

OFFICE OF ECONOMIC  
**OPPORTUNITY**  
 EXECUTIVE OFFICE OF THE PRESIDENT  
 WASHINGTON, D. C. 20503

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OEO INSTRUCTION	6001-01
Subject	Date
Means of Carrying Out a Community Action Program	May 10, 1971
Supersedes	Office of Primary Responsibility
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(CAP Guide Vol. I, Sec. B.9)

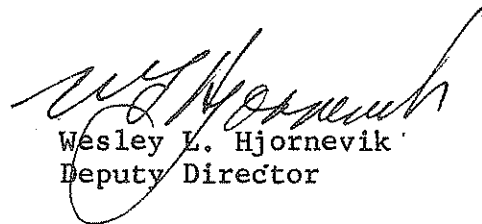
**APPLICABILITY:** This issuance applies to grants made under the authority of Titles I-D, II and III-B of the Economic Opportunity Act, as amended, if the assistance is administered by the Office of Economic Opportunity.

1. BACKGROUND:

When the Office of Economic Opportunity was first established all policies and application procedures pertaining to grantees were contained in two booklets: Community Action Guides: Volumes I and II. Subsequent policy pertaining to grantees was issued through Community Action Memos and later through the present OEO issuance system consisting of OEO Instructions and Notices. These subsequent issuances have amended and superseded many sections of the Community Action Guides. Some sections of these Guides, however, are still in effect.

2. POLICY:

Reprinted as an attachment to this Instruction is a section of one of these Guides concerning the above subject.

  
 Wesley L. Hjernevik  
 Deputy Director

B-9. **Means of carrying out a community action program.** Among the means that may be used to develop, conduct, and administer a community action program are:

- a. Direct performance of activities by staff of the community action agency.
- b. Delegation of portions or all of a component project to another public or private non-profit agency by means of a contract or agreement. ~~See Exhibit V for a copy of the standard OEO contract form which may be used in the delegation of activities consisting of all or part of a component project.~~

See OEO Inst.  
6710-1, p.  
VII-14

If any activity is to be delegated to a church or church-related organization, OEO requires that delegation to such an organization rather than to a public or non-sectarian agency be justified by evidence that use of the church-related organization will meet a need which cannot be satisfied economically or efficiently by available alternatives. In addition, the activity itself must be wholly non-sectarian in content and purpose. To ensure that this is so, OEO requires that certain special conditions be included in any contract between a community action agency and a church or church-related organization. Compliance with these conditions is the responsibility of both the community action agency and the delegate agency. See Exhibit IX for these special conditions.

See OEO Inst.  
6441-01

- c. Retaining the services of qualified consultants or other organizations, whether non-profit or profit-making, to conduct specialized activities or to provide advice under contract. In general, consultants or other organizations should only be used when it is not feasible to operate a program by using the staff of the community action agency or other local public or non-profit agencies. See Exhibit VI for a copy of the standard OEO contract form which may be used in retaining the services of consultants and other organizations.

See OEO Inst.  
7410-01

When one of the standard OEO contract forms is used, the contract need not be submitted to OEO for review prior to execution. However, a copy of the executed contract shall be submitted to OEO for information purposes immediately after execution.

In the following circumstances, however, all proposed contracts shall be submitted to OEO for review and approval **prior** to execution:

- Any contract, whether using the standard form or not, that involves the delegation of activities to or the purchase of services from a church or church-related organization.
- Any contract for which the standard OEO contract form is not used. Applicants are urged to request permission to modify parts of the standard form, if necessary, rather than to submit entirely new documents.
- Any contract involving a delegation of a component project not contemplated in the approved application.