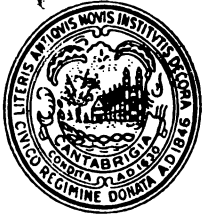


City of Cambridge

MASSACHUSETTS

In City Council _____ 19

	YEA	NAY	ABSENT	PRESENT
Mrs. Ackermann	✓			
Mr. Clinton	✓			
Mr. Danehy	✓			
Mr. Duehay	✓			
Mrs. Graham	✓			
Mr. Russell	✓			
Mr. Vellucci	✓			
Mr. Wylie	✓			
Mayor Sullivan	✓			
	9	0	0	



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager
JAMES L. FARRELL
Assistant City Manager

March 18, 1974

To The Honorable City Council:

It is my pleasure to forward for your approval a grant award in the amount of (\$15,000) from the U.S. Civil Service Commission to the Department of Budget-Personnel under the provisions of the Intergovernmental Personnel Act. This grant award represents the first success in a two-year effort on the part of the Director of Budget-Personnel acting in his capacity as IPA-Coordinator to have Cambridge included in this new and enterprising program which emphasizes personnel systems development and intergovernmental personnel mobility.

This grant award will provide initial staff capacity within the Budget-Personnel Department to expand and further develop current efforts for:

1. Affirmative Action planning, implementation and coordination.
2. Increased emphasis on delegation of authority from the Division of Civil Service to the Department of Budget-Personnel which will increase opportunity for Cambridge residents to secure Civil Service status and increase job mobility for city employees; and
3. Development of management information, program budgeting and performance evaluation systems which are essential to the modernization of Cambridge city government.

In 1972 I issued an Executive Order relative to the personnel policy of the City of Cambridge in which I established as a goal and objective of this administration to develop a personnel development program which will guarantee that the work force of the City of Cambridge shall reflect the racial and ethnic composition of the city.

March 18, 1974

In issuing this administrative policy I was the first chief executive officer in Massachusetts to declare the principles of affirmative action to be a viable goal and objective in personnel management systems.

The present Director of Budget-Personnel since his appointment in October, 1972 has worked to create and develop the city's organizational capacity to make this policy more of a reality and this grant award represents a significant step toward final achievement.

In the past eighteen-months the Director of Budget-Personnel, through utilization of federal funds, has increased the staff capacity of his department to both develop a much needed central personnel system and a training and personnel development capacity both of which have achieved marked success and have served to aid the administration in effecting departmental coordination, consolidation and management development particularly in the area of recreation - leisure services and public works.

The ability of the City of Cambridge to honestly develop and implement an affirmative action program depends to a great degree on our ability to bring about change and to influence new approaches in the administration of the State Division of Civil Service. Accordingly, the Director and staff of the Budget-Personnel Department have actively participated as members of the Massachusetts Civil Service Modernization Committee which has been successful in the enactment of Chapter 778 which affords opportunities for disadvantaged residents to get Civil Service appointments. Mr. Le Blanc serves on the ICMA Human Resource Development Committee which formulates policy recommendations and seeks to affect Congressional legislation on behalf of the professional managers association, and serves as a member of the Massachusetts League of Cities and Towns IPA Development Committee and Select Committee on Civil Service Administration.

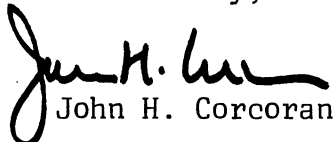
Mr. Kirby, the Assistant Director for Training and Personnel Development represents the department as a member of the Governor's Committee on Affirmative Action and the U.S. Civil Rights Commission State Advisory Committee.

March 18, 1974

The active participation of these two city employees has served to establish Cambridge as a leader in the area of affirmative action which is evidenced by their work with the Black Caucus, in particular Representative Bunte, relative to the development and adoption of various public information and civil service reform legislation.

As you can readily ascertain this administration has moved consistently and progressively toward the provision of equal opportunity in public service employment for all its residents. Much more needs to be done and your acceptance of this grant award will enable us to continue.

Yours truly,


John H. Corcoran
CITY MANAGER

JHC/dmr

UNITED STATES CIVIL SERVICE COMMISSION



DIRECTOR, BOSTON REGION

U.S. CIVIL SERVICE COMMISSION
JOHN W. MCCORMACK POST OFFICE AND COURTHOUSE
BOSTON, MASSACHUSETTS 02109

MAR 8 1974

GRANT AWARD LETTER

BOSTON REGION

Comprising Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, and Vermont

In Reply Refer To:

GPA:erd

Your Reference:

Mr. John H. Corcoran
City Manager
City Hall
Cambridge, Massachusetts 02139

Dear Mr. Corcoran:

In accordance with the provisions of the Intergovernmental Personnel Act of 1970, I take pleasure in notifying you of a grant to the City of Cambridge in the amount of \$15,000, to be used for affirmative action planning, implementation and coordination; for increased emphasis on delegation of authority from the Commonwealth of Massachusetts to the City of Cambridge; and for the development of management information, program budgeting, and performance evaluation systems. This grant, made from discretionary funds available under the Act, will carry identification code 74MA09, and will extend from February 28, 1974, until October 31, 1974.

The grant award will be made available at times and in amounts mutually agreeable to this office and your authorized representative. Consistent with the national goal of encouraging the utilization of minority enterprises, grantees are encouraged to deposit IPA grant funds in minority banks where possible.

This grant is subject to the enclosed General and Special Grant Conditions and to the representations made in your grant application, a copy of which is enclosed. Please indicate your acceptance of the grant award, the assurances, and conditions by signing and returning a copy of this Grant Award Letter to me.

We know that you recognize the importance of administering this project in an effective and prudent manner. We look forward to assisting you and your staff in any way we can to achieve the successful operation of this important and needed project.

L. F. Cronin
Regional Director

L. F. Cronin 3/8/74
Signature Date

John H. Corcoran
City Manager

J. H. Corcoran 3/13/74
Signature Date

Enclosures

THE MERIT SYSTEM - A GOOD INVESTMENT IN GOOD GOVERNMENT



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager
JAMES L. FARRELL
Assistant City Manager

February 13, 1974


Mr. Thomas McCarthy
Intergovernmental Personnel Program
United States Civil Service Commission
Post Office Building
Boston, Massachusetts 02203

Dear Mr. McCarthy:

The enclosed revised budget and narrative statement which you requested of Mr. Kirby is here forwarded for your consideration.

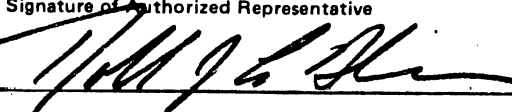
I would like to thank you for your work with the City in regards to our proposed project and look forward to funding at the end of this month.

Sincerely,


John H. Corcoran
City Manager

JHC:v

ENC.

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier		
		2. Applicant's Application No.		
3. Federal Grantor Agency Organizational Unit _____ Administrative Office _____ Street Address - P.O. Box _____ City _____ State _____ Zip Code _____		4. Applicant Name (Robert J. LeBlanc, Director) City of Camb.-Budget-Pers. Department Division _____ 795 Mass. Avenue Street Address - P.O. Box _____ Cambridge Middlesex City County Massachusetts 02139 State Zip Code		
5. Descriptive Name of the Project Cambridge Human Resource Development Project				
6. Federal Catalog No. 27.012		7. Federal Funding Requested \$14,999.25		
8. Grantee Type _____ State, _____ County, _____ City, <input checked="" type="checkbox"/> Other (Specify)				
9. Type of Application or Request <input checked="" type="checkbox"/> New Grant, _____ Continuation, _____ Supplement, _____ Other Changes (Specify)				
10. Type of Assistance <input checked="" type="checkbox"/> Grant, _____ Loan, _____ Other (Specify)				
11. Population Directly Benefiting from the Project City of Cambridge Municipal Employees 3,500		13. Length of Project 8 Months		
12. Congressional District a. Eighth (Mass.) b. Eighth (Mass.)		14. Beginning Date February 28, 1974		
		15. Date of Application Revised Feb. 1, 1974 November 14, 1973		
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.				
Typed Name JOHN H. CORCORAN		Title CITY MANAGER	Telephone Number	
Signature of Authorized Representative 		Area Code 617	Number 876-6800	
			Ext 208	
For Federal Use Only				
A. Application No. _____		B. Date Received _____		
C. Allocation of IPA Funds:		D. Activity Coverage:		
Formula _____ Discretionary _____ For State Needs _____ For Local Needs _____		Training <input type="checkbox"/> Fellowship <input type="checkbox"/> Personnel Administration <input type="checkbox"/>		

AMENDMENT TO NARRATIVE
CITY OF CAMBRIDGE
PROPOSAL FOR INTERGOVERNMENTAL
PERSONNEL ACT FUNDS

February 1, 1974

Given the sixty percent cut in proposed Inter-governmental Personnel Act Funding for the City of Cambridge, Department of Budget-Personnel, activities proposed and the length of the project will undergo change. Note in budget summaries preceding this narrative that the major cuts in proposed funding include: 1. deletion of \$7,500.00 consulting service funding; 2. deletion of \$7,500.00 for the salary of training officer; 3. reduction of training funds by \$3,900.00.

The City of Cambridge does not see the budget cut as resulting necessarily in a sixty percent cut in level of activity. As noted in the original proposal, during the first four weeks of the program the director shall submit a refined and updated work plan.

Amendments to the original Nov. 15 plan are given not as deletions but as change in emphasis and priority. All activities originally outlined shall be dealt with during the eight month span of the proposed project.

The new emphasis of the proposed project includes stress on the following program functions:

AFFIRMATIVE ACTION PLANNING AND IMPLEMENTATION

EXTENDED AND STRENGTHENED LINKAGES AND WORK WITH FEDERAL, STATE, AND LOCAL GOVERNMENT AND PRIVATE NON PROFIT GROUPS INVOLVED IN PERSONNEL REFORM AND AFFIRMATIVE ACTION ACTIVITIES.

INCREASED EMPHASIS ON DELEGATION OF ADMINISTRATIVE CIVIL SERVICE FUNCTIONS FROM THE COMMONWEALTH OF MASS TO THE CITY OF CAMBRIDGE.

INCREASED EMPHASIS ON DEVELOPMENT OF MANAGEMENT INFORMATION, PROGRAM BUDGETING, AND PERFORMANCE EVALUATION SYSTEMS.

The City of Cambridge considers specific planning and progress on affirmative action as closely tied to larger issues of personnel administration reform. As expressed a number of times in the proposal of Nov. 15 action in the development of progressive, equitable, and efficient affirmative employment practices is not achievable without aggressive action in a number of personnel administration areas.

The success of affirmative action programming will be connected in large measure to the development of an overall personnel policy administration, negotiations with the state Division of Civil Service regarding delegation of authority, and close work with agencies and programs active in the area of public personnel reform.

In the person of the Director of this project, the City shall maintain close working relationships with the U.S. Civil Rights Commission and its Mass. State Advisory Committee. The director shall work vigorously in his role as member of the Governors Advisory Committee on Affirmative Action, and as member of the Mass. Civil Service Modernization Committee. The expertise and commitment of the Federal and State programs will provide impetus to Cambridge's efforts and represents a sharing of Cambridge's progress with other cities, towns, and state agencies in the Commonwealth.

There will be no lessening of activity with regard to development of efficient programs in the areas of Management Information Systems, Program budgeting, and Performance Evaluation Systems.

This statement of new emphasis of activities proposed in the narrative of Nov. 15 does not represent a major cut back in the comprehensive plan presented at that time. The City considers that proposal along with this summary amendment as a clear representation of activities to take place during the eight month project (February 28, 1974 thru October 31, 1974). The director of the project will submit a revised and refined work plan during the first month of program activities.

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Comp. Pers. Policy	27.012	\$	\$	\$ 4559.69	\$ 5224.84	\$ 9784.53
2. Training	27.012			5879.87	2612.42	8492.29
3. Reorg. C.S.	27.012			4559.69	5224.84	9784.53
4. & intgntl links						
5. TOTALS		\$	\$	\$14,999.25	\$13,062.10	\$28,061.35

SECTION B – BUDGET CATEGORIES

6. Object Class Categories	– Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 6472.81	\$ 3236.41	\$ 6472.81	\$	\$ 16,182.03
b. Fringe Benefits	647.28	323.64	647.28		1,618.20
c. Travel	100.00	50.00	100.00		250.00
d. Equipment	236.00	118.00	236.00		590.00
e. Supplies	20.00	10.00	20.00		50.00
f. Contractual		3600.00			3,600.00
g. Construction					
h. Other	1344.00	672.00	1344.00		3,360.00
i. Total Direct Charges	8820.09	8010.05	8820.09		25,650.23
j. Indirect Charges	964.44	482.24	964.44		2,411.12
k. TOTALS	\$ 9,784.53	\$ 8,492.29	\$ 9,784.53	\$	\$ 28,061.35
7. Program Income	\$	\$	\$	\$	\$

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Comp. Pers. Pol.	\$ 5224.84	\$	\$	\$
9. Training	2612.42			
10. Reorg. C.S. & Intrqutl Links	5224.84			
11.				
12. TOTALS	\$ 13,062.10	\$	\$	\$

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$14,999.25	\$ 5,624.72	\$ 5,624.72	\$ 3,749.81	\$
14. Non-Federal	13,062.10	4,898.29	4,898.29	3,265.52	
15. TOTALS	\$28,061.35	\$ 10,523.01	\$ 10,523.01	\$ 7,015.33	\$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Comp. Pers. Pol.	\$ 4,559.69	\$	\$	\$
17. Training	5,879.87			
18. Reorg. C.S. & Intrqutl Links	4,559.69			
19.				
20. TOTALS	\$14,999.25	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION*(Attach additional sheets if necessary)*

21. Direct Charges: OTHER: space, heat, maintenance, printing, phone, electricity.
See Pt III, Sec. C, Summary page. (Attached)
22. Indirect Charges: Per report of Peat, Marwick, Mitchell and Circulara A-87. 9.4%
See Pt. IV Sec5,E.
23. Remarks: Note this request is for eight months. Future request will also
be eight months, Nov. 1, 1974 to June 30, 1975.

PART IV PROGRAM NARRATIVE (Attach per instruction)

PART III SECTION C

EXPLANATION OF IN KIND CONTRIBUTION

A. PERSONNEL

One man-day per week Director of
Budget-Personnel, for eight months
(35 weeks).

Annual Salary \$18,780.00 X 13.4% \$ 2,520.28

Clerical - Junior Clerk Typist
60% of time for eight months.

Annual Salary \$6,250.00 X 40% \$ 2,512.50

TOTAL OF A \$ 5,032.78

B. Fringe at 10% of Salary of
Coordinator, and 10% of Salary
Figures above for In-Kind
Contribution

TOTAL OF B \$ 1,618.20

D. EQUIPMENT

One desk @ \$80.00	\$	80.00
Two chairs @ \$30.00	\$	60.00
One file @ \$50.00	\$	50.00
One typewriter @ \$400.00	\$	400.00

TOTAL OF D \$ 590.00

E. SUPPLIES

Person for eight months
@ \$75.00 per person per year

TOTAL OF E \$ 50.00

H. OTHER

Space \$200.00 per month for
eight months \$ 1,600.00

Phone \$50.00 per month for
eighth months \$ 400.00

H. OTHER con't.

Heat and Electrical \$10.00 per
month for eight months \$ 80.00

Printing \$150.00 per month for
eight months \$ 1,200.00

TOTAL OF H \$ 3,360.00

J. INDIRECT COST

Per A-87 & Peat, Marwick Mitchell
Report on Cambridge -9.4% \$ 2,411.12

GRAND TOTAL \$ 13,062.10

IN KIND CONTRIBUTIONS

PROJECT BREAKDOWN

- I. COMPREHENSIVE PERSONNEL POLICY ADMINISTRATION
- II. TRAINING
- III. REORGANIZATION CITY/CIVIL SERVICE

	I	II	III	<u>TOTAL</u>
A. PERSONNEL	\$2,013.12	\$1,006.54	\$2,013.12	\$5,032.78
B. FRINGE	\$ 647.28	\$ 323.64	\$ 647.28	\$1,618.20
D. EQUIPMENT	\$ 236.00	\$ 118.00	\$ 236.00	\$ 590.00
E. SUPPLIES	\$ 20.00	\$ 10.00	\$ 20.00	\$ 50.00
H. OTHER	\$1,344.00	\$ 672.00	\$1,344.00	\$3,360.00
J. INDIRECT COST	\$ 964.44	\$ 482.24	\$ 964.44	\$2,411.12
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,224.84	\$2,612.42	\$5,224.84	
GRAND TOTAL				<u>\$13,062.42</u>

INSTRUCTIONS

PART IV (continued)

Special Instructions for Item 4, "Approach," of "Program Narrative"

- a. For training projects, this item should include as appropriate, (a) type of training proposed, (b) kinds of employees and officials who will be trained, (c) estimated number of trainees, (d) estimated number of hours of instruction per trainee, (e) estimated number of course presentations, and (f) instructional materials and methods contemplated.
- b. For Government Service Fellowship projects, this

item should include as much information as is available at the time of application about (a) the proposed fellow(s) (if already selected, name, title, current duties, employment history), (b) the kind of graduate level study to be pursued, (c) the educational institution to be involved and why it was selected, (d) the period of the fellowship, (e) the method used to select the fellow(s), and (f) the jurisdiction's plan for the continued employment and utilization of the fellow(s) following completion of the fellowship. If necessary, the Commission will ask the grantee to provide more specific information concerning the above matters as such information becomes available (e.g., when the specific fellows are selected).

PART V ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that 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.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, 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.
3. 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.
4. 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.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or 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.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.



City of Cambridge

IN CITY COUNCIL

MARCH 18, 1974.

ORDERED:

That the City Council does hereby accept a grant award in the initial amount of (\$15,000) from the U.S. Civil Service Commission to the Department of Budget-Personnel.

In City Council March 18, 1974

Adopted by yeas and nays Vote

Yeas 7 Nays 0 Absent 0

Paul E. Leahy
CITY CLERK *City Clerk*

Agenda #13

138

Comm. from the City Manager relative to a
grant award in the amount of \$15,000.00
from the U. S. Civil Service Commission

In City Council
March 18, 1974

3/18/74

Grant Award

Accepted

9-0-0