

U.S. DEPARTMENT OF LABOR • Manpower Administration
GRANT SIGNATURE SHEET
 COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAM

| |
|------------------------------|
| GRANT NUMBER 12-5-0175-21 |
| MODIFICATION NUMBER |

| | |
|---|---|
| GRANTOR U.S. Department of Labor Manpower Administration 1371 Peachtree St. N.E. Atlanta, Georgia 30309 | GRANTEE Northeast Florida Manpower Consortium Human Resources/Manpower Division 220 E. Bay St. Jacksonville, Fla 32202 |
|---|---|

This grant is entered into by the United States of America, Department of Labor, Manpower Administration, hereinafter referred to as Grantor and *(Name of Prime Sponsor)* Northeast Florida Manpower Consortium hereinafter referred to as Grantee. The Grantee agrees to operate a Comprehensive Employment and Training Program in accordance with the provisions of this agreement, including the Comprehensive Manpower Plan and such general and special assurances as are included herein. Subgrants and contracts extending no more than one year beyond the termination date of this grant may be entered into by the grantee.

A. GRANT PERIOD

This Grant agreement covers the period (Date) from July 1, 1974 to June 30, 1975

B. OBLIGATION

This action increases decreases does not change
 the federal obligation for this grant by (this action) \$681,672 to (new level) \$681,672

C. TITLE AND FISCAL YEAR

| TITLE | FISCAL YEAR | | TOTAL |
|---------------|----------------|----------------|----------------|
| | 1974 | 1975 | |
| TITLE I | | | |
| Base | | | |
| Incentive | | | |
| Discretionary | | | |
| TITLE II | | | |
| Base | 245,000 | 290,899 | 535,899 |
| Discretionary | | 145,773 | 145,773 |
| TITLE III | | | |
| Indians | | | |
| Migrant | | | |
| Other | | | |
| TOTAL | 245,000 | 436,672 | 681,672 |

| | | | |
|--------------------------|------|--------------------------|---|
| APPROVED FOR THE GRANTOR | | APPROVED FOR THE GRANTEE | |
| BY | | BY | Northeast Florida Manpower Consortium 220 East Bay Street Jacksonville, Florida 32202 |
| NAME AND TITLE | | NAME AND TITLE | Harry G. Tanzler Jr., Mayor |
| SIGNATURE | DATE | SIGNATURE | DATE |
| | | | 1/29/75 |

SIGNATURE SHEET CONTINUED

TITLE II

Northeast Florida Manpower Consortium

c/o Clerk of Circuit Court
MacClenny, Florida 32063

Thomas Fraser

Signature of Authorized Officer

BAKER COUNTY

Thomas Fraser, Chairman

Typed Name and Title of Authorized
Officer

Date of Application

Northeast Florida Manpower Consortium
Legal Name of Applicant

P. O. Box 99, Callahan, Fla.
32011

John F. Armstrong Sr.
Signature of Authorized Officer

NASSAU COUNTY

John F. Armstrong, Sr. Chairman

Typed Name and Title of Authorized Officer

Date of Application

a. GRANTEE'S NAME AND ADDRESS
 Northeast Florida
 Manpower Consortium
 220 E. Bay Street
 Jacksonville, Fla. 32202

U.S. DEPARTMENT OF LABOR
 Manpower Administration
 CETA PROJECT OPERATING PLAN
 c. PROGRAM YEAR COVERED BY THIS GRANT
 (Month, Day, Year)
 From: 07/1/74 To: 06/30/75

b. GRANT NUMBER
 12-5-0175-21
 d. TYPE OF PROGRAM
 1-Title I 2-Title II
 3-Other Specify

| I. ENROLLMENT AND TERMINATION SUMMARY | PROGRAM YEAR-TO-DATE PLAN | | | |
|--|---------------------------|--------------|-------------|-------------|
| | 9/30 (a) | 12/31 (b) | 3/31 (c) | 6/30 (d) |
| A. TOTAL INDIVIDUALS TO BE SERVED (Sum of A.1 and A.2) | 34 | 155 | 233 | 346 |
| 1. Individuals Entering This Program Year | 34 | 155 | 233 | 346 |
| 2. Individuals Carried Over From Previous Program Year | | | | |
| B. TOTAL INDIVIDUALS TO BE TERMINATED DURING PROGRAM YEAR (Sum of B.1 through B.3) | 7 | 30 | 60 | 173 |
| 1. Total Entering Employment | 7 | 20 | 46 | 55 |
| a. Direct Placements, No CETA Training or Employment | 5 | 11 | 16 | 20 |
| b. Indirect Placements Following CETA Training/Employment | 2 | 7 | 23 | 30 |
| c. Self Placement | 0 | 2 | 7 | 5 |
| 2. Other Positive Terminations | 0 | 1 | 7 | 20 |
| 3. Non-Positive Terminations | 0 | 9 | 7 | 98 |
| C. NO. INDIVIDUALS PLANNED TO BE ENROLLED AT THE END OF EACH QUARTER (A minus B) | 27 | 125 | 173 | 173 |

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES
 Enter below (a) The number of individuals to be served in each program activity cumulatively through the program year; (b) The number of individuals planned to be enrolled in each program activity at the end of each quarter; an individual who is concurrently enrolled in more than one activity should be counted in each activity in which he or she is enrolled.

| PROGRAM ACTIVITY | 9/30 | | 12/31 | | 3/31 | | 6/30 | |
|-----------------------------------|--------------|--------------------|--------------|--------------------|--------------|--------------------|--------------|--------------------|
| | Total Served | Currently Enrolled | Total Served | Currently Enrolled | Total Served | Currently Enrolled | Total Served | Currently Enrolled |
| | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) |
| A. Classroom Trng., Prime Sponsor | | | | | | | | |
| B. Classroom Trng., Voc. Ed. | | | | | | | | |
| C. On-the-Job Training | | | | | | | | |
| D. Public Service Employment | 34 | 27 | 155 | 125 | 233 | 173 | 346 | 173 |
| E. Work Experience | | | | | | | | |
| F. Other Activities | | | | | | | | |

III. SUMMARY FINANCIAL PLAN (\$ in Thousands)

| | |
|---|-----|
| A. Total CETA funds available during this program year (Sum of A.1 and A.2) | 681 |
| 1. Funds carried in from previous program year or other grants | 245 |
| 2. New Funding | 436 |
| B. Total projected expenditures for this program yr. (Sum of B.1 thru B.6) | 681 |
| 1. Administration | 45 |
| 2. Allowances | |
| 3. Wages | 545 |
| 4. Fringe Benefits | 84 |
| 5. Training | 7 |
| 6. Services | |
| C. Total CETA funds to be carried into next grant program year (A minus B) | |

IV. CUMULATIVE PROJECTIONS BY QUARTER OF FINANCIAL PLAN (\$ in Thousands)

| | 9/30 | 12/31 | 3/31 | 6/30 |
|--|------|-------|------|------|
| | (a) | (b) | (c) | (d) |
| A. Prime Sponsor Obligations | 9 | 71 | 369 | 681 |
| B. Total Projected Expenditures by Program Activity: (See III.B); (Sum of B.1 through B.6) | 9 | 71 | 369 | 681 |
| 1. Classroom Trng., Prime Sponsor | | | 3 | 7 |
| 2. On-the-Job Training | | | | |
| 3. Public Service Employment | 9 | 71 | 366 | 674 |
| 4. Work Experience | | | | |
| 5. Services to Clients | | | | |
| 6. Other Activities | | | | |
| C. Projected expenditures for Voc. Ed. in Special Grants to Governor | | | | |
| D. Projected expenditures of non-Fed. funds | | | | |
| E. Other Fed. funds, not in Prime Sponsor's Grant | | | | |
| F. GRAND TOTAL Projected Expenditures (Sum of B, C, D, and E) | 9 | 71 | 369 | 681 |

V. SIGNIFICANT SEGMENTS. Indicate the number of individuals in each segment to be served cumulatively during the program year. Significant segments may be specified by the Manpower Administration or the Prime Sponsor.

| SIGNIFICANT SEGMENTS | PROGRAM YEAR-TO-DATE PLAN | | | | SIGNIFICANT SEGMENTS | PROGRAM YEAR-TO-DATE PLAN | | | |
|----------------------|---------------------------|-------|------|------|----------------------|---------------------------|-------|------|------|
| | 9/30 | 12/31 | 3/31 | 6/30 | | 9/30 | 12/31 | 3/31 | 6/30 |
| | (a) | (b) | (c) | (d) | | (a) | (b) | (c) | (d) |
| A. Viet Nam Veteran | 5 | 15 | 20 | 30 | F. | | | | |
| B. Women | 11 | 45 | 60 | 80 | G. | | | | |
| C. Below Poverty | 14 | 20 | 33 | 50 | H. | | | | |
| D. Inner City Youth | 8 | 15 | 20 | 25 | I. | | | | |
| E. | | | | | J. | | | | |

VI. OTHER ACTIVITIES (Reference II.6; IV.B.6)
 Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation. (Optional)

VII. A. SIGNATURE

 B. DATE SIGNED
 1/29/75

PSE PROGRAM SUMMARY

2. GRANT NUMBER

12-5-0175-21

1. PRIME SPONSOR LIAISON OFFICIAL

Kevin M. O'Melia, Chief Manpower Division

3. CHECK ONE

TITLE I TITLE II

| 4. PRIME SPONSOR/ SUBGRANTEE | DISTRIBUTION OF FUNDS AND JOBS | | | | |
|---------------------------------|--------------------------------|------------------------------|---------------|-------------------|----------|
| | 5. TYPE OF UNIT | 6. AREA SERVED | 7. POPULATION | 8. NO. OF JOBS | 9. FUNDS |
| City of Jacksonville | City | City Designated Tracks | 87,720 | 173 | 681,672 |
| 10. TOTAL | | | | 173 | 681,672 |
| 11. OTHER ACTIVITIES | | | | | |
| 12. TOTAL | | | | | 681,672 |

PSE OCCUPATIONAL SUMMARY

| 1. GRANT NUMBER | | 2. PRIME SPONSOR | | | |
|---|----------------|---|----------------------|------------------------|--|
| 12-5-0175-21 | | Northeast Florida Manpower Consortium 220 East Bay Street Jacksonville, Florida 32202 | | | |
| 3. OCCUPATIONAL TITLE BY EMPLOYING AGENCY | NUMBER OF JOBS | CETA WAGE RATE | COMPARABLE WAGE RATE | DURATION OF EMPLOYMENT | |
| (A) | (B) | (C) | (D) | (E) | |
| Human Resources | | | | | |
| Staff Placement/Counselor | 1 | 779.00 | 779.00 | 7 months | |
| Staff-Secretary Transcriptionist II | 1 | 532.00 | 532.00 | 7 months | |
| Staff-Counselor | 1 | 751.00 | 751.00 | 7 months | |
| Staff-Clerk III | 1 | 532.00 | 532.00 | 7 months | |
| Office Manager | 1 | 692.00 | 692.00 | 7 months | |
| Clerk Typists | 2 | 440.00 | 440.00 | 14 months | |
| Child Care Workers | 6 | 532.00 | 532.00 | 42 months | |
| Nursery Aides | 6 | 398.00 | 398.00 | 42 months | |
| Public Works | | | | | |
| Utility Workers | 10 | 508.00 | 508.00 | 70 months | |
| Sanitary Systems Operator Apprentice | 12 | 532.00 | 532.00 | 84 months | |
| Sanitary Systems Mechanic Apprentice | 6 | 532.00 | 532.00 | 42 months | |
| Water Maintenance Trainee | 5 | 508.00 | 508.00 | 35 months | |
| Engineering Aide | 1 | 588.00 | 588.00 | 7 months | |
| Light Engine Mechanic | 1 | 558.00 | 558.00 | 7 months | |
| Clerk Typists | 2 | 440.00 | 440.00 | | |
| Central Services | | | | | |
| Computer Operator Trainees | 5 | 558.00 | 558.00 | 35 months | |
| Data Recorders | 8 | 507.00 | 507.00 | 36 months | |
| JEA | | | | | |
| Customer Services Representative | 8 | 461.00 | 461.00 | 56 months | |
| Clerk Typist | 1 | 440.00 | 440.00 | 7 months | |
| City HUD | | | | | |
| Clerk Typists | 3 | 440.00 | 440.00 | 21 months | |
| Groundskeepers | 5 | 461.00 | 461.00 | 35 months | |
| Custodians | 7 | 398.00 | 398.00 | 49 months | |
| School Board | | | | | |
| Custodians | 2 | 398.00 | 398.00 | 14 months | |
| School Clerks | 8 | 483.00 | 483.00 | 56 months | |
| School Helpers | 2 | 461.00 | 461.00 | 14 months | |
| 4. TOTAL | | | | | |

PSE OCCUPATIONAL SUMMARY

2. PRIME SPONSOR

Northeast Florida Manpower Consortium

Continued Page

1. GRANT NUMBER

12-5-0175-21

3. OCCUPATIONAL TITLE BY EMPLOYING AGENCY

NUMBER OF JOBS

CETA WAGE RATE

COMPARABLE WAGE RATE

DURATION OF EMPLOYMENT

(A)

(B)

(C)

(D)

(E)

| | | | | |
|----------------------------------|----|--------|--------|------------|
| General Clerk | 2 | 417.00 | 417.00 | 14 months |
| Clerk Typist | 1 | 440.00 | 440.00 | 7 months |
| Sheriff's Department | | | | |
| Correctional Officers | 2 | 618.00 | 618.00 | 14 months |
| Account Clerk | 1 | 461.00 | 461.00 | 7 months |
| Police Services Technicians | 6 | 588.00 | 588.00 | 42 months |
| Recreation Department | | | | |
| Park Maintenance Workers | 30 | 461.00 | 461.00 | 210 months |
| Crew Leader | 3 | 618.00 | 618.00 | 21 months |
| Authorize: | | | | |
| Community Schools | | | | |
| Community Service Workers | 10 | 640.00 | 640.00 | 50 months |
| Jax Arts Council | | | | |
| Clerk Typist II | 1 | 461.00 | 461.00 | 5 months |
| School Board | | | | |
| Security Guard | 1 | 449.00 | 449.00 | 5 months |
| Florida State Employment Service | | | | |
| Interviewers | 1 | 581.00 | 581.00 | 5 months |
| Alcohol Rehabilitation Program | | | | |
| Counselor | 1 | 640.00 | 640.00 | 5 months |
| Counsel Aides | 2 | 399.00 | 399.00 | 10 months |
| Sanctuary | | | | |
| Counselor | 1 | 640.00 | 640.00 | 5 months |
| Florida Junior College | | | | |
| Clerk Typist I | 1 | 407.00 | 407.00 | 5 months |
| City Welfare Division | | | | |
| Social Workers | 2 | 640.00 | 640.00 | 10 months |
| 4. TOTAL | | | | |

PSE OCCUPATIONAL SUMMARY

2. PRIME SPONSOR

Northeast Florida Manpower Consortium

Continued Page

1. GRANT NUMBER
12-5-0175-21

| 3. OCCUPATIONAL TITLE BY EMPLOYING AGENCY | NUMBER OF JOBS | CETA WAGE RATE | COMPARABLE WAGE RATE | DURATION OF EMPLOYMENT |
|---|----------------|----------------|----------------------|------------------------|
| (A) | (B) | (C) | (C) | (D) |
| Girls Club Custodians | 2 | 349.00 | 349.00 | 10 months |
| Clerk Typist | 1 | 440.00 | 440.00 | 5 months |
| 4. TOTAL | 173 | | | 1165 |

MODIFICATION NARRATIVE

The Northeast Florida Manpower Consortium has assessed its CETA Title II plans and determined that some adjustment is necessary to expedite the spending of its Title II funds for Fiscal Year 1975. Because of a slow start in the early months of the program, enrollment levels were at less than full capacity, thus facilitating a reduction in spending. As of the end of the second quarter, December 31, 1974, total program expenditures had only reached \$71,535 out of a planned expenditure of \$233,000.

In an effort to alleviate underspending and create a high impact potential for our Title II funds, we will maximize our expenditure level by increasing Title II enrollment slots by 23 from 150 to 173.

The Project Operating Plan and the PSE Occupational Summary that is accompanying this modification will reflect our efforts toward fulfilling our Title II responsibilities.

DESCRIPTION of PUBLIC SERVICE NEEDS: Like all other urban areas, the City of Jacksonville is caught between the demands of its citizens for additional services and the financial ability to provide these services. Unmet public service needs are spread across the complete spectrum of public service; however, the following were selected for this program:

1. Public Works: Jacksonville is currently conducting an extensive renovation of its Sanitary System. In order to provide the necessary manpower, it has been determined that the greatest assistance which can be derived from the program would be in the areas of:

- (a) Sanitary Systems Operator Apprentice
- (b) Sanitary Systems Mechanics Apprentice
- (c) Water Maintenance Trainee
- (d) Engineering Aide
- (e) Light Engine Mechanic
- (f) Utility Worker

2. Law Enforcement: This area of unmet public needs primarily consists of problems in recruitment as well as lack of financial capability. While uniformed police officers are the primary priority under law enforcement needs, other needs have been chosen for priority. These areas include:

- (a) corrections
- (b) police records
- (c) law enforcement trainee

3. Social Services: Social services constitutes a vast area of unmet need in the community. Primary consideration has been given to areas which have overlapping potential to assist other priority selection. These include:

- (a) Housing and Urban Development
- (b) Duval County School Board
- (c) Human Resources
- (d) Recreation
- (e) Central Services

4. Jacksonville Electric Authority: As a result of the fuel crisis, utility costs in Jacksonville have increased sharply resulting in acute consumer concern. It has been determined that this program would provide the greatest assistance in the area of customer representative.

C. Approach

5. Counseling and Orientation: Program Employment Counselor will provide all applicants with intake counseling to determine appropriate employment if eligible or referral for other services if ineligible. In addition, employment counseling will be provided all program participants on a monthly basis or as is deemed necessary based upon the employing agent's participant evaluation. Orientation will be provided by program employment counselors and the employing agent to inform all program participants concerning conditions of employment, work rules, standards for City employees, and grievance procedures.

9. The proposal will be submitted to review by the A-95 Clearinghouse as well as appearing in local newspaper publications. A summary of this proposal will be submitted to appropriate labor organizations which represent City employees.

Classroom Training

Through an agreement with Florida Junior College, classroom training in civil service examination preparation will be provided for Program clients who have taken the civil service test and failed. It is anticipated that this training supplemental to work experience will be available to a total of one hundred seventy-five clients.

USE OF DISCRETIONARY FUNDS

Concentrated recruiting efforts will be utilized for the purpose of employing the special target groups. Program staff will develop resources with Veterans Organizations, Welfare Rights Organizations, Women Groups, and local CAP Agencies, to insure participation from the lower income level and women's segment of the unemployed population as part of our goals.

| | | |
|--------------------------|----|---------|
| 1975 Discretionary Funds | | 145,773 |
| Vietnam Era Veterans | 10 | |
| Women | 20 | |
| Below Poverty Level | 20 | |
| 1975 Base Funds | | 290,899 |
| Vietnam Era Veterans | 20 | |
| Women | 40 | |
| Below Poverty Level | 23 | |
| Inner City Youth | 20 | |

Use of discretionary funds is based on statistical data furnished in the original narrative Table 3 and page three, paragraph 6.

ADMINISTRATIVE COST TITLE II

July 1, 1974 to June 30, 1975

July - December:

January - June :

| <u>Positions:</u> | <u>Wage X Months:</u> | <u>Wage X Months:</u> | <u>TOTALS:</u> |
|--------------------------|-----------------------|-----------------------|----------------|
| Program Director | ----- | 1062 X 3 = 3186 | |
| | ----- | 1284 X 3 = 3852 | 7,038 |
| Program Coordinator | 1000 X 4 = 4000 | 1100 X 6 = 6600 | 10,600 |
| Fiscal Coordinator | 792 X 4 = 3186 | 871 X 3 = 2613 | 5,781 |
| Program Interviewer | ----- | 534 X 3 = 1602 | 1,602 |
| Placement Coordinator | 792 X 1 = 792 | 792 X 6 = 4752 | <u>5,544</u> |
| | | | 30,565 |
| Fringe Benefits | | | 4,725 |
| Central Service Charges | | | 3,000 |
| Travel and Other Charges | | | <u>6,825</u> |
| | | | 14,550 |
| GRAND TOTAL | | | 45,115 |

U.S. DEPARTMENT OF LABOR • Manpower Administration
GRANT SIGNATURE SHEET
 COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAM

| |
|-------------------------------------|
| GRANT NUMBER 12-5-0269-37 |
| MODIFICATION NUMBER |

GRANTOR
 U.S. Department of Labor
 Manpower Administration
 1371 Peachtree Street, N.E.
 Atlanta, Georgia, 30309

GRANTEE
 N.E. Florida Manpower Consortium
 101 E. Adams Street
 Jacksonville, Florida, 32201

This grant is entered into by the United States of America, Department of Labor, Manpower Administration, hereinafter referred to as Grantor and (Name of Prime Sponsor) N.E. Fla. Manpower Consortium hereinafter referred to as Grantee. The Grantee agrees to operate an Employment and Training Program in accordance with the provisions of this agreement, including the grant application sheet and the program narrative and such general and special assurances as are included herein.

A. GRANT PERIOD (12 months)

This Grant agreement covers the period (Date) from _____ to _____

B. OBLIGATION.

This action increases decreases does not change

the federal obligation for this grant by (this action) \$ 399,626 to (new level) \$ 399,626

C. TITLE AND FISCAL YEAR

| TITLE | FISCAL YEAR | | | TOTAL |
|-------------------|-------------|--|--|---------|
| | 1975 | | | |
| TITLE VI Basic | 399,626 | | | 399,626 |
| Discretionary | | | | |
| TOTAL | 399,626 | | | 399,626 |

| | |
|--------------------------|--|
| APPROVED FOR THE GRANTOR | APPROVED FOR THE GRANTEE |
| BY | BY N.E. Florida Manpower Consortium |
| | HANS C. TANZLER, JR., MAYOR |
| | DATE 1-7-75 |

GRANT SIGNATURE SHEET

John F. Armstrong Sr.

John F. Armstrong, Sr., Chairman
Board of Nassau County Commissioners

R. H. Davis

R. H. Davis, Chairman
Board of Baker County Commissioners

Application for Initial Funding under Title VI
Emergency Job Programs, Comprehensive Employment and
Training Act, as amended

Name of Applicant: NORTHEAST FLORIDA CONSORTIUM

Application is hereby made for financial assistance under Title VI of the Comprehensive Employment and Training Act of 1973, as amended. The funds requested in this application are based on an estimated allocation furnished to the eligible applicant by the U.S. Department of Labor. A portion of the estimated allocation is being made available to the eligible applicant.

The applicant agrees to plan the use of the total estimated allocation for a grant term of 12 months or less from the date of approval of this application and to submit a program narrative showing tentative plans for the use of the total funds.

The applicant agrees to start hiring immediately after approval of this application toward the first month plan level included in the program narrative attached. The applicant agrees to submit an application for the remainder of the funds allocated for his area within 30 days after submission on the initial grant application or after a greater period of time as determined to be necessary by the ARDM.

The initial funding will be merged into the full funding grant and the term of the grant will be for a maximum of 12 months from the date of approval of the initial funding.

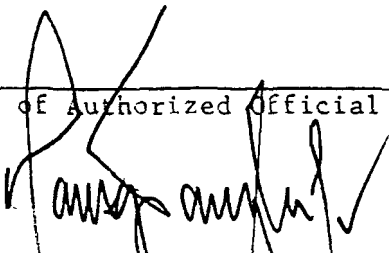
The applicant agrees to design projects which will:

- (a) employ the maximum number of participants.
- (b) provide services most needed by the community.
- (c) result in an average wage of \$7,800 per participant to the extent feasible considering the average wage and cost of living in the area.

The applicant agrees to plan and conduct its program in accordance with the regulations promulgated by the Secretary of Labor (29 CFR 99). In particular, the applicant hereby makes the assurances and certifications contained on the attached assurances and certification sheet.

The applicant certifies that he has authority to receive, expend, distribute, and grant funds for the purposes contained in the attached narrative.

The applicant warrants that he has the authority by statute, or will have authority by agreement, to require the subagents and employing agencies and contractors receiving funds, to adhere to conditions and requirements established for the use of the funds granted under Title VI of the Act.

| | | | |
|--|-------------------|---------------|--|
| AREA COVERED BY APPLICANT JACKSONVILLE (DUVAL COUNTY), FLORIDA BAKER COUNTY, FLORIDA NASSAU COUNTY, FLORIDA | | FOR MA USE | |
| | | Date Received | |
| | | Date Approved | |
| | | Grant Number | |
| | | 12-5-0269-37 | |
| Signature of Authorized Official | Title of Official | Date | |
|  | MAYOR | 1-7-75 | |

APPLICATION SIGNATURE SHEET

John F. Armstrong, Sr.

John F. Armstrong, Sr., Chairman
Board of Nassau County Commissioners

R. H. Davis

R. H. Davis, Chairman
Board of Baker County Commissioners

PROGRAM NARRATIVE:

(1)

This narrative will reflect labor market trends for the Jacksonville SMSA from August 1974 up to and including November 1974. The Jacksonville SMSA includes the counties of Duval, Nassau, Baker, Clay and St. Johns.

The total Civilian labor force for the Jacksonville SMSA has continued to increase while the total number of individuals employed in the area has continued to decrease. (See chart I). The total number of persons unemployed, and the unemployment rate has continued to rise reaching a high of 5.6% unemployment at the latest count, November 1974. This November figure does not reflect the December lay-off of 450 professional personnel by Offshore Power Systems (please see enclosed letter), nor does it reflect the loss of construction and construction related jobs due to cancellation of projects begun earlier in the year by OPS. Figures for December are not yet available.

The nationwide recession, though slow in reaching the Jacksonville area, is beginning to quickly make an impression locally. The Construction industry has been slowed considerably. Employment in the Construction industry has dropped from 20,500 in September to 20,100 in November. Jacksonville's stabilizing industries, trade, insurance, and banks have up to this point, somewhat protected the area from an employment downturn. This protective situation would seem to be fading in light of the 5.6% unemployment rate for November. Whether or not this is the situation can be more clearly determined by analyzing the December labor market trends when they are released.

The target population of the Northeast Florida Manpower Consortium area will be those unemployed individuals who are actively seeking employment. In accordance

Page two.

with Section 602 (d) of the Act, the administrative staff of the public service jobs program will, to the maximum extent feasible, give preferred consideration to those individuals listed in section 602 (d) of the Act. However, occupational experience and qualifications will be the major deciding factor for the hiring of an individual. If a particular position is available and no person who fits into the categories established in section 602 (d) of the Act can be found that possesses the qualifications necessary to effectively fill the position, then the position will be filled by someone other than those individuals who qualify for preferred consideration under Section 602 (d) of the Act.

(2)

The Northeast Florida Manpower Consortium (Duval, Baker, Nassau Counties) will provide employment opportunities to the unemployed, underemployed and disadvantaged within the Consortium for a duration of not less than six months. Participants of the Public Employment Program will be employed in the occupational fields of: Health Services, Public Works, Human Resources, Recreation, Veterans Services, Florida State Employment Service and the Unemployment Compensation Bureau as well as other occupational fields within the City. Participants will receive work experience opportunities which will enable them to seek unsubsidized employment at the conclusion of the program. Every effort will be made to absorb these program participants into standard public service employment, however, because of the uncertain labor market conditions that exist in this area, no positive statement of transitional goals can be made at this time. This situation is borne out in the enclosed letter requesting waiver of performance for placement goals and by the documentation therein.

Page three.

It is estimated at this time, that eighty (80) individuals will be absorbed into the Public Employment Program by the end of the first calendar month of operation.

(3)

The occupational fields selected for Public Employment Program participants are those which provide essential services to the citizens of the Consortium area. Participants of the program will gain valuable work experience opportunities as well as render essential services to the Community in the fields of Health, Public Works, Human Resources, etc.

(4)

The Northeast Florida Manpower Consortium will, serving as the eligible applicant for Title VI funds, accept and distribute these funds on a percentage of population basis. A percentage of population basis is being used as opposed to a percentage of unemployed basis because unemployment information for all counties within the Consortium is not available.

| | Population | Allocation |
|---|----------------|----------------|
| 1. Jacksonville/Duval County | 503,997 | 90.2% |
| 2. Jacksonville Beaches (Including Jacksonville, Neptune, Atlantic and Mayport) | 24,868 | 4.45% |
| 3. Nassau County | 20,626 | 3.69% |
| 4. Baker County | 9,242 | 1.65% |
| <u>TOTAL</u> | <u>558,733</u> | <u>100.00%</u> |

CHART I

| | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER |
|----------------------|---------|-----------|---------|----------|
| Civilian Labor Force | 277,100 | 277,100 | 277,600 | 280,100 |
| Total Employment | 265,100 | 264,800 | 264,200 | 264,300 |
| Unemployment | 12,000 | 12,300 | 13,400 | 15,800 |
| Unemployment Rate | 4.3 | 4.4 | 4.8 | 5.6 |

ESTIMATED EMPLOYMENT IN NON-AGRICULTURAL
ESTABLISHMENTS IN THE JACKSONVILLE SMSA*

CHART II

| MAJOR INDUSTRIES | SEPTEMBER | OCTOBER | NOVEMBER |
|--|-----------|---------|----------|
| Manufacturing | 31,500 | 31,500 | 31,600 |
| Contract Construction | 20,500 | 20,200 | 20,100 |
| Transportation, Communications Electricity, Gas, Sanitary Service | 22,800 | 22,600 | 22,500 |
| Trade | 65,500 | 63,300 | 65,600 |
| Finance, Insurance, & Real Estate | 25,600 | 25,600 | 25,900 |
| Service, Miscellaneous, Mining | 42,700 | 42,600 | 42,900 |
| Government | 43,800 | 43,900 | 43,900 |
| TOTAL | 252,400 | 251,700 | 280,100 |

*Duval County Labor Market Trends, State of Florida, Department of Commerce, September, October, November.

December 5, 1974

Mr. Sim Lambrecht, Chief, Bureau of Employment Services
ATTN: Placement Services/Job Order Services
G. H. Riedel, Acting Manager, FSES, Jacksonville
By: Patsy Partin, Employment Interviewer
Labor Supply Bulletin

In accordance with the bulletin dated July 14, 1974, the following subject information is submitted for the ES Jacksonville Local Office for the month of November, 1974.

| <u>DOT TITLE</u> | <u>DOT CODE</u> | <u>Number of Surplus Applicants Not Expected to be Absorbed In The Local Labor Market</u> |
|---------------------|-----------------|---|
| Electronics Tech. | 003.181 | 7 |
| Accountant | 160.188 | 16 |
| Public Relations | 165.068 | 12 |
| Adm. Asst. | 169.168 | 19 |
| Const. Supt. | 182.168 | 7 |
| Manager Trainees | 189.168 | 31 |
| Secretary | 201.368 | 23 |
| Clerk Typist | 209.388 | 35 |
| Bookkeeper J | 210.388 | 9 |
| Cashier | 211.368 | 13 |
| Clerk Gen. Office | 219.381 | 20 |
| Receiving Clerk | 222.387 | 23 |
| Stock Clerk | 223.387 | 45 |
| Receptionist | 237.368 | 13 |
| Salesmen Gen. | 289.358 | 56 |
| Nurse Aid | 355.878 | 16 |
| Guard | 372.868 | 16 |
| Porter | 381.887 | 20 |
| Auto Mechanics | 620.281 | 24 |
| Aircraft Mech. | 621.281 | 19 |
| Electronic Mech. | 828.281 | 17 |
| Carpenter | 860.381 | 23 |
| Carpenter's Helper | 869.884 | 28 |
| Maint. Man Bldg. | 899.381 | 21 |
| Truck Driver, Heavy | 905.888 | 53 |
| Truck Driver, Light | 906.888 | 28 |

GHR:ss

cc: Mr. H. K. Bosh, Metro Area Manager, FSES, Jacksonville
Mr. A. M. Larrimore, Field Supervisor, Area II

b: Patsy Partin

Assurances and Certifications

A. General Assurances

1. The grantee assures and certifies that:
 - a. It will comply with the requirements of the Comprehensive Employment and Training Act of 1973 (P.L. 93-203, 87 Stat. 839), hereafter referred to as the Act; and with the regulations and policies promulgated thereunder; and
 - b. It will comply with OMB Circulars numbers A-95 and FMC 74-4 and 74-7, as those circulars relate to the utilization of funds, the operation of programs, and the maintenance of records, books, accounts, and other documents under the Comprehensive Employment and Training Act.
2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them or will notify the Assistant Regional Director for Manpower (ARDM) within 30 days after promulgation of the amendments or revision that it cannot so conform, so that the ARDM may terminate the grant.
3. In addition to the requirements of 1. and 2. above, and consistent with the regulations issued pursuant to the Act, all applicants make the following further assurances and certifications:
 - a. It possesses legal authority to apply for the grant; a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required;
 - b. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-354) and in accordance with Title VI of the Act. No person in the United States shall on the ground of race, color, sex, age, or national origin,

Assurances and Certifications

be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

- c. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
- d. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
- e. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
- f. It will comply with the requirement that no program under the Act shall involve political activities.
- g. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- h. It will give the Department of Labor and the Comptroller General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.
- i. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any applicant

Assurances and Certifications

for participation in such program because of race, creed, color, national origin, sex, political affiliation or beliefs. (Sec. 703(1), 712)

- j. Participants in the program will not be employed on the construction, operation or maintenance of that part of any facility which is used for religious instruction or worship. (Sec. 703(3))
- k. Appropriate standards for health and safety in work and training situations will be maintained. (Sec. 703(5))
- l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant. (Sec. 703(4))
- m. Appropriate workman's compensation protection will be provided to all participants. (Sec. 703(6))
- n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed. (Sec. 703(7))
- o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation. (Sec. 703(8))
- p. Training and related services will, to the maximum extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient. (Sec. 703(9), 105(a)(6))
- q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment. (Sec. 703(10))

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Assurances and Certifications

- r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the prime sponsor's grant. (Sec. 703(11))
- s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities. (Sec. 703(12), 311(c))
- t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants. (Sec. 703(13))
- u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds. (Sec. 703(14))
- v. The program makes appropriate provision for the manpower needs of youth in the area served. (Sec. 703(15)), and will assure that
 - (1) Individuals receiving training on the job shall be compensated by the employer of such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate less than that specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 or, if higher, under the applicable State or local minimum wage law. (Sec. 111(b))
 - (2) Persons employed in public service jobs under this Act shall be paid wages which shall not

Assurances and Certifications

be lower than whichever is the highest of (a) the minimum wage which would be applicable to the employee under the Fair Labor Standards Act of 1938, if section 6(a)(1) of such title applies to the participant and if he were not exempt under section 13 thereof, (b) the State or local minimum wage for the most nearly comparable covered employment, or (c) the prevailing rates of pay for persons employed in similar public occupations by the same employer. (Sec. 208(a)(2))

w. It will comply with the labor standards requirements set out in section 706 of the Act.

x . Services and activities provided under this Act will be administered by or under the supervision of the applicant. (Sec. 105(a)(1)(D)) (Sec. 205(c)(1))

B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued

Assurances and Certifications

- funding of programs of demonstrated effectiveness is considered in serving such persons.
(Sec. 105(a)(1)(D))
2. Programs of institutional skill training will be designed for occupations in which skill shortages exist. (Sec. 105(a)(6))
 3. The plan meets all the requirements of section 105(a) and that the applicant will comply with all provisions of the Act. (Sec. 105(b))
 4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act. (Sec. 105(a)(7))

C. Additional Assurances Relating to Public Service Employment Programs and All Activities Funded Under Title VI

The grantee also will:

1. assure that only persons residing in the area served by the eligible applicant under Title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas except that funds allocated under Title VI of the Act, (sec. 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment (as defined in secs. 204(c) 603(a)(2)).
2. assure that special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designated to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide participants with self-development skills; provided however that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate; except where exempt under the provisions of section 604 of the Act, except where exempt under section 604 of the Act. (Secs. 205(c)(4) and 604)

Assurances and Certifications

3. assure (1) that special consideration in filling jobs will be given to unemployed persons who served in the armed forces in Indochina or Korea on or after August 5, 1964, in accordance with criteria established by the Secretary (and who have received other than dishonorable discharges), and (2) that it shall (i) make special efforts to acquaint such veterans with the program and the public service jobs available to veterans under the Act, and (ii) coordinate efforts in behalf of such veterans with those activities authorized by chapter 41 of Title 38, United States Code (relating to Job Counseling and Employment Services for Veterans), or carried out by other public or private organizations or agencies; and when feasible establish a veterans hiring goal of 30 percent; (Sec. 205(c)(5)).
4. assure that, to the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate recedes except where exempt under Section 604 of the Act; (Sec. 205(c)(6) 604)).
5. assure that special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed and their prospects for finding employment without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job; (Sec. 205 (c) (7))
6. assure that no funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act; (Sec. 205 (c) (8))
7. assure that due consideration be given to persons who have participated in manpower training programs for whom employment opportunities would not be otherwise immediately available;

Assurances and Certifications

8. assure that periodic review procedures established pursuant to section 207(a) of the Act will be complied with; (Sec. 205(c)(17))
9. assure that agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of Title VI to assist; (Sec. 205(c)(18))
10. assure that, where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, and (3) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields except where exempt under Section 604 of the Act. (Secs. 205(c)(19) and 604)).
11. assure that all persons employed under any program, other than necessary technical, supervisory, and administrative personnel, will be selected from among unemployed and underemployed persons and that under Title VI preferred consideration shall be given, to the maximum extent feasible, consistent with provisions of the Act, to unemployed persons who have exhausted unemployment insurance benefits, to unemployed persons who are not eligible for unemployment insurance benefits (except for persons lacking work experience) and to unemployed persons who have been unemployed for 15 or more weeks.
12. assure that the program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including Civil Service requirements which restrict employment opportunities for the disadvantaged; (Sec. 205(c)(21)).

Assurances and Certifications

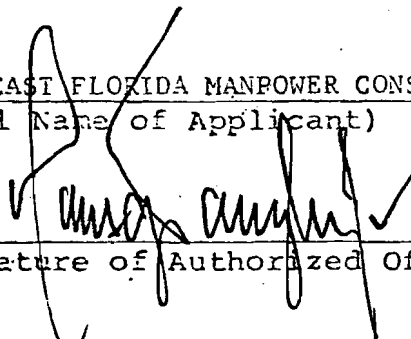
13. assure that not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances; (Sec. 205(c)(22))
14. assure that job opportunities will be allocated among State and local public agencies within its area, considering such factors as opportunities for transition, early hiring opportunities available within each area. Also, to the extent feasible, job opportunities will be provided in the local State Employment Service and Unemployment Insurance Service to assist in meeting increased workload resulting from higher unemployment rates.
15. assure that the jobs in each job category in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each job category until applicable personnel procedures and collective bargaining agreements have been complied with; (Sec. 205(c)(24)).
16. assure that jobs are in addition to those that would be funded by the sponsor in the absence of assistance under this Act.
17. assure that it will plan and use the funds made available under Title VI of the Act as amended, over not more than a 12-month period with plans for that period being put into effect during the initial funding period and it understands that reallocation of funds may occur if the funds are not used.
18. attest that the Manpower Consortium agreement under the Comprehensive Employment and Training Act (CETA) covers activities under Title VI of the Comprehensive Employment and Training Act.

Assurances and Certifications

The applicant also certifies that the information in this application is correct to the best of its knowledge and belief and the filing of this application has been fully authorized.

NORTHEAST FLORIDA MANPOWER CONSORTIUM
(Legal Name of Applicant)

101 EAST ADAMS STREET
(Address)



(Signature of Authorized Officer)

MAYOR

HANS G. TANZLER, JR.
(Typed Name & Title of Authorized Officer)

1-7-75
(Date of Application)


Chairman
Board of Nassau County Commissioners


Chairman
Board of Baker County Commissioners