

OPPORTUNITY

EXECUTIVE OFFICE OF THE PRESIDENT
WASHINGTON, D. C. 20506

Subject	Date
PROGRAM ACCOUNT STRUCTURE	December 20, 1971
	Office of Primary Responsibility Controller
Supersedes OEO Inst. 6100-1 dated 6/21/68; OEO Inst. 6100-1, Change 1, dated 5/14/70	Distribution FR, 10, 15, 35-4, 45-1, 25

1. PURPOSE

This Instruction sets forth a revised Program Account Structure reflecting revisions in Local Initiative Section 221 accounts and Title III-B Migrants and Seasonal Farmworkers' accounts, a correction in designation of appropriate sections of EOA for two program accounts, the addition of nine program accounts of which six were in use but not listed in a prior OEO Instruction regarding the Program Account Structure, and elimination of two program accounts. Other program accounts still in effect are listed for informational purposes only, without attempt to update or revise them at this time. Such revisions will be undertaken at a later date.

2. APPLICABILITY

This Instruction applies to all grantees financially assisted under Sections 151, 221, 222, 230, 231, 232, and 312 of the Economic Opportunity Act, as amended, when such assistance is administered by OEO.

3. REFERENCES

Titles I, II, and III-B of the Economic Opportunity Act of 1964, as amended.

4. EFFECTIVE DATE

This Instruction is effective January 1, 1972.

5. BACKGROUND

The OEO Program Account Structure has been revised (1) by condensing all Local Initiative (Section 221) accounts into two accounts, 01 Administration and 05 General Community Programming, consistent with OEO's effort to place greater responsibility and permit increased flexibility for effective programming at the local level (NOTE: where local initiative funds are used for non-local initiative earmarked programs, the program account number identifying the earmarked program should be used for reporting expenditures. Also, the program activity code for non-221 activities should be shown on the OEO Form 314.); (2) by changing the designation of Program Accounts 45, Narcotics Addiction, and 46, Alcoholism, as Section 221 accounts to Section 222 accounts consistent with the EOA as currently amended: (3) by adding

Program Accounts 63, 65, 66, 67, 68, and 69 currently in use which were not previously listed in Instruction 6100-1 or 6100-1, Change 1; (4) by eliminating Program Accounts 27 and 28 for Upward Bound programs no longer authorized under the EOA, and (5) by adding three program accounts to identify actions awarded by the Office of Planning, Research and Evaluation (see Program Accounts 80, 81, and 82).

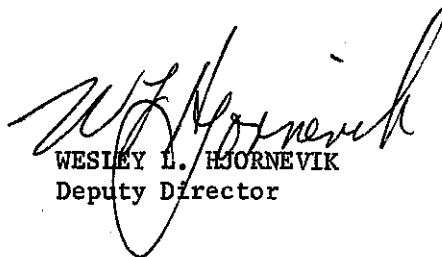
It should be noted that, under the broad provisions of the new Program Account 05, work programs describing the intentions of the grantee must specifically state which goals will be addressed and how, in order to attack the causes of poverty in the particular local community. Although the grantee may move money freely from one program funded under Program Account 05 to another, he is expected to carry out his planned work program, unless amendments have been approved by the funding office in OEO. The amendment procedure and restrictions are set forth in OEO Instruction 6710-1, Change 3, dated June 22, 1971, "Applying for a CAP Grant" (Chapter V Amendments). Note also that, although the grantee has 10 percent flexibility in shifting funds between Program Accounts 01 and 05, as explained in OEO Instruction 6710-1, Change 3, such flexibility is limited by the fact that the 01 account may not exceed 15 percent of the total program operated by the grantee. Refer to OEO Instruction 6807-1, "Limitation on CAA Administrative Costs," dated June 17, 1969. Guidance concerning flexibility of transferring funds between program accounts for research and demonstration grants can be found in OEO Instruction 7570-4, dated November 19, 1971.

6. DESCRIPTIONS OF PROGRAM ACCOUNTS

Appendix A lists all program accounts in effect as of this date with a brief description of each. Following each account is a number which indicates which section of the Economic Opportunity Act the account implements. It is proper to grant funds under Section 221 to carry out accounts which have a number other than 221 after them. When this is done, it is shown on OEO Form 314 by the use of Program Activity Code GK2. Note also that the designation of Program Accounts 45 and 46 as Section 221 accounts has been changed to Section 222 in order to reflect the EOA as currently amended. As in the case in other Section 222 programs, Section 221 funds may be used to carry out activities under Program Accounts 45 and 46.

Appendix B is a conversion chart showing old accounts and how they were condensed into the simplified account structure. This chart is

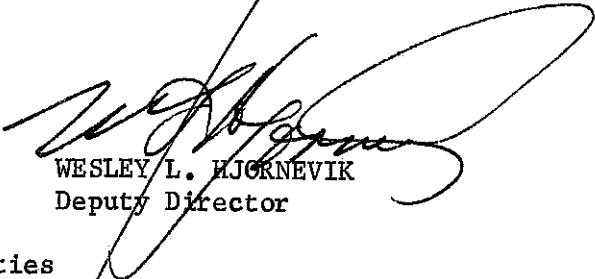
attached in order to assist in making the conversion and to establish the new structure.



WESLEY L. HJORNEVIK
Deputy Director

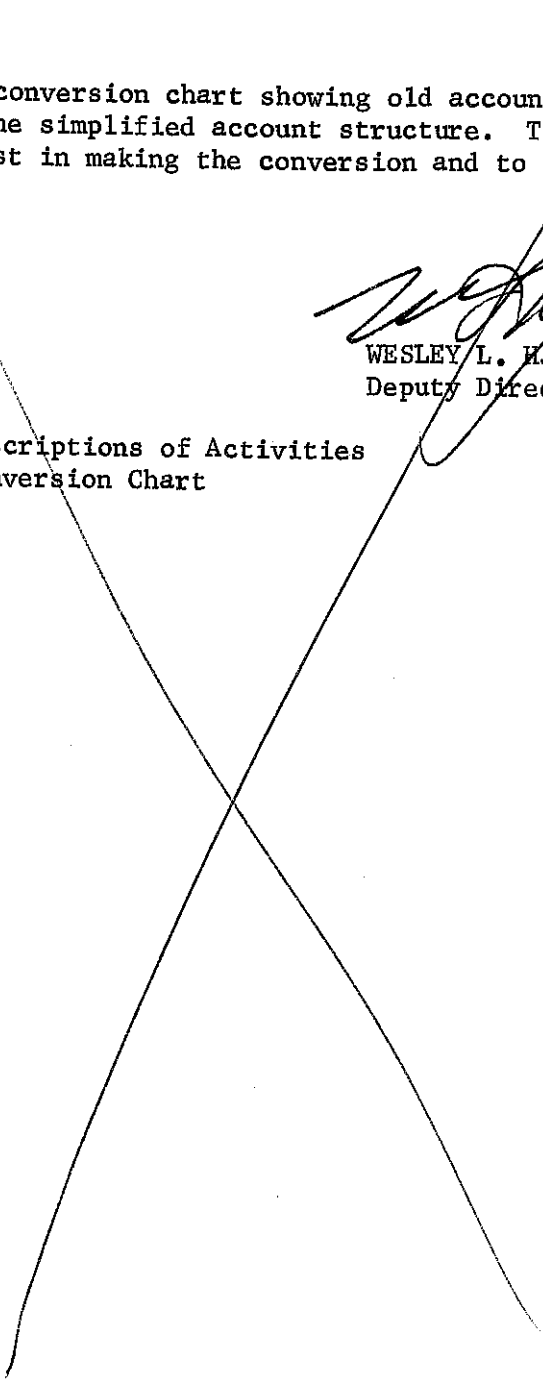
Appendices: "A" Description of Activities
"B" Conversion Chart

Appendix B is a conversion chart showing old accounts and how they were condensed into the simplified account structure. This chart is attached in order to assist in making the conversion and to establish the new structure.



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Appendices: "A" Descriptions of Activities
"B" Conversion Chart



APPENDIX A

DESCRIPTIONS OF ACTIVITIES WHICH MAY BE CONDUCTED, SINGLY OR IN COMBINATION
UNDER EACH PROGRAM ACCOUNT

01. Administration (221)

This account provides support for general administration and management of central staff, facilities, and equipment of the community action agency. Coordination, mobilization of resources, general management, information collection and use, as well as planning, program development, and evaluation activities undertaken by CAAs as part of their overall administrative and management responsibilities are included in this account. Support of the CAA board's functioning should also be included. Administrative overhead costs for delegate agencies or general support functions performed by the CAA for such delegate agencies where these costs are not related to specific programs may be included as appropriate. However, this activity does not include administration or management directly linked to specific program activities such as neighborhood center activities, Family Planning, Legal Services, etc. Such administrative overhead should be reported under the account designated for that program.

05. General Community Programming (221)

The basic purpose of community action programs as stated in the Economic Opportunity Act is "to stimulate a better focusing of all available local, State, private, and Federal resources upon the goal of enabling low-income families, and low-income individuals of all ages, in rural and urban areas, to attain the skills, knowledge, and motivations and secure the opportunities needed for them to become fully self-sufficient." This purpose may be accomplished by programs designed and/or selected at the local level to meet specific community needs. They may deal with particular concerns in such areas as housing, manpower, education, health, day care, consumer affairs, economic development, general social services, etc. They may focus on particular target groups such as youth. They may employ some type of neighborhood center(s) as a means of reaching persons and delivering services. All such activities and others previously described in separate Section 221 program accounts are included herein.

14. Foster Grandparents (123) (DOL)

Employing elderly poor persons to care for poor or institutionalized children on a part-time basis. Includes only programs funded under Title I.

20. Head Start Training and Technical Assistance (222) (HEW)

Head Start Training. Training related to Head Start and those projects approved under the authority of Section 222(a)(1). Training conducted under the authority of Section 230 is not included in this activity.

Head Start Technical Assistance. Technical assistance related to Head Start and those projects approved under the authority of Section 222(a)(1). Technical assistance conducted under the authority of Section 230 is not included in this activity.

21. Head Start Research & Evaluation (222) (HEW)

Head Start Research. Research related to Head Start and those projects approved under the authority of Section 222(a)(1). Research conducted under the authority of Section 232 is not included in this activity.

Head Start Evaluation. Evaluation related to Head Start and those projects approved under the authority of Section 222(a)(1). Evaluation described in program account 97 is not included in this activity.

22. Full Year Head Start - Part Day (222) (HEW)

Providing comprehensive child development programs that operate up to 6 hours per day for at least 8 months in a calendar year. These programs are primarily for children aged 3 through 6, but may serve some younger or older children.

23. Full Year Head Start - Full Day (222) (HEW)

Providing comprehensive child development programs that operate more than 6 hours per day for at least 8 months in a calendar year. These programs are primarily for children aged 3 through 6, but may serve some younger or older children.

24. Summer Head Start (222) (HEW)

Providing comprehensive child development programs during the summer months and limited to children who will attend regular school for the first time in the fall. These programs must operate for at least an aggregate of 120 hours.

25. Parent & Child Centers (222) (HEW)

Experimental centers for children and parents from disadvantaged families with at least one child under age 3. Greater emphasis than Head Start on reinforcing parental skills and involvement with their children. Centers

will operate with the entire family, generally linked to a neighborhood service center. These programs meet Head Start standards and are funded out of Head Start funds.

41. Comprehensive Health Services (222)

Development and conduct of Comprehensive Health Services projects (Neighborhood Health Centers) assisted by grants under Section 222(a)(4). This includes prevention, diagnostic and rehabilitation services as well as health education, outreach, training and other related services. It also encompasses related planning, administrative, technical assistance and evaluation activities.

45. Narcotics Addiction (222)

Community health projects involving the prevention of narcotics addiction and the care and rehabilitation of narcotics addicts, including guidance, training and job placement.

46. Alcoholism (222)

Community health projects involving the prevention and control of alcoholism and the care of alcoholics, including guidance, training and job placement.

47. Family Planning (222)

Community health projects involving education, counseling, examinations, supplies and instruction in the full range of family planning methods.

55. Emergency Food & Medical Services (222) (312)

Providing, on a temporary emergency basis, such basic foodstuffs and medical services as may be necessary to counteract conditions of starvation or malnutrition among the poor. Includes providing assistance to non-participating but eligible persons to enroll in Food Stamp, Commodity Distribution, or other local food programs.

57. Legal Services (222)

Legal Services. Providing legal advice and representation by qualified legal counsel. Legal advice means telling people what to do about their specific legal problems. Legal representation means advocating the position of an individual or group. This activity includes education programs for poor people, concerning their legal rights and responsibilities and the legal resources available to them. It also includes the advocacy of reforms to make the legal system more responsive to the needs of the poor.

Legal Services-Related Projects. This activity includes neighborhood courts, arbitration, and other projects which involve the reform of legal institutions but which do not require as an integral element the provision of legal advice or representation. These activities are financed under the authority of Section 222, and differ from those financed under the authority of Section 221, program account 05.

58. Legal Services Training, Research, Technical Assistance & Evaluation (222)

Legal Services Training. Training related to Legal Services and those projects approved under the authority of Section 222(a)(3). Training conducted under the authority of Section 230 is not included in this activity.

Legal Services Research. Research related to Legal Services and those projects approved under the authority of Section 222(a)(3). Research conducted under the authority of Section 232 is not included in this activity.

Legal Services Technical Assistance. Technical Assistance related to Legal Services and those projects approved under the authority of Section 222(a)(3). Technical Assistance conducted under the authority of Section 230 is not included in this activity.

Legal Services Evaluation. Evaluation related to Legal Services and those projects approved under the authority of Section 222(a)(3). Evaluation described in program account 97 is not included in this activity.

63. Special Impact Programs (Title I-D)

Economic Development Projects pursuant to Title I-D of the Economic Opportunity Act, as amended.

65. Senior Opportunities & Services (222)

These activities are designed to identify and meet the needs of older poor persons above the age of 55, in projects which serve or employ older persons as the predominant or exclusive beneficiary or employee group. Among other things, such projects may seek to develop and provide new employment and volunteer services; effective referral to existing health, welfare, employment, housing, legal, consumer, transportation, education, recreational, and other services; stimulation and creation of additional services and programs to remedy gaps and deficiencies in presently existing services and programs; modification of existing procedures, eligibility requirements and program structures to facilitate the greater use of, and participation in, public services by the older poor; development of all-season recreation and service centers controlled by older persons themselves; and such other activities and services as are necessary or specially appropriate to meet the needs of the older poor and to assure them greater self-sufficiency.

66. Pilot and Demonstration (Title I)

Pilot and demonstration activities pertaining to Title I of the EOA. Includes Public Service Careers—recruitment, employment, and training of CAA non-professionals.

67. Research (Title I)

Research activities pertaining to Title I of the EOA.

68. Evaluation (Title I)

Evaluation activities pertaining to Title I of the EOA.

69. Training & Technical Assistance (Title IA and ID)

Training and technical assistance activities pertaining to Title I-A and I-D of the EOA.

72. General Staff Training (230)

Training of specialized or other personnel as needed in connection with programs authorized under Title II of the EOA, or which otherwise pertains to the purposes of Title II. Training conducted under the authority of Section 222, related to national emphasis projects approved under the authority of Section 222, is not included in this activity; see program accounts 20 and 58. Also, unclassified training carried out as part of a CAA's administration and management activities under Section 221, is not included in this activity; see program account 01.

76. General Technical Assistance to Communities (230)

Technical assistance to communities in developing, conducting, and administering programs under Title II of the EOA, except that technical assistance conducted under the authority of Section 222, related to national emphasis projects approved under that section, is not included in this activity; see program accounts 20 and 58.

77. State Agency Assistance (231)

Assistance to designated agencies of States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, or the Trust Territory of the Pacific Islands to enable those agencies to provide technical assistance to communities and local agencies in developing and carrying out programs under Title II of the EOA, to assist in coordinating State activities related to Title II, and to advise and assist the Director.

80. Policy Research (232)

Policy or basic research conducted under the Office of Planning, Research and Evaluation. The primary purpose of this research is to provide meaningful information for formulating new programs and policies affecting the poverty population. This involves conducting original research, as well as analysis of data collected on other studies to determine the nature and causes of poverty and the alternative means of combatting poverty.

81. Evaluation (232)

Evaluations conducted under the Evaluation Division of the Office of Planning, Research and Evaluation. Develops and performs in-depth evaluation and analysis on existing programs and new program areas relating to domestic, social and economic problems.

82. Experimental Research (232)

Experimental research conducted under the Office of Planning, Research and Evaluation. Through the development, conduct and assessment of large-scale social experiments, this research is designed to test clearly stated hypotheses about the impact of various alternative strategies designed to help the poor.

83. General Research (232)

Research pertaining to the purposes of Title II of the EOA, except that research conducted under the authority of Section 222, related to national emphasis projects approved under that section, is not included in this activity; see program accounts 21 and 58. Also, CAA research carried out as part of a CAA's administration and management, or planning, activities under Section 221, is not included in this activity; see program account 01.

84. Pilot Programs (232)

Pilot or demonstration projects designed to test or assist in the development of new approaches or methods which will aid in overcoming special problems or otherwise further the purposes of Title II of the EOA. All pilot or demonstration projects, regardless of their relationship to a national emphasis project authorized under Section 222, shall be included in this program account.

87. Migrant Program Administration (312)

Administering and managing the central staff, facilities, equipment and other administrative overhead or "shell" of the grantee. Generalized grantee activities (such as intake and program placement) not related to a specific program are included. This activity does not include administration or management directly linked to a specific project or program account; such administration should be included under the appropriate program account.

88. High School Equivalency Project (H-E-P) (312)

Projects to enable high school dropouts from farmworker families to earn a high school equivalency diploma and to be placed subsequently into college, a vocational training program, or a career ladder job.

89. Economic Upgrading (312)

Projects whose objectives are to provide non-poverty economic alternatives to farm labor. Activities encompass both economic development projects and the process which includes adult basic education, pre-vocational instruction, vocational training, job development, and job placement.

90. Migrant Day Care (312)

Providing day care services to children of migrant and seasonal farm workers.

91. Farmworker Housing (312)

Projects to assist farmworkers to secure better housing. (Specific activities may comprise temporary housing, self-help housing, contractor-built housing, farm labor housing, and relocation.)

94. Other Migrant Programs (312)

Projects for farmworkers which provide services other than those in program accounts 87, 88, 89, 90, 91, and 55, including technical assistance, leadership development, consumer training, and sanitation projects.

96. Follow Through (222) (HEW)

Projects focused primarily upon children in kindergarten or elementary school who were previously enrolled in Head Start or similar programs and designed to provide comprehensive services and parent participation activities which will aid in the continued development of children to their full potential. FUNDS FOR THIS PROGRAM ARE TRANSFERRED TO THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE, AND IT IS NOT FINANCED AS AN OEO ACTIVITY—GRANTEES SHOULD NOT APPLY TO OEO FOR THIS ACTIVITY.

97. Evaluation (Title II)

The investigation of programs authorized under Title II of the EOA, to determine their effectiveness in achieving stated goals, their impact on related programs, and their structure and mechanisms for the delivery of services. THIS IS NOT A GRANTEE ACTIVITY—GRANTEES SHOULD NOT APPLY TO OEO FOR OR REPORT TO OEO ON THIS ACTIVITY. It should be distinguished from evaluation conducted under the authority of Section 222, related to national emphasis projects approved under that section. see program accounts 21 and 58. It should also be distinguished from other types of CAA evaluation, such as that carried out as part of a CAA's administration and management activities under Section 221; see program account 01.

98. Program Direction (601)

Providing for the support of the federal administrative staff required to achieve the goals and objectives of the Office of Economic Opportunity including the salaries and administrative expenses of program staffs in the ten regional offices and at headquarters. THIS IS NOT A GRANTEE ACTIVITY.

CONVERSION CHART FOR CHANGES IN PROGRAM ACCOUNTS

<u>New Structure</u>	<u>Old Structure</u>
01 Administration (221)	01 CAA Administration (221)
	02 Program Development (221)
	03 CAA Planning (221)
	04 CAA Evaluation (221)
05 General Community Programming (221)	07 Neighborhood Service Systems (221)
	08 Community Organization (221)
	11 Job Development, Placement, and Follow-up (221)
	12 Manpower Program Intake, Assessment & Program Placement (221)
	13 Prevocational & Vocational Training (221)
	16 Direct Employment (221)
	19 Day Care (221)
	26 School Age Education (221)
	29 Adult Education (221)
	36 Housing Services (221)
	37 Housing Development Corporations (221)
	42 Medical Care (221)
	43 Dental Care (221)
	44 Mental Health Care (221)
	48 Environmental Health (221)
	49 Other Health Programs (221)
	51 General Services (221)
	52 Consumer Action & Financial Counseling (221)
	53 Cooperatives (221)
	54 Emergency Financial Assistance (221)
	59 Youth Development Programs (221)
	60 Recreation (221)
	62 Economic Development (221)
	64 Urban Technical Assistance Program (221)

<u>New Structure</u>		<u>Old Structure</u>	
14	Foster Grandparents (123) (DOL)	14	Foster Grandparents (123) (DOL)
20	Head Start Training & Technical Assistance (222) (HEW)	20	Head Start Training & Technical Assistance (222) (HEW)
21	HS Research & Evaluation (222)	21	HS Research & Evaluation (222)
22	Full Year Head Start - Part Day (222) (HEW)	22	Full Year Head Start - Part Day (222) (HEW)
23	Full Year Head Start - Full Day (222) (HEW)	23	Full Year Head Start - Full Day (222) (HEW)
24	Summer Head Start (222) (HEW)	24	Summer Head Start (222) (HEW)
25	Parent & Child Centers (222) (HEW)	25	Parent & Child Centers (222) (HEW)
41	Comprehensive Health Services (222)	41	Comprehensive Health Services (222)
45	Narcotics (221)	45	Narcotics (222)
46	Alcoholism (221)	46	Alcoholism (222)
47	Family Planning (222)	47	Family Planning (222)
55	Emergency Food & Medical Services (312 - when used for III-B grantees where recipients are migrants or other seasonally employed farmworkers and their dependents)	55	Emergency Food & Medical Services (312 - when used for III-B grantees where recipients are migrants or other seasonally employed farmworkers and their dependents)
57	Legal Services (222)	57	Legal Services (222)
58	Legal Services Training, Research, Technical Assistance & Evaluation (222)	58	Legal Services Training, Research, Technical Assistance & Evaluation (222)
63	Special Impact (Title I)	63	Special Impact (Title I)
65	Senior Opportunities & Services (222)	65	Senior Opportunities & Services (222)

New StructureOld Structure

66	Pilot & Demonstration (Title I)	66	Pilot & Demonstration (Title I)
67	Research (Title I)	67	Research (Title I)
68	Evaluation (Title I)	68	Evaluation (Title I)
69	Training & Technical Assistance (Titles I-A and I-D)	69	Training & Technical Assistance (Titles I-A and I-D)
72	General Staff Training (Title II)	72	General Staff Training (Title II)
76	General Technical Assistance to Communities (230)	76	General Technical Assistance to Communities (230)
77	State Agency Assistance (231)	77	State Agency Assistance (231)
80	Policy Research (232)		
81	Evaluation (232)		
82	Experimental Research (232)		
83	General Research (232)	83	General Research (232)
84	Pilot Programs (232)	84	Pilot Programs (232)
87	Migrant Program Administration (312)	87	Migrant Program Administration (312)
88	High School Equivalency Project (H-E-P) (312)	88	High School Equivalency Project (H-E-P) (312)
89	Economic Upgrading (312)	89	Economic Upgrading (312)
		94	Other Migrant Programs (312) (Manpower-related Activities)
90	Migrant Day Care (312)	90	Migrant Day Care (312)
91	Farmworker Housing (312)	91	Migrant Self-Help Housing (312)
		92	Migrant Temporary Housing (312)

New StructureOld Structure

94	Other Migrant Programs (312)	93	Migrant Service Centers (312)
		94	Other Migrant Programs (312) (Activities other than those related to Manpower)
		95	Migrant Training, Technical Assistance, and Evaluation (314)
96	Follow Through (222) (HEW)	96	Follow Through (222) (HEW)
97	Evaluation (Title II)	97	Evaluation (Title II)
98	Program Direction (601)	98	Program Direction (601)

NOTE: Program Account 15 has not been included in Program Account 05 since this has been transferred to the Department of Labor for FY 1972, with subsequent authorization for the program to be sought by DOL.