

tent feasible, to the elimination of artificial barriers to employment and occupational advancement (secs. 205(c)(18) and 205(c)(21));

(H) Maintenance or provision of linkages with upgrading and other manpower programs to assist persons employed in public employment programs to fulfill their career goals (sec. 205(c)(19));

(I) Employment of not more than one-third of the participants in a bona fide professional capacity except in the case of classroom teachers; the Secretary may waive this limitation in exceptional circumstances (sec. 205(c)(22));

(J) Allocation of jobs equitably to local governments and agencies (sec. 205(c)(23));

(K) Provisions of jobs in each job category which will not infringe upon the promotional opportunities of unsubsidized current employees and provision of jobs only at the entry level in each job category until applicable personnel procedures and collective bargaining agreements have been met (sec. 205(c)(24));

(L) Provision of jobs in addition to those that would otherwise be funded by the prime sponsor without assistance under the Act (sec. 205(c)(25));

(iv) Special certification for State grantees: Compliance with requirements and provisions of sections 106 and 107 of the Act.

(4) *Grant Signature Sheet.* The Grant Signature Sheet records the acceptance by the grantee and grantor of the terms and conditions of the grant and any changes to the grant. It records the time period for which the grant is effective, the grant allotment, the amount of funds obligated by the ARDM to the grantee, the title of the act under which the funding is authorized and the name, title and signature of the approving official on both sides.

§ 95.15 Comment and publication procedures relating to submission of grant application.

(a) As provided in paragraphs (b) and (c) of this section, each prime sponsor shall provide an opportunity for comment on the application (secs. 105(c)(2) and 408).

(b) (1) Each prime sponsor shall publish a summary of the grant application, including the proposed grant allotment of funds, in a newspaper or newspapers (including minority newspaper(s), where feasible) which will provide for a general circulation throughout the area to be served by the prime sponsor's plan. Such publication shall be for three consecutive issues. The publication shall be made 30 days prior to the submission of the application to the ARDM. A copy of the newspaper article shall be transmitted to the ARDM.

(2) The information published shall include the following:

(i) The numbers of individuals to be served and terminated, including the number to be placed in unsubsidized employment;

(ii) The significant segments of the population to be served, and number of planned participants in each segment;

(iii) The program activities and services to be provided by the program in each geographical area and the funds to be planned for each activity and service;

(iv) The total funds in the plan (i.e., grant allotment plus carry in, if any) and the distribution of funds by cost categories.

(v) The location and hours when the complete grant application can be reviewed and the address and phone number where questions and comments may be directed;

(vi) A comparison of performance against prior year's plan through the most recent quarter, including items such as:

(A) Comparison of planned and actual enrollments by program activities;

(B) Comparison of planned and actual placements and terminations;

(C) Comparison of planned and actual numbers of individuals in each significant segment;

(D) Comparison of planned and actual expenditures by program activity and cost categories (sec. 705(f)).

(c) In addition to general newspaper circulation, each prime sponsor applicant shall provide a copy of its application for the purpose of commenting thereon, to the Governor and the appropriate State and sub-State A-95 clearing-house(s) 30 days prior to its submission to the ARDM. At the same time it shall provide a summary to appropriate units of general local government with a population of at least 10,000 persons, to appropriate Indian prime sponsors, and to labor organizations representing employees engaged in similar work in the same area as that for which enrollees will receive subsidized employment or training.

(d) Comments pursuant to paragraphs (b) and (c) shall be made to the prime sponsor applicant and the ARDM within 30 days of publication. The prime sponsor shall provide copies of all written comments to its Prime Sponsor Planning Council and the Governor. In addition all substantive written comments and responses will be transmitted to the ARDM with the grant application, unless the comments are received after the application's submission, in which case they will be sent separately to the ARDM.

(e) A prime sponsor applicant shall acknowledge any written comment made pursuant to this section. It shall inform any party submitting a substantive written comment of whether any plan revision will be made in response to the comment and the reasons for the prime sponsor's determination.

(f) If any party commenting to the ARDM pursuant to the A-95 clearing-house review process recommends disapproval of the grant in whole or in part and if the ARDM after review of the recommendation determines that the grant should be approved, the ARDM shall inform the party making the comment of the reasons for the ARDM's determination.

§ 95.16 Submission of grant application.

(a) Each prime sponsor applicant shall submit its grant application to the ARDM on or before a date set by the Secretary.

(b) A grant application shall include all items set out in § 95.14 of this Part 95.

§ 95.17 Standards for reviewing grant applications.

(a) A grant application will be reviewed to determine if it meets the requirements of the Act, the regulations promulgated under the Act, and other applicable law.

(b) In reviewing a grant application as provided in paragraph (a), of this section, the ARDM shall determine whether:

(1) The application is complete;

(2) The needs and priorities identified in the application are supported and justified by the documentation provided by the prime sponsor;

(3) The planned expenditures for program activities are substantiated by documentation of the needs and priorities identified in the application;

(4) The performance goals identified in the application are reasonable in light of past program experience in the same or similar activities and the documentation provided by the prime sponsor;

(5) Documentation is presented that reasonable arrangements have been made to involve the population to be served and community-based organizations in the planning process, through representation on the Prime Sponsor Manpower Planning Council or through participation in the specific planning of the program;

(6) The prime sponsor applicant's selection of the method of delivery of services is supported by adequate documentation based on availability and capability of delivery agents and appropriateness of services for the population to be served and provides evidence that due consideration has been given to the utilization of those services and facilities available from Federal, State, and local agencies (sec. 105(a)(3)(B));

(7) Maximum efforts have been made to meet the goals of the prior year's plan; such efforts shall include monitoring, evaluation, and remedial activities, such as, but not limited to, modification of the plan to reflect significant economic changes within the jurisdiction (sec. 105(a));

(8) The administrative costs in the application are reasonable and provide, to the maximum extent feasible, for Federal funds to be expended for direct program activities and services, and, if administrative costs exceed 20 percent of non public service employment activities whether the prime sponsor has cited an adequate reason and provided supporting documentation. Costs for public service employment other than wages and fringe benefits may not exceed 10 percent (secs. 108(d)(2) and 203(b));

(9) The prime sponsor has adequate internal administrative controls, accounting requirements, personnel stand-

ity, and other minority groups when such persons represent a significant portion of the participant population). Generally, staff of State or local government agencies would not provide appropriate representation under this paragraph.

(3) The Governor shall appoint a chairman for the Council and provide the Council with professional, technical, and clerical staff. The Council shall meet as it deems necessary.

(4) Council responsibilities shall include, but not be limited to;

(i) Reviewing prime sponsor plans, proposed modifications, and comments thereon;

(ii) Reviewing State agency plans for providing services to prime sponsors;

(iii) Making recommendations to prime sponsors, agencies providing manpower services, the Governor, and the general public on improving the coordination and effectiveness of manpower services within the State;

(iv) Monitoring continuously (A) the operation of programs conducted by prime sponsors in the State and (B) the availability, responsiveness, adequacy, and effective coordination of State services provided by all manpower-related agencies. The monitoring conducted by SMSC's shall include an emphasis upon reviewing statewide and inter-prime sponsor issues of utilization and coordination of manpower resources of State agencies, and the coordination of plans and operations in contiguous areas. The extent and procedures for monitoring prime sponsors and State agencies must be defined by the SMSC and publicized to all prime sponsors and State agencies affected prior to their being implemented; and

(v) Submitting an annual report to the Governor which will be a public document, and issuing such other studies, reports or documents to the Governor and prime sponsors as the SMSC believes necessary to effectively carry out the Act.

(c) *Combined planning and services councils.* In any State where the State is the only prime sponsor, the prime sponsor planning council may also perform the functions of the State Manpower Services Council. In such instances, the membership of the prime sponsor's planning council shall reflect the membership requirements of the State Manpower Services Council, in addition to meeting the membership requirements of a prime sponsor planning council, except that the provision of § 95.13(d)(2)(i) is not required.

§ 95.14 Content and description of grant application.

(a) *General.* (1) This section describes the grant application which prime sponsor applicants will use to apply for their grant allotment of funds under Title I of the Act. A single grant document may be provided by the ARDM for obtaining funds under Titles I and II. Such a document shall contain all the requirements set out for such grants in these regulations. Procedures for special State grants under Title I are in Subpart D of this Part 95 (sec. 105).

(2) A copy of all forms and instructions are contained in the *Forms Preparation Handbook*.

(b) *Grant application forms.*—(1) *Application for Federal Assistance.* The Application for Federal Assistance identifies the applicant and the amount of funds requested; it provides information concerning the area to be served and the number of people expected to benefit from the program. The form for Part I of the Application for Federal Assistance (Nonconstruction Programs) contained in FMC 74-7 is being used.

(2) *Title I Comprehensive Manpower Plan.* The Title I Comprehensive Manpower Plan is a statement of how the applicant intends to use its Title I funds and to coordinate its activities with other manpower programs and services operating within its jurisdiction. The Title I Comprehensive Manpower Plan consists of the Narrative Description of the Title I Program, the Program Planning Summary, Budget Information Summary and Occupational Summary, all described below. For consortia the approved consortium agreement shall be a part of the plan.

(i) *Narrative Description of Title I Program.* The Narrative Description of the Title I Program provides for a narrative outline of the proposed program under the Act. It identifies and explains the manpower problems within the applicant's jurisdiction, describes proposed program activities and delivery systems to deal with those problems, and projects the results which may be expected from the program. The Narrative Description of the Title I Program requires a detailed statement on the program including the following items. The *Forms Preparation Handbook* gives detailed instructions for these items required in the Narrative Description of the Title I Program:

(A) *Objectives and needs for assistance.* (1) Policy statement on purpose of program;

(2) Description of economic conditions;

(3) Description of labor force characteristics;

(4) Explanation of skill shortage occupations;

(5) Definition of manpower needs;

(6) Statement of groups to be served including consideration given to priority groups and occupations;

(7) Statement of goals to be accomplished.

(B) *Results and benefits expected.* (1) Statement relating planned outputs to needs;

(2) Rationale for selection of program activities in the program design;

(3) Statement of how the program design will provide participants with economic self-sufficiency; and

(4) Explanation of how the program will enhance career development.

(C) *Approach.* (1) Description of the planning system and participation of community based organizations and the population to be served;

(2) Statement of strategy for accomplishing goals;

(3) Description of each program activity and service and the enrollee flow;

(4) Description of methods to be used to recruit, select and determine eligibility of participants;

(5) Description of how persons of limited English-speaking ability will be served if they represent a significant portion of an applicant's program;

(6) Description of special consideration to veterans;

(7) Description of continuity of services to participants when the geographical area of the prime sponsor has changed;

(8) Description of the applicant's administrative system including accounting for placements;

(9) Description of the mechanism for assuring equal employment opportunity;

(10) Description of allowance payment system;

(11) Description of consideration given to programs of demonstrated effectiveness and explanation of reasons specific delivery agents were selected including reason existing services and facilities, including State employment security agencies, State vocational education agencies, vocational rehabilitation agencies, local education agencies, post secondary training and educational institutions, community action agencies, and area skill centers, were not utilized and justification of any duplication of services.

(12) Description of coordination with deliverers of manpower services not supported by the Act; and

(13) Justification of administrative costs planned;

(D) *Geographic location served.* Description of the geographical locations to be served.

(E) *Additional items relating to State applicants.* (1) A description of arrangements for serving all geographic areas under its jurisdiction, (i.e., balance of State) except for areas served by other prime sponsors;

(2) Description of the functions of the State Manpower Services Council;

(3) Description of State Manpower Services to be undertaken.

(F) *Additional items relating to Public Service Employment Programs.* (1) Description of unmet public service needs and priorities;

(2) Relationship of types of jobs to public service needs described above;

(3) Justification of funding and job allocation to government agencies;

(4) Description of strategy for serving and matching jobs to special veterans' skills;

(5) Description of plan for providing services to significant segments of the population, and disabled veterans, special veterans, and those veterans discharged within four years of the date of application, welfare recipients, and former manpower trainees;

(6) Description of the methods of determining rates of compensation when they differ from what is normally paid by the employer and reasons for the difference;

(7) Description of actions to insure compliance with personnel procedures and collective bargaining agreements for

RULES AND REGULATIONS

jobs in other than the entry level in any job category;

(8) Plans to improve and expand employment and advancement opportunities of the target population;

(9) Description of supervisory training, education and other services to participants;

(10) Explanation of linkages with other programs;

(11) Description of efforts to remove artificial barriers; and

(12) Maintenance of effort verification.

(ii) *Program Planning Summary.* The Program Planning Summary requires a prime sponsor to provide a quantitative statement of planned enrollment levels, the participants to be served by each program activity (classroom training, on-the-job training, public service employment, work experience, and other activities) and outcomes for program participants. It also requires an identification of the significant segments of the population and the number of individuals to be served in each.

(iii) *Budget Information Summary.* The Budget Information Summary requires a prime sponsor to provide a quantitative statement of planned expenditures and obligations by the grantee. It requires prime sponsors to indicate yearly planned expenditures by cost category (administration, allowances, wages, fringe benefits, training, and services); the prime sponsor is to reflect planned quarterly obligations, and planned quarterly expenditures by program activity.

(iv) *Public Service Employment Occupational Summary.* The Occupational Summary requires a prime sponsor operating a public service employment program under the Act to provide a description of proposed job opportunities, occupations and wages, including a comparison of such wages with wages for similar nonsubsidized jobs in the employing agency.

(3) *Assurances and Certifications.* The Assurances and Certifications form is a signature sheet on which the prime sponsor assures and certifies that it will comply with the Act, the regulations of the Department, other applicable laws, and applicable Federal Management Circulars and Office of Management and Budget (OMB) circulars. The Assurances and Certifications form appears in and *Forms Preparation Handbook*. Following is a summary of the items which are described in detail on that form:

(i) *General Assurances:*

(A) Compliance with the Act and regulations, including conformance to amendments;

(B) Compliance with FMC 74-4 and 74-7 and OMB Circular A-95;

(C) Legal authority to apply for the grant (secs. 102(a), 701(a) (9) (10));

(D) Compliance with Title VI of the Civil Rights Act of 1964;

(E) Non-discrimination (secs. 703(1) and 712);

(F) Compliance with the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (FMC 74-7);

(G) Compliance with the Hatch Act

as amended and restrictions on political activities (sec. 710);

(H) Prohibition on use of position for private gain (sec. 702(a));

(I) Access of Comptroller General and Secretary to records and documents pertaining to the Act (sec. 713(2));

(J) Non-support of religious facilities (sec. 703(4));

(K) Maintenance of required health and safety standards (sec. 703(5));

(L) Provision of appropriate employment and training conditions in regard to type of work, geographical region and proficiency of the participant (sec. 703(4));

(M) Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (secs. 703(6) and 208(4));

(N) Use of funds under the Act to supplement, rather than supplant funds otherwise available, prohibition on displacement of employed workers by participants employed under the Act, and prohibition on impairment of existing contracts for services (secs. 703(11) and 703(7));

(O) Training only in occupations which require two or more weeks of pre-employment training, unless there are immediate employment opportunities (secs. 703(8), and 105(a) (6));

(P) Training which has a reasonable expectation to lead to unsubsidized employment and which provides for the development of participants' potential consistent with their capabilities (secs. 703(9), 105(a) (6), and 703(10));

(Q) Use of funds to supplement rather than supplant the level of funds otherwise available for the planning and administration of the program (sec. 703(11));

(R) Compliance with reporting and recordkeeping requirements of the Act and regulations (secs. 703(12) and 311(c));

(S) Contribution to the occupational development or upward mobility of individual participants (sec. 703(13));

(T) Provision of required administrative and accounting controls (sec. 703(14));

(U) Provision for the manpower needs of youth in the area served (sec. 703(15));

(V) Compliance with minimum wage requirements specified under the Act (secs. 111(a) and (b) and 208(a) (2));

(W) Compliance with applicable labor standards pertaining to the workplace or training facility (secs. 111(b) and 706);

(X) Services and activities provided under this Act will be administered by or under the supervision of the applicant (sec. 105(a) (1) (D));

(ii) Additional assurances for Title I programs, as required by the Act:

(A) Provision of manpower services to those most in need of them, and consideration of the need for continued funding of programs of demonstrated effectiveness to serve them (sec. 105(a) (1) (D));

(B) Design of programs of institutional skill training for skill shortage occupations (sec. 105(a) (6));

(C) Submission of a comprehensive plan in accordance with section 105(a) and compliance with the provisions of section 105(b);

(D) Arrangements to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (sec. 105(a) (7));

(E) Special consideration given to the needs to unemployed disabled veterans, special veterans and veterans discharged within four years of the date of application and special outreach and coordination efforts to serve such veterans (secs. 205(c) (5), 205(c) (26) and 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974 (Pub. L. 93-567)).

(iii) Additional assurances relating to public service employment programs as follows:

(A) Special consideration be given to the filling of jobs which provide prospects for advancement or continued employment by providing complementary training and manpower services in accordance with procedures established in section 205(c) (4);

(B) Provision of public service jobs, to the extent feasible, in occupational fields most likely to expand within the public or private sector as the unemployment rate recedes (sec. 205(c) (6));

(C) Special consideration in filling transitional public service jobs be given to persons most severely disadvantaged in terms of length of unemployment and prospects for finding employment unassisted, but not authorize the hiring of any person when another person is on lay-off from the same or equivalent job (sec. 205(c) (7));

(D) Prohibition against the use of funds to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling such vacancy by hiring an employee to be supported under the Act (sec. 205(c) (8));

(E) Consideration of persons who have participated in manpower training programs (sec. 205(c) (9));

(F) Compliance with periodic review procedures pursuant to section 207(a) of the Act (sec. 205(c) (11));

(G) Removal of artificial barriers to public employment by manpower and institutions receiving financial assistance and contributing to the maximum ex-

tent feasible, to the elimination of artificial barriers to employment and occupational advancement (secs. 205(c) (18) and 205(c) (21));

(H) Maintenance or provision of linkages with upgrading and other manpower programs to assist persons employed in public employment programs to fulfill their career goals (sec. 205(c) (19));

(I) Employment of not more than one-third of the participants in a bona fide professional capacity except in the case of classroom teachers; the Secretary may waive this limitation in exceptional circumstances (sec. 205(c) (22));

(J) Allocation of jobs equitably to local governments and agencies (sec. 205(c) (23));

(K) Provisions of jobs in each job category which will not infringe upon the promotional opportunities of unsubsidized current employees and provision of jobs only at the entry level in each job category until applicable personnel procedures and collective bargaining agreements have been met (sec. 205(c) (24));

(L) Provision of jobs in addition to those that would otherwise be funded by the prime sponsor without assistance under the Act (sec. 205(c) (25));

(M) Special certification for State grantees: Compliance with requirements and provisions of sections 106 and 107 of the Act.

(4) *Grant Signature Sheet.* The Grant Signature Sheet records the acceptance by the grantee and grantor of the terms and conditions of the grant and any changes to the grant. It records the time period for which the grant is effective, the grant allotment, the amount of funds obligated by the ARDM to the grantee, the title of the act under which the funding is authorized and the name, title and signature of the approving official on both sides.

§ 95.15 Comment and publication procedures relating to submission of grant application.

(a) As provided in paragraphs (b) and (c) of this section, each prime sponsor shall provide an opportunity for comment on the application (secs. 105(c) (2) and 108).

(b) (1) Each prime sponsor shall publish a summary of the grant application, including the proposed grant allotment of funds, in a newspaper or newspapers (including minority newspaper(s), where feasible) which will provide for a general circulation throughout the area to be served by the prime sponsor's plan. Such publication shall be for three consecutive issues. The publication shall be made 30 days prior to the submission of the application to the ARDM. A copy of the newspaper article shall be transmitted to the ARDM.

(2) The information published shall include the following:

(i) The numbers of individuals to be served and terminated, including the number to be placed in unsubsidized employment;

(ii) The significant segments of the population to be served, and number of planned participants in each segment;

(iii) The program activities and services to be provided by the program in each geographical area and the funds to be planned for each activity and service;

(iv) The total funds in the plan (i.e., grant allotment plus carry in, if any) and the distribution of funds by cost categories.

(v) The location and hours when the complete grant application can be reviewed and the address and phone number where questions and comments may be directed;

(vi) A comparison of performance against prior year's plan through the most recent quarter, including items such as:

(A) Comparison of planned and actual enrollments by program activities;

(B) Comparison of planned and actual placements and terminations;

(C) Comparison of planned and actual numbers of individuals in each significant segment;

(D) Comparison of planned and actual expenditures by program activity and cost categories (sec. 705(f)).

(c) In addition to general newspaper circulation, each prime sponsor applicant shall provide a copy of its application for the purpose of commenting thereon, to the Governor and the appropriate State and sub-State A-95 clearing-house(s) 30 days prior to its submission to the ARDM. At the same time it shall provide a summary to appropriate units of general local government with a population of at least 10,000 persons, to appropriate Indian prime sponsors, and to labor organizations representing employees engaged in similar work in the same area as that for which enrollees will receive subsidized employment or training.

(d) Comments pursuant to paragraphs (b) and (c) shall be made to the prime sponsor applicant and the ARDM within 30 days of publication. The prime sponsor shall provide copies of all written comments to its Prime Sponsor Planning Council and the Governor. In addition all substantive written comments and responses will be transmitted to the ARDM with the grant application, unless the comments are received after the application's submission, in which case they will be sent separately to the ARDM.

(e) A prime sponsor applicant shall acknowledge any written comment made pursuant to this section. It shall inform any party submitting a substantive written comment of whether any plan revision will be made in response to the comment and the reasons for the prime sponsor's determination.

(f) If any party commenting to the ARDM pursuant to the A-95 clearing-house review process recommends disapproval of the grant in whole or in part and if the ARDM after review of the recommendation determines that the grant should be approved, the ARDM shall inform the party making the comment of the reasons for the ARDM's determination.

§ 95.16 Submission of grant application.

(a) Each prime sponsor applicant shall submit its grant application to the ARDM on or before a date set by the Secretary.

(b) A grant application shall include all items set out in § 95.14 of this Part 95.

§ 95.17 Standards for reviewing grant applications.

(a) A grant application will be reviewed to determine if it meets the requirements of the Act, the regulations promulgated under the Act, and other applicable law.

(b) In reviewing a grant application as provided in paragraph (a), of this section, the ARDM shall determine whether:

(1) The application is complete;

(2) The needs and priorities identified in the application are supported and justified by the documentation provided by the prime sponsor;

(3) The planned expenditures for program activities are substantiated by documentation of the needs and priorities identified in the application;

(4) The performance goals identified in the application are reasonable in light of past program experience in the same or similar activities and the documentation provided by the prime sponsor;

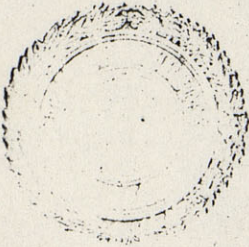
(5) Documentation is presented that reasonable arrangements have been made to involve the population to be served and community-based organizations in the planning process, through representation on the Prime Sponsor Manpower Planning Council or through participation in the specific planning of the program;

(6) The prime sponsor applicant's selection of the method of delivery of services is supported by adequate documentation based on availability and capability of delivery agents and appropriateness of services for the population to be served and provides evidence that due consideration has been given to the utilization of those services and facilities available from Federal, State, and local agencies (sec. 105(a) (3) (B));

(7) Maximum efforts have been made to meet the goals of the prior year's plan; such efforts shall include monitoring, evaluation, and remedial activities, such as, but not limited to, modification of the plan to reflect significant economic changes within the jurisdiction (sec. 105(a));

(8) The administrative costs in the application are reasonable and provide, to the maximum extent feasible, for Federal funds to be expended for direct program activities and services, and, if administrative costs exceed 20 percent of non public service employment activities whether the prime sponsor has cited an adequate reason and provided supporting documentation. Costs for public service employment other than wages and fringe benefits may not exceed 10 percent (secs. 108(d) (2) and 203(b));

(9) The prime sponsor has adequate internal administrative controls, accounting requirements, personnel stand-



CITY OF LUBBOCK
LUBBOCK, TEXAS

MAR 22 1974

CAROLYN JORDAN
COUNCILWOMAN

March 21, 1974.

Miss Dianna Henderson
Executive Director
Lubbock O.I.C.
2200 East Broadway
Lubbock, Texas 79403

Dear Dianna:

I received your letter of March 14 yesterday and trust that our conversation on Monday the 18th covered the questions you raised. Mr. Cunningham has shared his letter to you with me. If there are any further questions that he has not answered, please feel free to contact me again.

I also received a letter from Ms. Mary L. Beaty with no return address. I trust from reading her letter that she is also working on this project with you, and I hope you will share the information from our conversation and Mr. Cunningham's letter with her. Thank you.

Sincerely,

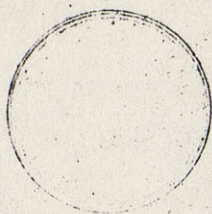
A handwritten signature in cursive script that reads "Carolyn".

Carolyn Jordan
Councilwoman

CJ:gr



5



CITY OF LUBBOCK
LUBBOCK, TEXAS

N. B. McCULLOUGH
CITY MANAGER

April 11, 1974

Miss Dianna Henderson
2806 Weber, Apt. C
Lubbock, Texas 79404

Dear Miss Henderson:

Thank you for your letter expressing concern and interest in manpower planning and training in Lubbock.

I am pleased to report that positive action has taken place within the past week in that the SPAG board, at the request of the Governor's office, has assumed responsibility for manpower planning for the entire fifteen-county region. Actual training will continue to be done by organizations such as OIC and SER. There will be ample opportunity for local input through the elected officials who serve on the SPAG board. In the case of the City of Lubbock, this will be Mayor Bass, Mrs. Jordan and one other council member.

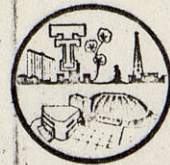
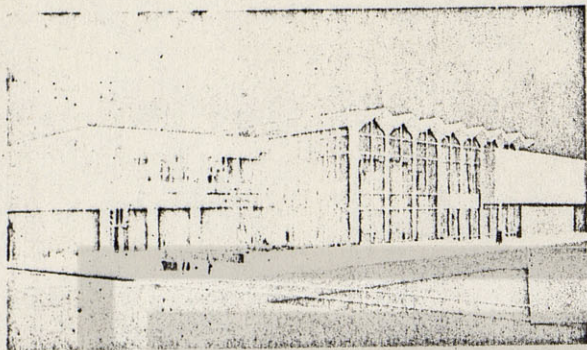
Please be assured that the City of Lubbock is vitally concerned with a manpower program which will serve the needs of our entire community. Your continued interest and input will be appreciated. Please feel free to write at any time if you have further questions or information.

Sincerely,

N. B. McCullough
City Manager

NBM:mr





CITY OF LUBBOCK

762-6411

P.O. Box 2000

LUBBOCK, TEXAS 79457

March 19, 1974

Ms. Diana Henderson
Executive Director
Lubbock O.I.C.
2200 East Broadway
Lubbock, Texas 79403

Dear Ms. Henderson:

Since the City of Lubbock will not be acting as prime sponsor for Title I of the Comprehensive Employment and Training Act of 1973, Lubbock O.I.C. and other such organizations should submit their budget and work programs to the State of Texas.

According to Mr. L. C. "Bud" Harris III, Director of Manpower Services for the Texas Department of Community Affairs, the Governor has designated the Department of Community Affairs to carry out the State's programming responsibilities under this 1973 act. Mr. Harris also stated that budget proposals should be submitted to his office, but at this time no deadline is established for these proposals under the Title I section of this act. He also stated to me that it is not mandatory or absolutely necessary that the Lubbock City Council endorse the O.I.C. proposal or any other proposal but that it would be desirable if such proposals were submitted to the City Council for their review and comments.

Mr. Harris stated that more definite procedures will be established by his office as to how organizations involved with manpower programs should submit their budgets and work programs to the Community Affairs Agency.

When we are informed as to these procedures we will contact you as soon as possible.

Sincerely,

Larry Cunningham
Assistant City Manager

LC:gr



CITY OF LUBBOCK
LUBBOCK, TEXAS

CAROLYN JORDAN
COUNCILWOMAN

March 21, 1974

Ms. Luerena Toliver
1828 E. Amherst
Lubbock, Texas 79403

Dear Ms. Toliver:

Thank you for your letter regarding vocational training for the disadvantaged in the Lubbock area. It is my understanding that the manpower programs for our region are now under the responsibility of the Governor's office in his Department of Community Affairs. As of March 1 the City did not seek to be prime sponsor for such programs, and therefore, the responsibility has become the Governor's.

I personally support manpower training and plan to work to assure that the programs which are indeed training people for meaningful positions will continue.

I do not see that the City of Lubbock will be able to fund manpower programs as such but will encourage the wise spending of available state and federal monies for this purpose. Thank you for your interest.

Sincerely,

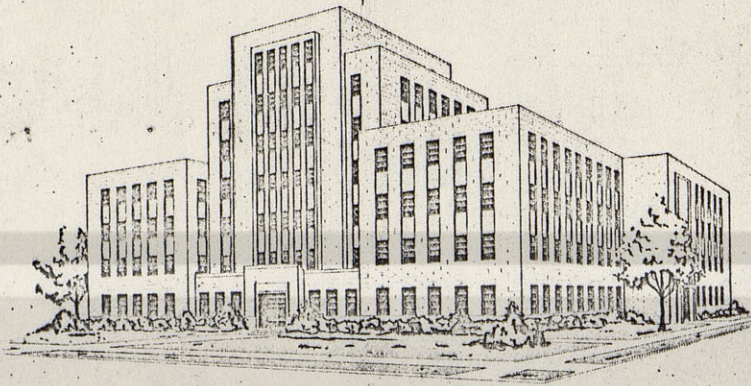
A handwritten signature in cursive script, reading "Carolyn Jordan", is written over a large, faint, stylized "L" watermark.

Carolyn Jordan
Councilwoman

CJ:gr



ARCH G. LAMB
COUNTY COMMISSIONER
PRECINCT 1
ROOM 102, NEW COURTHOUSE
LUBBOCK, TEXAS 79401



LUBBOCK COUNTY

LUBBOCK, TEXAS

April 12, 1974

Ms. Mary L. Beaty
1521 E. 1st Place
Lubbock, TX 79403

Dear Ms. Beaty:

I regret my delay in replying to your letter of recent date, but we have been trying to work out a satisfactory arrangement to have a local contracting agency for the Manpower program.

We think at this time it will be handled by the South Plains Association of Governments, unless the new Mayor of Lubbock elects to take charge of it again.

I trust this will meet with your approval. Kindest personal regards and sincere best wishes.

Sincerely,

Arch G. Lamb
LUBBOCK COUNTY COMMISSIONER
PRECINCT #1

AGL/hg



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TEXAS DEPARTMENT OF

Dolph Briscoe, Governor

COMMUNITY AFFAIRS

BEN F. McDONALD, JR., EXECUTIVE DIRECTOR

November 20, 1974

Mr. and Mrs. Jerry Fitzsimmons
2610 29th Street
Lubbock, Texas 79410

Dear Mr. and Mrs. Fitzsimmons:

Governor Briscoe received your telegram and requested our office, Manpower Services Division of the Texas Department of Community Affairs, to respond since manpower programs in your area is a part of our administrative responsibility.

As you may be aware of, in December 1973 the President signed into law the Comprehensive Employment and Training Act (CETA). Two main objectives of CETA were: 1.) To bring all manpower programs under a central administrative unit within each region which enables each individual participant to draw from any or all components (based on need), and 2.) To de-centralize the decision-making.

The first objective is self-explanatory I feel. However, the second is better understood when explained as to how it has actually been effectuated.

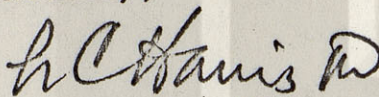
The total "Balance of State" funds, of which the South Plains Region (15 counties) is a part of, are allocated to this Division to, in turn, be allocated, by CETA formula, into the region. On the South Plains, there are two umbrella administrative contracts; one for the County of Lubbock with the South Plains Association of Governments and one for the fourteen rural counties around Lubbock administered by the South Plains Community Action Association, Inc., Levelland. The planning contract for the entire region is with SPAG. All of the above decisions were made by the local elected officials only after all County Judges, Mayors and all Community Based Organizations had input.

Mr. and Mrs. Jerry Fitzsimmons
Page 2
November 19, 1974

Lubbock OIC was selected as one of approximately three sub-contractors in Lubbock County to deliver manpower programs. The program type has not been changed, however, because of limited funds, the level has been reduced.

Hopefully this information will be of benefit in explaining the process required by legislation to participate in CETA. Your demonstrated interest in your area and in manpower is greatly appreciated. If we can be of further assistance, please feel free to call.

Sincerely,



L. C. Harris, III
Director
Manpower Services Division

LCH:vmm

cc: Mr. Truett Mayes, Executive Director
SPAG



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LUBBOCK OPPORTUNITIES INDUSTRIALIZATION CENTER, INC.
CETA BUDGET FY75
October 14, 1974 thru June 30, 1975

ADMINISTRATIVE COSTS

| | | |
|---------------------------------|------|-------|
| <u>Consumable Supplies</u> | 600 | 600 |
| <u>Rent</u> | 3825 | 3825 |
| <u>Utilities</u> | 2700 | 2700 |
| <u>Custodial Services</u> | 600 | 600 |
| <u>Telephone and Postage</u> | 1845 | 1845 |
| <u>Insurance</u> | 600 | 600 |
| <u>Xerox and Reproductions</u> | 100 | 100 |
| Total Administrative Costs----- | | 10270 |

TRAINING COSTS

| | | |
|---|------|-------|
| <u>Staff Salaries</u> | | |
| Lead Feeder Instructor | 7481 | |
| Lead Skills Instructor | 6615 | |
| Skills Instructor | 5706 | 19802 |
| <u>10% Fringe Benefits</u> | 1980 | 1980 |
| <u>Travel</u> | | |
| Out of town | 256 | |
| Lubbock County | 600 | 856 |
| <u>Books (Training & Instructional)</u> | 3400 | 3400 |
| <u>Teacher Aids</u> | | |
| Equipment Rental | 1442 | |

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Teacher Aids-cont'd

| | | |
|---------------------------------------|------|-------|
| Equipment Purchases | 4000 | |
| Typewriter Maintenance | 700 | 6142 |
| Printing & Subscriptions + <i>Bus</i> | 519 | 519 |
| Total Training Costs----- | | 32699 |

SERVICES COSTSChild Care

| | | |
|---------------------|-----|-----|
| Snacks for children | 225 | 225 |
|---------------------|-----|-----|

Counseling

| | | |
|---------------------|------|-------|
| Director | 4688 | |
| Counselor | 5954 | |
| Asst. Counselor | 4500 | |
| 10% Fringe Benefits | 1514 | 16656 |

Job Development

| | | |
|---------------------|------|------|
| Job Developer | 5434 | |
| 10% Fringe Benefits | 543 | 5977 |

Job Placement

| | | |
|---------------------|------|------|
| Director | 4688 | |
| 10% Fringe Benefits | 469 | 5157 |

Transportation

| | | |
|---------------------|------|------|
| Bus Driver | 3969 | |
| 10% Fringe Benefits | 396 | |
| Bus Travel | 1762 | |
| Maintenance of Bus | 400 | 6527 |

Travel (Employee)

| | | |
|--|------|------|
| | 1224 | 1224 |
|--|------|------|

| | | |
|---------------------------|--|-------|
| Total Services Costs----- | | 35766 |
|---------------------------|--|-------|

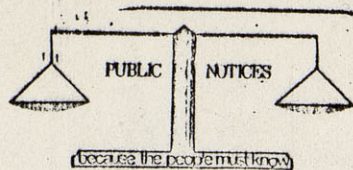
TOTAL BUDGET COSTS----- \$78,735

MEMORANDUM

RE: Contractual provisions for fiscal control by SPAG of subcontractor funds

Fiscal control will be maintained by SPAG. Information will be generated so that Lubbock OIC Board of Directors will know the spending levels of the program. OIC designates SPAG as its agent for the purpose of disbursing funds allocated under this subcontract in accordance with the budget established for OIC. All funds so paid by SPAG will be paid from Man Power Funds received by SPAG from the Texas Department of Community Affairs and allocated by SPAG to this subcontract in accordance with the budget in such manner and from such account or accounts as SPAG may deem proper. OIC will furnish to SPAG such documentary requests for expenditures and supporting data as SPAG may require, and upon the forms and at the times as SPAG may designate. SPAG will not be obligated in anyway to disburse funds for obligations incurred by OIC in excess of budgeted amounts or for items not specifically provided for in the budget. OIC will maintain its employer's identification number and all disbursements for salaries, social security, withholding tax, to the employees of OIC will be under the employer's identification number of OIC. Such employees are the employees of OIC and shall not be considered in any manner or for any purpose as employees of SPAG. OIC is and shall continue to be an independent contractor in the performance of all services and work called for in this subcontract. It shall have complete control over the hiring and firing of its employees, and the method and manner of the performance of the work called for in this agreement. OIC shall not incur any obligations of any kind under this contract, except for budgeted items, and after having received written notice from SPAG designating the amount of available funds for budgeted items. After such notice OIC shall not incur obligations in excess of the designated available funds for budgeted items. In this connection, SPAG will submit to OIC a monthly report showing actual expenditures compared with budgeted expenditures for the information of OIC in its operations. OIC shall carry its own workman's compensation insurance, public liability insurance, and such other insurance as may be budgeted under this subcontract. Nothing herein shall be construed to vary any of the other terms of this agreement or to relieve OIC of any of its obligations and agreements provided in this subcontract in any respect. This subcontract is, in all respects, subject to all of the terms and conditions of the subcontract between SPAG and the Texas Department of Community Affairs.

West Texas Times
Published in editions
of May 8, 1975
May 15, 1975
May 22, 1975



TITLE I GRANT MODIFICATION AND PUBLIC ANNOUNCEMENT

The Texas Department of Community Affairs announces that it has submitted a grant modification to the Department of Labor for funding under Title I of the comprehensive employment and training act of 1973. (etel), P.L. 93-203. The total amount of FY 76 funds available for the entire 161 counties of the balance of state area will be \$17,263,703. Each area within the balance of state shall receive its fair share of the funds allocated. The purpose of these funds will be to provide job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons and to assure that training and other services lead to maximum employment opportunities and assist program participants to become economically self-sufficient. Special emphasis will be given to significant segments of the population which will include, but not be limited to, persons receiving public assistance payments, Vietnam-era veterans, former manpower trainees, and persons of limited English-Speaking ability.

Program activities and dollar allocations are:

| | |
|---------------------------|-------------|
| Classroom Training | \$3,478,775 |
| On-the-Job Training | 1,749,597 |
| Public Service Employment | 1,591,145 |
| Work Experience | 8,833,463 |
| Services to Clients | 1,560,726 |

Total \$17,263,706

Cost categories and their dollar allocations are:

| | |
|-----------------|-------------|
| Administration | \$3,037,061 |
| Allowances | 2,319,047 |
| Wages | 8,243,182 |
| Fringe Benefits | 769,072 |
| Training | 1,325,170 |
| Services | 1,564,174 |

Total 17,263,706

It is planned that these activities will provide assistance for, but will not be limited to, the alleviation of such problems as economically disadvantaged youths needing assistance to stay in school, and vocational training and employment for economically disadvantaged, unemployed and underemployed persons 16 years or older.

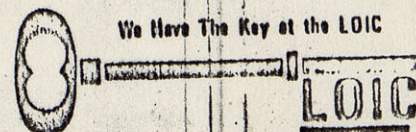
Approximately 8,991 individuals are to be served by this program. Approximately 5,611 will be terminated and 2,575 will be placed in unsubsidized employment. The application may be reviewed at the Texas Department of Community Affairs, 611 South Congress, Second Floor, Room 235, P.O. Box 12337, Capitol Station, Austin Texas 78711, Phone (512) 475-6216, between the hours of 8 A.M. and 5 P.M. Interested persons wishing to make comments should mail them to the above address and to William Harris, Assistant Regional Director for Manpower, U.S. Department of Labor-Manpower Administration, 1100 Commerce Street, Dallas, Texas 75202. Comments should be made no later than June 1, 1975. Further information about programs in your area may be obtained from your regional council of governments' offices.

A comparison of performance against the FY 75 plan through the third quarter of FY 75 shows the following:

| | Planned | Actual |
|--|-----------|--------|
| A. Enrollments in program activities | | |
| Classroom training-Prime sponsor | 750 | 1007 |
| Classroom Training-Voc. Ed. | 800 | 779 |
| On-The-Job Training | 450 | 576 |
| Public Service Employment | 175 | 374 |
| Work Experience | 4850 | 7123 |
| B. Placements and Terminations | | |
| total individuals entering employment | | |
| | 1025 | 823 |
| Total Individuals Terminated | 2475 | 1911 |
| C. Significant Segments of the Population Served | | |
| Youth | 3000 | 5497 |
| Minority | 3500 | 6179 |
| Aged 45 and Over | 100 | 620 |
| Female heads of household | 200 | 223 |
| Veterans | 150 | 289 |
| School dropouts and unemployed | 3000 | 1068 |
| Migrant & seasonal farmworkers | 300 | 254 |
| D. Expenditures (in thousands) | | |
| Expenditures by program activity | | |
| Classroom training | 2500 | 906 |
| On-The-Job Training | | |
| | 600 | 440 |
| Public Service Employment | 900 | 661 |
| Work Experience | 9000 | 4042 |
| Services to Clients | -0- | 958 |
| Special Vocational Education-Funds | 500 | 184 |
| Other Activities | -0- | 171 |
| Accrued Expenditures by Cost Category | | |
| Administration | 1,200,000 | |
| Allowances | 601,000 | |
| Wages | 4,879,000 | |
| Fringe Benefits | 400,000 | |
| Training | 306,000 | |
| Services | 584,000 | |
| Total | 7,978,000 | |

TEXAS DEPARTMENT OF
COMMUNITY AFFAIRS

Lubbock Opportunities Industrialization Center, Inc.
"We Know Where We're Going"



2200 East Broadway • Phone 806 763-8077 • Lubbock, Texas 79403

June 10, 1975

Mrs. Anne Brownlow, Manpower Director
South Plains Association of Governments
916 Lubbock National Bank
Lubbock, Texas

Dear Mrs. Brownlow:

Would you please provide us with the following information:

- (a) All details you may have concerning the extension on our contract.
- (b) The procedures that you are planning for the acceptance of proposals and/or bids for providing services FY 76.

Your prompt attention to this matter will be greatly appreciated.

Sincerely yours,

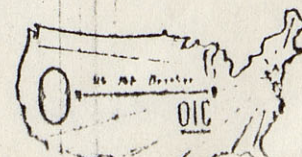
Dianna Henderson

Dianna Henderson
Executive Director

DH/rq

Affiliate of National OIC

"We Help Ourselves"



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MEMORANDUM

June 24, 1975

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TO Lubbock Opportunities Industrialization Center
FROM Ann Brownlow, Project Director, CETA Training Programs *Ann Brownlow*
SUBJECT Guidelines for submission of letters of Intent and Proposals for sub-contracting under Comprehensive Employment and Training Act- Title I for FY 76.

For information purposes, attached you will find an outline of policies and procedures for the development and submission of proposals for sub-contracting classroom training through C.E.T.A. Title I for fiscal year 1976.

If you have interest in the programs to meet the needs of the economically disadvantaged individuals we invite you to submit a proposal on any or all of the enclosed listed programs.

If you have any questions you can contact Pat Martin at 762-8721.



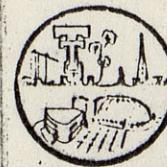
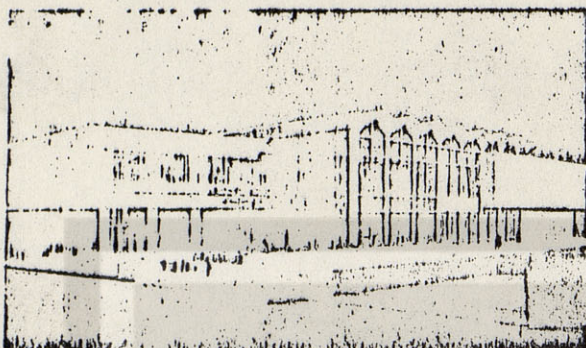
SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

914 LNB BUILDING

LUBBOCK, TEXAS 79401

(806) 762-8721

17



CITY OF LUBBOCK

CITY SECRETARY-TREASURER

762-6411
P. O. Box 2000

LUBBOCK, TEXAS 79457

April 25, 1975

Ms. Diana Henderson,
Executive Director, O.I.C.
2200 East Broadway
Lubbock, Texas 79403

Dear Ms. Henderson:

The following is an excerpt from the unofficial and unapproved City Council minutes of April 24, 1975 in regard to the request of O.I.C. regarding resolution pertaining to C.E.T.A. Manpower Program:

"Item 14:

Rev. A. L. Davis of O.I.C. appeared and made a request concerning a resolution pertaining to C.E.T.A. Manpower Program. He stated they were not asking for endorsement, but for a written instrument that they did appear, and that they be given in writing, a statement of capabilities of O.I.C. in handling the C.E.T.A. Manpower Program.

Discussion was had on this item, during which time Councilwoman Jordan pointed out that SPAG had originally been designated as operator for manpower programs in this area, and that SPAG had sub-contracted with O.I.C.

Diana Henderson, Executive Director of O.I.C. also appeared, stating that eligible organizations had been invited to make application, with the intent to apply and administer C.E.T.A. funds.

After consideration of all information presented, Mayor Bass stated that O.I.C. has done a superior job in administering their sub-contract, but so far as coordinating the efforts in this area, it would be more logical for SPAG to continue to do so; that the Council expressed faith in the integrity of the O.I.C. Board, but that this expression was not to be understood as a recommendation of change in the responsibilities of SPAG in regard to the operation of manpower programs.

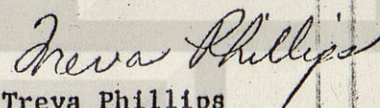
No further action was taken on this item."

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Page 2
Ms. Diana Henderson
April 25, 1975

As mentioned in the previous paragraph, these are not official minutes, but will be considered for approval by the City Council at the May 8 Council meeting and are subject to change, but to the best of my knowledge, these minutes reflect the actions of the City Council.

Sincerely yours,



(Mrs.) Treva Phillips
City Secretary-Treasurer

