

ATLANTA URBAN CORPS

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TO: Mr. Dan Sweat

Date: August 6, 1969

FROM: Sam Williams

SUBJECT: Future Needs for the Urban Corps

August 22, 1969, will be the termination date for all Urban Corps interns except staff positions. Roughly three-fourths of our staff will be retained until September 5, 1969, to evaluate intern reports, complete final payrolls and bill agencies and colleges for intern compensations. To assure complete financial records, I have retained Mac Rabb of our payroll department full-time until September 26 to work solely on summer finance records.

We are presently receiving many agency requests for interns and also inquiries from students about positions for the fall term. I recommend that we plan for a fall program beginning September 29, 1969, and ending December 19, 1969, (twelve weeks in duration) utilizing a maximum of 80 full-time college work-study financed interns.

Staffing needs for this projected program would include four full-time student-professional personnel: Director, Executive Assistant, Field Director, and Finance Director. In my opinion, these positions cannot be filled by college work-study students. At least four additional staff members should be drawn from CWSP students at 20% cost to handle clerical, field, and payroll work. Salary levels for these positions should be:

Director @ \$900/month	\$ 2,700.00
Executive Assistant @ \$650/month	\$ 1,950.00
Field Director @\$650/month	\$ 1,950.00
Finance Director @ \$500/month	\$ 1,500.00
4-Full-time CWSP interns @ our cost of \$20/week each	\$ 960.00
	<u>\$ 9,060.00</u>

In addition, operating expenses should approximate the following:

Postage	\$ 100.00
Printing & Supplies	\$ 800.00
Telephone	\$ 400.00
Furniture & Equipment Rental	\$ 300.00
Travel	\$ 400.00
	<u>\$ 2,000.00</u>
Total Administrative Expense	\$ <u>11,060.00</u>

For a projection of administrative costs from September, 1969 - May, 1970, an approximate amount could be obtained by multiplying by a factor of three.

$$3 \times \$11,060 = \$33,180$$

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Naturally the four main staff personnel cannot be hired on a three month contract but must be appointed for a year to insure a vital program continuity, such as student recruitment and internship development, which must be done months in advance. Therefore, we are speaking of a yearly obligation of four full-time staff members for approximately \$32,400. Summer staffing will naturally require more personnel but should not exceed three additional non-CWSP interns. The number of additional CWSP staff interns for summer operation next year will probably approach fifteen for a total program of 800 - 1,000 interns.

80 interns is a modest estimate of the needs of city departments and private agencies matched to the availability of CWSP students in metro Atlanta for fall, 1969. The present annual allocation for metro Atlanta colleges under the College Work-Study Program is \$1.1 million. Acting on policy instructions from U. S. Commissioner of Education, James E. Allen, Jr., Dr. Charles Hamblem of the Regional Office of Health, Education, and Welfare, has informed Southeastern colleges that they must henceforth expend a major portion of CWSP funds "off-campus". The Atlanta Urban Corps is the only presently existing off-campus program in the Atlanta area recognized by HEW. Therefore, counting just city based colleges we must absorb \$500,000 yearly as 80% of our intern budget. This summer we received only \$78,000 with almost \$15,000 coming in from colleges outside the metro area. Dr. Hamblem of the Regional HEW office is already predicting an increase in next year's allocation of Georgia CWSP.

Also, next year colleges must specify in advance their off-campus allocation. The deadline for 1970 budget requests is October 24, 1969. We must be able to tell colleges how many interns we can use next year so they can include that amount as off-campus. Dr. Hamblem has also stated that colleges left with a surplus of CWSP funds in December 1969, will receive budget cuts for 1970. Presently, Georgia Tech, DeKalb, and Morris Brown have excess funds over and above on-campus commitments equivalent to 50 full-time graduate students for fall term 1969 that they must spend before January 1, 1970. Each of these financial aid officers indicated to me in a meeting on August 5, 1969, that they are "most anxious" to spend this money off-campus. The conclusion of a meeting of Atlanta financial aid officers in the Urban Corps office on August 5, 1969, is that they could easily sponsor 80 interns for fall 1969, and would desire keeping that number at work through the academic year until June, 1970.

In addition to CWSP interns we have received solid requests from Emory Nursing School and Clark College and tentative requests from Georgia State College to place an approximate total of 50 students on internships that would require no pay from the user agency. These students would complete an internship for academic credit and would not need a stipend. These colleges are inquiring now if we can meet their placement needs.

In conclusion, the City Government received 114 interns for its own use this summer at an approximate cost of \$45 per man per week, including administrative and overhead costs. Counting the total of 220 interns placed in government and agencies involved with Atlanta's urban problems, the Atlanta taxpayer placed an educated student in an internship position for approximately \$23.40 per man per week. We are meeting agency and departmental representatives August 7, 1969, to discuss fall internship requests. Again, this represents the immediate need for fall staffing to process intern applications and requests.

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Considering that the city government employs about 8,000 people and the fact that excluding the library and education system, less than 150 city employees have college degrees*, the Urban Corps costs could be justified solely as a recruiting device.

Poverty and needed departmental assistance does not end August 22, 1969. The average intern costs for the aforementioned staff and 45 interns assigned to city government out of the total 80 internships, figuring the city's 20% plus \$11,060 administrative costs, would be only \$45.52 per man per week. Thus the fall work force can be obtained at almost the same price of summer interns. And program continuity is maintained!

However, I recommend that the Director still be paid by the Southern Regional Education Board and that the Atlanta Urban Corps, Inc., By-Laws and Board of Trustees be revised and rejuvenated in order that the city government might be released of total administrative burden and that all parties involved share commonly in the Urban Corps planning and policy making. I most highly recommend that the staff remain entirely students or recent graduates and that we continue to support top quality field staff and recruit volunteer faculty advisors. I also recommend that the Urban Corps office remain in the Old City Auditorium. Presently, I have located personnel to fill the Assistant, Field Director, and Finance Director position and have several promising contacts for the Director's position. I have a tentative commitment from SREB for the Director's salary and await your answer about this projected fall program budget.

*This figure derived through a telephone survey of department directors and assistants and checked through the personnel office.