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## SECTION

Q-VIII

## 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.

## SECTION

Q-VIII

## 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



## SECTION

Q-IX

## 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?

yes no  
don't know

LIST occasions during the past six months when this was done.

#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?

yes no  
don't know

LIST occasions when such consultation took place during the past year. Identify assistance given and OEO staff or contractors involved.

#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?

yes no  
don't know

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.

## 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. I-D (cont'd)	5. Technical Assistance	G P D
		6. Grant Review/Monitoring/Evaluation	G P D
		7. Management	G P D
		8. Other	G P D
		DESCRIBE the proportion of SEOO resources allocated to each major task or function.	
#6.	B. <u>STAFFING</u>		
		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. <u>STAFF SUPERVISION AND TRAINING</u>		
		Does each staff person receive clear instructions and orientation on his responsibilities and place within the overall program?	yes no don't know



## SECTION

Q-X

## 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.

#19. 7501-1 Are the SEOO Plans and Priorities submitted to  
9c. OEO no later than 90 days before Program Year  
End?

yes no  
don't know

#20. 7501-1 Are SEOO Refunding Requests submitted 60 days  
9a. before Program Year End?

yes no  
don't know

#21. 7501-1 Does the SEOO include as part of its annual  
9d. 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. PERSONNEL MANAGEMENT

#22. W.P. Is there a career development program?  
II-C

yes no  
don't know

#23. Are job classification procedures adequate?

yes no  
don't know

F. REPORTS

#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. FILES

#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.	CAP 81 II-B	<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>	yes no don't know
#2.	CAP 81 II-C	<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>	yes no don't know
#3.	CAP 81 II-C	<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>	yes no don't know
#4.	CAP 7-e IV-g.	<p>Has the SECO served "as a central personnel "clearinghouse" for the CAAs, upon request"?</p>	yes no don't know
	W.P. IV-G	<p>LIST requests made and results this past year.</p>	

## SECTION

Q-XI

## SEOO WORK PROGRAM

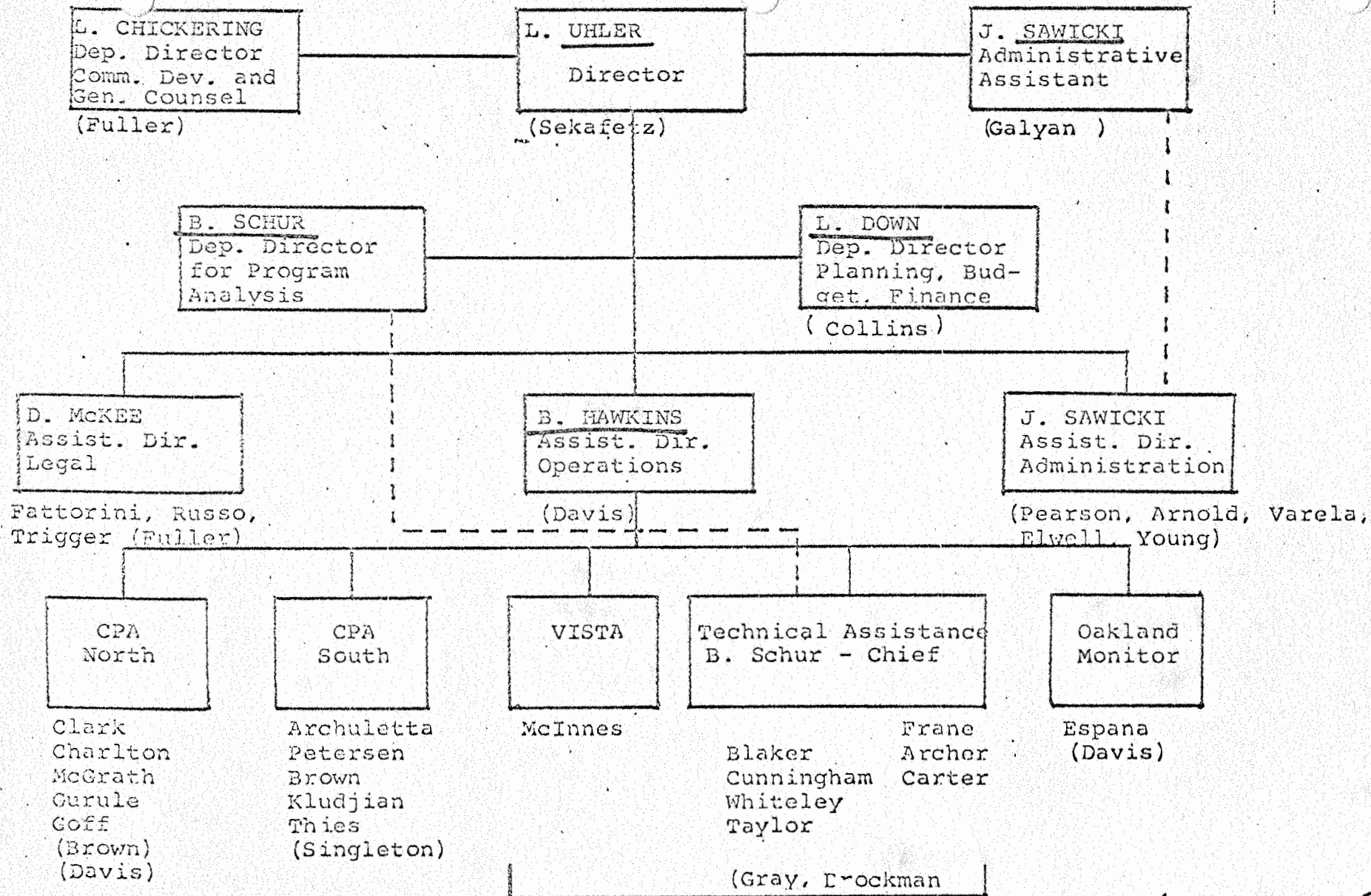
QUES. #	REF.		RATING
#5.	CAP 81 II-B  W.P. I-B	Has the SEOO provided "review of and assistance to grantees in greater depth by an increased and better trained analyst staff . . ."?	yes no don't know
#6.	CAP 81 II-B  W.P. I-B	Has the SEOO provided "sufficient intensity and continuity of state-CAA relationships 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

	<u>REF.</u> <u>PAGE</u>
ORGANIZATION CHART . . . . .	13
CPA ASSIGNMENTS . . . . .	16
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

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?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dual purpose : ① Worksheet for CPA & TA to make his monthly report  
② Material for Clark to make monthly Opus 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?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CAA COMPLIANCE CHECKLIST

## FISCAL REQUIREMENTS

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
EOA 243a, EOA	Statement of responsibility of accounting system for grantee and delegate agency(ies)	_____
EOA 243c, EOA	Annual independent audit completed or scheduled in last 12 months	_____
CAP Memo 60, Par. 3	Respond to audit within 60 days	_____
OEO Inst. 6807-1	Administrative costs 15% less than total cost	_____
OEO Inst. 6910-1	Travel Policies in accordance with Standardized Government Travel Regulations	_____
OEO Inst. 6910, Par. 4 & 5	Out of community travel approved	_____
CAP Grantee Financial Policy & Procedures Guide, Vol. V, Chap. 1	Submitted inventory of property on hand and list of what will be required for program. All inventories must be current	_____
Guide, Vol. II, Part I, Par. 2f	Regional approval of all purchases over \$500.00	_____
	All purchases within budget	_____
	Contract files documented to show purchases authorized, less than GSA price, bids made competitively or by rotation and received by someone other than paying official.	_____
	All program expenditures within budget	_____
	Supervisors' approval of Time and Attendance reports showing hours worked and all leave	_____
CAP Memo 44-a	All CAP 15's (Grantee Monthly Financial Report) current and mailed	_____
	90 days after end of program year, final CAP 15 and CAP 28 to OEO	_____



BOARD COMPOSITION AND COMMITTEES

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
CAP Memo 81		
Part C Par. 1.	Membership 51 or less	_____
Part C Par. 3	At least 1/3 representatives of the poor	_____
Part C Par. 2.	No more than 1/3 public officials	_____
Part C Par. 3c	All representatives of the poor democratically elected	_____
Part D Par. 2	All board members (other than public officials) served less than 3 consecutive years and less than 6 years total	_____
Part D Par. 1	Each member representing geographical area reside in that area	_____
Part C Par. 5	Rules of operation include petition procedure for membership of new groups	_____
Part D Par. 5	Committees reflect composition of board	_____
Part D Par. 3	Quorum requirement for meetings of the board and executive committee at least 50% of total membership	_____
Part C Par. 1	Membership of board divisible by 3	_____
" "	Membership of committees divisible by 3	_____

## CIVIL RIGHTS

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
Inst. 6710-1 1 Conditions, 7; CAP Memo 23-A, C Par. 1	Written policy of nondiscrimination in employment on grounds of race, creed, color, national origin, sex and age	_____
"	Policy communicated to all applicants, employees, supervisors and minority groups	_____
"	Policies and procedures stating affirmative action to be taken to insure no discrimi- nation in recruitment, employment and all other personnel actions	_____
Inst. 6710-1 1 Conditions, r. 6; OEO Notice 04-2; Requirement r Affirmative Civil ghts Action Program tle 45, Chap. X	CAP Form 11 on file in region	_____
	CAA and delegate agencies installed affirmative action plan	_____
	Outreach program designed to reach all ethnic groups	_____
"	All ethnic groups included in policy making bodies, participation in planning and setting priorities	_____
"	Location of facilities so it is accessible by all ethnic groups	_____
"	Staff members who can communicate with all ethnic groups by way of language and culture	_____
"	Program participants are reasonable representa- tion of all ethnic groups	_____
"	Periodic self-evaluation of affirmative action plan	_____
	Written procedure for informing all persons or any class of individuals of their rights to file a complaint with the regional office if they believe themselves subjected to discrimi- nation.	_____

## PERSONNEL POLICIES AND PROCEDURES

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
emo 23-A D Par. 1	Rules governing vacations, sick leave, periodic increases and other conditions	_____
"	Rules for promotion, separation, resolution of grievances and regulation of employee conduct	_____
"	Description of benefit plans with details on employer and employee contributions	_____
"	Salary and salary ranges for each position and class of positions	_____
P Memo 23-A rt A	Formal education not required for positions if candidate has ability to perform duties except where limited by state law	_____
rt B Par. 1	No wages or salaries less than federal minimum wage laws	_____
rt B Par. 2	Regional approval to hire for positions over \$5,000 which is an increment of 20% over previous salary. Previous salary must be documented	_____
rt B Par. 3	Employees over \$7,000/year receive no overtime	_____
rt B Par. 4	Reimbursement for interview expenses limited to director or deputy director	_____
rt B Par. 5	OEO approval prior to paying moving expenses	_____
EO Inst. 6909-1	Agency free from nepotism	_____
EO Inst. 6909-4	Prohibition against acceptance of gifts and gratuities	_____
AP Memo 23-B rt B	Submission of list of employees earning over \$10,000 as of June 30	_____
rt D Par. 3	Records of all personnel actions including hiring, discharge, promotion, discipline, time and attendance, and previous salary	_____
rt E	Biographical information on Director, Deputy Director, Fiscal and Personnel Officers	_____
EO Inst. 6903-1	OEO approval for salaries over \$15,000	_____
Inst. 6907-1	Statement prohibiting political activity	_____
EO Inst. 6907-3	Statement prohibiting participation in direct action in violation of law	_____
AP Memo 23B, Part A	Wage comparability	_____



CE

DESCRIPTION

CHECK

How "bench mark" positions are identified

Explanation on procedures used to obtain data to establish "bench mark" positions and how other jobs related to these

Copies of certification or other back-up information

DELEGATE AGENCY CONTRACTS

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
P Guide, Vol. 1	All delegate agency contracts signed and on file	_____
"	Contracts include minimum requirements of appendix F, OEO Instruction 6710-1	_____
"	Procedures for monitoring delegate agency contracts	_____
	Established procedures for funding delegate agencies	_____

## RESIDENT PARTICIPATION

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
0 Inst. 6005-1 r 1 b (3)	Adequate provision for CAA to involvement of the poor through advisory committees and target area councils	<hr/>
r 1 b (5)	Same policies and procedures for involvement of the poor in delegate agency contracts	<hr/>
r 2 a (1)	Progress report on implementation of OEO Instruction 6005-1 submitted with CAP 81 by each delegate agency and CAA	<hr/>
r 2 a (2)	Progress report include section prepared by representatives of the poor	<hr/>



PUBLIC MEETINGS

<u>SOURCE</u>	<u>DESCRIPTION</u>	<u>CHECK</u>
BO Inst. 7042-1 ar 1	Public board meetings at least once every 10 weeks or in response to written request	<hr/>
ar 2	All meetings held at time and in place convenient to all	<hr/>
ar 2	Public notice of each meeting, giving time, place and agenda distributed at least 10 days in advance	<hr/>
ar 3	Minutes kept of each meeting	<hr/>

PUBLIC ACCESS TO INFORMATION

SOURCE

et. 7041-1

DESCRIPTION

Books and records available to public in  
accordance with OEO Instruction 7041-1

CHECK

\_\_\_\_\_

NEWS LETTERS AND HOUSE ORGANS

SOURCE  
CAP Memo 77

DESCRIPTION  
Grant funds may not be used for publishing  
newspapers for general distribution in the  
community

CHE

Newsletters & house organs:  
Free to participants and employees  
Contain no paid commercial advertising  
Non-partisan



## PROGRAMS

<u>SOURCE</u>	<u>DESCRIPTIONS</u>	<u>CHE</u>
<u>Youth Programs - OEO Instruction 6168-1a</u>		
Par 4	Youth involvement in planning, operation and evaluation of program	_____
Par 5	Program operated on 12 month basis	_____
Par 6	Economic opportunity program, not recreational	_____
Par 7	Grantee providing training & evaluation to upgrade program	_____
Par 8	Program serving most needy and alienated youth 16-21 years of age	_____
Par 9	Coordinated with other activities of youth	_____
<u>FAMILY PLANNING - CAP Memo 37-A Par 2</u>		
	Information only supplied to those requesting it	_____
	Information consistent with individual's moral, philosophical or religious beliefs	_____
	Participation not requisite to participation in other CAA programs	_____
<u>COMPREHENSIVE WORK AND TRAINING - Title 1B-EOA</u>		
Sect. 124 a 1	No participant may be involved on projects involving political parties, sectarian instruction or religious worship	_____
Sect. 124 a 2	Program may not result in displacement of employed workers, impair existing contracts for services or result in substitution of federal for other program funds	_____
<u>HOUSING - Sec, 214 EOA</u>		
	Housing Development Corporations prohibited from: Insuring mortgages Providing long term financing	_____ _____ _____
<u>SENIOR OPPORTUNITIES AND SERVICES</u>		
Sect. 126 EOA	Title I manpower programs deal with long term unemployed 55 years and older	_____
Sect. 221	Local initiative programs include programs for elderly	_____

# Memorandum

LEGAL

To : Legal Staff

Date : February 4, 1971

Subject: Legal Services  
Evaluations

From : Dennis McKee

*Civil  
Checklist*

We have several legal service programs which will be coming up for refunding very shortly. It is my hope that we can develop a general methodology for thorough and efficient evaluation of these programs.

The following sets forth the procedure to be followed:

## Structure of a Legal Service Program Evaluation

1) Depending on whether the program you are going to evaluate is in the North or South, check with Geoff Clark or Gil Archuletta to obtain the name of the Program Analyst for that CAP. (Most legal service programs are a delegate agency within a CAP). The program analyst should be able to give you some useful background information and possibly some valuable do's and don'ts as regards your evaluative effort for that particular program.

2) Utilize the telephone to as great an extent as possible. With the small staff that we have and the large number of legal service programs it will be necessary for us to conserve time in every way that we can.

Try to set up your agenda prior to arriving in an area. (Allow yourself sufficient flexibility so that you can handle unexpected contingencies).

3) It would be preferable for your first appointment to be with the attorneys in the O.E.O. Legal Service program which is being evaluated. We want to take a positive approach in this respect. Let's find out how we might help the program.

Attached find a sample Evaluation Checklist.

DM:iff

attach:

*Dennis H. McKee*

ntact:

1) Leg ) service program  
attorneys

Was this done?  
(If not, why not?)

Remarks

Ask About:

- a) Policies: # of cases handled, kinds of cases. Ask to see paperwork to back up these figures.
- b) Office hours kept, interview schedule, etc.
- c) Interview some clients if possible (randomly select several which may be in the office when you are there) - with permission of legal service attorneys.
- d) Ask what the attorneys think the thrust of their programs is, ask what they think it should be.
- e) Ask who we should talk to in the community.
- f) In-kind contributions?
- g) Tell them we wish to offer any assistance we can.
- h) What do they see as problems?
- i) What improvements do they suggest?



1) Legal Service program attorneys - cont.	Was this done? (If not, why not?)	Remarks
k About:		
j) <u>Office Procedure.</u> How are cases logged in, how assigned, what documentation is kept, are hours per client or case kept by attorneys, etc.		
k) What are case priorities? i.e. What cases are programed to be handled? How are these priorities set?		
l) Check to see if there are any mechanical bottlenecks. i.e. are there some classes of cases which are flooding the office that could be handled in a more specialized manner?		

13

ntact:

2) School Officials (generally school supt.)	Was this done? (If not, why not?)	Remarks
Ask About:  Relations with the program? a) Legal b) Non-legal c) Any suggested people to talk with?		
3) Police Dept.  Ask About:  Relations with the program? a) Legal b) Non-legal c) Any suggested people to talk with?		
4) Welfare Dept.  Ask About:  a) Do they refer clients to the O.E.O. Lawyers? Any feedback?  b) Legal c) Non-legal		

Contact: ( )

5) District Attorney's Office Ask About:	Was this done? (If not, why not?)	Remarks
a) Referrals? Feedback?  b) Do Legal Service Attorneys appear in criminal cases?  c) Any suggested people to talk with?  d) General rapport with Legal Service Attorneys?		
6) Public Defender Ask About:  a) Referrals? Feedback?  b) Do Legal Service Attorneys appear in criminal cases?  c) Any suggested people to talk with?  d) General rapport with Legal Service Attorneys?		
7) Local Bench and Bar Ask About:  a) Working relationship with O.E.O. attorneys? Legal, Non-legal?  b) Do O.E.O. attorneys refer out fee generating cases (P.I., etc.)?		



Contact:

<p>8) Local Government Officials</p> <p>Ask About:</p> <p>Relationship with program?</p> <p>a) Legal</p> <p>b) Non-legal</p> <p>c) Suggested people to talk with?</p>	<p>Was this done? (If not, why not?)</p>	<p>Remarks</p>
<p>9) Local groups (Urban league, churches, Chicano Organizations, NAACP, etc.)</p> <p>Ask About:</p> <p>a) Are poor helped? (One group more than another?)</p> <p>b) How could service be improved?</p> <p>c) What do they like about program?</p> <p>d) Any suggested people to talk with?</p>	<p>Was this done? (If not, why not?)</p>	<p>Remarks</p>
<p>10) CAP Director</p> <p>Ask About:</p> <p>How effective is the legal service element of the CAP?</p>		

Contact:

11) Local legal aid groups	Was this done? (If not, why not?)	Remarks
<p>Ask About:</p> <p>a) Coordination with O.E.O. attorneys? (Overlap, etc.)</p> <p>b) Efficient utilization of resources?</p>		
<p>12) CAP Board of Directors</p> <p>Ask About:</p> <p>Their opinion of the program?</p>		

Note: Must be completed and turned in two (2) days before due at Governor'

NAME OF ANALYST:

DATE:

PROGRAM ANALYZED:

Guideline For Report Following Examination of Legal Service Program

In each instance be specific and support all generalizations and conclusion

1) General analysis of the program:

2) Weak points:

Strong points:

4) Suggested Changes:

5) Help we can provide (asked for or not?):

6) Suggested conditions in grant, if any:

7) Required information we need (in event we lack information you believe is necessary for our examination and analysis):



Guideline For Report Following Examination of Legal Service Program - 2

- 8) Suggested position State Office of Economic Opportunities should take on refunding - and why:
  - a) Veto:
  - b) Sustain:
  - c) Let lapse (i.e. no vetoe, but no positive approval):
  - d) Veto unless certain conditions put in grant (list and explain):
  - e) Interim Veto because we haven't been supplied required information to base our decision on:
- 9) Suggested changes in our examination procedures, if any:
- 10) People to deal with in future examinations (i.e. was CAP director helpful? Legal Services Director?):
- 11) Suggested sources of information on this program (i.e. were church groups useful here? NAACP? etc.):

Guideline For Report Following Examination of Legal Service Program - 3

- 12) Bottlenecks in examination (i.e. were there any dead-ends? Did certain sources or people close up on you or prove misleading? If so, why?):

INFORMATION PACKAGE REVIEW

ANALYST NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

USE BLANK CONTINUATION SHEETS AS NEEDED FOR EXPANDED EXPLANATIONS. KEEP VISIBLE INDEX IDENTIFICATION CARD ATTACHED! REPORT REQUIRED FOR EACH COMPONENT OR PROGRAM.

IS THE INFORMATION ON THE VISIBLE INDEX CARD CORRECT? IF NOT, NOTE CORRECTIONS AND NOTIFY STAFF ASSISTANT FOR PLANNING IMMEDIATELY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CIRCLE CAP FORM NO. MISSING FROM PACKAGE:

1 5 7 11 25 46 77 81

EXPLAIN OMISSIONS:

\_\_\_\_\_

\_\_\_\_\_  
OEO FIELD REP.

\_\_\_\_\_  
OEO DISTRICT SUPERVISOR

I. GRANTEE INFORMATION (COMPLETE OR CORRECT AS NECESSARY)

A. NAMES AND HOME ADDRESSES OF GRANTEE PERSONNEL:

EXECUTIVE DIRECTOR \_\_\_\_\_

\_\_\_\_\_  
DEPUTY DIRECTOR \_\_\_\_\_

\_\_\_\_\_  
FISCAL OFFICER \_\_\_\_\_

\_\_\_\_\_  
OTHER KEY STAFF SUCH AS PROGRAM DIRECTORS:

TITLE

NAME

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
BOARD CHAIRMAN \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
NAMES OF OTHER BOARD MEMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. NAMES AND HOME ADDRESSES OF DELEGATE AGENCY ("X" OUT IF NOT APPLICABLE):

PROJECT DIRECTOR \_\_\_\_\_

\_\_\_\_\_  
DEPUTY PROJECT DIRECTOR \_\_\_\_\_

\_\_\_\_\_  
FISCAL OFFICER \_\_\_\_\_

\_\_\_\_\_  
OTHER KEY STAFF:

NAME	TITLE	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADVISORY BOARD CHAIRMAN \_\_\_\_\_

\_\_\_\_\_  
OTHER BOARD MEMBERS (NAMES ONLY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HISTORY OF GRANTEE

A. DATE AGENCY FORMED \_\_\_\_\_ DELEGATE AGENCY \_\_\_\_\_

B. BUDGET HISTORY (INCLUDE ALL SOURCES, I.E., OEO, DOL, HUD, ETC.)

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C. PERSONNEL:

NO. OF PROFESSIONALS \_\_\_\_\_ NON-PROFESSIONALS \_\_\_\_\_

D. SHORT DESCRIPTION OF PAST PERFORMANCE (SPECIAL SUCCESSES OR FAILURES):

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E. SPECIAL NOTEWORTHY EVENTS RELATED TO AGENCY OR PROGRAM:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

F. HAVE ANY POLITICAL SUBDIVISIONS ELECTED TO "OPT OUT" OF PAST PROGRAMS? (GREEN AMENDMENT) EXPLAIN FULLY:

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II. GOALS, OBJECTIVES, AND EVALUATION TECHNIQUES

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A. DO THE OBJECTIVES OF THE PROGRAM FIT INTO THE LONG TERM GOALS OF THE AGENCY? WHAT ARE THE OBJECTIVES?

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B. ARE THE OBJECTIVES COMPATIBLE WITH THE STATED OBJECTIVES IN SECTION 201 OF THE ECONOMIC OPPORTUNITY ACT? (REFERENCE OEO INSTRUCTION 6320-1) EXPLAIN SPECIFICALLY:

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C. WHAT EVALUATION TECHNIQUES HAVE BEEN BUILT INTO THE PROGRAM TO MEASURE ATTAINMENT OF STATED OBJECTIVES?

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