



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
REGIONAL OFFICE

*Youth Council*

PUBLIC HEALTH SERVICE  
Room 404 - 50 Seventh Street, N. E.  
Atlanta, Georgia 30323

March 24, 1969

Mr. John W. Cox, Executive Director  
Atlanta Children & Youth Services Council  
1201-B City Hall  
City of Atlanta  
Atlanta, Georgia 30303

Attention: Miss Katy Young

Dear Mr. Cox:

A request has been made by our Headquarters to prepare a status report on the initial progress and related problems of the rat control projects in this Region.

This is to request a report from your project that will provide data on the following:

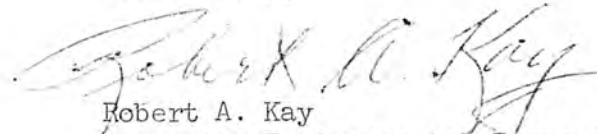
1. Facilities: Are facilities available to accommodate staff? If not, when will they be ready and what is the major contingency?
2. Staff: Have principal staff members been hired or at least identified? What expectations do you have on acquiring non-professional staff? Will assistance be required in their training?
3. Internal operating procedures: Have local operating procedures been drafted or finalized? This should include both the technical aspects of project accomplishment as well as administrative matters such as time and attendance reporting, procurement, property responsibility, and job descriptions. Have professional and citizen advisory groups been established? If so, with what results?
4. Expenditure information: What has been the approximate monthly rate of expenditure and what is anticipated for the remainder of the project period? What plans are being made to support the expansion and maintenance of the project beyond the first year's operation? When will the project begin operating and when will it reach normal capacity?

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5. External organizational relationships: What informal and formal arrangements have been negotiated or will be negotiated with other organizations concerning matters of mutual interest?
6. Community response: What publicity has been given to the project and what has been the reaction of organized groups and the general public?
7. Other: Identify any significant accomplishments or problems encountered. In particular, describe situations which may be useful to other grantees.

This information is needed by April 8, 1969. If you can forward it by that date, it will be appreciated.

Yours truly,



Robert A. Kay  
Community Environmental Improvement Consultant  
Environmental Control Administration

RAK:cm