

U.S. Department of Labor

Employment and Training Administration
John F. Kennedy Federal Building
Boston, Massachusetts 02203



Reply to the Attention of: 1TGCA-3

6 APR 1981

Mr. James L. Sullivan
City Manager
City Hall
Cambridge, Massachusetts 02139

Dear Mr. Sullivan:

As in the past, we have written to you periodically to provide you with our analysis of the status and operation of the Eastern Middlesex Human Resource Development Authority (EMHRDA), Comprehensive Employment and Training Act (CETA) program. This is done in accordance with Section 676.46(b) of the Federal regulations which provides that the Secretary shall assess each grantee's program and activities in order to determine the satisfactory implementation of its plan and its compliance with the Act and regulations.

This letter will provide you with a summary of your programs during the first quarter of Fiscal Year 1981 which focused on Grant Management and Program Performance. The emphasis in this year's initial assessment is to insure that the systems developed and implemented earlier are still operating efficiently and effectively and whether planned program outcomes and participant outcomes have been achieved. In the upcoming months, we will turn our assessment focus to your program design.

I want you to know that we are very much satisfied with the results of this initial phase of our assessment. Because EMHRDA has successfully and satisfactorily developed and implemented its management systems, we did an indepth review of the Internal Audit Reports to see if any negative reports regarding the systems were on file. Since no negative reports were filed, we did a cursory review of the systems and found them to be operating with good results.

We would like to offer our thanks to Don Stanley and staff for a job well done in the acquisition and the implementation of EMHRDA's automated management information system and also for their outstanding support in providing technical assistance necessary to other prime sponsors. EMHRDA's technical assistance made it much easier for other prime sponsors to implement and understand their systems.

Due to the recent hiring freeze placed on your Title II-D and VI Public Service Employment Program, and the expectation of further funding cuts, a formal assessment will not be conducted. We will, however, be working closely with your CETA staff in the coming months to insure an orderly phasedown and proper transitioning of both program participants and staff. Although faced with the possible elimination of these two Titles, every effort must be made to provide placement and support services to effected individuals.

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OFFICE OF THE
CITY MANAGER

Overall, your program continues to demonstrate above average progress in achieving its planned goals for serving and placing disadvantaged and unemployed residents in meaningful, productive employment or providing other needed employability development services.

In terms of specific statistical performance, I have enclosed a chart which extracts key data for each of the programs and activities under the basic CETA Titles. The chart is self explanatory; however, we have several observations for your consideration.

The Title II B indicators show the positive termination rate and the entered employment rate below plan. Also, cost per positive termination and cost per entered employment are above plan. Please explain what corrective action will be taken which will allow you to meet your third quarter plan.

Title IV YCCIP and YETP continue to perform exceptionally well. The only concern is the underutilization of funds available. Please explain.

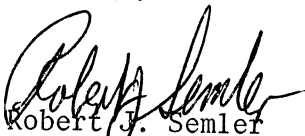
The Title VII program appears to be operating with good results. We have been informed that the majority of the trainees will meet the objective of the program by mid-April, that 50% will be hired by the training agencies, and that the remaining trainees will be absorbed by similar agencies. We are also pleased to note that the Third World Clearing House, Inc. agreement has been funded and that they will be operating soon.

The above analysis will provide you with an understanding of those areas in which we feel your staff has achieved significant accomplishments, as well as those areas that require continued effort. We encourage you to work toward resolving these problem areas over the next few months so that further growth and development of the reauthorized CETA will be enhanced in your area.

Please review all performance indicators especially positive termination and entered employment rates. Where an indicator is in excess of the $\pm 15\%$ variance, we are requesting an explanation in EMHRDA's corrective action plan which is due in our office 30 days after receipt of this letter.

In closing, I would like to emphasize my feeling that we have mutual goals that can be attained with your continued cooperative effort. Improved programs benefit all of us and especially benefits those we are mandated to serve.

Sincerely,



Robert J. Semler
Associate Regional
Administrator for CETA

Enclosure

cc: Ms. Marlene Seltzer

CETA PERFORMANCE INDICATORS

Prime Sponsor EMHRDA

FY 81 Data - First Quarter
(through 12/31/80)

INDICATORS	TITLE II (ABC)		TITLE IV				TITLE VII (PSIP)	
	PLAN	ACTUAL	YCCIP		YETP		PLAN	ACTUAL
ENROLLMENTS -- CUMULATIVE	847	842	40	32	327	274	34	34
ENROLLMENTS--ONBOARD	375	532	29	23	197	198	34	28
*TERMINATION CLUSTER TOTAL POSITIVE TERMINATIONS as a PERCENTAGE OF TOTAL TERMINATIONS	79	66	73	67	79	79	0	83
*ENTERED EMPLOYMENT as a PERCENTAGE OF TOTAL TERMINATIONS ¹	61	51	20	56	60	58	0	0
COST CLUSTER COST PER POSITIVE TERMINATION	1877	3374	5398	4616	2023	1884	x	x
*COST PER ENTERED EMPLOYMENT	2477	4399	x	x	x	x	0	0
FUND UTILIZATION CLUSTER PERCENTAGE OF AVAILABLE FUNDS EXPENDED	100	100	100	64	100	54	100	92

*OF PARTICULAR IMPORTANCE

¹Less Transfers to Other CETA Titles



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

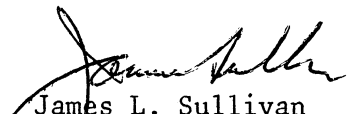
EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

April 13, 1981

To the Honorable, the City Council:

Enclosed for your information is a self-explanatory communication from the Regional Office of the U. S. Department of Labor, relative to the status and operation of the EMHRDA and CETA program.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf
Enc.

Agenda # 3

S207

Status and Operation of the EMHRDA and CETA
Programs.

In City Council,

April 13, 1981

4/13/81

Placed on File