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COORDINATION FUNCTION: MANHOOURS BY PERSON,
JANUARY

	State	Other	Meet- ings	Total	Man Hour Base
<u>Coordinators</u>					
McInnes	-0-	-0-	-0-	-0-	160
McKee	-0-	-0-	-0-	-0-	160
Archer	-0-	-0-	-0-	-0-	160
Taylor	-0-	3	18	21	160
<u>CPAs</u>					
Brown		15	13	28	
Clark			7	7	
Espana (consult)		3	8	11	
Goff		5		5	
Gurule	8	7	1	16	
Kludjian	32			32	
McGrath	2			2	
Russo		193		193	
Schur		16	6	22	
Trigger	85	28	20	133	
Whitely	4			4	
 Grand Total				453 21 <hr/> 474	

COORDINATION FUNCTION: MANHOURS BY PERSON,
DECEMBER

	State	Other	Meet- ings	Total	Man Hour Base
<u>Coordinators</u>					
McInnes	61	19	27	107	176
McKee					176
Archer					176
Taylor	7		6	13	176
				<u>120</u>	
<u>Others</u>					
Carter			8	8	
Cunningham	25			25	
Frane	4	4		8	
Goff		35	24	59	
Gurule	8	11	2	21	
Kludjian	67	22	14	103	
McGrath	105		12	117	
Peterson	17			17	
Trigger	54	11	5	70	
				<u>428</u>	
Grand Total				548	

COORDINATION FUNCTION: MANHOURS BY PERSON,
NOVEMBER

	State	Other	Meet- ings	Total	Man Hour Base
<u>Coordinators</u>					
McInnes	20	13	25	58	152
McKee					152
Archer					152
Taylor	8	3	5	16	152
				<u>74</u>	<u>608</u>
<u>Other Staff</u>					
<u>CPAs</u>					
Brown	2	3		5	
Charlton	4			4	
Clark		59	7	66	
Donaldson STAP	3	6	12	21	
Espana		2	8	10	
Goff		82	39	121	
Gurule	13	9	3	25	
Kludjian	6		30	36	
McGrath	56			56	
Steele		44.5	8	52.5	
Trigger	10	34	24	68	
Whitely	12			12	
				<u>476</u>	
Grand Total				550	

COORDINATION FUNCTION: MANHOURS BY PERSON,
OCTOBER

	State	Other	Meet-ings	Total	Man Hour Base
<u>Coordinators</u>					
McInnes	23	27	8	58	176
McKee					176
Archer					176
Taylor	8	18	9	35	176
				<u>93</u>	<u>704</u>
<u>Other Staff</u>					
<u>CPAs</u>					
Blaker	24.5	3	8	35.5	
Brown		18	29	47	
Charlton	30.5	31.3	39	100.8	
Carter	2			2	
Clark		43	33	76	
Donaldson STAP	18	22	24	64	
Espana	1	1	13	15	
Frane	2	17	23	42	
Gaff		11	25	36.3	
Gurule	11	16	11	38	
Kludjian	31	2	16	49	
McGrath	57			57	
Steele	2	15	4	21	
Thies	5.5			5.5	
Throne	11			11	
Trigger		21	3	24	
Cunningham	10			10	
Whitely	44			44	
				<u>678</u>	
				678	
				93	
				<u>771</u>	

TECHNICAL ASSISTANCE FUNCTION MANHOURS BY PERSON

Note: Technical Assistance Man-Hours
Worked MPR's Compared Against
P&A Roster and CAP 14-Budget

DECEMBER

From Personnel and Assignment Roster	A Comm Svs	B Educ	C Mgt	D Hlth	E Hous- ing	F Mpr	G Prog Dev	H Tr	I Meet	J Other	TOTAL	MAN HOUR BASE
STAP												
Frane (Housing)					82		26		36	4	148	176
Carter (Econ Dev)											-0-	176
Schur (Mgt)												176
Chickering (Comm Dev)												176
Subtotal					82		26		36	4	148	704
MGT/DEMO												
Archer							62.5		50	17	129.5	
B. Taylor		10	6		1	1	15				33	
Clark (Mgt)												176
Blaker (Mgt)											-0-	176
Cunningham (Mgt)												176
Whitely (Mgt)										16	16	176
Subtotal		10	6		1	1	77.5		50	33	178.5	704
CONSULTANT												
Espana												
CPA												
Gurule												
Grand Total		10	6		83	1	103.5		86	37	326.5	1408

TECHNICAL ASSISTANCE FUNCTION MANHOURS BY PERSON

Note: Technical Assistance Man-Hours
Worked MPR's Compared Against
P&A Roster and CAP 14-Budget

JANUARY

From Personnel and Assignment Roster	A Comm Svs	B Educ	C Mgt	D Hlth	E Hous ing	F Mpr	G Prog Dev	H Tr	I Meet	J Other	TOTAL	MAN HOUR BASE
STAP												
Franc (Housing)					97		15	4	29	3	148	160
Carter (Comm Dev)	13	1	1		10	4	8	6		5	48	160
Schar (Mgt)	63										63	160
Chickering (Comm Dev)											-0-	160
Subtotal	76	1	1		107	4	23	10	29	8	259	640
MGT/DENO												
Archer							20	2	23	126	171	
B. Taylor	6	21	5		1		2				35	
Clark (Mgt)										6	6	160
Blaker (Mgt)											-0-	160
Cunningham (Mgt)												160
Whitely (Mgt)												160
Subtotal	6	21	5		1		22	2	23	132	212	640
CONSULTANT												
Espana									15	44	59	-0-
CPA												
Gurule	9				4		2				15	-0-
Grand Total	91	22	6		112	4	47	12	67	184	545	1280

TECHNICAL ASSISTANCE FUNCTION MANPOWER BY PERSON

Note: Technical Assistance Man-Hours
Worked MPR's Compared Against
RGA Roster and CAP 14-Budget

NOVEMBER

From Personnel and Assignment Roster	A Comm Sys	B Educ	C Mgt	D Hlth	E Hous In	F Mpr	G Prog Dev	H Tr	I Meet	J Other	TOTAL	MAN HOUR BASE
STAP												
Frane					69				38	24	131	152
Carter												152
Schur												152
Chickering												152
Donaldson	15			4	27	2	28	19	9	6	110	152
Throne								17	27	41	85	
Subtotal	15			4	96	2	28	36	74	71	326	608
MGT/DEMO												
Archer							47		26	53	126	152
Taylor	8	16	10	4	1		9		2		50	152
Clark												152
Blaker												152
Cunningham												
Whitely												
Subtotal	8	16	10	4	1		56		28	53	176	608
CPA'S												
Archuletta								101.5	29.5		131	-0-
Gurule										7	7	-0-
Charlton												
Goff												
McInnes												
Subtotal								101.5	29.5	7	138	
CONSULTANT												
Espana									5	117	122	
Grand Total	23	16	10	8	97	2	84	137.5	136.5	248	762	1216

TECHNICAL ASSISTANCE FUNCTION MANHOURS BY PERSON

Note: Technical Assistance Man-Hours
worked MPR's Compared against
P&A Roster and CAP 14-Budget

OCTOBER

From Personnel and Assignment Roster	A Comm Sys	B Educ	C Ngt	D Hlth	E Hous ing	F Mpr	G Prog Dev	H Tr	I Meet	J Other	TOTAL	MAN HOURS
STAP												
Frane.					22	19	10	21	36	7	115	176
arter												176
chur												176
Whickering												
Donaldson	16	2		3	21		20	5	14	9	90	176
Throne							3	28	34	53	118	
Subtotal	16	2		3	43	19	33	54	84	69	323	704
DEM/DEMO												
Ascher							86		42	41	169	176
Taylor	18	12	7	6	4	5	7	4	2		65	176
Clark												176
Blaker												176
Bunningham												
Whitely	40										40	
Subtotal	58	12	7	6	4	5	93	4	44	41	274	704
TP'S												
Archuletta										22	22	
Curule									1		1	
Charlton						3					3	
off												
McInnes										7.5	7.5	
Subtotal						3			1	29.5	33.5	
CONSULTANT												
Esparana												
Grand Total	74	14	7	9	47	27	126	58	129	139.5	630.5	1408

A T T A C H M E N T S

INTRODUCTION

Attachments

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H. RODGER BETTS ltr to LEWIS K. UHLER, dtd 2/1/71	1

January 22, 1971

Mr. Thomas Mercer
Regional Director
Office of Economic Opportunity
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 08101

Dear Tom:

My office will undertake a thorough evaluation of the California State Office of Economic Opportunity. As you know, the circumstances surrounding the California SBOC are unusually complex and a credible analysis of their operation is extremely important to OEO.

For these reasons, I would appreciate your freeing up Jim to lead the evaluation team. I have no question but that Jim is the unique combination of skill, experience and stature which is required to successfully complete this mission.

We are shooting for a target date of February 16 to begin the evaluation. Jim will be able to count on the fullest cooperation and assistance from all members of my staff and from Headquarters staff.

Your cooperation in this endeavor will be very much appreciated.

Sincerely,

H. Rodger Betts
Regional Director

9/RD/TFlemming:eda

FEB 1 1974

Mr. Lewis K. Uhler
Director
State of California
Office of Economic Opportunity
800 Capitol Mall
Sacramento, California 95814

Dear Lew:

Consistent with our policy of routinely reviewing the operations of all Office of Economic Opportunity grantees, I have scheduled a formal evaluation of the California State Office of Economic Opportunity for February 16 through 19. Specifically, the evaluation will cover the following OEO grants to your office:

CG 9093-A/1, CG 9093-A/2

CG 0364-E

CG 0364-E/2/4

The evaluation will be conducted by a team headed by Mr. James Young, Deputy Director of our Seattle Regional Office. I would appreciate your extending every courtesy to Mr. Young and members of the evaluation team. All of your staff should be available during this period to talk with the team.

As was explained in our letter of December 15 to you, the evaluation will be keyed to your grant work programs and OEO Instruction 7501-1.

We will be keeping your office fully informed as further details relative to the evaluation are developed.

Sincerely,

H. Rodger Betts
Regional Director

CC: Mr. James Young

EVALUATION MODEL AND QUESTIONNAIRE

Attachments

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**OFFICE OF ECONOMIC
OPPORTUNITY**
EXECUTIVE OFFICE OF THE PRESIDENT
WASHINGTON, D. C. 20506

Type of Issuance		Number
OEO INSTRUCTION		7501-1
Subject	Date	
ROLE OF STATE ECONOMIC OPPORTUNITY OFFICES	March 25, 1970	
	Office of Primary Responsibility O/SL	
Supersedes	Distribution	
OEO INSTRUCTION 1420-2 (formerly 72-10)	M, N, S (L1)	

EFFECTIVE DATE: April 24, 1970

APPLICABILITY: State agencies receiving financial assistance
under Section 231 of the Economic Opportunity Act.

INTRODUCTION

The states have an important and unique contribution to make in the nation's efforts to deal with the problems of the poor and in assisting the Office of Economic Opportunity with programs authorized by the Economic Opportunity Act. It is the policy of the Office of Economic Opportunity (OEO) to encourage the states to make this contribution. The OEO Director, under Section 231 of the Act, is authorized to fund State agencies to provide technical assistance to communities and local agencies in connection with Title II programs to coordinate related state activities, to mobilize state resources and to advise and assist the OEO Director. At the request of the governors, OEO provides grants to the states for the establishment of State Economic Opportunity Offices (SEOOs) to assist the states in these activities. Section 242 of the Act provides that Title II grants and contracts of assistance will be submitted to the Governor for his consideration. It has been the practice of governors to ask their SEOOs for advice and assistance in exercising their authority under Section 242 and other Sections of the Act.

The establishment and support of State Economic Opportunity Offices (SEOOs) is one way by which OEO seeks to aid state governments in their efforts to assist the poor within their boundaries. OEO expects to obtain through the SEOOs a greater understanding of the roles that the individual states can best play in OEO activities, and to encourage the states to focus more of their resources on such activities. OEO expects to receive advice from the SEOOs on how OEO can best support other state activities consistent with OEO's mission and objectives.

OEO recognizes that states differ in their constitutional, statutory and organizational patterns and that a Governor needs the flexibility to use various administrative arrangements in the organization and placement of his State Economic Opportunity Office. While the specific means of carrying out their roles will therefore differ, the State offices funded by OEO under Section 231 of the Economic Opportunity Act are expected to perform the basic functions outlined below in Sections 2, 3, 4 and 6.

THE STATE ECONOMIC OPPORTUNITY OFFICES

1. PLACEMENT

Because of the role expected of the SEOOs in state anti-poverty activities and the need for coordination at the state level, it is desirable that the SEOO be located at a high level in the state government structure, readily accessible to the Governor.

2. ADVISOR TO THE GOVERNOR ON ANTI-POVERTY MATTERS

a. The SEOO provides the Governor with information and advice with respect to the policies and programs of OEO and other anti-poverty resources, particularly as they relate to his state. At the discretion of the Governor, the SEOO may assist him in carrying out the provisions of Section 242 of the Economic Opportunity Act concerning the Governor's authority to disapprove OEO grants and contracts of assistance, and his authority to consent to the assignment and request termination of assignments of VISTA Volunteers (Section 810(b)).

b. Upon the designation of the Governor, the SEOO Director acts as his representative on matters related to the poor. The SEOO may thus represent the Governor with respect to other state agencies, local units of government, CAAs, OEO (Regional and Headquarters), other Federal agencies and other states.

c. The SEOO Director provides the Governor, other state agencies, and the OEO Regional Offices with information on the causes and conditions of poverty in the state. (See 6-a.)

3. RESOURCE MOBILIZATION, COORDINATION AND ADVOCACY

a. The SEOO shall give priority to the mobilization and coordination of anti-poverty resources, particularly at the state level. This requires effective interagency mechanisms to assure good communication between state agencies and offices whose activities affect the poor. The SEOO should, on its own initiative, seek out and develop or assist in the development of every state, Federal, community and private agency resource (programs, expertise, funds, etc.) that can be effectively marshalled and/or coordinated to assist CAAs and other anti-poverty efforts within the state.

b. The SEOO acts as a special advocate for the poor in state government by such activities as:

Working for representation of the poor on state committees and other instrumentalities which develop policy, provide advice or operate programs affecting the poor;

Assessing state poverty-related programs and state administrative procedures, and working to make them more responsive to the needs and desires of the poor;

Developing career opportunities for the poor within the SEOO and in other state agencies in coordination with the state civil service system; and

Employing poor persons whenever possible.

c. The SEOO, at the discretion of the Governor, provides information and assistance to the state legislature, state planning agencies, and other state agencies with the objective of enacting and amending legislation and developing programs for the benefit of the poor. SEOOs should consult regularly with local CAAs and other representatives of the poor on legislation they feel should be recommended to the Governor or state legislature.

d. The SEOO provides state agencies and officials, OEO grantees and the general public, with information and statistics -- using such devices as periodic bulletins, annual reports, meetings, etc. -- on the problems and needs of the poor and the programs and efforts to overcome poverty within the state.

e. The SEOO works with the state planning agency, other appropriate state agencies, and the community action agencies of the state in the implementation of BOB Circular A-95 (Part II) which establishes improved state-level coordination of planning in multi-jurisdictional areas, as it applies to activities conducted under the Economic Opportunity Act.

4. TECHNICAL ASSISTANCE TO CAAS AND OTHER OEO GRANTEES

In accordance with a Work Program approved by the Regional Office as part of the OEO refunding grant to the SEOO, the State Economic Opportunity Office provides the following technical assistance to community action agencies and other OEO grantees:

a. Provides special technical assistance where needed to Community Action Agencies, community groups, local government agencies, and other grantees or potential grantees, in developing, conducting and administering programs to alleviate poverty. At the time of grantee pre-review and when developing its own annual refunding request, the SEOO shall consult with the CAAs -- using Checkpoint Form 76 -- and with the Regional Office to determine OEO grantee needs for specialized technical assistance and to get advice on how the SEOO can assist in meeting these needs. In filling staff vacancies and when funds permit hiring new personnel, the SEOO shall give priority emphasis to the hiring and training of personnel specialized in those areas most needed by the CAAs and other OEO grantees.

b. Participates in the annual field pre-review of an OEO grantee, along with an OEO representative (Regional or Headquarters). Through the Checkpoint Procedure, the SEOO provides advice and assistance at an early or pre-review stage in the development of program proposals by CAAs and other OEO grantees. The grantee will concurrently provide the SEOO with all the required forms and information that it submits to the Regional Office before and during the pre-review. If the SEOO cannot participate in the field pre-review, or if a pre-review is not being held for a refunding or a new request, such documents and information shall be provided the SEOO at an early or preliminary stage by the grantee or applicant, along with Checkpoint Procedure Form 77. Form 77 should be signed by the SEOO on site at the conclusion of the field pre-review or no later than 15 days after receipt of the form. The SEOO shall indicate on the form, or on an attachment thereto, the specific kind and degree of technical assistance it will be able to provide the grantee, identifying those resources it will try to make available.

c. In consultation with OEO, assists grantees in taking any corrective actions, recommended by OEO as a result of evaluation and audit reports. (See 6-e.)

d. Surveys and assists in obtaining resources and funds for CAAs and other OEO grantees, available from state and Federal agencies, the private sector and other sources within the state. (See 3-a.)

- e. Sponsors or participates in training programs and workshops for CAA staff and Board members, in consultation with OEO grantees and the OEO Regional Office, with particular emphasis on utilization of state resources and personnel.
- f. Provides information and assistance to CAAs and other OEO grantees in planning, developing, and operating volunteer programs.
- g. Assists CAAs in planning and developing boundaries coterminous or complementary with other area development, planning and program units where feasible. (See 3-e.)

5. SPECIAL PROGRAMS

The State Economic Opportunity Office may:

- a. Receive OEO and other Federal and state agency funds to operate -- or delegate the operation of -- programs which further the objectives of the Economic Opportunity Act. The Checkpoint Procedure (Form 76) must be used by the SEOO with any CAAs whose areas would be affected by the operation of OEO-funded programs. CAA concurrence is required for SEOO programs funded under Section 221 of the EOA. (This is required by the EOA, Section 221(b).) Wherever an SEOO operates a special OEO-funded program, it shall establish an advisory committee which shall include representatives of the poor and of the affected CAAs. (See OEO Instruction 6005-1.)
- b. Participate in research and demonstration programs, funded by OEO and other sources. Research and demonstration proposals in program areas where states have particular experience will be encouraged by OEO. Each Fiscal Year, OEO will reserve funds to be used for SEOO research and demonstration activities. Grants will be funded in accordance with priorities established in OEO's Research and Demonstration Plan. Priority will be given to proposals for research and demonstration activities designed to bring about meaningful changes in state and local government to assist to make their activities more responsive to the unique problems of the poor. Preference will be given to proposals which provide evidence that state or other non-OEO funding of the program is probable after a successful demonstration of one or two years. (See 8-g.)

c. Develop and carry out programs to help meet the immediate needs of migrant and seasonal farmworkers and their families, promote increased community awareness and acceptance of such families, and help them participate in special education and job training programs. (See Sections 311 and 312 of EOA.)

6. ADVISOR TO OEO

a. The SEOO advises the OEO Regional Offices on the criteria established under Section 241(a) and (b) of the EOA, which are designed to achieve within the states an equitable distribution of assistance between urban and rural areas under Title II of the Act. The SEOO shall provide an annual written analysis to the Governor and to the OEO Regional Office (due July 1), highlighting the principal problems and causes of poverty in the state. This analysis includes recommended priorities and types of programs to meet those problems. The SEOO also prepares an annual three-year anti-poverty plan for the state. Copies of the SEOO analysis and plans should be sent to the Governor and other appropriate state agencies, to all CAAs in the state, and to the appropriate OEO Regional Office and to OEO Headquarters (State and Local Government Division).

b. After receipt of the annual funding guidance by the Regional Office from OEO Headquarters, each SEOO shall meet with Regional Office representatives to assist in developing the total funding plan for their particular state. A major consideration in developing the state funding plan will be the needs, priorities and analysis provided the Regional Office, described under subparagraph "a" above. When disagreements exist, the SEOO will be provided in writing (with copy sent to the State and Local Government Division) the reasons for the Regional Office position before final approval of the state funding plan. Subsequent modifications to the state funding plan require prior SEOO consultation.

c. The SEOOs shall be consulted in the development of the OEO Headquarters and Regional Training and Technical Assistance Plans. Possibilities for utilizing state resources for all areas of training and technical assistance shall be explored by the Regional Office through the SEOO. Prior to funding, comments and recommendations by the appropriate SEOOs shall be sought by the OEO funding office on all proposals for training and technical assistance projects -- whether grants or contracts -- that would operate in their states.

- d. The SEOO advises OEO on funding requests from all applicants within the state or who will operate within the state. The SEOO is to receive copies of all such official applications simultaneously with submission to the OEO Regional Office, and written comment on these applications is due in the Regional Office within 20 days after receipt. OEO Headquarters Offices, at the time serious consideration is given to funding or refunding a project, shall submit to the appropriate SEOO(s) a copy of the application or an "information packet" containing pertinent materials describing the project. SEOO comment on these Headquarters proposals, due within 15 days of receipt of the application or the information packet, is submitted to the appropriate Regional Office, which will forward the SEOO comment to OEO Headquarters, along with its own comment. The OEO funding office (Regional and Headquarters) shall consider the SEOO comments in their review prior to funding.
- e. The SEOO jointly participates with the Regional Office in the evaluation of OEO-funded programs and is consulted by the OEO Regional Office in the development of standards for the evaluation of program effectiveness. (See OEO Instruction 7850-1.) An SEOO representative shall be invited to serve on all OEO staff evaluation teams which are organized to review the overall effectiveness of a grantee's program. The SEOO shall receive copies of all such evaluation reports and shall work with OEO on any necessary follow-up. (See 7-i.)
- f. The SEOO monitors some or all of the OEO-funded programs within the state, if it has the staff capability and if this activity is part of the approved SEOO Work Program. Such monitoring activity shall be included in the joint written agreement on the use of field personnel (See 7-f) which shall include arrangements for periodic written reports, plus other reporting of special activity or problems, to the appropriate OEO grant office.
- g. The SEOO advises the OEO Regional Offices on VISTA operations within the state. The Regional Office will consult with the SEOO in the development of an annual State VISTA Plan. This will include consultation on programs for VISTA Volunteers and on VISTA Volunteer assignments. The SEOO will assist VISTA in any coordination needs with state-operated programs. When specifically authorized by VISTA, the SEOO may assist in recruitment. The SEOO advises the Regional Office on special problems in the state that might develop as a result of the activities or presence of VISTA Volunteers, and assists the Regional Office in resolving such problems.
- h. The SEOO advises OEO on procedures and programs which will promote state agency participation in carrying out the aims and objectives of the Economic Opportunity Act.

i. The SEOO advises and assists OEO in identifying problems posed by Federal and state statutory or administrative requirements that impede state-level coordination of OEO-related programs, and in developing methods or recommendations for overcoming those problems. This is achieved through continuing relations with both OEO Regional Offices and OEO Headquarters, and through the consultation provisions of BOB Circular A-85.

7. REGIONAL OFFICE RESPONSIBILITIES TOWARD THE SEOOs

a. The responsibility for application review, grant approval and program monitoring of SEOO activities funded under Section 231 of the Economic Opportunity Act is the responsibility of the OEO Regional Offices. Regional liaison and coordination with the SEOO Directors (including VISTA, Legal Services and Health Affairs) shall be focused in the Office of Governmental and Private Sector Relations under the Regional Director.

b. The Regional Office shall encourage and assist each SEOO to develop an annual Work Program (as a part of its funding request), which takes full advantage of SEOO staff capabilities; and which is responsive to the main missions and functions under Sections 2, 3, 4, and 6 of this Instruction. Consideration should be given to the diversity of the states, recognizing that different approaches are appropriate in carrying out these basic functions.

c. The Regional Office is responsible for evaluating the effectiveness of the SEOOs, as OEO grantees, in implementing their annual Work Program (Form 7-e) and in carrying out the basic objectives outlined in their "Plans and Priorities" (Form 81-a). Whenever possible, the evaluation team should include a staff member of another SEOO. The Regional Office shall work jointly with the SEOOs to strengthen the SEOO staff capability to carry out their Work Programs and to overcome any weaknesses that may be revealed by these evaluations.

d. Regional Offices are responsible for ensuring that the SEOOs are consulted concerning OEO Regional Office plans and priorities with regard to OEO grantees within their respective states. When flexible or other OEO funds become available for additional programs in a given state, the Regional Office shall first consult with the SEOO before committing such funds.

e. Regional Offices are to involve their SEOOs normally in the development of the state funding plans (6-b) and on the annual Training and Technical Assistance Plan as it pertains to the state (6-c); and they shall provide copies of such plans when approved to the appropriate SEOOs, and to the Division of State and Local Government, Office of Operations. They shall ensure that the SEOOs are consulted in advance and notified upon funding on all Section 230 (Training and Technical Assistance) grants and contract awards, approved by the Regional Office.

f. The Regional Offices shall jointly work out a written agreement with each SEOO -- dividing responsibilities as staff capability and interest dictate -- to assure a maximum of coordination and a minimum of overlapping of activities and functions carried out by their respective field representatives. This agreement shall be jointly reviewed at least annually to effect improvements.

g. The Regional Offices shall invite -- with adequate advance notice -- the appropriate SEOO to all "pre-reviews" held with other OEO grantees in the state. They are responsible for seeing that the completed Check-point Procedure Form 77 is included in all funding requests received by them and will not begin an application review unless the completed Form 77 is included or unless the applicant provides evidence that the SEOO has not responded. (See 4-b.)

h. The Regional Office shall ensure that a copy of all applications and requests for OEO funds, as well as requests for reprogramming, submitted to the Regional Office for approval is sent by the applicant simultaneously to the appropriate SEOO for information and comment. The Regional Office shall send written notice to the appropriate SEOO(s) upon the receipt of all applications for funding and reprogramming requests. Written comment by the SEOO on funding requests -- which is due within 20 days of SEOO receipt of the application -- shall receive serious consideration and response by the Regional Office prior to funding. (See 6-d.)

i. The Regional Office shall invite the SEOOs to participate in all OEO staff evaluation teams which it organizes to review the overall effectiveness of a grantee's programs, and shall share with the SEOOs the findings and recommendations of such team

evaluations immediately upon completion of the written report. The Regional Office, in consultation with the SEOO and the grantee, shall jointly work out a follow-up procedure and plan to ensure implementation of OEO's recommendations. (See 6-e.)

j. The Regional Office will work through -- or in consultation with -- the SEOO in any of its dealings with other state agencies, unless it has arranged for a by-pass agreement with the SEOO for specific types of contacts elsewhere in the state government.

k. The Regional Directors, and the SEOO Directors in each Region, shall jointly plan and participate in regular meetings -- to be held at least quarterly -- to discuss mutual problems, exchange information and explore new and innovative ways to increase their effectiveness in working together. Notice of such meetings shall be sent the State and Local Government Division of the Office of Operations, so that a representative may attend when practicable.

l. The Regional Office shall forward to the State and Local Government Division, Office of Operations, a copy of all executed SEOO grant packages and a copy of all evaluation reports on the SEOOs.

8. OEO HEADQUARTERS RELATIONSHIPS WITH THE SEOOs

a. The State and Local Government Division of the Office of Operations shall be the primary office in OEO Headquarters for dealing with the SEOOs. This Division is to maintain a nation-wide overview of SEOO operations and shall work in close coordination with the Office of Governmental and Private Sector Relations of each Regional Office.

b. OEO Headquarters shall seek to develop and strengthen the effectiveness of the SEOOs in the anti-poverty effort and to encourage OEO consultation, coordination and co-operation with the states.

c. The Office of Operations shall foster an exchange of information and program experience among all the SEOOs and Regional Offices. It will sponsor, and jointly plan with the SEOOs and the Regional Offices, an annual national conference for all SEOO Directors.

d. OEO Headquarters shall be responsible for keeping the appropriate Regional Office informed of negotiations, requests, etc., from SEOOs, in the Regional Office area of responsibility. It shall consult with, coordinate, and request guidance from the Regional Office on matters affecting SEOOs within the Region's area of responsibility.

e. In consultation with the Regional Offices and the SEOOs, OEO Headquarters will ascertain national and inter-regional training and technical assistance needs of the SEOOs. It will assist them in meeting such needs by the use of OEO personnel, or through contractors.

f. The Office of Operations is responsible for monitoring the Checkpoint Procedure system with the SEOOs which is to be used by all funding offices in OEO Headquarters. (See 4-b.)

g. The Office of Operations will work with OEO's Office of Program Development and the Regional Offices in the solicitation and review of new SEOO proposals for demonstration programs. (See 5-b.) SEOOs interested in developing demonstration proposals should ordinarily consult first with the appropriate Regional Office and then contact the State and Local Government Division. The Office of Program Development will provide assistance, review and decide on approval of SEOO Research and Demonstration grants. When the SEOO makes direct contact with the Office of Program Development, the SEOO is responsible for so informing the Office of Operations.

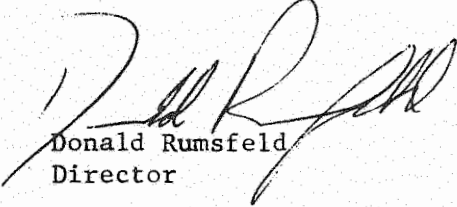
h. The Office of Operations shall assist the SEOOs in their dealings with the Headquarters offices of other Federal agencies.

i. Each OEO Headquarters funding office is responsible for seeing that one copy of every official application (or an "information packet" summarizing the application), submitted to that office for approval, be sent to the SEOO in the state the applicant is located (and to any other SEOOs of states in which the program is to operate) for information and comment, as soon as the funding office has the application under serious consideration. Written comment by the SEOO -- which is due in the Regional Office with 15 days of SEOO receipt of the application -- shall receive serious consideration by OEO Headquarters prior to funding. (See 6-d.)

h. SEOO acceptance of an OEO-approved "grant package" is an agreement by the SEOO to perform the work stated in the SEOO Work Program submitted as part of the funding request. Unsatisfactory performance may be cause for OEO to re-evaluate and lower the future funding level of a SEOO.

i. As OEO grantees, the SEOOs shall comply with all applicable OEO Instructions. SEOO personnel policies and procedures shall be consistent with CAP Technical Assistance Memorandum 26-A of April 3, 1967. When OEO personnel policies and procedures are in conflict with state law and personnel regulations, a mutually acceptable solution shall be spelled out in a written agreement between the SEOO and the OEO Regional Office and incorporated in the SEOO grant.

j. SEOOs are expected to carry out pre-service and in-service training programs to upgrade the skills of their staffs, and all SEOO refunding requests shall include specific plans for staff in-service training. Whenever funds permit, the SEOOs will be given the opportunity by OEO to strengthen their staff capabilities to carry out their responsibilities and functions more effectively.



Donald Rumsfeld
Director

9. SEOO RESPONSIBILITIES AS OEO GRANTEES

a. When a state applies for funding from OEO under Section 231 of the Economic Opportunity Act, it shall use the forms and follow the application procedures for SEOOs outlined in OEO Notice 6710-2 of February 26, 1969 (until revised forms and requests for funding procedures are issued by OEO). Refunding requests are due in the Regional Office no later than 60 days before the end of the SEOO's Program Year. Five copies are required by the Regional Office; a sixth copy should be forwarded directly to the State and Local Government Division, Office of Operations.

b. The state's share for funding under Section 231 shall be a minimum of 20 percent of the total cost of the operation in cash and/or in kind.

c. Preferably 120 days, but no later than 90 days, before the end of it's Program Year, the SEOO's "Plans and Priorities" (Form 81-a) is due in the OEO Regional Office. The SEOO should submit three copies to the Regional Office and one copy directly to the State and Local Government Division, Office of Operations.

d. As part of its annual refunding request, the SEOO must include a progress or self-evaluation report on its activities for the previous year, giving a candid assessment of its successes and failures in meeting its Work Program.

e. The SEOO shall submit a MIS Quarterly Narrative Report on its activities, related to the approved Work Program, to the OEO Regional Office, with a copy to the State and Local Government Division, Office of Operations. (The MIS Quarterly Statistical Report is no longer required of the SEOOs.)

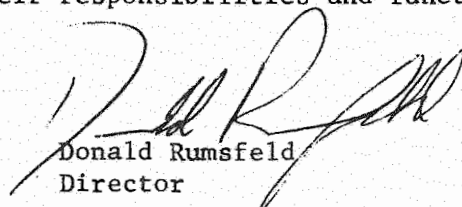
f. The SEOO draft Work Program (Form 7-e) shall be checkpointed with all the CAAs in the state for comment and such signed Checkpoint Forms (76) included as part of the annual SEOO refunding request. (See 4-a.)

g. The SEOO shall have an annual financial audit conducted, in accordance with OEO guidelines. It shall cooperate with monitoring and evaluation visits by OEO personnel or by OEO contractors.

h. SEOO acceptance of an OEO-approved "grant package" is an agreement by the SEOO to perform the work stated in the SEOO Work Program submitted as part of the funding request. Unsatisfactory performance may be cause for OEO to re-evaluate and lower the future funding level of a SEOO.

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Donald Rumsfeld
Director

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CAP FORM 81-a "PLANS & PRIORITIES"

California State OEO, June 1970

I. State OEO Planning

A. What is the State OEO planning process?

Prescribed cyclical set of ordered activities comprises the current SEOO planning process. SEOO completes the following sequence of planning steps:

1. Setting of goal or goals; *How*
2. Determination of needs;
3. Development of objectives for the ensuing fiscal year;
4. Assignment of priorities to the objectives;
5. Creation of a work program which describes activities to carry out the objectives and allocates available resources;
6. Continuous evaluation of the progress of the program of work;
7. Reconsideration of any of the prior steps 1 - 4;
8. Redirection of the program as needed.

SEOO expects particularly significant contributions* to the effectiveness of its planning activities in 1970-71 through:

1. The qualitative and quantitative improvement in information about local needs and grantee capabilities which an expanded, outstationed, and better trained field *How* analyst staff can remit to headquarters.

2. An increased understanding of the nature and potential use of national, state, and local anti-poverty resources (public and private) to be derived from SEOO's direct and contract employment of several specialists.
3. The inclusion of a staff assistant for planning whose principal responsibilities will be the systematic planning for and execution of the planning process described above, and creation of a statewide anti-poverty plan.
4. Substantially expanded capacity, derived from item (3), combined with the research and statistical capabilities of DHRD, to create a poverty information module for SEOO, grantee, and legislative use in assessing needs, assigning priorities, and allocating resources to decrease poverty.

7. What other state agencies have responsibilities in planning of Programs in respect to poverty?

Agencies in state government with a common interest in socio-economic planning include the following:

Social Welfare
Mental Hygiene
Rehabilitation
Industrial Relations
Public Health
Corrections
State Office of Planning
Health Care Services
Youth Authority
Human Resources Development, which includes:
State Office of Economic Opportunity;
Commission on Aging;
former Department of Employment and
Service Center Program

(not the same)

The California State Office of Economic Opportunity is the only entity whose anti-poverty interests cut across all state agency lines.

C. How will SEOO work with the above agencies for coordinating state planning approach?

With the recent implementation of the Human Relations Agency and DHRD, a state organizational framework has been established to permit maximum coordination between State OEO and the above agencies for a more coherent state planning approach.

The State OEO staff will represent the State Office of Economic Opportunity to other state agencies singly and jointly in appropriate planning meetings, and will work with their counterparts in other state agencies to assure that all have access to comparable, comprehensive, and current data on poverty, and to assure a coherent and unified multi-agency approach to interpretation and use of information on poverty and anti-poverty resources.

II. SEOO Priorities

A. What are the SEOO's priorities for the coming year?

To increase the scope, accuracy, and reliability of information on conditions of poverty and on the availability and use of all anti-poverty resources in California, for state and local planning, funding, coordinative, and legislative use, as well as in projects to stimulate public awareness of the conditions of poverty.

To provide, or arrange and coordinate the provision by other sources of, greatly improved multi-specialty technical assistance to grantees and other appropriate agents in the California anti-poverty effort.

To encourage both the already indicated trend of California governmental officials toward more involvement in anti-poverty programs and their increasing interest in the efficient, well-coordinated application of state governmental and private resources to the problems of poverty in California.

To gain the capacity to "mobilize" business, volunteer, and foundation resources in a systematic, consequential way to promote economic opportunity.

B. What are SEOO's goals for the coming year?

In concert with the mandates of the Economic Opportunity Act:

1. To provide review of and assistance to grantees in greater depth by an increased and better trained analyst staff, with the object of providing sufficient intensity and continuity of state-CAA relationships to resolve as many areas as possible of mutual concern about programs prior to the refunding-review stage.
2. To provide direct technical assistance to CAAs and single purpose grantees in the fields of management

(including fiscal management), collection and maximized use of information on poverty and opportunity, and other areas as local needs dictate.

3. To develop through special programs and contract services new assistance and demonstration projects in the use of volunteer services, excess property, and community college resources; in programs of technical aid to Indians, disadvantaged youth, and Head Start-day care projects; and in other specialties as indicated.
4. To complete the adoption of a systematic approach to SEOO planning and management by objectives.
5. To create an information module in conjunction with HRD which enables the comprehensive and systematic collection, compilation, storage, retrieval, and dissemination of data on poverty and on anti-poverty resources in California.

C. What are SEOO's goals for the next three years?

To consolidate those gains made to date in the anti-poverty effort.

To accelerate the spin-off of effective anti-poverty programs to established social agencies.

To maximize public awareness of the problems of poverty and participation in their solution.

To encourage new public and private efforts for the
prevention of poverty.

III. SEOO Project or Program (Directly administered by SEOO, if any.)

Not applicable; State OEO does not directly plan to administer anti-poverty programs.

IV. The SEOO within the State Government

- A. Describe the organizational structure and placement of the SEOO within state government. If SEOO director does not report directly to the Governor, provide the titles and relationship of all intervening officials.

See Attachment 2, Organizational Chart, and Assembly

Bill 1463, The Human Resources Development Act of 1968, (Chapter 1460, Statutes of 1968).

- B. Has this changed during the past year?

No.

- C. Describe the existing formal and informal arrangements for the coordination of state agency activities and programs related to anti-poverty efforts. Are there plans to modify or improve this?

The total framework for accomplishing this is prescribed by provisions of Human Relations Agency and Department of HRD. The requested augmentation in professional capabilities beyond those of the existing skeletal review staff is intended to provide the basis for meaningful attempts at coordination of anti-poverty efforts.

- D. State how the SEOO will help mobilize all possible resources at the state level and promote the participation of state agencies.

Through the mechanism provided by Assembly Bill 1463.

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prevention of poverty.

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at coordination of anti-poverty efforts.

- D. State how the SEOO will help mobilize all possible resources
at the state level and promote the participation of state
agencies.

Through the mechanism provided by Assembly Bill 1463.

- E. Indicate to what degree the SEOO is coordinating with other federal technical assistance-type programs operating at the state level (such as HUD's 701, Title VII and Title IX; HEW's Title I; USDA's TAP, etc.). How can this coordination be improved?

The SEOO is coordinating its interests to the maximum feasible degree with other federal technical assistance programs through close liaison with the CAA operations and the regional and district headquarters of the federal programs.

11/4 Logical - explain

The coordination of SEOO interests in the indicated programs will be strengthened to the degree that additional staff availability will improve the quantity and quality of linkage of operating programs in California.

- F. How will the SEOO promote within the state government greater use of new types of services and innovative approaches in attacking causes of poverty?

Answered in I-C.

V. Designation by Governor

- A. Describe how and when the Governor designated your office to be the recipient of state agency assistance under Section 231, Title II of the Economic Opportunity Act.

The Governor designated this office July 16, 1965, pursuant to state enabling legislation which created the State Office of Economic Opportunity and the California Migrant Master Plan. Further provision to continue operation of this office is authorized by the Human Resources Development Act of 1968 as previously described (AB 1463; Chapter 1460, Statutes of 1968).

27
B. Has the SECO also been designated to advise the Governor concerning his approval authority under Section 242 of this Act?

Yes.

FUNCTIONS AND ORGANIZATION

- A. Give a breakdown of existing (authorized and actual) SEOO staff -- both clerical and professional -- stating titles, responsibilities and functions of each. Describe how the staff is organized.
-

See Attachment 1 - SEOO Current Organization Chart

See Attachment 2 - SEOO Current Job Descriptions

- B. What changes are proposed in the SEOO staff for the next Program Year in size, functions and organization?

(See foregoing CAP 81-a Sections II and IV)

A series of policy developments in the Federal Office of Economic Opportunity (recently summarized in OEO Instruction 7501-1) has recognized and reaffirmed "the important and unique contribution states (can) make in the nation's efforts to deal with the problems of the poor and in assisting the Office of Economic Opportunity with programs authorized by the Economic Opportunity Act." Based upon the absolute numbers of disadvantaged people in California vs. other states, as well as upon the ratios of SEOO budgets to EOA program funds for which SEOOs have responsibility in other states, the existing California budget is disproportionately low by a factor of ten or twenty (depending on the particular comparison).

The California State Office of Economic Opportunity proposes substantial and significant improvements in its capabilities to perform a broader and more effective role in California anti-poverty activities. Coupled with renewed cooperative arrangements between SEOO and the Regional OEO, and with

improved coordination of State governmental resources which result from implementation of the State HRD reorganization, the proposed changes in SEOO staff size, function, and organization promise SEOO an enhanced opportunity to make an important contribution to the anti-poverty work envisioned in the Economic Opportunity Act.

Per request of OEO-Western Regional California SEOO will implement staff improvements in two ways:

- (1) The augmentation of the existing SEOO supervising and review personnel complement through an increased "regular guideline" grant and
- (2) The addition of key staff and technical assistance specialists through a demonstration grant. Basic staff changes to be effected through both funding arrangements are outlined below, diagrammed in the "Chart of CSEOO Organization:-PY 'E'" (attachment 3), and subsequently elaborated in the various appropriate sections of this work program and in the work program of the demonstration grant proposal.

Expanded regular program:

- (1) An addition of eight Community Program Analysts to the existing eight (currently termed "Community Action Representatives") to more nearly satisfy the current (and growing) assistance and review requirements of the state's local grantees, particularly to enable more precise and consistent diagnosis of grantee programs and problems in advance of the

Annual review refunding period, in carrying out the Governor's tasks of program coordination and review.

A more substantial and better trained staff of analysts will permit the cooperative resolution of differences with grantees and other local community participants in anti-poverty programs on a regular, consistent and pre-crisis basis, and will encourage more effective diagnosis of CAA needs for specialist technical aid which can be applied upon request by the grantee and Analyst working together. One Analyst will be assigned on a long-term full-time basis to an existing grantee by arrangement with the grantee and the Regional Office of Economic Opportunity.

- (2) An addition of a Staff Assistant to aid the SEOO top management in planning, and in the administration and coordination of the regular, demonstration, STAP and other programs.
- (3) Establishment of two positions for coordination of volunteer VISTA activities and intergovernmental liaison work to fulfill the objectives of state, public, and private sector resource mobilization described in OEO Instruction 7501-1.

Demonstration project for technical assistance and program coordination: (see separate grant work program)

- (1) Establishment of SEOO technical assistance capabilities in grantee personnel, fiscal and program management by the employment of four Management Consultants who

will be prepared to both diagnose special management problems and implement management improvements upon request by California grantees.

(2) Development of planning, research, information and functions per Instruction 7501-1 through employment of the Staff Assistant for planning (see (2) under Regular Program above) and increased use of research and statistics capabilities within HRD.

(3) Hiring of Specialist Coordinators for California's Indian Programs and California's Childhood Development Programs.

STAP Program:

Beginning May 1, 1970, OEO funded four STAP Specialists to OEO, who will give primary attention to the long-term special technical assistance needs of rural grantees.

C. Does the SEOO now have -- or does it plan to have next year, personnel outstationed throughout the state? (If so, specify where, functions, etc.) If answer is yes, list the advantages and disadvantages over a single centralized staff.

SEOO plans to outstation several Community Program Analysts in Los Angeles and in the San Francisco Bay Area. Reducing the physical distance between the Analysts and the grantees for which the Analysts have responsibility complements the reduction through added SEOO staffing in the number of grantees each Analyst must service -- offering SEOO the opportunity to meet grantees' long articulated demands for coverage with greater depth and continuity by SEOO representatives. Each outstationed group will include a Senior Analyst who will be responsible for assuring the close coordination of field review and assistance work. A schedule of

frequent field-headquarters contacts already developed will assure that the advantage of improved efficiency is without cost in central coordination and control.

What management improvements are planned for the coming year?

On the basis of recent favorable experience, SEOO will maintain the general pattern of intraorganizational relationships among Community Program Analysts described in this section for the Program Year E proposal. To accommodate the expansion in field assistance and review capability provided by the added professional Analysts and their outstationing, each Analyst will be assigned to assist and serve grantees in one of three (San Francisco, Los Angeles, and Sacramento) SEOO administrative regions under the supervision of a Senior Analyst for the region.

Further extensions of the principles of management by objectives will be integrated in SEOO's work as a management and planning device, under the technical guidance of the Management Improvement-Cost Reduction (MICR) Section of the State Department of Human Resources Development.

PERSONNEL ADMINISTRATION

A. What problems have there been -- and are anticipated next year -- in filling vacancies, in salaries, and other personnel matters?

None in either case.

B. Will the SEOO be able to operate in accordance with approved OEO Personnel Policies and Procedures? List any exceptions and explain the necessity for such exceptions.

Yes, no exceptions.

C. What career development programs are planned?

The addition of the positions of Supervising Community Program Analyst for each of two administrative regions offers

career development opportunities to SEOO staff. State OEO also will have the added capability to plan and implement a career development program through its expanded TA services operation. What staff training is needed and how does the SEOO propose to meet this need?

SEOO has provided training on a regular basis to existing staff. Addition of new staff will require introductory and supplemental training which will be given with the cooperation of the State Training Division and other State agencies, particularly the HRD sections (fiscal research, legal and management). SEOO may also utilize training services of the State College and University systems. A possibility exists for some joint training of staffs of SEOO and Western Regional OEO. Regular in-service staff training also will be provided at regular intervals during the Program Year. A staff member has been appointed to work with other agencies and groups to develop a comprehensive and coherent training program for SEOO staff for Program Year "E".

Let's find a training plan

1. COORDINATION ;

- A. Checkpoint Procedures: Describe how the checkpoint procedure system which the CAAs (Form 77) is working, and how the SEOO plans to improve its participation in the procedure. Does the SEOO recommend changes in the system?
-

Improved working relationships -- including greater participation by SEOO staff in grantee pre-review and planning meetings -- with Regional representatives over the past year have begun to indicate a better functioning of the checkpoint system. SEOO expects this trend to continue. Where SEOO is permitted full

participation in grantee pre-review activities, and the grantee submits Form 77 on time, the checkpoint procedure functions well.

- B. How is the checkpoint procedure working for OEO/HQS - approved programs, and how can this be improved?

The procedure is working well.

Negotiation in advance of the Governor's thirty day sign-off period has enhanced the effectiveness of the checkpoint procedure. Further emphasis on advance negotiations is desirable.

- C. What plans does the SEOO have to advise and assist OEO on developing procedures and programs which would promote and increase state agency participation in the anti-poverty effort? (What are the problems and opportunities?)

SEOO has advised OEO of its expanded roles in the anti-poverty field (as outlined in recent HRD policy statements and detailed in foregoing sections of this application), which have the full interest and support of top HRD officials, the Office of the Governor of the State, and legislators, e.g., the HRD Act of 1968.

- D. As "advocate for the poor" at the state level, how does the SEOO:

1. Plan to employ poor people on the SEOO staff, or use as consultants?

but this happens
The opportunity to employ poor people on the SEOO staff does not now exist. This is an area which State OEO expects to explore.

2. Plan to promote the maximum feasible participation of the poor in planning, coordination, and evaluation of other state agency operations and programs which affect the poor?

Through the establishment of a State OEO staff of sufficient size to devote time to planning, and an improved information, research and dissemination system, SEOO will gain the capacity to encourage the actual employment of

poor people by other agencies, and the participation of poor people in the development, implementation and review of programs which serve them.

3. Encourage and work toward the development of career opportunities for the poor with other state agencies?

The existing SEOO linkage with State HRD, particularly with its Job Development, Training and Placement Division, will allow SEOO to express with greater impact its concern for development of career opportunities and revised entry level opportunities for low-income people.

- E. Does the SEOO have any proposals to assist OEO on Job Corps and/or VISTA programs?

A Volunteer Coordinator will be employed to mobilize and coordinate anti-poverty volunteers and VISTA programs in California.

IV. TECHNICAL ASSISTANCE

- A. Describe the kind and degree of technical assistance to be provided the CAAs during the coming Program Year and what changes and improvements are planned over the current year.

*10/1/70
M. J. J.*
The acquisition of funding for the state STAP program and the proposed addition of four Management Specialists, eight Field Analysts, and three Special Programs Coordinators offers SEOO an impressive opportunity to provide higher quality multi-speciality technical assistance to CAAs in the coming Program Year. The cooperation of HRD's units in this year's program will allow SEOO to draw on vast and proximate funds of specialist talent in fields of critical importance to CAAs and in addition should provide SEOO an opportunity to promote its

concerns within other state agencies. Furthermore, SEOO plans to submit to OEO in the near future two or more independent applications for pilot projects funds to demonstrate new forms of technical aid to grantees. Still other changes and improvements will be designed as program adjustments are made through a new SEOO TA-contract services concept.

- B. Identify the number of CAAs in the State, and list the ones which will be served. Provide a narrative statement on why these CAAs were chosen.
-

SEOO, in regard of the mandate of the Economic Opportunity Act of 1964, serves all the State's CAAs. These are 42 CAAs and numerous single-purpose grantees, which have been, and will continue to be, served. In addition SEOO serves the California Inter-tribal Council and Quechan Indian CAP in Imperial County. (Total 44 CAAs).

- C. How does the SEOO plan to assist the CAAs in locating non-OEO resources and funds in the next Program Year?
-

Integration of SEOO in the Department of Human Resources Development promises to provide SEOO up-to-date information on State and other public resources which might be available to CAAs. SEOO plans to convey such information as appropriate to CAAs through its Analyst and Specialist staff, and other media.

SEOO intends to develop as soon as possible one or more professional positions with responsibility for a unified, systematic approach to the mobilization of private sector resources.

- D. Does the SEOO propose a better way to coordinate with the OEO Regional Office and its field representatives in the provision of technical assistance to the CAAs?

Recent published guidelines, as well as a continuing series of meetings between OEO and SEOO staffs on the provision of technical assistance, have established an improved basis for coordination of technical assistance activities. The two agencies have agreed that State OEO will increasingly assume the role of providing, or coordinating the provision of, technical aid to grantees within the state, and SEOO is fully prepared to cooperate with Regional OEO in developing policy for an efficient technical assistance effort. Continuous joint staff cooperation in the field between the two offices is encouraged by SEOO.

- E. What specific activities are planned to assist CAAs coordinate their programs with other related programs to meet the multi-jurisdictional planning requirements of OEO Instruction 6321-2?

Each SEOO professional staff member has received or will receive instruction in these requirements to enable him to help CAAs meet their obligations.

- F. What training and orientation does the SEOO propose to provide the CAA staffs and boards?

State OEO expects that the aforementioned restructuring of Analysts' field assignments will increase the time available for the Analyst's training and orientation to CAA staffs and boards, upon request by CAAs.

- G. Will the SEOO serve as a central personnel "clearinghouse" for the CAAs looking for qualified staff? Any changes from the current situation?

The State OEO has served and will continue to serve as a central personnel "clearinghouse" for the CAAs, upon request.

- H. Describe how the SEOO plans to change or improve its efforts to inform the news media and the public of the needs, problems, and programs of the anti-poverty effort.

It is intended that work of the Staff Assistant for Planning and the Intergovernmental Liaison Coordinator (previously described in several sections of this work program, in the attached CAP 81, in the demonstration proposal and in appended documents) will provide the nucleus of a public information and education program to be developed by SEOO in the coming Program Year. The Public Information Section of HRD also has offered assistance to SEOO in this field.

V. OPERATIONS

Describe the programs the SEOO plans to operate, if any, during the next program year -- include sources and amounts of funds, objectives, target populations, etc. (Answer also if SEOO, as principal grantee, delegates this program to be administered by another organization.)

SEOO has no plans to operate programs in the coming year.

SEOO EVALUATION QUESTIONNAIRE

NAME

TITLE

AGENCY

ADDRESS (Business)

TELEPHONE #

ADDRESS (home)

TELEPHONE #

HOW LONG WITH AGENCY

WHEN APPOINTED

PRIOR TO APPOINTMENT

EVALUATOR

DATE

SEO EVALUATION QUESTIONNAIRE

INTRODUCTION

SECTION I THE SEO AND THE GOVERNOR

SECTION II THE SEO AND OTHER STATE AGENCIES

SECTION III THE SEO AND COMMUNITY ACTION AGENCIES

SECTION IV THE SEO AND OTHER FEDERAL AGENCIES

SECTION V THE SEO AND LOCAL GOVERNMENT

SECTION VI THE SEO AND COMMUNITY GROUPS, PRIVATE
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SECTION X SEO ORGANIZATION AND MANAGEMENT

SECTION XI SEO WORK PROGRAM - California

[Points not covered in earlier sections]

BLANK FORMS

SEOO EVALUATION QUESTIONNAIRE

INTRODUCTION

A. PURPOSE

This questionnaire is designed to collect data for later tabulation and analysis. The collected data will include (1) judgements made by the people being interviewed (not by the evaluator); (2) lists; (3) detailed descriptions of significant items.

B. POLICIES

1. Do not expect your answers to be treated confidentially. In fact -- no confidential information is desired. Therefore, your answers -- many of which are your opinion -- should be what you could and would be willing to state publicly.
2. We want an evaluation which is fair, honest, and helpful. Therefore, the questionnaire includes the questions being asked of all groups.
3. The evaluator will be glad to show you what he has written down at the conclusion of personal interviews.
4. You will be asked to review and initial the interviewers notes in order to assure accuracy.

C. PARTS

The questionnaire is separated into different sections. Some people will answer the questions in only one section, others in several sections; some in all sections. The cover letter with this questionnaire states which section you are to answer.

The groups of people who will be interviewed are:

- (1) SEOO Director
- (2) SEOO staff
- (3) State agencies
- (4) Federal, local government, private agencies
- (5) CAAs and poverty groups
- (6) OEO Regional Office staff

SEOO EVALUATION QUESTIONNAIRE (Continued)

The references which are noted refer to OEO Instruction 7501-1, "The Role of State Economic Opportunity Offices", SEOO Form 81 and to the SEOO Work Program.

D. PROCEDURES

1. Read the question and circle the word in the rating column which you believe best states the judgement you would reach. Answer either "Yes/No/Don't Know" or "Good/Poor/Don't Know" depending on the question. You have to decide on one answer; you may not qualify it into the "maybe" area.
2. When the question asks for a LIST of items:
 - (a) take a blank form (which we've called "LIST")
 - (b) write in the Section # and Question # in the box.
 - (c) fill out the filing information on the top of the form-- in case the page comes loose.
 - (d) fill in the listed items as briefly as possible.
3. When the question asks you to DESCRIBE items in more detail -
 - (a) take a blank form (which we've called "DESCRIPTION")
 - (b) write in the Section # and Question #, in the box.
 - (c) fill out the filing information.
 - (d) write in the details briefly. Don't worry if the standard format of the blank form doesn't really fit what you want to write.
4. You may attach copies of any supporting documents you wish-- but do not expect them to ever be returned to you.

E. THE ANALYSIS

When all the questionnaires have been returned the answers will be tabulated. For example, out of 44 CAAs in the state, 34 responded. Of the 34, 20 said "good", 8 said "Poor", 2 said "Don't Know" and 4 didn't answer a certain question. Then the CAAs response will be compared with how the SEOO answered the question and how the Regional Office answered it.

SEOO EVALUATION QUESTIONNAIRE (Continued)

Lists given by the SEOO and the various agencies will be checked against each other.

Descriptions of items as written by one group will be compared against descriptions prepared by other groups.

F. THE REPORT

The report will of necessity emphasize how different groups perceive performance.

Factual information drawn from the listings will give a view of actual performance.

The descriptions of significant successes or failures, etc. will help gain an understanding of the quality of performance.

Designed and produced by the
Alaska/Oregon Field Operations
Team

- . Charles Chong
- . Harold Whitehead
- . Mary Thomas
- . Peggy Jacobson
- . Rachel Ensslin

Prepared under the direction of
Mr. James Young, Deputy Director
OEO Region X

with
Mr. John Kent, Regional Counsel
OEO Region X

THE SEOO AND THE GOVERNOR

QUES. # REF.

RATING

yes no
don't know

- #1. 7501-1
2a. Has the SEOO provided the Governor with information and advice with respect to the policies and programs of OEO and other anti-poverty resources?

LIST how many times and for how long this has been done during the past 3 months on positive or negative issues.

- #2. 7501-1
2a. How well has the SEOO assisted the Governor concerning the Governor's authority to disapprove OEO grants and contracts of assistance?

good poor
don't know

LIST grants or contracts which have been disapproved by the Governor in the past 12 months.

- #3. 7501-1
2b. How well has the SEOO Director acted as the Governor's representative on matters related to the poor?

good poor
don't know

- #4. 7501-1
2c. How well has the SEOO Director provided the Governor with information on causes and conditions of poverty in the state?

good poor
don't know

LIST how many times and how this has been done during the past 3 months.

- #5. 7501-1
6a. Has the SEOO provided an annual written analysis to the Governor, highlighting the principal problems and causes of poverty in the state and including recommended priorities and types of programs to meet those problems?
- CAP 81
II-A/B-5

yes no
don't know

- #6. 7501-1 Has the SEOO provided to the Governor an annual three-year anti-poverty plan?

yes no
don't know

THE SEOO AND THE GOVERNOR

QUES. # REF.

- #7. 7501-1 How well has the SEOO assisted the Governor
2a. concerning the Governor's authority to consent
to the assignment and request termination of
assignments of VISTA Volunteers (Section 810(b)).

LIST the requests made by the Governor for
the termination of assignments of VISTA
Volunteers in the past 12 months.

RATING

good poor
don't know

THE SEOO AND OTHER STATE AGENCIES

QUES. # REF.

RATING

good poor
don't know

- #1. 7501-1 How well has the SEOO Director acted as the
2b. Governor's representative on matters related to
the poor with respect to other state agencies?
CAP 81
I-C. LIST the occasions during the past 3 months -
when the SEOO Director has met with other
state agencies on matters related to the
poor.
DESCRIBE the occasions which had significant
results.

- #2. 7501-1 Has the SEOO Director provided other state
2c. agencies with information and statistics on
3d. the causes and conditions of poverty in the
state, on the problems and needs of the poor,
CAP 81 and the programs and efforts to overcome poverty
I-A/C within the state?
II-A/B
LIST the occasions during the past three
months and identify the agencies.

yes no
don't know

- #3. 7501-1 Has the SEOO provided other appropriate state
6a. agencies with copies of an annual written
analysis, highlighting the principal problems
and causes of poverty in the state and including
CAP 81 recommended priorities and types of programs to
I-A/C meet those problems?
II-A/B

yes no
don't know

- #4. 7501-1 Has the SEOO provided to other appropriate
6a. state agencies an annual three-year anti-
poverty plan?
CAP 81
I-A/C
II-A

yes no
don't know

- #5. 7501-1 Has the SEOO given priority to the mobilization
3a. and coordination of anti-poverty resources,
particularly at the state level?
CAP 81
IV-C

yes no
don't know

THE SEOO AND OTHER STATE AGENCIES

QUES. #	REF.		RATING
#6.	7501-1 3a.	How well has the SEOO developed effective inter-agency mechanisms to assure good communication between state agencies and offices whose activities affect the poor?	good poor don't know
	CAP 81 IV-D	DESCRIBE those inter-agency mechanisms which have had significant success.	
#7.	7501-1 3a.	How well has the SEOO, on its own initiative, sought out and developed or assisted in the development of every state resource (programs, expertise, funds, etc.) that can be effectively marshalled and/or coordinated to assist CAAs and other anti-poverty efforts within the state?	good poor don't know
	4d. 6h.		
	CAP 81 I-C		
	II-A IV-C	LIST agencies and resources mobilized during the past 6 months.	
	W.P. III-C	DESCRIBE significant successes.	
	IV-A/C		
#8.	7501-1 3b.	How well has the SEOO acted as a special advocate of the poor by -	good poor don't know
		a. Working for representation of the poor on state committees and other instrumentalities which develop policy, provide advice or operate programs affecting the poor?	
		LIST the state committees or other instrumentalities during the past year and give the number and proportion of representation of the poor.	
	W.P. III-D	b. Assessing state poverty-related programs and working to make them more responsive to the needs and desires of the poor?	good poor don't know
		LIST the state-operated programs made more responsive during the past year.	
		DESCRIBE significant successes.	

THE SEOO AND OTHER STATE AGENCIES

QUES. #	REF.		RATING
#8.	7501-1	c. Assessing state administrative procedures and	good poor
	3b.	working to make them more responsive to the	don't know
	(cont'd)	needs and desires of the poor.	
		LIST the state administrative procedures made more responsive during the past year.	
		DESCRIBE significant successes.	
	W.P.	d. Developing career opportunities for the poor	good poor
	III-D	within other state agencies in coordination	don't know
		with the state civil service system.	
		LIST state agencies and number of jobs opened for poor people during the past year.	
		DESCRIBE significant successes.	
#9.	7501-1	Has the SEOO provided information and assis-	
	3c.	tance with the objective of enacting and	
	CAP 81	amending legislation and developing programs	
	II-A	for the benefit of the poor -	
		a. to the state legislature?	yes no
		LIST proposed legislative actions or programs during the past year.	don't know
		DESCRIBE significant successes or failures.	
		b. to state planning agencies?	yes no
		LIST proposed legislative actions or programs during the past year.	don't know
		DESCRIBE significant successes or failures.	
		c. to other state agencies?	yes no
		LIST proposed legislative actions or programs during the past year.	don't know
		DESCRIBE significant successes or failures.	

THE SEOO AND OTHER STATE AGENCIES

QUES. #	REF.		RATING
#10.	7501-1 3e. W.P. IV-E	Does the SEOO work with the state planning agency, other appropriate state agencies, and the CAAs in the implementation of BOB Circular A-95 (Part II) which establishes improved state-level coordination of planning in multi-jurisdictional areas, as it applies to activities conducted under the EOA.	yes no don't know
#11.	7501-1 4g.	Does the SEOO assist CAAs in planning and developing boundaries coterminous or complementary with other area development, planning and program units where feasible?	yes no don't know
#12.	7501-1 4e. W.P. IV-F	How well has the SEOO sponsored or participated in training programs and workshops for CAA staff and Board members, in consultation with OEO grantees and the OEO Regional Office, with particular emphasis on utilization of state resources and personnel. LIST the Training programs or workshops during the past 6 months and identify state resources and personnel. DESCRIBE significant successes or failures in the use of state resources or personnel.	good poor don't know
#13.	7501-1 6c.	Has the SEOO recommended other state agencies as state resources for the OEO Regional Training and Technical Assistance Plan.	yes no don't know
#14.	7501-1 6g. W.P. III-E	Has the SEOO assisted VISTA in any coordination needs with state-operated programs. LIST state-operated programs coordinated within the past year.	yes no don't know

THE SEOO AND OTHER STATE AGENCIES

QUES. # REF.

#15. 7501-1
6i.

Has the SEOO worked with other state agencies in identifying problems posed by Federal and State statutory or administrative requirements that impede state-level coordination of OEO-related programs and in developing methods or recommendations for overcoming those problems.

LIST state agencies and identify the statutory or administrative requirements during the past year.

RATING

yes no
don't know

THE SEOO AND COMMUNITY ACTION AGENCIES

QUES. #	REF.		RATING
#1	7501-1 2b.	How well has the SEOO represented the Governor with respect to CAAs?	good poor don't know
#2.	7501-1 3a. CAP 81 II-A IV-E W.P. IV-C	How well has the SEOO on its own initiative, sought out or assisted in the development of every state, Federal, community and private agency resource (programs, expertise, funds, etc.) that can be effectively marshalled and/or coordinated to assist CAAs and other anti-poverty efforts within the state? LIST resources mobilized during the past 6 months. DESCRIBE significant successes.	good poor don't know
#3.	7501-1 3b.	How well has the SEOO acted as a <u>special advocate for the poor</u> in state government <u>by such activities as:</u> a. Working for representation of the poor on state committees and other instrumentalities which develop policy, provide advice or operate programs affecting the poor? LIST the state committees or other instrumentalities where representation for the poor has been requested of the SEOO by CAAs during the past year. DESCRIBE successes and failures. W.P. III-D b. Assessing state-poverty-related programs and working to make them more responsive to the needs and desires of the poor? LIST the state-operated programs which the CAAs have asked the SEOO to assist to make more responsive during the past year. DESCRIBE significant successes or failures.	good poor don't know good poor don't know

THE SEOO AND COMMUNITY ACTION AGENCIES

QUES. # REF.

RATING

good poor
don't know

- #3. 7501-1 c. Assessing state administrative procedures
3c. and working to make them more responsive to
(cont'd) the needs and desires of the poor.

LIST the state administrative procedures
which the CAAs have asked the SEOO to
assist to make more responsive during
the past year.

DESCRIBE significant successes or failures.

- W.P. d. Developing career opportunities for the poor
III-D within other state agencies in coordination
with the state civil service system.

good poor
don't know

LIST the state agencies and number and
kinds of jobs developed during the
past year.

DESCRIBE successes and failures.

- #4. 7501-1 Has the SEOO consulted regularly with local
3c. CAAs and other representatives of the poor on
legislation they feel should be recommended to
the Governor or state legislature?

yes no
don't know

LIST legislation on which the SEOO consulted
the CAAs or other representatives of the
poor during the past year.

DESCRIBE results.

- #5. 7501-1 Has the SEOO provided OEO grantees with infor-
3d. mation and statistics -- using such devices
2c. as periodic bulletins, annual reports, meetings,
etc. -- on the problems and needs of the poor and
CAP 81 the programs and efforts to overcome poverty
I-A within the state?
II-A/B

yes no
don't know

LIST the times and identify the methods
(bulletins, meetings, etc.) during the
past 3 months.

SECTION

Q-III

THE SEOO AND COMMUNITY ACTION AGENCIES

QUES. # REF.

RATING

- | | | | |
|-----|--|--|-------------------------|
| #6. | 7501-1
3e.

W.P.
IV-E | Has the SEOO worked with the community action agencies of the state in the implementation of BOB Circular A-95 (Part II) which establishes improved state-level coordination of planning in multi-jurisdictional areas, as it applies to activities conducted under the Economic Opportunity Act. | yes no
don't know |
| #7. | 7501-1
4g. | Has the SEOO assisted CAAs in planning and developing boundaries coterminous or complementary with other area development, planning and program units where feasible? | yes no
don't know |
| #8. | 7501-1
4a.

CAP 81
II-A/B

W.P.
I-B
IV-A/D | How well has the SEOO provided <u>special technical assistance where needed</u> to Community Action Agencies, community groups, and other grantees or potential grantees, in developing, conducting and administering programs to alleviate poverty?

LIST occasions when special Technical Assistance has been provided, identifying subject and who provided the Technical Assistance during the past 6 months.

DESCRIBE significant successes or failures. | good poor
don't know |
| #9. | 7501-1
4a.

CAP 81
II-B

W.P.
I-B | Has the SEOO consulted with the CAAs -- using Checkpoint Form 76 -- at the time of grantee pre-review and when developing its own annual re-funding request to determine OEO grantee needs for specialized technical assistance and to get advice on how the SEOO can assist in meeting these needs?

LIST the occasions when the SEOO has consulted with the CAAs on their needs for specialized technical assistance during the past 6 months. Identify how this was done -- by letter, field visit, meeting, telephone. | yes no
don't know |

THE SEOO AND COMMUNITY ACTION AGENCIES

QUES. #	REF.		RATING
#10.	7501-1 4a.	<p>Did the SEOO give priority emphasis to the hiring and training of personnel specialized in those areas most needed by the CAAs and other OEO grantees?</p> <p>LIST the priority needs during the past year.</p> <p>DESCRIBE the personnel hired to meet these needs.</p>	yes no don't know
#11.	7501-1 4b. W.P. III-A	<p>Has the SEOO participated in the annual field pre-review of an OEO grantee, along with an OEO representative (Regional or Headquarters)?</p> <p>LIST the grantee pre-reviews attended by the SEOO in the past 6 months.</p> <p>DESCRIBE pre-reviews when the SEOO has been helpful to the CAA Board in exercising its policy decision-making responsibilities.</p>	yes no don't know
#12.	7501-1 4b. CAP 81 II-B W.P. I-B/C	<p>How well has the SEOO provided advice and assistance at an early or pre-review stage in the development of program proposals by CAAs and other OEO grantees?</p> <p>LIST the occasions when the CAAs and grantees were assisted by the SEOO in the past 6 months at an early or pre-review stage.</p>	good poor don't know
#13.	7501-1 4b.	<p>Did the SEOO sign the Form 77 (Checkpoint Procedure) on site at the conclusion of the field pre-review or no later than 15 days after receipt of the form?</p>	yes no don't know

THE SEOO AND COMMUNITY ACTION AGENCIES

QUES. #	REF.		RATING
#14.	7501-1 4b.	Did the SEOO indicate on the form, or an attachment thereto, the specific kind and degree of technical assistance it will be able to provide the grantee, identifying those resources it will try to make available? LIST the grants and grantees when this has or has not been done during the past 6 months.	yes no don't know
#15.	7501-1 6e.	Has the SEOO <u>jointly participated with the Regional Office in the evaluation of OEO-funded programs?</u> LIST the evaluations during the past 6 months	yes no don't know
#16.	7501-1 4c.	Has the SEOO assisted grantees in taking any corrective actions, recommended by OEO as a result of evaluation reports. LIST the occasions when grantees were assisted during the past 6 months. DESCRIBE significant cases of assistance and results.	yes no don't know
#17.	7501-1 4c.	Has the SEOO assisted grantees in taking any corrective actions, recommended by OEO as a result of audit reports? LIST the occasions when grantees were assisted during the past 6 months. DESCRIBE significant cases of assistance and results.	yes no don't know

THE SEOO AND COMMUNITY ACTION AGENCIES

QUES. #	REF.		RATING
#18.	7501-1 4e. CAP 81 II-B W.P. IV-F	<p>Has the SEOO sponsored or participated in training programs and workshops for CAA staff and Board members, in consultation with OEO grantees and the OEO Regional Office, with particular emphasis on utilization of state resources and personnel?</p> <p>LIST the training programs and workshops, identifying the state resources or personnel during the past 6 months.</p> <p>DESCRIBE significant successes or failures in the use of state resources and personnel.</p>	yes no don't know
#19.	7501-1 4f. CAP 81 II-B W.P. III-E	<p>How well has the SEOO provided information and assistance to CAAs and other OEO grantees in planning, developing, and operating volunteer programs?</p> <p>LIST the grantees who requested and received this help during the past 6 months.</p>	good poor don't know
#20.	7501-1 6a. CAP 81 J-A	<p>Has the SEOO provided an <u>annual three-year anti-poverty plan</u> for the state and an annual written analysis highlighting the <u>principal problems and causes of poverty in the state</u> including recommended priorities and types of programs to meet those problems?</p>	yes no don't know
#21.	7501-1 6f.	<p>How well has the SEOO <u>monitored</u> some or all of the OEO-funded programs within the state if it has the staff capability and if this activity is part of the approved SEOO Work Program, which includes arrangements for periodic written reports plus other reporting of special activity or problems, to the appropriate OEO grant office.</p> <p>LIST grantees where significant monitoring was done during the past 6 months.</p> <p>DESCRIBE circumstances and results.</p>	good poor don't know

SEOO AND OTHER FEDERAL AGENCIES

QUES. #	REF.		RATING
#1	7501-1 2b.	How well has the SEOO represented the Governor with respect to other Federal Agencies?	good poor don't know
#2.	7501-1 3a. 4d. CAP 81 IV-E W.P. IV-C	How well has the SEOO, on its own initiative, sought out and developed or assisted in the development of Federal resources (programs, expertise, funds, etc.) that can be effectively marshalled and/or coordinated to assist CAAs and other anti-poverty efforts within the state? LIST federal resources mobilized during the past 6 months. DESCRIBE significant successes.	good poor don't know
#3.	7501-1 6i. 3e.	Has the SEOO advised and assisted OEO in identifying problems posed by Federal and state statutory or administrative requirements that impede state-level coordination of OEO-related programs, and in developing methods or recommendations for overcoming those problems? LIST statutory or administrative requirements during the past year.	yes no don't know

SEOO AND LOCAL GOVERNMENT

QUES. #	REF.		RATING
#1.	7501-1 2b.	How well has the SEOO represented the Governor with respect to local units of government?	good poor don't know
#2.	7501-1 3a. 4d. CAP 81 II-A	How well has the SEOO sought out and developed or assisted in the development of community resources (programs, expertise, funds, etc.) that can be effectively marshalled and/or coordinated to assist CAAs and other anti-poverty efforts within the state?	good poor don't know
	W.P. IV-C	LIST community resources mobilized during the past 6 months.	
		DESCRIBE significant successes.	
#3.	7501-1 3d. 2c. CAP 81 I-A/C II-A/B	Has the SEOO provided local government units with information and statistics -- using such devices as periodic bulletins, annual reports, meetings, etc. -- on the problems and needs of the poor and the programs and efforts to overcome poverty within the state?	yes no don't know
		LIST the local government units and identify how this was done during the past 3 months.	
#4.	7501-1 4a. CAP 81 II-A	How well has the SEOO provided special technical assistance where needed to local government agencies, in developing, conducting and administering programs to alleviate poverty?	good poor don't know
		LIST occasions during the past six months when special technical assistance was provided. Identify subject and who provided the technical assistance.	
		DESCRIBE significant successes or failures.	

SEOO AND COMMUNITY GROUPS

QUES. # REF.

RATING

#1. 7501-1 How well has the SEOO provided special technical
4a. assistance where needed to community groups in
developing, conducting and administering pro-
grams to alleviate poverty?
CAP 81
II-A

good poor
don't know

W.P. LIST occasions during the past six months when
I-B special technical assistance was provided.
Identify subject and who provided the tech-
nical assistance.

DESCRIBE significant successes or failures.

#2. 7501-1 Has the SEOO provided community groups, private
3d. agencies, and general public with information
2c. and statistics -- using such devices as periodic
bulletins, annual reports, meetings, etc. --
CAP 81 on the problems and needs of the poor and the
I-A/C programs and efforts to overcome poverty within
II-A/B the state?

yes no
don't know

W.P. LIST the community groups, private agencies
IV-H and general public items provided infor-
mation during the past 3 months.

THE SEOO AND THE OEO REGIONAL OFFICE

QUES. #	REF.		RATING
#1	7501-1 2b.	How well has the SEOO represented the Governor with respect to OEO?	good poor don't know
#2.	7501-1 2c.	How well has the SEOO Director provided the OEO Regional Office with information on the causes and conditions of poverty in the state?	good poor don't know
LIST the documents provided during the past year.			
#3.	7501-1 6a. CAP 81 I-A/C II-A/B	Has the SEOO advised the OEO Regional Office on the criteria established under Section 241 (a) and (b) of the EOA, which are designed to achieve within the states an equitable distribution of assistance between urban and rural areas under Title II of the Act?	yes no don't know
#4.	7501-1 6b.	Has the SEOO assisted in <u>developing the total funding plan</u> for the state?	yes no don't know
#5.	7501-1 6a.	Has the SEOO provided an annual written analysis to the OEO Regional Office (due July 1), <u>highlighting the principal problems and causes of poverty in the state and including recommended priorities and types of programs to meet those problems?</u>	yes no don't know
#6.	7501-1 6a.	Has the SEOO prepared an <u>annual three-year anti-poverty plan</u> for the state?	yes no don't know
#7.	7501-1 6d.	How well has the SEOO <u>advised OEO on funding requests</u> for all applicants within the state or who will operate within the state with written comments on these applications.	good poor don't know

THE SEOO AND THE OEO REGIONAL OFFICE

QUES. # REF.

RATING

#8. 7501-1 How well has the SEOO consulted with the Regional
4a. Office to determine OEO grantee needs for special-
W.P. ized technical assistance and to get advice on how
IV-D the SEOO can assist in meeting these needs?

good poor
don't know

LIST occasions and grantees during the past
6 months when this was done.

DESCRIBE significant occasions when the SEOO
responded to Regional Office requests.

#9. 7501-1 Has the SEOO participated in the development of
6c. the OEO Headquarters and Regional Training and
W.P. Technical Assistance Plans?
III-C

yes no
don't know

#10. 7501-1 How well has the SEOO consulted with the OEO
4e. Regional Office, with particular emphasis on
W.P. utilization of state resources and personnel
IV-F in sponsoring or participating in training pro-
grams and workshops for CAA staff and Board
members?

good poor
don't know

LIST the state resources suggested by SEOO
during the past 6 months.

DESCRIBE significant successes or failures.

#11. 7501-1 Has the SEOO jointly participated with the
6e. Regional Office in the evaluation of OEO-funded
programs and in the development of standards for
the evaluation of program effectiveness?

yes no
don't know

#12. 7501-1 Has the SEOO consulted with OEO to assist
4c. grantees in taking any corrective actions
recommended by OEO as a result of evaluation
and audit reports?

yes no
don't know

LIST the grantees during the past 6 months.

DESCRIBE significant cases and results.

QUES. #	REF.	THE SEOO AND THE OEO REGIONAL OFFICE	RATING
#13.	7501-1 6f.	Has the SEOO provided the Regional Office with periodic written reports on its monitoring activities plus other reporting of special activity or problems to the appropriate OEO Grant office? LIST grantees where significant monitoring was done during the past 6 months. DESCRIBE circumstances and results.	yes no don't know
#14.	7501-1 6g.	Has the SEOO advised the OEO Regional Office on <u>VISTA</u> operations within the state and in the development of an annual state VISTA plan?	yes no don't know
#15.	7501-1 6g. W.P. III-E	How well has the SEOO assisted VISTA in any coordination needs with state-operated programs?	good poor don't know
#16.	7501-1 6g.	How well has the SEOO advised the Regional Office on special problems in the state that might develop as a result of the activities or presence of VISTA Volunteers, and assisted the Regional Office in resolving such problems? LIST the special problems during the past six months.	good poor don't know
#17.	7501-1 6i. 3e.	Has the SEOO advised and assisted OEO in identifying problems posed by Federal and state statutory or administrative requirements that impede state-level coordination of OEO-related programs, and in developing methods or recommendations for overcoming those problems? LIST the problems during the past year.	yes no don't know

QUES. #	REF.	THE OEO REGIONAL OFFICE AND THE SEOO	RATING
#1.	7501-1 7c. W.P. II-D	How well has the Regional Office worked jointly with the SEOO to strengthen the SEOO staff capability to carry out its work programs and to overcome any weaknesses that may be revealed by evaluations? LIST joint training programs or workshops. Identify number of SEOO-staff invited and attending and their job levels during the past year.	good poor don't know
#2.	7501-1 7d.	Has the Regional Office ensured that the SEOO is consulted concerning OEO Regional Office plans and priorities with regard to OEO grantees? LIST joint staff meetings held during the past six months. Identify number of SEOO staff invited and attending and their job levels.	yes no don't know
#3.	7501-1 7d.	Has the Regional Office, when flexible or other OEO funds become available for additional programs in a state, first consulted with the SEOO before committing such funds?	yes no don't know
#4.	7501-1 7e. 6b.	Has the Regional Office involved the SEOO formally in the development of the state funding plans?	yes no don't know
#5.	7501-1 7e. 6c.	Has the Regional Office involved the SEOO formally in the development of the annual Training and Technical Assistance Plan?	yes no don't know

THE OEO REGIONAL OFFICE AND THE SEOO

QUES. # REF.

RATING

#6. 7501-1 Has the Regional Office jointly worked out a
7f. written agreement with the SEOO -- dividing
6f. responsibilities as staff capability and interest
dictate -- to assure maximum of coordination and
a minimum of overlapping of activities and
functions carried out by their respective field
representatives?

yes no
don't know

#7. 7501-1 Has the Regional Office invited -- with adequate
7g. advance notice -- the SEOO to all "pre-reviews"
4b. held with other OEO grantees in the state?

yes no
don't know

W.P. LIST the pre-reviews during the past 6
III-A months, with dates when notices were mailed.

DESCRIBE cases when the SEOO has been par-
ticularly helpful to the Regional Office
Field Representative.

#8. 7501-1 Has the Regional Office ensured that a copy
7h. of all applications and requests for OEO funds
6d. as well as requests for reprogramming, submitted
to the Regional Office for approval is sent by
the applicant simultaneously to the SEOO for
information and comment, with written notice
upon the receipt of all applications and with
written comment by the SEOO on funding request,
which receives serious consideration and response
by the Regional Office prior to funding?

yes no
don't know

LIST grant applications with written SEOO
comments (favorable and unfavorable) during
the past six months which particularly re-
ceived serious consideration.

DESCRIBE the significant cases in relation
to efforts to reach agreement.

RATING

QUES. # REF.

#9. 7501-1 Has the Regional Office invited the SEOO to
 7i. participate in all OEO staff evaluation teams
 4c. which review the overall effectiveness of a
 6e. grantee's program; has shared with the SEOO, the
 findings and recommendations of such teams eval-
 uations immediately upon completion of the
 written report; has jointly worked out a follow-
 up procedure and plan to ensure implementation
 of OEO's recommendations?

yes no
 don't know

LIST for evaluations conducted during the
 past six months:

- (1) when invitation was sent to SEOO
- (2) when findings and recommendations were
sent to SEOO.
- (3) when follow-up procedures and plans
were worked out.

DESCRIBE significant successes or failures
 in joint participation.

#10. 7501-1 Has the Regional Office worked through -- or
 7j. in consultation with -- the SEOO in any of its
 dealings with other state agencies, unless it
 has arranged for a by-pass agreement with the
 SEOO for specific types of contacts elsewhere in
 the state government?

yes no
 don't know

#11. 7501-1 Have the Regional Director and the SEOO
 7k. Directors jointly planned and participated in
 regular meetings -- to be held at least quarter-
 ly -- to discuss mutual problems, exchange in-
 formation and explore new and innovative ways
 to increase their effectiveness in working to-
 gether?

yes no
 don't know

HEADQUARTERS/OEO AND THE SEOO

QUES. #	REF.		RATING
#1.	7501-1 8c.	Has the Office of Operations fostered an exchange of information and program experience among all the SEOOs and the Regional Offices? LIST occasions during the past six months when this was done.	yes no don't know
#2.	7501-1 8c.	Has the Office of Operations sponsored and jointly planned with the SEOOs and the Regional Offices an annual national conference for all SEOO Directors?	yes no don't know
#3.	7501-1 8e.	Has OEO Headquarters consulted with the SEOO to ascertain national and inter-regional training and technical assistance needs of the SEOOs and to assist them in meeting such needs by the use of OEO personnel or through contractors? LIST occasions when such consultation took place during the past year. Identify assistance given and OEO staff or contractors involved.	yes no don't know
#4.	7501-1 8h.	How well has the Office of Operations assisted the SEOO in its dealings with the Headquarters offices or other federal agencies?	good poor don't know
#5.	7501-1 8i. 6d.	Has each OEO Headquarters funding office insured the providing to the SEOO of one copy of each official application (or an "information packet" summarizing the application), submitted to that office for approval and insured that written comment by the SEOO -- received serious consideration by OEO Headquarters prior to funding? LIST when during the past six months such applications were submitted to the SEOO and the number of days before the grant date and when written comments were sent to OEO.	yes no don't know

SECTION

Q-X

QUES. #	REF.	SEOO ORGANIZATION AND MANAGEMENT	RATING
#1.	7501-1 1-	A. <u>ORGANIZATION</u> Is the SEOO located at a high level in the state government structure, readily accessible to the Governor? DESCRIBE the levels of supervision and control exist between the SEOO and the Governor.	yes no don't know
#2.		Does the organizational location of the SEOO compare favorably with other similar state agencies?	yes no don't know
#3.		Are certain SEOO functions assigned to other state offices, e.g. financial accounting, program operations? LIST delegated functions.	yes no don't know
#4.	CAP 81 I-A W.P. I-C/D	How well is the SEOO organized to effectively utilize staff and financial resources?	good poor don't know
#5.	W.P. I-D	How well does the internal organization of the SEOO match its priority functions of: LIST: 1. Advisor to Governor 2. Resource Mobilization 3. Coordination and Planning 4. Advocacy for the Poor	good poor don't know G P D G P D G P D G P D

SEOO ORGANIZATION AND MANAGEMENT

QUES. # REF.

RATING

- #5. W.P. 5. Technical Assistance
I-D
(cont'd) 6. Grant Review/Monitoring/Evaluation
7. Management
8. Other

G P D

G P D

G P D

G P D

DESCRIBE the proportion of SEOO resources
allocated to each major task or function.

#6. B. STAFFING

Do personnel perform job functions contained in the
approved job descriptions.

yes no
don't know

DESCRIBE any departures of job function from approved
job descriptions.

#7. Are staff personnel qualified for jobs?

yes no
don't know

LIST personnel job title and qualifications.

#8. Has the SEOO employed poor persons and minority persons?

yes no
don't know

LIST the persons according to poverty or minority
backgrounds and give dates of employment and job
positions.

#9. Has the SEOO prepared and implemented an affirmative action
plan in accordance with CAP Form 11?

yes no
don't know

#10. C. STAFF SUPERVISION AND TRAINING

Does each staff person receive clear instructions and
orientation on his responsibilities and place within the
overall program?

yes no
don't know

SEOO ORGANIZATION AND MANAGEMENT

QUES. #	REF.		RATING
#11.		Is each person evaluated -- with performance indicators explained and monitored? DESCRIBE how often	yes no don't know
#12.	W.P. II-D	Is there pre-service training? LIST training events during past 6 months.	yes no don't know
#13.	W.P. II-D	Is there in-service training? LIST training events during past 6 months.	yes no don't know
#14.		D. <u>PROGRAM PLANNING AND GRANT APPLICATION PROCESS</u> Is the SEOO CAP 81 Planning Process followed?	yes no don't know
#15.		Are goals and priorities quantified?	yes no don't know
#16.		Are goals and priorities realistic?	yes no don't know
#17.	7501-1 9f.	Is the SEOO draft work program checkpointed with all CAAs in the state for comment and such signed checkpoint forms (76) included as part of the annual SEOO refunding request?	yes no don't know
#18.	7501-1 9a.	Does the SEOO use the forms and follow the application procedures for SEOOs outlined in OEO Notice 6710-2 of February 26, 1969?	yes no don't know

SECTION

Q-X

SEOO ORGANIZATION AND MANAGEMENT

QUES. #	REF.		RATING
#19.	7501-1 9c.	Are the SEOO Plans and Priorities submitted to OEO no later than 90 days before Program Year End?	yes no don't know
#20.	7501-1 9a.	Are SEOO Refunding Requests submitted 60 days before Program Year End?	yes no don't know
#21.	7501-1 9d.	Does the SEOO include as part of its annual refunding request a progress or self-evaluation report on its activities for the previous year, giving a candid assessment of its successes and failures in meeting its Work Program?	yes no don't know
E. <u>PERSONNEL MANAGEMENT</u>			
#22.	W.P. II-C	Is there a career development program?	yes no don't know
#23.		Are job classification procedures adequate?	yes no don't know
F. <u>REPORTS</u>			
#24.	7501-1	Are CAP 15s on time?	yes no don't know
#25.		Are field trip reports adequate, reviewed?	yes no don't know
G. <u>FILES</u>			
#26.		Are files in such shape that documents requested can be readily found?	yes no don't know

SEOO WORK PROGRAM
California

QUES. #	REF. (Points Not Covered in Earlier Sections)	RATING
#1.	<p>CAP 81 II-B</p> <p>Has the SEOO reached the goal "To develop . . . demonstration projects in the use of volunteer services, excess property, and community college resources, in programs of technical aid to Indians, disadvantaged youth, and Head Start day-care projects; and in other specialities as indicated"?</p> <p>LIST the demonstration projects and programs of technical aid which have been developed during the past year.</p>	<p>yes no don't know</p>
#2.	<p>CAP 81 II-C</p> <p>Has the SEOO reached the three-year goal "to accelerate the spin-off of effective anti-poverty programs to established social agencies"?</p> <p>LIST the accomplishments reached to date this past year.</p> <p>DESCRIBE significant successes toward this goal.</p>	<p>yes no don't know</p>
#3.	<p>CAP 81 II-C</p> <p>Has the SEOO reached toward the three-year goal "to new public and private efforts for the <u>prevention of poverty</u>"?</p> <p>LIST the accomplishments reached to date this past year.</p> <p>DESCRIBE significant successes toward this goal.</p>	<p>yes no don't know</p>
#4.	<p>CAP 7-e IV-g.</p> <p>Has the SEOO served "as a central personnel "clearinghouse" for the CAAs, upon request"?</p> <p>W.P. IV-G</p> <p>LIST requests made and results this past year.</p>	<p>yes no don't know</p>

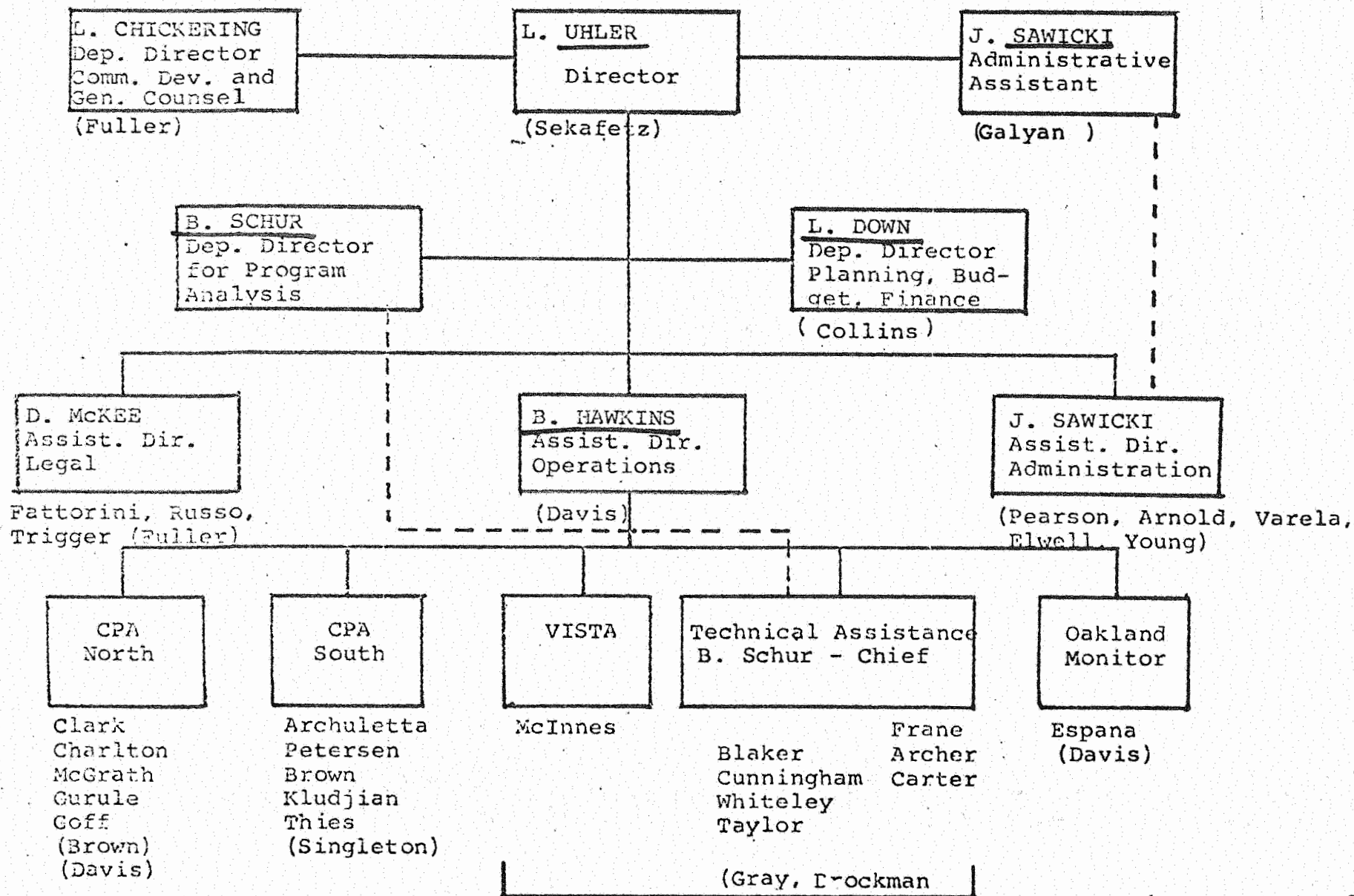
SEOO WORK PROGRAM

QUES. #	REF.		RATING
#5.	CAP 81 II-B W.P. I-B	Has the SEOO provided "review of and assistance to grantees in greater depth by an increased and better trained analyst staff . . ."?	yes no don't know
#6.	CAP 81 II-B W.P. I-B	Has the SEOO provided "sufficient intensity and continuity of state-CAA relationships to resolve as many areas as possible of mutual concern about programs prior to the refunding review stage."?	yes no don't know
#7.	W.P. IV-A	Has the SEOO provided "higher quality multi-specialty technical assistance to CAAs" in this program year through the "addition of four management Specialists, eight Field Analysts, and three Special Programs Coordinators"?	yes no don't know
#8.	W.P. I-C/D	Has the SEOO outstationed analysts in one of three (San Francisco, Los Angeles, and Sacramento) SEOO Administrative regions?	yes no don't know

SEOO ORGANIZATION AND MANAGEMENT

Attachments

	REF. <u>PAGE</u>
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FORMAT for MONTHLY NARRATIVES	16
CAA COMPLIANCE CHECKLIST	16
LEGAL SERVICES EVALUATION dtd 2/4/71	16
INFORMATION PACKAGE REVIEW	16



Approved--*Lewis K. Uhler*
Lewis K. Uhler

Approx 15 Feb 1971

CPA ASSIGNMENTS

Northern California (6)

Clark	Sonoma Napa Oakland Lake Mendocino
Charlton	Monterey San Benito San Francisco Santa Clara San Mateo
McGrath	Placer El Dorado Lassen-Modoc-Plumas-Tehama Sierra Butte Shasta
Gurule	Santa Cruz Kern Kings Fresno Merced Tulare San Luis Obispo Madera
Goff	Marin Contra Costa Alameda Santa Clara San Joaquin Stanislaus
Hawkins	Sacramento Yolo Solano Berkeley

Southern California

(5)

Archuletta	EYOA Quechan Indian Tribe Single Purpose Grants
Petersen	Santa Barbara EYOA Ventura Casa Loma College

Southern California (Continued)

Brown	EYOA Compton-Willowbrook San Diego San Bernardino Housing Opportunities Center
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Kludjian	EYOA VCIU Imperial
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Thies	Orange Riverside Rio Hondo Pasadena
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REPORTING FORMAT FOR MONTHLY NARRATIVES

Instructions: One of these forms should be completed for each CAA or Delegate Agency visited and all turned in at end of each month. KEEP IT BRIEF!!

1. Name of staff member _____
2. CAA visited _____
Duration of visit _____
3. Type of service rendered (i.e., evaluation, technical assistance, special projects, etc.)

ACTIVITIES

4. Strong points _____

5. Weak points _____

6. Observations (How do you rate CAA in accomplishing its goals?) _____

Good purpose : ① Worksheet for CPA & TA to make this monthly report
② Material for Clark to make monthly Ops report

REPORTING FORMAT FOR MONTHLY NARRATIVES

Instructions: One of these forms should be completed for each CAA or Delegate Agency visited and all turned in at end of each month. KEEP IT BRIEF!!

1. Name of staff member _____
2. CAA visited _____
Duration of visit (DATE): _____
3. Type of service rendered (i.e., evaluation, technical assistance, special projects, etc.)

ACTIVITIES

4. Strong points _____

5. Weak points _____

6. Observations (How do you rate CAA in accomplishing its goals?) _____

