RESOLUTION NO. 77-12

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF Mariposa

(A RESOLUTION AUTHORIZING THE EXECUTIVE OF A SUBGRANT)

BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Mariposa, State of California that:

1. The proposed Subgrantee Registration #77(0015)1 between the State of California, Employment Development Department, as Prime Sponsor and the County of _________ as Subgrantee should be and is hereby approved.

2. The Chairman of the Board of Supervisors and _______ John L. Rotondo _______ are hereby authorized and directed to sign and execute said Subgrant for and on behalf of the County of Mariposa _______

PASSED AND ADOPTED by the Board of Supervisors of the County of Mariposa _______ at a regular meeting of said Board, held on the ___8th___ day of February ______, 1977, by the following vote of said Board:

AYES: Clark, Dalton, Long, Walton, Owings

NOES: None

ABSENT: None

BY: _______ (Frank L. Long)

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE

ATTEST: _______, 19____
<table>
<thead>
<tr>
<th>SUBGRANT SIGNATURE SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETA TITLE VI</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

(2) REGISTRATION NO. 77001591
(3) MODIFICATION NO.  

(4) SUBGRANTEE  
Mariposa Co. Employment & Training Office  
P.O. Box 278  
Mariposa, California 95338  

This Subgrant is entered into by the Prime Sponsor and (5) County of Mariposa hereinafter referred to as Subgrantee. The Subgrantee agrees to operate a Comprehensive Employment and Training Subprogram in accordance with the provisions of this Subgrant. This X Subgrant Modification consists of this sheet and those of the following, as designated with an "X": X Project Operating Plan (Exhibit A), X Project Narrative (Exhibit B), X Project Budget Summary (Exhibit C), X Standards of Project, X Assurances and Certifications. It is expressly understood by Prime Sponsor and Subgrantee that Prime Sponsor has made application to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973 for the purpose of funding services under this Subgrant and that Prime Sponsor is not obligated to provide funds to Subgrantee and Subgrantee is not obligated to provide services under the Agreement until such funds are made available to the Prime Sponsor by the Department of Labor.

ALLOCATION

The total funds allocated for (6) FY 1977 Title VI Program are (7) $62,920 and cover the period (8) February 1, 1977 through (9) September 30, 1977.

OBLIGATION

The Prime Sponsor's total fund obligation for this program is (10) $34,079 and cover the period (11) February 1, 1977 through (12) September 30, 1977.

MODIFICATION

(13) This modification does not change the funds previously obligated. 

(14) This modification ☐ increases ☐ decreases the funds previously obligated by $________. This changes the amount of the previous obligation of $________.

(15) Description of Modification

APPROVED FOR THE SUBGRANTEE

(16) By (Signature)

John L. Rotondo  
Project Administrator  

(17) NAME AND TITLE  DATE

John L. Rotondo  
2-1-77

APPROVED FOR THE PRIME SPONSOR

(18) By (Signature)

Jarvis Arellano  
Executive Director, EOA Programs

(19) NAME AND TITLE  DATE

GEIA 25 (5-76)
# Exhibit A
## Project Operating Plan

**Project Dates:**
- **From:** 2-1-77
- **To:** 9-30-77

### Planned Total Expenditures
<table>
<thead>
<tr>
<th>Item</th>
<th>Mo. February</th>
<th>Mo. March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Admin. Expenditures</td>
<td>786,50</td>
<td>1,573</td>
</tr>
<tr>
<td>Planned Total Expenditures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Expenditures
<table>
<thead>
<tr>
<th>Month</th>
<th>P</th>
<th>A</th>
<th>P</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo. February</td>
<td>7,865</td>
<td></td>
<td>15,730</td>
<td></td>
</tr>
<tr>
<td>Mo. March</td>
<td></td>
<td>786,50</td>
<td></td>
<td>1,573</td>
</tr>
</tbody>
</table>

### Total April - June
<table>
<thead>
<tr>
<th>Month</th>
<th>Mo.</th>
<th>Mo.</th>
<th>Mo.</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>23,595</td>
<td>23,595</td>
<td>23,595</td>
</tr>
<tr>
<td>May</td>
<td>31,460</td>
<td>31,460</td>
<td>31,460</td>
</tr>
<tr>
<td>June</td>
<td>39,325</td>
<td>39,325</td>
<td>39,325</td>
</tr>
</tbody>
</table>

### Significant Services
- **Individuals Served:**
  - Total Individuals Served (A1 + A2 = A)
  - Individuals Entering This Year (B1 + B2 + B3 = B)
  - Individuals Carried Over 5
  - Individuals Terminated (B1 + B2 + B3 = B)
    - Placement (B1a + B1b + B1c = B1)
      - Direct
      - Indirect
      - Self
    - Other Intensive
    - Nonintensive
  - Total Individuals Enrolled (A - B = C)
  - Transfer from This to Component

### Significant Demographics
- Duration of Budgeted Slots
- Rehires by Other Agency
- Unemployed
  - Without Education
  - With Education
  - Cash Welfare Eligible Head of Household
  - American Indian
  - Black
  - Handicapped
  - Offender
  - Seasonal/Immediate Worker
  - Ted Supp-Benefit Recipient
  - Economically Disadvantaged Student

**CETA 37 Rev. 3 (1-77)**
EXHIBIT "B"
PROJECT NARRATIVE

PROJECT MANAGEMENT INFORMATION

1. Organization and Staff of Project:

We will place one participant at the Sheriff Department in a Deputy Trainee position. After a period of training in law enforcement under the program, he will then have the experience necessary to be eligible for a position as a Deputy Sheriff.

The County has combined the Office of Civil Defense and Solid Waste and we are placing a secretary there because of the new position. She will acquire additional skills in office work and acquire experience in office procedures.

The County is in the process of establishing its own Building Inspector Department. The duties of that department are now being handled by the State but the county will need a secretary to handle the clerical duties of the office. This position will allow the participant to gain knowledge and experience in clerical duties. After a period of 8 months, she will be placed in an unsubsidized job.

Two equipment operators will be placed at the County Dump. They will get experience in operating heavy equipment and training in the Dump's new cut-and-fill process.

One participant will be placed at the Mariposa Public Utilities District where he will acquire skills in the maintenance of the facilities and acquire knowledge about its functions. After a period of 8 months or less he will be transitioned into an unsubsidized job with Mariposa Public Utilities District.

A participant will be placed at the Health Department as a sanitation trainee. He will acquire skills and experience in working on heavy equipment. After a period of training as a sanitation trainee he will then have the experience and knowledge necessary to be eligible to find work in this field.

We will place one bus driver at the Senior Assistance League to transport Senior Citizens throughout the County. There will also be some clerical work involved with this position.
Organization and Staff of Project, cont.

We will place one participant at the County Road Department where he will gain the experience and knowledge of survey work. The training will give the participant a chance to gain the experience needed to work on a survey crew and get a job in this line of work.

We will place a clerk-typist in the Elementary School where she will get training in working with teachers and students and office experience such as typing and filing.

2. Project Management

The Payroll and monthly reports are handled by the office of the Project Administrator. The money as it is received from the State is deposited in an account with the Auditor and the payroll is submitted to the Auditor. The Auditor's Office draws the warrants and sees that they get to the participants.

PROJECT DESIGN

All of the county offices listed above have a greater work load than they can budget for county people to carry at this time. Thus, the participants placed by this office will help to relieve some of their work load. These people will be placed on the county payroll as budgeting allows.

PROJECT OPERATION

I. Intake and Orientation

Applicants will be selected after reviewing their application including their financial statement. This will be done by the Program Operator. Upon entering the program, each participant is instructed to bring any grievances to the Project Administrator and the situation will be handled accordingly. All participants are given a copy of "The Comprehensive Employment and Training Act of 1973: Your Civil Rights." They are advised of the pay procedure. A cover sheet is included in each file with each item covered in the interview dated.

Their worksite supervisor is also instructed to bring any grievances to the Project Administrator. The CETA Program is explained to each worksite supervisor.

2. The significant segments we will serve are (1) Economically Disadvantaged, (2) Veterans, (3) Spanish Americans (4) American Indian, (5) Public Assistant Recipient.
Recruiting will be done by our office as Mariposa County does not have an EDD Office. We will recruit participants from the Welfare Department, department heads of county offices, referrals, walk-ins, recommendations from previous enrollees and other concerned citizens. We also advertise positions available in the local county newspaper.

3. Termination information is gathered by the Project Administrator from the participants upon their termination, and this is recorded on their CETA 10.

4. All of the participants will be monitored periodically by the Project Administrator.

PUBLIC SERVICE EMPLOYMENT

The County offices are chosen by the Project Administrator according to their present and future needs for placing participants as he is in contact with all of the county offices.

The department heads have indicated that they will have a need for the P.S.E. participants that are assigned to their current positions for FY 77.
1. General


The Subgrantee agrees to establish the following Affirmative Action goals and to aggressively pursue those goals in an attempt to overcome the effects of underutilization of ethnic minority group members and women.

2. Statistical Foundation and Overall Participant Goals.

<table>
<thead>
<tr>
<th>A. Group</th>
<th>B. Data Base</th>
<th>C. AA Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Pop. %</td>
<td>Labor Force %</td>
</tr>
<tr>
<td>Black</td>
<td>0.5</td>
<td>3.1</td>
</tr>
<tr>
<td>Oriental or Asian</td>
<td>0.2</td>
<td></td>
</tr>
<tr>
<td>American Indian</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>Filipino</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Spanish Surname</td>
<td>2.6</td>
<td>3.1</td>
</tr>
<tr>
<td>Other (Specify Group)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td>48.5</td>
<td>35.4</td>
</tr>
</tbody>
</table>

Instructions

In completing the above table, a thorough analysis of Section B, Data Base, will allow for the setting of realistic goals. Additional data, indicating the needs of specific ethnic groups, should also be taken into account. In other words, to develop sound and attainable goals, a variety of relevant data should be considered rather than attempting to use only one factor.

Source:
1/ Labor Force Indicators, EDD: EDGR: 1970
2/ Affirmative Action Data for Balance-of-State Counties, EDD: 1974

Labor Force and Unemployment data are not available for all minority groups.
### 3. Programmatic Affirmative Action Goals for Fiscal Year 1977

<table>
<thead>
<tr>
<th>Identified Group</th>
<th>Public Service Employment</th>
<th>FSE Participants To Be Transferred to Participating Agencies Workforce</th>
<th>Classroom</th>
<th>N/E</th>
<th>OJT</th>
<th>Job Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
<td>%</td>
<td>#</td>
</tr>
<tr>
<td>Black</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oriental or Asian</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian</td>
<td></td>
<td>1</td>
<td>9.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filipino</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Surname</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Identify Specific Group)</td>
<td></td>
<td>1</td>
<td>9.17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td>7</td>
<td>63.67%</td>
<td>3 to be trained to unsub. jobs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: A. If specific component listed above is not relevant to your program, merely indicate that component as N/A.

* Include persons who have participated in FSE, Classroom, N/E, and OJT, etc. Do not include those FSE Participants to be transferred to subgrantees workforce of participating agency.
B. Existing county, organizational, and/or departmental Affirmative Action Plans should be reviewed prior to establishing the above goals. For example, a county whose Affirmative Action Plan (apart from CETA) includes goals for increasing the number of Spanish-surname employees may wish to reflect this need in setting its CETA goals. The rationale being that CETA participants who transition into regularly funded positions can directly impact a county's Affirmative Action profile.

c. Ethnic category of "Other" listed above is to be used to identify a specific group only and not persons of undetermined ethnic background.

4. Explanation

(If AA goals are based on data other than the data base provided above please explain.)

5. Monitoring and Compliance

The Subgrantee will maintain such records as necessary to allow for evaluation of progress toward meeting Affirmative Action goals. The Subgrantee will be responsible for monitoring the program compliance of any person or organization with which the Subgrantee has entered into a contract.

The Prime Sponsor will conduct a quarterly desk audit of participant enrollments to determine AA compliance. Where the enrollment information indicates that the Subgrantee is not meeting Affirmative Action goals as established, the Subgrantee will be notified of its non-compliance and will be given an opportunity to bring the program or component into compliance.

To determine the overall effectiveness of the Subgrantee's Affirmative Action program, the Prime Sponsor will conduct an on-site review at least yearly.

6. Sanction

The Prime Sponsor reserves the right to terminate contracts or withhold funds where it is evident that good faith efforts have not been exercised in working toward Affirmative Action goals.

<table>
<thead>
<tr>
<th>APPROVED FOR THE SUBGRANTEE</th>
<th>APPROVED FOR THE PRIME SPONSOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>By (Signature)</td>
<td>By (Signature)</td>
</tr>
<tr>
<td>C. L. Rotondo</td>
<td>C. L. Rotondo</td>
</tr>
<tr>
<td>NAME AND TITLE DATE</td>
<td>NAME AND TITLE DATE</td>
</tr>
</tbody>
</table>
I. FUNDING

New Funding $43,156
Carry-in $19,764
Total Funding Available $62,920

II. COMPONENT/COST CATEGORY MATRIX

<table>
<thead>
<tr>
<th></th>
<th>Classroom Training</th>
<th>On-the-Job Training</th>
<th>Public Service Employment</th>
<th>Work Experience</th>
<th>Services to Clients</th>
<th>Other Activities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Slots</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration A.</td>
<td></td>
<td></td>
<td>6,292</td>
<td></td>
<td></td>
<td></td>
<td>6,292</td>
</tr>
<tr>
<td>Allowances B.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages C.</td>
<td></td>
<td></td>
<td>52,352</td>
<td></td>
<td></td>
<td></td>
<td>52,352</td>
</tr>
<tr>
<td>Fringe Benefits D.</td>
<td></td>
<td></td>
<td>4,276</td>
<td></td>
<td></td>
<td></td>
<td>4,276</td>
</tr>
<tr>
<td>Training E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services F.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Component Total</td>
<td></td>
<td></td>
<td>62,920</td>
<td></td>
<td></td>
<td></td>
<td>62,920</td>
</tr>
<tr>
<td>Planned Carry-Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ADMINISTRATIVE STAFF COSTS

<table>
<thead>
<tr>
<th>NAME, POSITION TITLE AND SSA NO. OF INCUMBENT</th>
<th>SALARY PER PAY PERIOD</th>
<th>BENEFITS PER PAY PERIOD</th>
<th>% OF TIME TO PROJECT</th>
<th>NO. OF PAY PERIODS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Administrator, John L. Rotondo</td>
<td>1,396</td>
<td>50.11</td>
<td>38.5</td>
<td>8</td>
<td>4,454</td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE STAFF COSTS TOTAL:** 4,454

**REMARKS:**

________________________________________

________________________________________

________________________________________

CETA 40 A-1 (5-76)
1. Administrative staff costs (from preceding page) $ 4,454

2. Travel
   a. 150 miles per week @ $ .15 per mile x 35 weeks 798.00
   b. 5 days per diem x $ 30.00 per day 150.00

3. Communication
   a. Base telephone rate $ 5.00 x 8 months 40.00
   b. Toll calls $ 15.00 x 8 months 120.00
   c. Postage 120.00

4. Rent
   a. _____ square feet x $ ______ per square foot

5. Utilities
   a. Gas $ _______ Electric $ _______ Other $ _______

6. Custodial $ _______ x _______ months

7. Equipment
   Statement giving equipment needs, justification for use and costs must be attached. Prior to renting, leasing or purchasing equipment, this subgrant must be approved and BOS property acquisition procedures must be followed.
   Purchase TWO COUNTY CIVIL DEFENSE TYPEWRITERS WERE IN USE IN THE EMPLOYMENT AND TRAINING OFFICE. ONE TYPEWRITER HAS BROKEN DOWN AND IS BEYOND REPAIR. HENCE, WE ARE IN NEED OF A NEW TYPEWRITER FOR OUR OFFICE. 500.00
   Rental

8. Office supplies
   Desk top supplies, forms, etc., estimated at $ 15.00 per month x 8 months 120.00

9. Other cost: list such costs as in-service staff training, consultant, accounting, payroll, statistical and/or legal services. Method of computation of each item mandatory.

   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

TOTAL $ 6,292.00
## Participant Wages

### 3. Occupational Title

<table>
<thead>
<tr>
<th>Occupational Title</th>
<th>Number of Slots</th>
<th>CETA Wage Rate</th>
<th>Comparable Wage Rate</th>
<th>Duration of Employment</th>
<th>Total Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Sheriff Department Deputy Trainee</td>
<td>1</td>
<td>633</td>
<td>820</td>
<td>8</td>
<td>$6,664.00</td>
</tr>
<tr>
<td>Civil Defense and Solid Waste Secretary - Clerical</td>
<td>1</td>
<td>633</td>
<td>633</td>
<td>8</td>
<td>5,064.00</td>
</tr>
<tr>
<td>Building Inspector Secretary Clerical</td>
<td>1</td>
<td>611</td>
<td>611</td>
<td>8</td>
<td>4,888.00</td>
</tr>
<tr>
<td>Solid Waste Department Equipment Operator</td>
<td>2</td>
<td>683</td>
<td>683</td>
<td>8</td>
<td>10,928.00</td>
</tr>
<tr>
<td>Mariposa Utility District Maintenance</td>
<td>1</td>
<td>611</td>
<td>611</td>
<td>8</td>
<td>4,888.00</td>
</tr>
<tr>
<td>Mariposa Sanitation Department Operator - Trainee</td>
<td>1</td>
<td>611</td>
<td>611</td>
<td>8</td>
<td>4,888.00</td>
</tr>
<tr>
<td>Senior Citizen Program Bus Driver</td>
<td>1</td>
<td>611</td>
<td>611</td>
<td>8</td>
<td>4,888.00</td>
</tr>
<tr>
<td>County Road Department Survey Apprentice</td>
<td>1</td>
<td>657</td>
<td>657</td>
<td>8</td>
<td>5,256.00</td>
</tr>
<tr>
<td>Mariposa Unified School Dist. Clerical</td>
<td>1</td>
<td>611</td>
<td>611</td>
<td>8</td>
<td>4,888.00</td>
</tr>
</tbody>
</table>

*The $57.00 difference in salary will be picked up by the Sheriff Department.*

### 4. Total

<table>
<thead>
<tr>
<th></th>
<th>10</th>
<th>80 months</th>
<th>52,352</th>
</tr>
</thead>
</table>
EXHIBIT "C"

PROJECT BUDGET DETAIL

Participant Fringe Benefits

Component: P.S.E.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Total Participant Wages &amp; FICA Rate</td>
<td>5.85%</td>
<td>$3,062</td>
</tr>
<tr>
<td>B</td>
<td>Total Participant Wages &amp; Workers' Compensation Rate</td>
<td>2.32%</td>
<td>1,216</td>
</tr>
<tr>
<td>C</td>
<td>Total Participant Wages &amp; Unemployment Insurance Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Total Participant Wages &amp; Health and Welfare Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Total Participant Wages &amp; Retirement Benefit Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Other Fringe Benefits (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FRINGE BENEFITS**

$4,276
STANDARDS OF PROJECT

A. The Subgrantee agrees the intent of CETA is to place as many people as possible in unsubsidized employment as quickly as possible. To accomplish this goal the following policies and objectives will be used.

1. Work Experience

Work experience is a short term assignment to directly enhance the future employability of youth or to increase the potential of adults in attaining a planned occupational goal. Participants who will be entering the labor force in the near future should be enrolled. Work experience is not designed to be an income or educational maintenance program. Work Experience participation will be limited to nine (9) months or 1584 hours (9 months x 176 hours = 1584 hours) which ever comes first.

2. Public Service Employment

Enrollment in public service employment is limited to eighteen (18) months (exception: Prime Sponsor approved extension). Public Employment Program (PEP) time is to be considered as public service employment time. This policy is intended to increase the percentage of placements to non-positive terminations and to serve the maximum number of participants.

3. Unplanned Carry-Over Monies

Unplanned carry-over money is money previously allocated for a specific function, but that was not spent for various reasons such as late start-up, salary savings, under-enrollment, etc. Due to the high level of unemployment in BOS counties, this Prime Sponsor cannot afford subgrantee nonperformance in excess of 15%.

a. Therefore, Title I unplanned carry-over monies will be recaptured by the Prime Sponsor on a quarterly basis beginning December 31, 1976. These monies will be reallocated by the Prime Sponsor for special projects to ensure CETA money is being used to serve the maximum number of BOS county residents.

b. Therefore, Title II and VI unplanned carry-over monies will be recaptured by the Prime Sponsor on a quarterly basis beginning December 31, 1976 (exception: Program Agent Counties). These monies will be reallocated by the Prime Sponsor to counties of proven performance.

4. Title XX Placement Goals

The intent of CETA is to place participants in unsubsidized employment; accordingly, this subgrantee adopts the following placement goal for Title II Public Service Employment.

Check one:

☐ Placing half of the cumulative participants in unsubsidized private or public sector employment.

☐ Placing participants in half the vacancies occurring in suitable occupations in the employing agencies' permanent work force which are not filled by promotion within the agency.

CETA 59 (5/76)
STANDARDS OF PROJECT

B. The Subgrantee also agrees:

1. That performance will be in accordance with the Project Narrative within the period of this subgrant.

2. There will be no delays in performance except those listed below.

3. That major subgrant modifications will be submitted to change any budget item or participant service level by more than 5%.

4. All statistical and fiscal reports will be submitted as scheduled by the Prime Sponsor.

5. That all subcontractors and participating agencies under this subgrant will adhere to standards adequate to provide compliance with this subgrant.

6. To comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and Federal Water Pollution Control Act.

The applicant also certifies that the information in this application is correct to the best of its knowledge and belief and the filing of this application has been fully authorized.

Mariposa County Employment & Training Office

(Legal Name of Subgrantee)

P.O. Box 278

(Address)

John L. Rotondo, Project Administrator

(Typed Name & Title of Authorized Officer)

Mariposa, California 95338

February 1, 1977

(Date of Application)
ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

   a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations and policies promulgated thereunder; and

   b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

   a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes 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 (sections 102(a); 701(a)(9) and (10)).

   b. It will comply with title VI and VII of the Civil Rights Act of 1964, (P.L. 88-352), and in accordance with title VI and VII of that Act no person in the United States shall on the grounds of race, color, sex, 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 received Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
c. 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.

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1) and 712).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition 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.

f. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

h. 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 (section 702(a)).

i. It will give the Department of Labor and 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 (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).
m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).
u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703(14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

w. Individuals receiving training on the job shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;
(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the EPA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. Special consideration will be given to the needs of eligible disabled veterans, special veterans, and veterans who served in the Armed Forces and who received other than a dishonorable discharge within four years before the date of their application. Each prime sponsor in selecting participants
for programs funded under title I of the Act, shall take into consideration the extent that such veterans are available in the area. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in formulating its program objectives.

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate recedes except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).
4. No funds will be used to hire any person to fill a job opening created by the action of an-employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (3) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Nor more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).
11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each job category until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act section 205(c)(24)).

14. Persons employed in public service jobs under this Act shall be paid wages which shall not be lower than whichever is the highest of:

(a) The minimum hourly wage set out in section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended. The only exceptions to section 6(a)(1) are where a participant is to exempt under section 13, or those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa where wages shall be consistent with the Federal, State or local law otherwise applicable. Wages paid to participants in the Trust Territories of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where section 6(a)(1) is applicable.

(b) The State or local minimum wage for the most nearly comparable covered employment;

(c) The prevailing rate of pay for persons employed in similar public occupations by the same employer (section 208(a));

(d) the minimum entrance rate for inexperienced workers in the same occupation in the establishment, or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area, or any minimum rate required by an applicable collective bargaining agreement; or

(e) the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, for participants involved in employment covered by the Davis-Bacon Act.
15. Special consideration shall be given to eligible disabled veterans, special veterans, and veterans who served in the Armed Forces and who received other than a dishonorable discharge within four years before the date of their application. Each eligible applicant selecting participants for programs funded under title VI of the Act, shall take into consideration the extent that such veterans are available in the area. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. In order to insure special consideration for veterans, all public service employment vacancies under title VI, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in formulating its program objectives.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under title VI of the Act to State and local veterans employment representatives and to other veterans organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

D. Additional Assurances for Title II Programs

All assurances in C above apply to activities funded under Title II. In addition, the applicant will assure that:

1. Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

2. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205 (c)(20)).
E. Additional Assurances for Title VI Programs

All assurances in C. above apply to activities funded under title VI. In addition, the application will assure that:

1. Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas except that funds allocated under title VI of the Act (section 603 (a)(2)(B)), to an area eligible for assistance under title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2))

2. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons. (Section 205(c)(20))

F. Special Certification for State Grantees

A State grantee further assures and certifies that it will comply with the requirements and provisions of section 106 and section 107 of the Act.
ASSURANCES AND CERTIFICATIONS

The applicant also certifies that the information in this application is correct to the best of its knowledge and belief and the filing of this application has been duly authorized.

Mariposa County Employment and Training Office
(Legal Name of Applicant)

P.O. Box 278
(Address)

John L. Rotondo, Project Administrator
(Typed Name & Title of Chief Elected Official or His/Her Designee)

February 1, 1977
(Date of Application)
CETA 28 Initial Request for Advance Funds

INITIAL REQUEST FOR ADVANCE FUNDS
CETA - BALANCE-OF-STATE

CETA TITLE  I  II  VI  VII  Other (Specify)  77001591
Mariposa County Employment and Registration #
Training Office Name of Subgrantee
P.O. Box 278
Street Address
Mariposa, Calif. 95338
City Zip

Program Operation Period:
From Feb. 1, 1977 to Sept. 30, 1977

Normal Payroll Dates: March 1, 1977  April 1, 1977  May 1, 1977

SCHEDULE OF CASH NEEDS FOR THE FIRST TWO MONTHS OF THE SUBGRANT

Schedule for the Month of February, 1977

<table>
<thead>
<tr>
<th>Administrative Costs</th>
<th>Funds arriving on the 10th calendar day</th>
<th>Funds arriving on the 25th calendar day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$ 786.50</td>
</tr>
<tr>
<td>Participants Payroll</td>
<td></td>
<td>7,078.50</td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash Request</td>
<td>$</td>
<td>7,865.00</td>
</tr>
</tbody>
</table>

Schedule for the Month of March, 1977

<table>
<thead>
<tr>
<th>Administrative Costs</th>
<th>Funds arriving on the 10th calendar day</th>
<th>Funds arriving on the 25th calendar day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$ 786.50</td>
</tr>
<tr>
<td>Participants Payroll</td>
<td></td>
<td>7,078.50</td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash Request</td>
<td>$</td>
<td>7,865.00</td>
</tr>
</tbody>
</table>

REMARKS (Use additional sheets if necessary)

Submitted by: John L. Rotondo  Project Administrator
Type Name
[Signature]
CETA 28 Rev. 1 (5-76)

Feb. 1, 1977  (209) 966-3643
ATTACHMENT IV

TO: CETA Balance-of-State Office
    800 Capitol Mall, MIC 39
    Sacramento, CA  95814

SUBJECT: PSE POSITIONS AT STATE AGENCIES

TITLE VI for Mariposa County, FY 77

The funds to pay wages and provide fringe benefits for the participants in the listed State Agency PSE positions are to be reserved from the county's new allocation. CETA Balance-of-State Office will arrange with the California Employment and Training Office (CETA-0) for the payment of the wages and fringe benefits for those participants payrolled by the State Controller's Office. The county will develop with CETA-0 a Non-Financial Agreement defining the responsibilities for this program's operation.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>State Agency</th>
<th>No. of Months</th>
<th>Funds to be Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>No positions in State Agencies at this time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:

By Tom Richardson
Signature

Feb. 1, 1977
Date

Tom Richardson
Typed Name, Chairperson
Local Planning Council
ATTACHMENT IV

TO: CETA Balance-of-State Office
    800 Capitol Mall, MIC 39
    Sacramento, CA 95814

SUBJECT: PSE POSITIONS AT STATE AGENCIES

TITLE VI for Mariposa County, FY 77

The funds to pay wages and provide fringe benefits for the participants in the listed State Agency PSE positions are to be reserved from the county's new allocation. CETA Balance-of-State Office will arrange with the California Employment and Training Office (CETA-0) for the payment of the wages and fringe benefits for those participants payrolled by the State Controller's Office. The county will develop with CETA-0 a Non-Financial Agreement defining the responsibilities for this program's operation.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>State Agency</th>
<th>No. of Months</th>
<th>Funds to be Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No positions in State Agencies at this time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By [Signature] Feb. 1, 1977

Tom Richardson
Typed Name, Chairperson
Local Planning Council