great deal of close work we need to do. The electric lights we have in the ceiling are not adequate and our workers are complaining of eye strains.

08 Supplies and Material. We are requesting for this obligation a total of \$75.00. This will cover our magazine subscriptions and miscellaneous supplies and material.

The following is additional information presenting a bird's-eye view of the volume of work done by the Welfare Section. The average number of families contacted by Welfare during a month's time is about 600. This includes interviews regarding relocation, Public Assistance, assignments of housing quarters and problems connected therewith, many different kinds of emergency situations, such as death, and serious illness of relatives elsewhere, movement of an individual, or movements of a family group in accordance with agreements with other agencies (such as the Immigration and Naturalization Service, etc.). It also includes interviews regarding all sorts of social problems such as delinquency, broken homes, foster home care, adjustment to parole of family members who have been interned. On the basis of 600 families *families* per active during a month's period, there would be at least 900 interviews. This would mean that each of our 4 appointed personnel (below supervisory level) has been responsible for 225 interviews a month.

The above figures do not include interviews regarding clothing allowances. Our monthly number of inquiries regarding clarification of clothing allowances are about 150. These interviews are in the main done by the Head of the Clothing Section, but frequently it becomes necessary for the Assistant Counselor to help in the clarification of the situation.

  
Jacob Gerrild, Counselor  
Public Welfare Section



COMMUNITY MANAGEMENT DIVISION

1946 Budget

02.1 Official Travel

OFFICE OF CHIEF, COMMUNITY MANAGEMENT

1. Denver Conferences 12 days at \$10.00	\$ 120.00
2. Travel necessary for the transferring of appointed personnel to this center. 27 days at \$10.00	270.00
3. Travel incident to detail assignments 50 days at \$10.00	500.00
4. Travel for	
(a) Community Activities 10 days at \$10.00	100.00
(b) Community Analysis 6 days at \$10.00	60.00
(c) Public Welfare 25 days at \$10.00	250.00
(d) Health 50 days at \$10.00	<u>500.00</u>
TOTAL	\$1,800.00

(Education and Internal Security have submitted requests.)



## OFFICE OF CHIEF, COMMUNITY MANAGEMENT

### 02.1 Official Travel

#### Justification

Denver Conferences:- There usually is one conference called by W.R.A. for Denver. Other trips are necessary to contact State officials and organizations of the State and Federal Government cooperating with W.R.A.

There will be some transfers in personnel between centers. The center receiving transferees will usually have to bear the travel expense. It is estimated that at least five transfers will be involved for Granada at an average cost of \$54.00 per transfer.

Our past experience on detail assignments together with an ever increasing difficulty in replacements make it necessary to budget for detail work. Our Chief Medical Officer has to have a detail when he takes annual leave. The cost of a medical detail usually runs \$150.00 per two weeks detail. We expect two such details during the fiscal year. Other details will run about \$200.00.

It is estimated that the Supervisor of Community Activities will require about ten days travel in visiting outside organizations, such as Red Cross Centers, U.S.O. organizations in the Arkansas Valley, Y.M.C.A. meetings, Church and Fellowship groups. Some public relation visitations will be necessary in connection with athletic and dramatic activities. Six days travel for the Community Analyst will be needed for conferences with various state groups and W.R.A. conferences in Denver.

The work of the Public Welfare Section will become of increasing importance as relocation progresses. Many contacts with state and local welfare agencies will be necessary. Occasional visits to Denver and other relocation areas will be necessary in working out problem cases involving other state or federal agencies. It is anticipated that the staff of six workers will average four days per worker on off-project assignments.

The Health Section will need at least fifty days of travel. Eight to twelve days will be needed for the Superintendent of the Hospital to contact the Medical Supply Depot in Denver for supplies and equipment. With the loss of the hospital surgeon, additional off-project



surgical care will be necessary. Contact with additional outside services for eye cases will be necessary. This will largely fall to the Chief Medical Officer. Regular visitations of off-project patients in State institutions will become a heavier burden. It is estimated that the Chief Medical Officer will need at least thirty days travel. Eight to ten days travel will be needed by the Chief Nurse or her assistant, the public health nurse and the Sanitarian.



COMMUNITY MANAGEMENT DIVISION

07 Contractual Services (Divisional)

40 Funerals	@ \$167.50	\$ 6,700.00
Cleaning of 1200 Comforters @ 75¢		900.00
Surgery		2,000.00
Clinical and Operative Services for the eyes		1,500.00
Off-Project Medical Cases		1,000.00
Optometry Services		1,000.00
Sewing Machine Repairs 30 units @ \$5.00		150.00
Hospital Equipment Repairs		<u>1,200.00</u>
TOTAL		\$14,450.00



## 07 Contractual Services

### Justification

For the first eleven months of the calendar year, 1944, there were 34 deaths in the Center. A budget item for 40 funerals is requested for 1946. An increase of approximately 10 per cent over the current death rate will allow a small margin for increased expectancy in the death rate due to an increasingly older age level of the center population.

An item of \$900.00 is requested for cleaning of bedding. This item will meet the requirements incident to seasonal and indefinite leaves and transferees from other centers.

The hospital does not have a surgeon. The relocation of Dr. Higa left a vacancy in the surgical department which we have been unable to fill. This is a new budgetary item and in the absence of any official statistics we are requesting \$2,000.00 for this item.

While Dr. Higa was on the hospital staff, he took care of clinical and operative services for the eyes. Dr. Pressman, Acting Chief Medical Officer, W.R.A., suggests that at least one clinic per quarter plus about two days operative services will be sufficient to care for the eyes. He estimates that \$500.00 per quarter will be necessary.

An item of \$1,000.00 is requested for off-project medical cases. This item will cover a type of care not available in the Center. Our experience under the present fiscal year in handling of off-project cases would justify the amount of this request.

An item for \$1,000.00 is requested for Optometry. The Optometrist of this center relocated. By transfer from Jerome, we received one optometrist. He is now dated up until June, 1945. There is a distinct possibility, however, that we will lose his services in the very near future. Outside help will have to be secured. A minimum of ten days per quarter at \$25.00 per day will be necessary to meet our needs.



Since July, Property has requested this Division to carry the expense incident to sewing machine repair. We have in use approximately 300 machines in the Center. Our repair cost for the first six month of this year was \$157.00. We estimate that ten per cent of our machines will have to be repaired during the next fiscal year.

Requirements for hospital equipment repair are estimated at \$1,200.00. This amount is slightly higher than current expenditures, but as our equipment is getting older the request seems to be in line of expected requirements.



Jack G. Bohon, Acting Finance Officer

12/12, 44

John D. Neal, Community Activities Supervisor

Budget for period from July 1, 1945 - June 30, 1946

08 Supplies and Materials

Office Supplies

100.00

Public address system and Moving  
picture projectors upkeep and  
repair, tubes, cables, etc. Stage  
lights and effects.

200.00

Supplies for Activities, balls, nets,  
counters, etc.

100.00

400.00

09.2 Permanent Equipment

Activities equipment, goals, etc

300.00

Supplies for making athletic equip-  
ment, playing fields, game tables for  
rec. huts, lumber, paint, nails, material  
for scenery and stage props.

300.00

TOTAL

600.00

1000.00



United States  
DEPARTMENT OF THE INTERIOR

Jack G. Bohon, Acting Finance Officer

December 12, 1944

John D. Neal, Community Activities Supervisor

Budget Justification for Community Activities Section for Period from  
July 1, 1945 to June 30, 1946.

Objectives:- The activities of this department are not only morale building but are definitely taking on the characteristics of delinquency prevention. The objectives of a well rounded program should include a center wide program designed to appeal to every resident regardless of age, location, sex, religion or racial descent. The Issei stands in need of American type activity in equal or even greater degree than the Nissei or Sansei. If we are to encourage these evacuees to think as Americans and to speak and act as citizens we are under obligation to offer them recreation that will have an appeal sufficient to offset the activities custom and national mores have made habitual with them. This will require a widely varied program and, consequently, a staff with varying skills, accomplishments and instructive abilities.

Problems:- The problem attracting the most comment at present is the threat of juvenile delinquency. The boys below inductee age and out of elementary school are showing the results of lessened restraints, crowded living and lack of normal play opportunities. There appears to be a tendency, beyond the usual for that age, to form into groups and gangs. Community Activities hopes to take advantage of this grouping to form clubs and societies and to provide parties, games, athletics and similar outlets for the vitality of the boys and girls this age. Another problem is the difficulty of securing leadership competent to carry out such plans. Relocation is not only taking numbers of the evacuees from the Center but is taking those with the greatest experience and knowledge of leadership. Volunteer response is daily lessening and more reliance on paid staff will probably be necessary.

Plan of Work:- Two plans of operation are in process--one to activate the recreation halls throughout the center so that each block may have as well rounded and continuing a program in its own neighborhood as can be provided with the leadership available, and the second to set up clubs for groups with specific interests on a center wide basis--as, for instance, a Boys Club operated by and for the boys themselves. It is felt that as competent guidance as can be obtained is necessary in every recreation center, whether on a block or project-wide basis, as past efforts have proven more destructive than otherwise where equipment, buildings and athletic supplies have been left without supervision.

Activities:- Activities of this section include moving pictures in two halls every night, dances and socials averaging twenty or more a month, farewell parties for inductees, game circles and story hours on the blocks for younger children, free movies four times a month for kiddies; baseball, basketball, badminton and other outdoor leagues and tournaments, promotion of such national organizations as the Boy



Scouts, Y.W.C.A., Hi-Y, Jr. Red Cross, Girl Reserves, Y.M.C.A., Youth Fellowship groups, etc. Religious activities also come under the purview of this department. Included, too, are the operation of twenty-nine recreation halls and outside playgrounds on as nearly a whole time occupancy as may be.