



CITY OF ATLANTA

DEPARTMENT OF LAW
2614 FIRST NATIONAL BANK BUILDING
ATLANTA, GEORGIA 30303

HENRY L. BOWDEN
CITY ATTORNEY
FERRIN Y. MATHEWS
ASSISTANT CITY ATTORNEY

ROBERT S. WIGGINS
MARTIN MCFARLAND
EDWIN L. STERNE
RALPH C. JENKINS
JOHN E. DOUGHERTY
CHARLES M. LOKEY
THOMAS F. CHOYCE
JAMES B. PILCHER
ASSOCIATE CITY ATTORNEYS

July 14, 1969

HORACE T. WARD
DEPUTY CITY ATTORNEY

ROBERT A. HARRIS
HENRY M. MURFF
CLAIMS ATTORNEYS

JAMES B. HENDERSON
SPECIAL ASSOCIATE CITY ATTORNEY

Mr. George J. Berry
Administrative Coordinator
City Hall
Atlanta, Georgia

Dear Mr. Berry:

I am herewith returning sixteen (16) contracts concerning the Atlanta Urban Corps and various colleges and universities.

The following schools were not named in the resolution:

Indiana University
Mercer University
Oglethorpe College

Southwestern at Memphis
University of Pennsylvania

It is necessary that a resolution be passed covering these schools.

I have placed my signature on each contract in two different places but was not able to type above my signature "Approved As To Form" on all of the contracts. Before the contracts are finally executed, I hope that it will be possible to place above my name "Approved As To Form."

Yours very truly,

Horace T. Ward
Deputy City Attorney

HTW/cj

Enclosures

Draft

Office of the Mayor

City Hall

Atlanta, Georgia

RESOLUTION BY FINANCE COMMITTEE

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the resolution approved on May 19, 1969 authorizing the Mayor to approve contracts with various universities and colleges to provide financial support for summer interns under the College Work Study Program be and is hereby amended to add the following colleges and universities:

Indiana University
Mercer University
Oglethorpe College
Southwestern at Memphis
University of Pennsylvania

DEPARTMENT OF CITY CLERK

Urban Corp file

CITY HALL

ATLANTA, GEORGIA

Mayor

RESOLUTION BY

FINANCE COMMITTEE

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the Mayor is hereby authorized to enter into contracts with Atlanta University, Clark College, Emory University, DeKalb Junior College, Georgie Tech, Morehouse College, Morris Brown College, Spelman College, Georgia State College, Marsh Draughon Business College, Fort Valley State College, Fort Valley, Georgia, University of Georgia, Athens, Brown University, Providence, Rhode Island, Cornell University, Ithaca, New York, Brandeis University, Watham, Massachusetts, Edward Waters College, Jacksonville, Florida, Hamilton College, Clinton, New York, Friendship College, Rock Hill, South Carolina, Lake Forest College, Lake Forest, Illinois, University of the South, Sevanee, Tennessee, Paine College, Augusta, Georgia, Vassar College, Poughkeepsie, New York, West Georgia College, Carrollton, Georgia, Tougaloo College, Tougaloo, Mississippi, Yeshiva College, New York City, New York, Georgia College at Milledgeville, Georgia, for the purpose of funding Summer Interns under the College Work Study Program as set forth in the Economic Opportunity Act of 1964, Title 1, Part C.

The purpose of this resolution is to provide the Mayor with the authority to approve the contracts with the City and various universities and colleges to provide financial support for summer interns under the College Work Study Program.

Rec'd G.B-7-15-69

RECEIVED
 MAY 23 1969
 REFERRED TO
Jay, Phil, Dave

ADOPTED by Board of Aldermen May 19, 1969.
 APPROVED May 21, 1969.

A. J. ...

CITY HALL

Urban Corps

ATLANTA, GEORGIA

Mayor

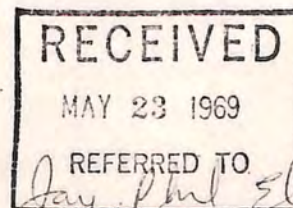
A RESOLUTION BY

FINANCE COMMITTEE

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the Mayor is hereby authorized to enter into contracts with the American Cancer Society, Atlanta Girl's Club, Atlanta Urban League, Atlanta Youth Council, Butler Street YMCA, Center of the Arts, Atlanta Service Learning Conference, Atlanta Jewish Community Center, Christian Council of the Atlanta Area, Cobb-Marietta Library, Decatur City Government, Decatur-DeKalb YMCA, DeKalb County Government, Community Council of the Atlanta Area, Chamber of Commerce, Boy Scouts of America, Department of Catholic Social Services, Emory Community Legal Services Center, Employment Service, CRETA, American Medical Association, Georgia Medical Association, Gate City Nursery Association, Grady Homes Girls Club, Georgia Easter Seal Society, Family Counseling Center, Fulton County Health Department, Fulton County Government, Fulton County School System, Economic Opportunity Atlanta Inc., Hillside Cottages, Grady Hospital, Metropolitan Atlanta Housing Conference, Kennesaw National Park, National Welfare Rights Organization, Georgia State Department of Educational Psychology, National Alliance for Business, Literature Action Foundation, Southern Regional Education Board, Metropolitan Atlanta Boys Club, Mennonite House, Kirkwood Christian Center, Phyllis Wheatley YWCA, YMCA of the Atlanta Area, St. Vincent de Paul Society, Sarah D. Murphy Home, Rice Memorial Presbyterian Church, Visiting Nurses Association, Neighborhood Services, Inc., Urban Laboratory in Education, Vine City Child Development Center, Decatur City School System, DeKalb County School System, Wheat Street Baptist Church to provide funding and administrative costs related to summer interns to be assigned by the Urban Corps to these agencies.

The purpose of this resolution is to authorize the Mayor to enter into contracts providing for their contributions to the City for salaries and administrative costs of summer interns assigned to these agencies by the Atlanta Urban Corps.

Rec'd. G.B.
7-15-69



ADOPTED by Board of Aldermen May 19, 1969.
APPROVED May 21, 1969.

CITY CLERK.

July 15, 1969

Mayor Ivan Allen, Jr.
City of Atlanta
City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia

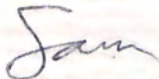
Dear Mayor Allen:

During our discussion May 21, 1969, concerning a nationally prominent speaker (Mayor Lindsay in particular) for our Urban Corps intern orientation, you mentioned the possibility of visiting Mayor Lindsay in New York, as an alternative for publicity purposes since New York had pioneered in the Urban Corps concept.

Last weekend I mentioned your idea to Dr. Timothy Costello, Vice-Mayor, City of New York, at Mayor Lindsay's office during a series of meetings about student intern programs. Vice-Mayor Costello apologized for Mayor Lindsay not being able to come to Atlanta for our orientation but was most enthusiastic about your idea of visiting New York. He asked me to see if you would be interested in such a visit during August even though we have established our Urban Corps program for this year. Dr. Costello said such a visit would be "most constructive for Mayor Lindsay."

I will be glad to request additional details on such a visit if you desire.

Sincerely,



SAM A. WILLIAMS
Director

SAW:sz

✓ cc: Dan Sweet

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

July 15, 1969

Mayor Ivan Allen, Jr.
City of Atlanta
City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia

Dear Mayor Allen:

During our discussion May 21, 1969, concerning a nationally prominent speaker (Mayor Lindsay in particular) for our Urban Corps intern orientation, you mentioned the possibility of visiting Mayor Lindsay in New York, as an alternative for publicity purposes since New York had pioneered in the Urban Corps concept.

Last weekend I mentioned your idea to Dr. Timothy Costello, Vice-Mayor, City of New York, at Mayor Lindsay's office during a series of meetings about student intern programs. Vice-Mayor Costello apologized for Mayor Lindsay not being able to come to Atlanta for our orientation but was most enthusiastic about your idea of visiting New York. He asked me to see if you would be interested in such a visit during August even though we have established our Urban Corps program for this year. Dr. Costello said such a visit would be "most constructive for Mayor Lindsay."

I will be glad to request additional details on such a visit if you desire.

Sincerely,

Sam

SAM A. WILLIAMS
Director

SAW:sz

cc: Dan Sweat

*Discussed with
Sam on phone
7/15
"put it back on
New York"*

Lowance Urban Corps

LOWANCE CLINIC

46 FIFTH STREET, N.E.

ATLANTA, GEORGIA 30308

MASON I. LOWANCE, M.D.
EDGAR M. DUNSTAN, M.D.
HAYWOOD N. HILL, M.D.
JOHN O. ELLIS, M.D.

July 15, 1969

CARLOS A. STUART, M.D.
NAT A. THORNTON, M.D.
DONALD McLEAN, M.D.
S. ROBERT LATHAN, M.D.

Office of the Mayor
Ivan Allen
City Hall
Atlanta, Georgia


Dear Mayor Allen:

Today I saw Emanuel Harris Berk, an intern in your office. He had physical findings and confirmatory laboratory findings of infectious mononucleosis. I suggested that he has complete rest for 2 weeks, after which time he will be re-evaluated by his local physician.

Thank you very much for sending him to see us.

Sincerely,

LOWANCE CLINIC



Donald C. McLean, M.D.

DCMcL:sh

I sent Mr. Berk home to Dallas, Texas on July 14, 1969.



ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

AGREEMENT BETWEEN THE CITY OF ATLANTA URBAN CORPS AND A NON-CITY OF ATLANTA AGENCY

TO: THE CITY OF ATLANTA URBAN CORPS

FROM: Department of Justice
Immigration & Naturalization Service Hereafter called the "Agency"
(Name of Agency)
P. O. Box 10127, Richmond, Va. 23240
(Address)

Whereas the above named Agency, a public ~~private-non-profit-~~(delete one) organization desires to participate in the Atlanta Urban Corps, a program operated under the Mayor's office of the City of Atlanta, and in consideration for the assignment of Urban Corps student interns to the Agency, we do hereby agree to the following terms and conditions:

(1) The Urban Corps shall have the right to approve or reject requests for student interns submitted by this agency upon forms provided for that purpose by the Urban Corps.

(2) The Agency ^{will select from} ~~shall utilize~~ such students as may be ^{referred} ~~assigned~~ to it in accordance with the specifications set forth in its written request to the Urban Corps, and shall immediately notify the Urban Corps of any change in nature of assignment, duties, supervisor or work location.

(3) The Agency shall provide such students as may be assigned to it with a safe place to work and with adequate responsible supervision.

(4) The Urban Corps shall have the right to inspect at any time the work being performed by such students as may be assigned to the Agency, and shall have the right to interview such students and their supervisors.

(5) The Urban Corps shall have the right to require such students as may be assigned to the Agency to attend such general or special meetings, or to appear at the Urban Corps office, individually or as a group, as shall be necessary for the proper functioning of the program. - *Subject to approval of Agency Supervisor.*

(6) In accordance with the requirements of the Federal law work performed

by such students as may be assigned to the Agency shall - - - - -

- a. be in the public interest;
- b. will not result in the displacement of employed workers or impair existing contracts for services;
- c. does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship, and;
- d. does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office.

(7) The Agency shall require such students as may be assigned to it to submit time reports and follow such other procedures as may be established by the Urban Corps.

(8) The Urban Corps/^{or the Agency} shall have the right to remove any student assigned to the Agency from said assignment and from the Agency at any time for any reason without prior notice, and the Urban Corps/^{or the Agency} shall not be obligated to replace said student. †

(9) The Agency warrants that it is in compliance with the provisions of the Civil Rights Act of 1964 (P.L. 88-352, 78 Stat. 252). ✓

→ (10) The Agency shall indemnify, protect and hold harmless the Atlanta Urban Corps and the City of Atlanta from all claims, causes or actions which may result from the assignment of students to the Agency.

(11) The City of Atlanta Urban Corps shall be deemed the employer for purposes of this agreement, with the ultimate right to control and direct the services of such students as may be assigned to the Agency. Interns shall be designated as "casual" employees of the City of Atlanta and subject to fringe benefit limitations.

imposed on "casual" employees of said city. The Agency's rights shall be limited to the direction of the immediate details and means by which the result is to be accomplished.

(12) The Urban Corps shall be wholly responsible for securing the compensation of such students as may be assigned to the Agency, except that the Agency shall become fully liable for such sums as may be due to provide the proper compensation in the event that the Agency, either knowingly or unknowingly, violates any applicable provisions of law or the terms of this agreement.

(13) The Agency share of student expense is 20% of the intern's gross earnings, Workmen's Compensation costs to the Urban Corps, employer's share of Social Security and an amount equal to 5% of the intern's gross earnings for administrative costs to the Urban Corps and the City of Atlanta. Time and attendance reports shall be submitted to the Urban Corps by the Agency after completion of each bi-weekly work period. The Urban Corps shall invoice the Agency on the basis of the time and attendance reports and payment will be due upon receipt of such invoice. Each invoice will include a summary of hours of work, payroll costs incurred, the Agency share of payroll costs and related expenses. Remittance to the Urban Corps shall be made payable to the Atlanta Urban Corps, City of Atlanta. It is agreed that interns shall be paid at the rate of \$1.80 per hour.

Dated this 10th day of June, 1969

FOR THE AGENCY:

P. C. Clayton
Authorized Signature
P. C. Clayton
Associate Deputy Regional
Commissioner, Management
Title

John L. Sudd
Witness

Based upon the statements and affirmations made by the Agency through the above document, the Urban Corps, acting by and through the Mayor of the City of Atlanta, hereby agrees to the assignment of students to said Agencies, in accordance with said document and the applicable laws and regulations.

_____ Dated

_____ Mayor of the City of Atlanta

_____ City Clerk

SEAL

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

AGREEMENT BETWEEN THE CITY OF ATLANTA URBAN CORPS AND A NON-CITY OF ATLANTA AGENCY

TO: THE CITY OF ATLANTA URBAN CORPS

FROM: Handee Circle Art Center Hereafter called the "Agency"
(Name of Agency)
1667 Handee Circle
(Address)

Whereas the above named Agency, a public private non-profit (delete one) organization desires to participate in the Atlanta Urban Corps, a program operated under the Mayor's office of the City of Atlanta, and in consideration for the assignment of Urban Corps student interns to the Agency, we do hereby agree to the following terms and conditions:

(1) The Urban Corps shall have the right to approve or reject requests for student interns submitted by this agency upon forms provided for that purpose by the Urban Corps.

(2) The Agency shall utilize such students as may be assigned to it in accordance with the specifications set forth in its written request to the Urban Corps, and shall immediately notify the Urban Corps of any change in nature of assignment, duties, supervisor or work location.

(3) The Agency shall provide such students as may be assigned to it with a safe place to work and with adequate responsible supervision.

(4) The Urban Corps shall have the right to inspect at any time the work being performed by such students as may be assigned to the Agency, and shall have the right to interview such students and their supervisors.

(5) The Urban Corps shall have the right to require such students as may be assigned to the Agency to attend such general or special meetings, or to appear at the Urban Corps office, individually or as a group, as shall be necessary for the proper functioning of the program.

(6) In accordance with the requirements of the Federal law work performed

by such students as may be assigned to the Agency shall - - - - -

- a. be in the public interest;
- b. will not result in the displacement of employed workers or impair existing contracts for services;
- c. does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship, and;
- d. does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office.

(7) The Agency shall require such students as may be assigned to it to submit time reports and follow such other procedures as may be established by the Urban Corps.

(8) The Urban Corps shall have the right to remove any student assigned to the Agency from said assignment and from the Agency at any time for any reason without prior notice, and the Urban Corps shall not be obligated to replace said student.

(9) The Agency warrants that it is in compliance with the provisions of the Civil Rights Act of 1964 (P.L. 88-352, 78 Stat. 252).

(10) The Agency shall indemnify, protect and hold harmless the Atlanta Urban Corps and the City of Atlanta from all claims, causes or actions which may result from the assignment of students to the Agency.

(11) The City of Atlanta Urban Corps shall be deemed the employer for purposes of this agreement, with the ultimate right to control and direct the services of such students as may be assigned to the Agency. Interns shall be designated as "casual" employees of the City of Atlanta and subject to fringe benefit limitations

imposed on "casual" employees of said city. The Agency's rights shall be limited to the direction of the immediate details and means by which the result is to be accomplished.

(12) The Urban Corps shall be wholly responsible for securing the compensation of such students as may be assigned to the Agency, except that the Agency shall become fully liable for such sums as may be due to provide the proper compensation in the even that the Agency, either knowingly or unknowingly, violates any applicable provisions of law or the terms of this agreement.

(13) The Agency shall, by June 9, 1969, advance to the Urban Corps an amount equal to ^{10.2% \$100.00} ~~\$250.00~~ per intern. This money shall be used as the Agency's 20% share of the intern's gross earnings, Workmen's Compensation costs to the Urban Corps, employer's share of Social Security and an amount equal to 5% of the intern's gross earnings for administrative costs to the Urban Corps and the City of Atlanta. The Agency shall, upon written request of the Urban Corps, provide such additional funds as may be required where the amount previously advanced by the Agency proves inadequate. The Urban Corps shall, within sixty (60) days after the termination of work of such students as were assigned to the Agency, return to the Agency such of its funds as were not required under the terms of this Agreement. Remittance to the Urban Corps shall be made payable to the Atlanta Urban Corps, City of Atlanta.

Number of interns 3 Total Amount due at ^{\$100.00 x 3 = \$300.00} ~~\$250~~ per intern \$300.00

Dated this 5th day of June 1969

FOR THE AGENCY:

[Signature]
Authorized Signature

[Signature]
Witness

Administrator
Title

Based upon the statements and affirmations made by the Agency through the above document, the Urban Corps, acting by and through the Mayor of the City of Atlanta, hereby agrees to the assignment of students to said Agencies, in accordance with said document and the applicable laws and regulations.

Dated

Mayor of the City of Atlanta

City Clerk


SEAL

Urban Corps

CITY OF ATLANTA
DEPARTMENT OF FINANCE
ATLANTA, GEORGIA 30303

July 11, 1969

TO: George Berry

FROM: Linda Anderson 

SUBJECT: Urban Corps
Agreement with Educational Advisors

Attached is a revised draft of the above agreement which you might like to submit to the Associate City Attorney for approval as to form.

As you will note, the only changes from the original draft are contained in Section 2 where a control feature has been incorporated to provide for payment of a sum less than the total amount of \$1,000.00 if for some reason any of the Educational Advisors fails to render services for the entire period contemplated by the Urban Corps.

This modification was coordinated with Inman Dean of the Urban Corps who advises that it is satisfactory both to the Urban Corps and the individuals who have agreed to become Educational Advisors for the current year.

LA

LA:lek
cc: Charles L. Davis

July 7, 1969

GEORGIA, FULTON COUNTY

This Agreement made and entered into on the _____ day of July, 1969, by and between the City of Atlanta, a municipal corporation of the State of Georgia, hereinafter, referred to as "City", and _____, an individual residing in the State of Georgia hereinafter referred to as "Contractor."

W I T N E S S E T H

WHEREAS, City is engaged in a project which is termed the 1969 Atlanta Urban Corps Project and which is designed to employ young college students within city government and other local agencies so as to provide an effective extension of their learning experience into the modern urban environment; and

WHEREAS, there is a need for professional assistance in the conduct of such a project and Contractor is qualified and is agreeable to providing such services,

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, it is agreed between the parties hereto as follows:

Section 1

During 1969, Contractor shall act as Educational Advisor to the 1969 Urban Corps Project and shall perform duties which shall include but not be limited to job visitation with the interns and agency supervisors, planning and conducting education seminars for small groups as well as all interns, working in coordination with our field evaluation staff to insure job relevancy and education significance of the program for each intern, assisting the intern in his articulation of his experience and other counseling and advisory duties connected with the program.

Section 2

For the services performed as outlined in Section (1) above, City shall compensate Contractor in the total amount of \$1,000.00. Said amount is to be paid in four installments of \$250.00 each at the completion of a proportionate amount of the total service to be rendered. Each installment will become due providing said service has been or is being rendered on the following dates: July 23, 1969, August 6, 1969, August 20, 1969 and the final installment after the intern's reports have been edited and approved by the Contractor.

IN WITNESS WHEREOF, The parties have caused their hands and seals to be hereunto affixed the day and year first above written.

CITY OF ATLANTA

Witness _____

By _____
Mayor

Witness _____

Contractor

Approved:

Approved as to Form:

Urban Corps



CITY OF ATLANTA

DEPARTMENT OF LAW
2614 FIRST NATIONAL BANK BUILDING
ATLANTA, GEORGIA 30303

HENRY L. BOWDEN
CITY ATTORNEY
FERRIN Y. MATHEWS
ASSISTANT CITY ATTORNEY

July 11, 1969

ROBERT S. WIGGINS
MARTIN MCFARLAND
EDWIN L. STERNE
RALPH C. JENKINS
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CLAIMS ATTORNEYS

JAMES B. HENDERSON
SPECIAL ASSOCIATE CITY ATTORNEY

Mr. George J. Berry
Administrative Coordinator
City Hall
Atlanta, Georgia

Dear Mr. Berry:

I am herewith returning to you contracts concerning Roger Rupnow, Carl J. Wiecks, Roger Whedon, and Patrick Ntukogu.

With best regards, I am

Yours very truly,

Horace T. Ward
Deputy City Attorney

HTW/cj

Enclosure

contracts signed + sent to Urban Corps
7-16-69 — orig + misc req. sent
to Finance Dept same day —

Jew

Urban Corps

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

July 14, 1969

To: George Berry

From: Inmond Deen

Re: Atlanta Children and Youth Services Council

George:

According to Linda Anderson's report we owe the Atlanta Children and Youth Services Council \$1,315.11.

According to our record we owe them \$1,368.97.

In addition to the items shown in your records, our books indicate we owe the following:

- | | |
|------------|---|
| 1. \$20.00 | postage-Atlanta Children and Youth Services Council |
| 2. \$33.86 | Carithers, Wallace, Courtney |

A discrepancy was noted in reference to FICA withholdings for Dianne Wilson. You show 37.48. Our books show 37.80.

A miscellaneous requisition is attached for the amount your records indicate.

ILD:pch

forwarded to
Finance 7-16-69

MR # 14
MR # 15

Urban Corps

CITY OF ATLANTA



DEPARTMENT OF LAW
2614 FIRST NATIONAL BANK BUILDING
ATLANTA, GEORGIA 30303

ROBERT S. WIGGINS
MARTIN MCFARLAND
EDWIN L. STERNE
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SPECIAL ASSOCIATE CITY ATTORNEY

HENRY L. BOWDEN
CITY ATTORNEY
FERRIN Y. MATHEWS
ASSISTANT CITY ATTORNEY

July 15, 1969

Mr. George J. Berry
Administrative Coordinator
City Hall
Atlanta, Georgia

Re: Proposed Contracts With Public and
Private Non-Profit Agencies

Dear Mr. Berry:

I have examined the twenty-five (25) contracts between the Atlanta Urban Corps and certain private and public non-profit associations. I have also examined the resolution appointed May 21, 1969 authorizing the Mayor to execute contracts with certain agencies.

It does not appear that the following agencies are listed in the resolution: Atlanta YWCA, Center for Research In Social Change - Emory University, Department of Justice - Immigration and Naturalization Service, Easter Seal Rehabilitation Center, Hardee Circle Art Center, Kirkwood Community Church, and Southwest YMCA.

It might be that some of these agencies are covered by other names or might be under certain parent organizations.

It would be necessary that a resolution be passed covering the above listed agencies.

Yours very truly,

Horace T. Ward
Deputy City Attorney

HW/cj

Draft

Office of the Mayor

City Hall

Atlanta, Georgia

RESOLUTION BY FINANCE COMMITTEE

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the resolution adopted May 21, 1969 authorizing the Mayor to execute contracts with certain agencies for the support of the Atlanta Urban Corps Project be amended to add the following additional agencies:

Atlanta YWCA, Center for Research in Social Change - Emory University, Department of Justice - Immigration and Naturalization Service, Easter Seal Rehabilitation Center, Hardee Circle Art Center, Kirkwood Community Church, and Southwest YMCA.

Urban Corps File

July 15, 1969

MEMORANDUM

To: Inmond Deen

From: George Berry

Subject: Cash Receipts, Atlanta Urban Corps Project

I am enclosing a copy of a memorandum received this date from Linda Anderson in the Finance Department. You will note that she has established account numbers for the three external sources of funds for the Urban Corps Project.

We have a system of cash reports to control the various receipts of the City. As you receive funds from any source, please coordinate and deposit with this office so that we can insure that they are credited to the proper account.

GB:je

Enclosure


CITY OF ATLANTA

DEPARTMENT OF FINANCE

ATLANTA, GEORGIA 30303

July 11, 1969

TO: George Berry

FROM: Linda Anderson 

SUBJECT: Urban Corps Resolution of June 16, 1969

In accordance with your instructions, I requested Doris Williams to assign numbers to the revenue accounts included on your budget resolution of June 16, 1969. They are as follows:

G-16-7640, Grants, Non-Profit Agencies
G-16-7645, Grants, College Work Study Program
G-16-7650, Grants, Private Contributions

As you will remember, the last two digits were not added to the resolution when it was typed in our department. These new numbers will be added to the original of the resolution on file in the Clerk's office.

LA

LA:lek

July 16, 1969

Mr. Sam Williams
Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303


Dear Sam:

I am enclosing two copies each of the fully executed agreements with Carl Wiecek, Patrick Ntukogu, Roger Whedon, and the Georgia Institute of Technology (Roger Rupnow). These agreements provide for their services as Educational Advisors to your project.

You should retain one of the copies for your files and forward the other to the contractor. I am forwarding the original copy of each contract to the Director of Finance with a copy of this letter to be filed in the official contract file of the City. Concurrently, I am also forwarding to him four (4) miscellaneous requisitions for the first installment due under these agreements. I am asking him to prepare the checks and return them to me and I will advise you when they are ready.

Please note your records so that you will initiate a miscellaneous requisition for these checks in accordance with the due dates established in the agreements.

Very truly yours,


George J. Berry

Enclosures

Attachment

cc: Charles L. Davis
bbc: Urban Corps Project File ✓
bbc: GJB Correspondence File

July 16, 1969

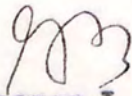
Mr. Sam Williams
Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Dear Sam:

I am enclosing the agreements with several colleges and universities providing for their participation in the Urban Corps Project through the College Work Study Program. They are fully executed except for your signature. Please approve in the space provided for the Director of the Urban Corps and return the original of each agreement to this office. This copy is necessary for filing in the city's official contract file in the Department of Finance.

The other copy, of course, should be transmitted to the institution involved. There were several agreements that were not specified by the authorizing resolution and, consequently, have not been executed as yet. An amending resolution naming these schools has been prepared and the balance of the agreements will follow soon after the next meeting of the Board of Aldermen.

Very truly yours,


George J. Berry

GJB:je

Enclosures

Urban Corps File ✓

Anticipation

Non-City Agencies (some of which are not now supported by written agreement) 15,280.00

CWSP 77,856.00

Contributions (include \$9,000 AU - not def.) 37,250.00

130,386.00

45875
26,975
18,900

37,250
9,000
28,250

Costs

G- 21 - 62 - 761 ✓	Printing + Reprodu	500
710 ✓	Rental	400
714 ✓	Telephone	1,500 600
770 ✓	Operating Supplies	1,500
570 718 ✓	Renovations	646
760	Postage	150

Adm Salaries

26,975
~~30,975~~

Non adm Salaries

172,340

$$\begin{array}{r}
 172,340 \\
 20,120 \\
 \hline
 152,220
 \end{array}$$

+

$$\begin{array}{r}
 4520 \\
 15600 \\
 \hline
 20,120
 \end{array}$$

172,340

$$\begin{array}{r}
 1121 \\
 172,340 \\
 26,975 \\
 3,396 \\
 \hline
 \$202,711
 \end{array}$$

6-9- 830 A ~	6500	
11 11- 830 A ~	1,500	
12 830	8500	
23 830 ✓	750	
11 830 F ~	10,000	11,605
25 830	7,500	
29 830	750	
30 830	2,500	
34 830 C	10,000	
46 830	<u>3,000</u>	

341
6500
1500
8500
750
10,000
7,500
750
2,500
10,000
<u>3,000</u>
51,000
1,605
<u>52,605</u>

Aviation

2

11

AR - 1860

Finance

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11111111

5928 ~

Library

10

1111111111

7410 ~

Law

1

1

741 ~

Pub works

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11

1482 ~

San.

12

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8892

23
-
1

Mayor

9

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6669

Purchasing

1

1

741

Planning

3

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2223

Parker

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1111111111

8151

Traffic Eng

3

111

2223

Water

9

111111111

6669

71

**URBAN
CORPS**

NATIONAL DEVELOPMENT OFFICE

Document Number 3

URBAN CORPS - COLLEGE
CONTRACTUAL ARRANGEMENTS

by

Michael B. Goldstein
Director
Urban Corps National Development Office

January 1969

Document Number 3: Urban Corps-College Contractual Arrangements

This is the third in a series of studies prepared by the Urban Corps National Development Office under a grant from the Ford Foundation on the concept, development and operation of an Urban Corps student urban involvement program.

Additional copies of this report, and further information concerning Urban Corps programs may be obtained by writing:

Michael B. Goldstein
Director
Urban Corps National Development Office
250 Broadway
New York, N. Y. 10007

Telephone: Area Code 212 964-5552

The Federal College Work-Study Program (CWSP), Title IV-C of the Higher Education Act of 1965, provides the primary source of funds for the compensation of college students taking part in an Urban Corps. These Federal funds are granted to participating colleges, which in turn may disburse them to an off-campus employer such as an Urban Corps.

The U.S. Office of Education, which administers CWSP, requires a written agreement between participating colleges and any off-campus user of Work-Study funds.¹

Most colleges participating in CWSP have developed forms of agreement for use by public and private non-profit agencies to which their work-study students are assigned. However in many cases these agreements are drafted from the point of view of the college dealing with a large number of small off-campus agencies, and therefore may often contain provisions not applicable to a central Urban Corps program. Experience has demonstrated that it is therefore useful to provide the colleges with a form of agreement drafted specifically for the Urban Corps. The relative responsibilities of the city and the college may be more explicitly set forth, a procedure preferable to attempting the modification of an agreement designed for a different type of relationship.

¹1968 CWSP Manual (hereafter cited as "Manual") Sec. 517 (D).

Of course, the college retains full freedom of contract; and it should not be inferred that any form of agreement presented by the city is non-negotiable. The college is required by Federal law to maintain responsibility for certain aspects of its CWSP program, and the agreement should recognize this mandate.

The agreement must cover the following statutory areas:

1. The public (or private non-profit) status of the Urban Corps.
2. Work performed under the agreement will be in the public interest.³
3. Work performed under the agreement will not result in the displacement of employed workers or impair existing contracts for services.⁴
4. Work performed under the agreement will be governed by such conditions of employment as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee.⁵

²Higher Education Act of 1965 (hereafter cited as HEA) Sec. 444 (a) (1); Manual Sec. 157 (A).

³Ibid.

⁴HEA Sec. 444 (a) (1) (A); Manual Sec. 519 (A).

⁵HEA Sec. 444 (a) (1) (B); Manual Sec. 519 (B).

5. Work performed under the agreement will not involve the construction, operation or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place for religious worship.⁶

6. Maximum weekly hours will not exceed forty nor will students be permitted to work in excess of an average of fifteen hours per week while regular classes are in session, except as otherwise provided by law.⁷

7. Establish the Federal (college) share of the compensation at a level not to exceed eighty percent, except where the Commissioner of Education determines that a greater Federal share is required in the furtherance of the purposes of the legislation.⁸

The U.S. Office of Education further requires the college as part of their CWSP funding contracts with the Federal government to agree to the following limitations, which should be included in the college-Urban Corps agreement:

1. Work performed under the agreement will not involve political activity or work for any political party.⁹

2. Participating students will be reasonably supervised.¹⁰

⁶ HEA Sec. 444 (a) (1) (C); Manual Sec. 519 (C).

⁷ HEA Sec. 444 (a) (4).

⁸ HEA Sec. 444 (a) (6).

⁹ Manual Sec. 519 (D).

¹⁰ Manual Sec. 517 (C).

The Civil Rights Act of 1964 provides that employment under Federally-aided programs must be without regard to race, color or national origin; therefore the college-Urban Corps agreement should specify compliance with this statute.

The college-Urban Corps agreement should also unambiguously indicate the identity of the City as the employer of participating students¹¹ and specify the following procedural areas:

1. Right of the Urban Corps to accept and reject students referred by the college.
2. Right of the Urban Corps to remove and/or transfer participating students.¹²
3. Rates of pay and duration of program.¹³
4. Procedure for the payment of students, including the procedures involved in the transference of CWSP funds from the college to the Urban Corps.
5. Responsibility for the withholding and payment of appropriate taxes and other employer responsibilities.

¹¹ A discussion of the importance of identifying the city as the employer will be found in the Urban Corps National Development Office report on "Legal Considerations of an Urban Corps."

¹² The U. S. Office of Education has indicated that it would look with disfavor upon the arbitrary exercise of such authority.

¹³ This may be by reference.

Despite the fact that the city is the employer of participating students under an Urban Corps program, the college remains primarily responsible to the U.S. Office of Education for the use of CWSP funds. Therefore, the college-Urban Corps agreement should grant the college access to the following information:

1. The identity of supervisors and the right to inspect work locations.
2. Certification of the hours worked by each student, gross and net wages paid and evidence of payment.
3. Such other information as may be required of the college by the U.S. Office of Education.¹⁴

Because the college-Urban Corps agreement requires the commitment of public funds by both parties, it is important that appropriate officials execute the agreement and that there is affirmation that the signatories are authorized to enter into such an agreement.

Local laws may require additional authorizations for such an agreement or may specify the form of such agreement. The information provided herein is for guidance only and is not to be construed as limiting the authority of the city to modify or redesign the agreement to meet its requirements.

¹⁴For example, gross payments to each student, deductions and proof of payment.

It should likewise be noted that while the college is free to negotiate specific terms or to request the drafting of an individualized agreement, nothing in the applicable Federal law or regulations requires the acceptance of the college's form of agreement nor prevents the college from accepting a form of agreement presented by the city.

Questions concerning the applicability of Federal law and regulations to the terms of a college-Urban Corps agreement should be directed to the Regional Office of the U. S. Office of Education or to its College Work-Study Program Branch, Bureau of Higher Education, Washington, D. C. 20202.

The following sample agreement, with section-by-section analysis, is provided for your guidance in negotiating and drafting a suitable college-Urban Corps agreement.

The first paragraph (lines 1-8) establishes the date of execution (inserts 1, 2, &3), the legal name of the contracting college (insert 4), the identity of the city (insert 5), the nature of the Urban Corps as a public agency, and the contracting authority on the part of the city (insert 6). 6).

At line 3, the words "Urban Corps" may be deleted and the city itself made the contracting party, if that better suits local practice. Similarly, a supervising agency may be inserted at 6 (lines 7-8), as: "acting by and through the City Administrator of the City of New York."

The following three paragraphs (lines 9-22) establish the public interest and need for the program and identify the Federal program involved therein. (Insert at 7 the name of city)

Paragraph "FIRST" establishes the right of the city to exercise its discretion as to the acceptance of students made available by the participating college (lines 25-26). The incorporation of schedules indicating type of work, number of students, hours, rate of pay and duration is also specified (lines 26-33). A sample schedule will be found at page Agreement p. 7.

*Check with
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find materials (# 2 accn)*

Urban Corps

SAMPLE FORM OF AGREEMENT

1 This Agreement, made this [1] day of [2], 19 [3],
2 is entered into between [4], herein called the
3 "Institution", and the Urban Corps of the City of ^{Atlanta} [5],
4 a public organization within the meaning of that term as
5 defined in the regulations of the Department of Health,
6 Education and Welfare governing the College Work-Study
7 Program, herein called the "Agency", acting by and through
8 the ^{city of Atlanta} [6].

9 WHEREAS, the Institution and the Agency desire to enter
10 into an agreement pursuant to Title IV, Part C of the Higher
11 Education Act of 1965 (P.L. 89-329) as amended, and the re-
12 gulations of the Department of Health, Education and Welfare
13 applicable thereto, in order to promote, foster and develop
14 the ^{Atlanta} [7] Urban Corps and the College Work-Study Program,
15 for the purpose of providing employment and work experience
16 to students eligible to participate in the College Work-
17 Study Program and to enjoy the mutual benefits arising from
18 said program; and

19 WHEREAS, the Agency will benefit directly from its
20 participation in the said program; and

21 WHEREAS, the said program will benefit the public
22 welfare,

23 NOW, THEREFORE, it is mutually agreed as follows:

24 FIRST: The Agency hereby agrees to provide employment
25 for students duly certified by the Institution and accepted
26 by the Agency. Schedules to be attached to this Agreement

Paragraph "SECOND" provides that the college shall be informed of the nature of the work assigned to the student (lines 34-36) and authorizes both the college and the agency to remove students from the program or from a specific assignment (lines 36-39). It is important that the city reserve this right to transfer or remove students at its discretion. The college, by virtue of its statutory control over the Federal funds, must likewise retain such a right of removal. Note that the U.S. Office of Education suggests that termination procedures be established to avoid the appearance of arbitrary action. The agency agrees to abide by the requirements of the Civil Rights Act of 1964 (lines 39-45).

Paragraph "THIRD" concerns transportation to and from work and is suggested to clarify any questions which may arise in this area (lines 46-47). Amend as appropriate.

Paragraph "FOURTH" sets forth the substantive procedures for compensation. The agency is identified as the employer and paymaster (lines 48-50).

At subparagraph 1, the level of Federal contribution is fixed at eighty percent (lines 52-54) of gross compensation. Where authorized by the Commissioner of Education in accordance with Sec. 444 (a) (6) of the Higher Education Act of 1965, as amended, this amount may be negotiated upward; and where deemed appropriate, the Federal (college) share may be set at a lower level. Payment is on the basis of the rates established by the annexed schedules (see Agreement p. 7).

Note that the college is not by this Agreement limited to the use of Federal College Work-Study funds in providing the required 80 percent. In some cases, institutions may be willing to subsidize qualified students through other sources. This clause also protects the city against claims by the college that it has inadvertently exhausted its CWSP allotment, and therefore cannot render its 80 percent.

27 from time to time, bearing the signatures of an authorized
28 official of the Agency and of the Institution, will set
29 forth the type of work to be performed by students under
30 this Agreement, the total number of students to be employed,
31 the hourly rates of pay, the total number of hours per week
32 the students may work, and the total length of time the
33 students are to be employed.

34 SECOND: Students will be made available to the Agency
35 by the Institution for the performance of specified work
36 assignments. The Agency or the Institution, either on its
37 own initiative or at the request of the Agency, may remove
38 students from the Agency or from work on a particular assign-
39 ment. The Agency agrees that no student will be denied
40 employment or subjected to different treatment under this
41 Agreement because of race, color or national origin, and
42 that it will comply with the provisions of the Civil Rights
43 Act of 1964 (P.L. 88-352) as amended, and the regulations
44 of the Department of Health, Education and Welfare which
45 implement that Act.

46 THIRD: Transportation for students to and from their
47 work will not be provided by the Agency or the Institution.

48 FOURTH: The Agency shall be deemed the employer for
49 purposes of this Agreement and shall disburse the compensa-
50 tion payable to students under this Agreement, subject to
51 the following terms and conditions:

52 1. The Institution shall pay to the Agency eighty per
53 cent (80%) of the gross compensation payable to each student,

Subparagraph 2. establishes the liability of the Urban Corps (city) for the remaining 20 percent or such other amount as may be established by the previous subsection (lines 55-57). Where additional sources of matching contribution are available (as for example where the state government provides 10 percent of the gross compensation) this should be specified in a subsection inserted between 1 and 2.

Subparagraph 3. sets forth the basis of transmission of CWSP funds from the college to the city (lines 58-59). The payee should be indicated (insert at 8); e. g. "City of Atlanta" or "Director of Finance." The payroll period (and therefore the frequency of transmission of funds) should be specified at insert 9. This should correspond with city payroll procedure and administrative efficiency. Students may be compensated weekly, bi-weekly or monthly.

Remittance by the college is on the basis of a statement of compensation earned by its students during the corresponding period (lines 59-61). This is in accordance with the Federal regulation limiting the disbursement of CWSP funds until actual performance of work.

Subparagraph 4. gives the city the right to withhold payment to the students until requisite payment is made by the college (lines 62-64). Under this provision, however, the city may if it so desires advance payment to the students, based upon the college's approval of the payroll and agreement to render payment. (For details on this and other payroll procedures, see the Urban Corps National Development Office report on "Compensation and Fiscal Control").

Subparagraph 5. requires the city to withhold and remit appropriate taxes (line 65), such as Federal, state and local income taxes and take such other action as is the responsibility of an employer under applicable law (lines 66-67). This may include providing Workmen's Compensation insurance and the withholding and payment of FICA. (For details on this and other matter of legal responsibility, see the Urban Corps National Development Office report on "Legal Considerations of an Urban Corps").

Subparagraph 6. requires the city to provide the college with information necessary for its compliance with Federal reporting requirements (lines 68-71). This includes statements of gross and net pay, deductions and proof of payment. Note that neither the college nor the Federal government have an unrestricted right of inspection, except as specified below.

Paragraph "FIFTH" establishes the city as responsible for the supervision of participating students (lines 72-74) but permits the college to evaluate the projects and review working conditions and job requirements (lines 79-83) on the basis of information provided by the city and upon direct inspection (lines 74-75). The city agrees to provide the college with a written record of hours worked during each payroll period, duly certified by an authorized employee of the agency to which the student is assigned (lines 76-78).

54 in accordance with the schedule or schedules attached hereto;

55 2. The Agency shall provide such additional funds as
56 may be necessary for compensation of students under this
57 Agreement in accordance with such schedule or schedules;

58 3. The Institution shall make its remittance payable
59 to the city of Atlanta [8] on a monthly [9] basis, upon receipt from the Agency *(in advance?)*
60 of a statement of gross compensation payable its students for
61 the corresponding period;

62 4. No payment shall be required to be made to students
63 under this Agreement until the Agency receives corresponding
64 remittance from the Institution;

65 5. The Agency shall withhold and remit such taxes and
66 take such other measures as are the responsibility of the
67 employer under applicable Federal, state and local laws; and

68 6. The Agency shall furnish to the institution such
69 information as may be necessary for the Institution to comply
70 with the regulations of the U.S. Office of Education per-
71 taining to the College Work-Study Program.

72 FIFTH: The Agency will be responsible for the super-
73 vision of work performed by students participating in any
74 project under this Agreement, and will make available to
75 the Institution the names and locations of Agency supervisors.
76 The Agency will provide to the Institution a record of the
77 hours worked during each payroll period by each student as
78 certified by an authorized employee of the Agency. The Agency
79 will permit the Institution, from time to time as it may re-
80 quest, to inspect the premises in which any student is working

-analysis-

Paragraph "SIXTH" recites the statutory limitations upon the utilization of students compensated through the Federal College Work-Study Program (lines 84-94).

Paragraph "SEVENTH" recites the limitations established by law as to maximum work hours (lines 95-99). Note that amendments to Federal law permit some deviation from the fifteen hours limit in specific cases (lines 99-100).

Paragraph "EIGHTH" is designed to supersede other agreements which may currently exist between the college and the city, or agencies of the city, for the conduct of programs under the College Work-Study Program (lines 101-104). This is necessary to avoid the existence of parallel and confusing programs.

Paragraph "NINTH" specifies the effective (insert at 10) and termination (insert at 11) dates of the program (lines 105-106). It is suggested that the effective date be either June 1 (just before a summer program would begin) or January 1 (during a natural break in an academic year program) rather than at a fiscal year date such as July 1, which would fall in the midst of the program itself. The latter effective date would seriously complicate program changes. The provision for extension for a limited period of time (insert at 12 the period of the extension) is designed to comport with general restrictions imposed upon government entities as to the duration and renewal of contracts (lines 106-107).

81 under this Agreement, and will review with the Institution
82 the working conditions and job requirements of all such
83 students.

84 SIXTH: Work to be performed under this Agreement will
85 not result in the displacement of employed workers or impair
86 existing contracts for services; will be governed by such
87 conditions, including compensation, as will be appropriate
88 and reasonable in the light of such factors as the type of
89 work performed, geographical region and proficiency of the
90 employee; and must not involve the construction, operation
91 or maintenance of so much of any facility used, or to be used,
92 for sectarian instruction or as a place of religious worship.
93 Further, no project may involve political activity or work
94 for any political party.

95 SEVENTH: No student shall perform work on any project
96 under this Agreement for more than an average of fifteen (15)
97 hours per week during any academic period while classes in
98 which he is enrolled are in session, or for more than forty
99 (40) hours in any other week, or as may otherwise be provided
100 under applicable Federal law and regulations.

101 EIGHTH: This Agreement shall supercede any and all prior
102 Agreements between the Institution and the Agency regarding
103 the mutual operation of a Work-Study program under the
104 provisions of the College Work-Study Program.

105 NINTH: This Agreement shall take effect [10] and
106 shall terminate [11], and may be extended by written agree-
107 ment of the parties hereto for a period not to exceed [12].

The agreement should be signed by a duly authorized representative of the city and the college indicating the legal name of each entity (inserts 13 & 16), the signature of the official (inserts 14 & 17), and his official title (inserts 15 & 18). Where appropriate, the corporate seal should be affixed.

The first affidavit (lines 116-126) is for use by the city representative. Venue (inserts 19 & 20); date of execution (inserts 21, 22 & 23 conforming to the date first noted at 1, 2, & 3); name of affiant (insert 24); title (inserts 25 & 27); name of city (inserts 26 & 28) should be included. This information (with the exception of date of execution) may be printed on the form. The officer before whom the oath is taken signs at 29 and affixes his seal below (30).

108 IN WITNESS WHEREOF, the parties hereto have executed this
109 Agreement as of the day and year first above written.

110 THE CITY OF [13] _____

111 By _____ [14] [Seal]

112 _____ [15]

113 _____ [16]

114 By _____ [17] [Seal]

115 _____ [18]

116 STATE OF _____ [19]]
117 COUNTY OF _____ [20]] SS.:

118 On this [21] day of [22], [23], before me personally
119 came _____ [24], to me known to be the _____ [25]
120 of the City of _____ [26], the person described in and who,
121 as such _____ [27], executed the foregoing Agreement
122 and he duly acknowledged to me that he executed the same in
123 behalf of the Urban Corps of the City of _____ [28] for the pur-
124 poses therein mentioned.

125 _____ [29]

126 [30]

The affidavit for the college's representative (lines 127-138) is similar to that for the city.

127 STATE OF [31]]
 128 COUNTY OF [32]] SS.:

129 On this [33] day of [34] , [35] , before me personally
 130 came [36] , to me known, who, being duly sworn, did
 131 depose and say that he is the [37] of [38] ;
 132 the Institution described in and which executed the foregoing
 133 instrument; that he knows the seal of said Institution; that
 134 the seal affixed to said instrument is such seal and was so
 135 affixed by authorization of said Institution; and that he
 136 signed his name thereto by like authorization.

137 [39]

138 [40]

The schedule specifies the details of the Urban Corps for a limited period of time. This permits changes in program duration, rates of pay and hours without renegotiating a full agreement.

At 41,43 are inserted the name of the city. Insert 42 identifies the specific schedule, which should be sequentially lettered as the program progresses from year to year.

The hourly rates may be broken down on the basis of any reasonable system of categories. Because of the considerable variety of assignments available through an Urban Corps, a scale dependent upon academic year is both easier to apply and less subject to argument. The rates themselves depend upon local conditions, prevalent wages and civil service requirements. (Insert rates at 44, 45 & 46).

Federal law limits students to a maximum of forty hours during any week. However, local conditions may warrant a shorter work-week, as in the case where city agencies operate on shortened hours during the summer. The maximum hours should therefore be specified at 47.

The duration of the program is important to permit the colleges to accurately compute costs. The starting and termination date of each cycle of the program should be specified (inserts 48, 49, 51, & 52) together with the number of weeks involved (inserts 50 & 51).

The schedule should be dated (inserts 54, 55 & 56) and signed by an authorized representative of the city and the college (inserts 57-62). Generally, such attachments to contracts need not be executed with the same formalities as the prime agreement. However, local requirements should be determined prior to deciding upon the method of execution.

SAMPLE SCHEDULE

The Urban Corps of the City of (41)

Schedule (42)

A. Type of Work to be Performed

Students will be assigned exclusively to public service activities with agencies of or associated with the City of (43), as specified in the "Internship Assignment" form provided the student, copies of which shall become a part of this schedule.

B. Hourly Rates of Compensation

Entering Freshmen through end of Sophomore year.....\$ (44)/hour

Entering Junior through receipt of Bachelor's degree.....\$ (45)/hour

Graduate & Professional students.....\$ (46)/hour

*A graduate student is defined for purposes of this agreement as one who has received a B.A., B.S. or equivalent degree, and is entering or currently attending graduate or professional school.

C. Limitations Upon Maximum Working Hours

Students may work up to a maximum of (47) hours per week.

D. Duration of Summer Program

(48) through (49); (50) weeks.

E. Duration of Academic Year Program

(51) through (52); (53) weeks.

This schedule shall supercede all previous such schedules, and shall become a part of the Agreement to which it is annexed hereto, in accordance with Paragraph "FIRST" of said Agreement.

Agreed to this (54) day of (55), 19 (56).

The Urban Corps of the City of (57)

(60)

by (58)

by (61)

(59)

(62)

Addenda to Sample Agreement

The situation sometimes arises where the student's participation in an Urban Corps may have to be terminated under the requirements of the Federal College Work-Study Program. This may occur if the student loses his status of regular full-time enrollment or if his earnings exceed the level established by his college as fulfilling his financial requirements.

In such cases, the college is required to terminate the student. However, since the student is employed by the city, it is possible for the college to "terminate" the student without duly notifying the Urban Corps, and then deny liability for work performed after such "termination."

Paragraph "FOURTH" of the agreement binds the college to provide the requisite 80% once the student has worked. However, to avoid the possibility of dispute, the following clause is suggested, replacing paragraph "SECOND":

SECOND: Students will be made available to the Agency by the Institution for the performance of specified work assignments. The Agency or the Institution, either on its own initiative or at the request of the Agency, may remove students from the Agency or from work on a particular assignment, provided that the Institution shall remain responsible for its portion of the compensation earned by any duly certified student until such time as it shall inform the Agency in writing of its intention to terminate the participation of such student. The Agency agrees that no student will be denied employment or subjected to different treatment under this Agreement because of race, color or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P. L. 88-352) as amended, and the regulations of the Department of Health, Education and Welfare which implement that Act.

(New material underscored)

Sam Walker
524-8091

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

AGREEMENT BETWEEN THE ATLANTA URBAN CORPS AND A NON-CITY OF ATLANTA AGENCY

TO: The Atlanta Urban Corps

FROM: _____ Hereafter called the "Agency"

(Name of Agency)

(Address)

Whereas the above named Agency, a public private (delete one) organization, desires to participate in the Atlanta Urban Corps, and in consideration for the assignment of Urban Corps student interns to the Agency, we do hereby agree to the following terms and conditions:

(1) The Urban Corps shall have the right to approve or reject requests for student interns submitted by this agency upon forms provided for that purpose by the Urban Corps.

(2) The Agency shall utilize such students as may be assigned to it in accordance with the specifications set forth in its written request to the Urban Corps, and shall immediately notify the Urban Corps of any change in nature of assignment, duties, supervisor or work location.

(3) The Agency shall provide such students as may be assigned to it with a safe place to work and with adequate responsible supervision.

(4) The Urban Corps shall have the right to inspect at any time the work being performed by such students as may be assigned to the Agency, and shall have the right to interview such students and their supervisors.

(5) The Urban Corps shall have the right to require such students as may be assigned to the Agency to attend such general or special meetings, or to appear at the Urban Corps office, individually or as a group, as shall be necessary for the proper functioning of the program.

(6) In accordance with the requirements of the Federal law work performed

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE (404) 525-2662 / ATLANTA, GEORGIA 30303

by such students as may be assigned to the Agency shall - - -

- a. be in the public interest;
- b. will not result in the displacement of employed workers or impair existing contracts for services;
- c. does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious; and
- d. does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office

(7) The Agency shall require such students as may be assigned to it to submit time reports and follow such other procedures as may be established by the Urban Corps.

(8) The Urban Corps shall have the right to remove any student assigned to the Agency from said assignment and from the Agency at any time for any reason without prior notice, and the Urban Corps shall not be obligated to replace said student.

(9) The Agency warrants that it is in compliance with the provisions of the Civil Rights Act of 1964 (P.L. 88-352, 78 Stat. 252).

(10) The Agency shall indemnify, protect and hold harmless the Atlanta Urban Corps and the City of Atlanta from all claims, causes or actions which may result from the assignment of students to the Agency.

(11) The Urban Corps shall be deemed the employer for purposes of this agreement, with the ultimate right to control and direct the services of such students as may be assigned to the Agency. The Agency's rights shall be limited to the direction of the immediate details and means by which the result is to be accomplished.

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE (404) 525-2662 / ATLANTA, GEORGIA 30303

(12) The Urban Corps shall be wholly responsible for securing the compensation of such students as may be assigned to the Agency, except that the Agency shall become fully liable for such sums as may be due to provide the proper compensation in the event that the Agency, either knowingly or unknowingly, violates any applicable provision of law or the terms of this agreement.

(13) The Agency shall, upon receipt of written notification of the amount due, advance to the Urban Corps an amount equal to \$250.00^(per intern). This money shall be used as the Agency's 20% share of the intern's gross earnings, Workmen's Compensation costs to the Urban Corps, employers' share of Social Security and an amount equal to 5% of the intern's gross earnings for administrative costs to the Urban Corps and the City of Atlanta. The Agency shall, upon written request of the Urban Corps, provide such additional funds as may be required where the amount previously advanced by the Agency proves inadequate. The Urban Corps shall, within sixty (60) days after the termination of work of such students as were assigned to the Agency, return to the Agency such of its funds as were not required under the terms of this Agreement. Remittance to the Urban Corps shall be made payable to the Atlanta Urban Corps, City of Atlanta.

Dated this _____ day of _____, 19_____.

For the Agency:

Authorized Signature

Title

Based upon the statements and affirmations made by the Agency through the above document, the Urban Corps hereby agrees to the assignment of students to said Agency, in accordance with said document and the applicable laws and regulations.

Dated

Signature of Authorized Urban Corps Official

Title

George Berry

**URBAN
CORPS**

NATIONAL DEVELOPMENT OFFICE

Document Number 5A

Federal Regulations
Pertaining To The
College Work-Study Program
with
Analysis and Finding List

May, 1969

Document Number 5 A: CWSP Regulations

This is the fifth of a series of studies on the concept, development and operation of an Urban Corps student urban involvement program prepared by the Urban Corps National Development Office under a grant from the Ford Foundation.

Additional copies of this report and further information concerning Urban Corps programs may be obtained by writing:

Michael B. Goldstein
Director
Urban Corps National Development Office
250 Broadway
New York, New York 10007

Telephone: (212) 964-5552

The reader is urged to use these regulations in conjunction with the College Work-Study Program Manual, published by the U. S. Office of Education, and the Urban Corps National Development Office report on Legal Considerations (Document No. 5). The CWSP Manual may be obtained from the College Work-Study Program Branch, Bureau of Higher Education, U. S. Office of Education, Washington, D. C. 20202.

The College Work-Study Program was established under the provisions of the Economic Opportunity Act of 1964 and was subsequently incorporated into the Higher Education Act of 1965. These legislative enactments provided the basic "skeleton" of CWSP; the Commissioner of Education was empowered to promulgate regulations governing the specific use of CWSP funds.

Although draft CWSP regulations were developed and distributed as early as November of 1964, the College Work-Study Program did not, until the promulgation of the attached Regulations, operate under legally binding regulations. The guidelines for the administration of CWSP, codified in the 1968 College Work-Study Program Manual, are only interpretations of the legislative mandate, and not, in accordance with the Federal Administrative Procedure Act, legally enforceable. However, since each institution is required by statute to enter into a formal agreement with the Office of Education, for the administration of its CWSP program, the effects of this lack of "legal" regulations has been largely obviated.

As the utilization of CWSP became more extensive, and the uses themselves more sophisticated, the need for a concise set of formal regulations became apparent. The new Regulations not only complete the legal base for the administration of CWSP programs, but also provide for several substantive changes, additions and clarifications.

Perhaps the most significant element of the new Regulations is the increased emphasis on the nature of the work-study assignment, and the involvement of participating students in "worthwhile job opportunities for qualified students in employment for the institution itself or for public or private non-profit organizations, especially those engaged in health, education, welfare and related public service activities." (Section 175.1(b)(4); emphasis added). One of the criteria for the approval of CWSP grants has now similarly been specifically keyed to public service activities (Section 175.14 (c)).

The new Regulations define in detail what is meant by an "area vocational school and establish student eligibility requirements" (Section 175.2 (c) and 175.5 (b)). These institutions became eligible for participation in CWSP under the 1968 Higher Education Amendments. A 120-day annual limit is imposed on the duration of a cooperative education program for funding under CWSP (Section 175.2 (p)) and definitions and limitations are provided for the full-time employment of students during "non-regular periods of enrollment" (e. g. summer school; Sections 175.2 (q), 175.2 (r) and 175.6 (b)).

Work performed for the institution itself is now required, under the new Regulations, to "result in an expansion or broadening of the institution's student employment programs" (Section 175.4 (b)). This is considerably stronger than the previous "maintenance of effort" requirement. The nature of off-campus work is also more clearly defined, including a concise definition (and proscription) of "political involvement" (Sections 175.4 (c) and 175.4 (d)).

The new Regulations set forth the minimum permissible rates of pay for participating students and impose as an upper limit such hourly rate as the Commissioner of Education establishes (Section 175.8 (b) and 175.9).

The right of an institution to contract with an outside agency or organization to administer the ministerial functions of its CWSP program is recognized, with the explicit proviso that the institution remains responsible for the proper execution of the program, and that it may not, under any circumstances, delegate the authority to determine the eligibility of its students to receive CWSP assistance. (Section 175.16 (a) (2)). This provision sanctions the usual Urban Corps arrangement, where the municipality (or other agency administering the Urban Corps) serves as paymaster and provides the requisite on-going supervision and control of the work performed.

A copy of the new CWSP Regulations is included in this document. Also included is a finding list, cross-indexing the new Regulations with the comparable provisions of the 1968 CWSP Manual.

Finding List

This index cross-references the new CWSP Regulations with the 1968 CWSP Manual. An asterisk (*) denotes a substantive change enacted by the Regulations; a # indicates new material added by the Regulations, and n/c indicates no comparable provision in the CWSP Manual. Numbers refer to Regulation and Manual sections.

<u>Regs.</u>	<u>Manual</u>	<u>Regs.</u>	<u>Manual</u>
175.1	102*	175.5	(a) 302
			(b) #
175.2	(a) 101		(c) 401-407
	(b) 606		(d) 306
	(c) #		(e) 311
	(d) 103		(f) 401 (D)
	(e) 511 (B)	175.6	(a) 509
	(f) 201 (A)		(b) 510*
	(g) 401 (C)		(c) 510
	(h) 203 (B)	175.7	(a) 603, 606
	(i) 302 (C), 303, 304		(b) 708
	(j) 302 (C)	175.8	(a) 603*
	(k) 302 (E)		(b) 503, 710, 507*
	(l) 201 (A)	175.9	505
	(m) 201 (C)	175.10	604
	(n) 307, 308	175.11	602
	(o) 302 (D)	175.12	104 (D)
	(p) 305 (B)-(E)*	175.13	(a) 202
	(q) #		(b) 201 (D)
	(r) #	175.14	202 (B)*
	(s) 517 (A)	175.15	(a) 702
	(t) 518 (B)		(b) 704, 705
	(u) n/c		(c) n/c
175.3	(a) 203	175.16	(a) (1) 801
	(b) 203		(2) #
	(c) 705		(3) 717
175.4	102		(b) 801 et. seq.
	(a) (1) (i) 519 (A)		(c) 901 et. seq.
	(ii) 519 (C)	175.17	n/c
	(2) (i) 519 (D)		
	(ii) 519 (B)		
	(b) 602*		
	(c) (1) 517 (B)*		
	(2) 517 (C), 517 (D)		
	(d) (1) 519 (D)		
	(2) 519 (D)		
	(3) 517 (B)*		

July 7, 1969

ORDINANCE BY

FINANCE COMMITTEE

AN ORDINANCE TO AMEND ARTICLE II, CLASSIFICATION
PLAN, SECTION 21-42 OF THE CODE OF ORDINANCES
CITY OF ATLANTA, GEORGIA

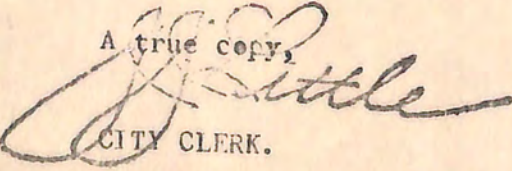
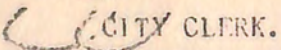
BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDEPMEN OF THE CITY OF ATLANTA
that Section 21-42 of the Code of Ordinances, City of Atlanta, Georgia,
be and is hereby amended as follows:

SECTION 1. That the following classifications be and are hereby created
and become effective June 1, 1969:

Urban Corps Administrative Intern I, salary - \$1.80 an hour
Urban Corps Administrative Intern II, salary - \$2.20 an hour
Urban Corps Administrative Intern III, salary - \$2.50 an hour

SECTION 2. That all ordinances and parts of ordinances in conflict
with this ordinance be and the same are hereby repealed.

A true copy,


CITY CLERK.
CITY CLERK.

ADOPTED by Beard of Aldermen July 7, 1969.
APPROVED July 9, 1969.

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

To: George Berry

From: Inmond Deen

Re: Reimbursement for Mileage for Urban Corps Interns

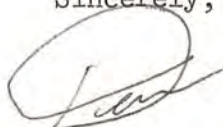
Date: July 3, 1969

Attached is a form which, if it meets with your approval, will be used by our interns.

Per your request of this morning, the following list has been compiled:

Name	Anticipated total mileage per month in the performance of assigned duties
-1. Mannie Berk - 0	
-2. Walter Bloom - 59 J.H.R	
-3. Jim Bruce -	
-4. Dan Christenberry - 30 J.H.R	
x5. Inmond Deen	50
-6. Thomas Raymond Fleming - 0	
-7. Janice Foster Snider - 0	
78. Tommy Issac - 435 J.H.R	
x9. Babs Kalvelage	30
-10. John Martin - 25 J.H.R	
-11. Joseph Menez - 138 J.H.R	
x12. Tim Rodgers	200
13. Tara Swartzel	150
14. Dave Whelan	125
15. Sam Williams	200
-16. June Woodward - 80 J.H.R	
17. Sue Zander -	100

Sincerely,



Inmond Deen, Jr.
Director of Finance
Atlanta Urban Corps

ID:pch

Urban Corps

July 7, 1969

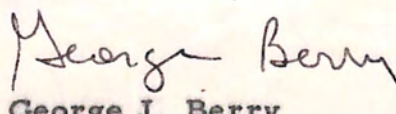
Mr. Charles L. Davis
Director of Finance
City of Atlanta
Atlanta, Georgia

Dear Charles:

The Urban Corps Project Director has surveyed those enrollees who will be required to use their automobiles in the course of their work this summer and concluded that they will drive about 1,700 miles in total each month. For one-half of June plus all of July and August this will come to about 4,300 miles for the total program.

This is to request, therefore, that you transfer \$500 from Account G-25-62-770U to a new Account G-25-62-500U.

Very truly yours,


George J. Berry
Administrative Coordinator

GJB:je

OFFICE OF CITY CLERK
CITY HALL
ATLANTA, GEORGIA

Urban Corps

July 7, 1969

RESOLUTION BY

FINANCE COMMITTEE

WHEREAS, in the implementation of the Urban Corps Project there is a need of the services of an "Educational Advisor" whose duties shall be: job visitation with the interns and agency supervisors; planning and conducting education seminars for small groups working in coordination with field evaluation staff to insure job relevancy and education significance of the program; assisting the interns in their articulation of their experience as they return to their respective colleges and universities; and other counseling and advisory duties for the project; and

WHEREAS, five (5) qualified individuals, namely, Miss Barbara Rudisill, Professor Roger Whendon, Professor Roger Rupnow, Dr. Carl Franklin Wieck, and Professor Patrick Ntukogu, are willing to provide such services; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the Mayor be and is hereby authorized to execute agreements with the above named individuals for providing services as set forth above.

BE IT FURTHER RESOLVED that the compensation for the contractors be established at a maximum rate of \$1,000 each for providing such services, such sum being payable in four installments of \$250 each, or a proportionate amount thereof based on amount of service rendered. Said payments to be paid from and charged to Account No. G-25-62-830U.

ADOPTED by Board of Aldermen July 7, 1969.
APPROVED July 9, 1969.

A true copy,

J. Little
CITY CLERK.

Lid

July 2, 1969

MEMORANDUM

To: Senator Horace Ward, Deputy City Attorney

From: George J. Berry

Subject: Proposed Resolution Authorizing the Mayor to Execute Various Agreements with Colleges and Universities for Support of Urban Corps Project.

In accordance with our conversation of this date, I am enclosing a draft of the above referred to resolution.

With a copy of the memo I am asking the Director of Finance to present this resolution to the Finance Committee at their meeting on July 7, 1969 unless you notify him or me that it should be changed.

Very truly yours,

George J. Berry

GJB:p

Enclosure

cc: Mr. Charles L. Davis
Mr. Sam Williams

DRAFT

RESOLUTION BY

FINANCE COMMITTEE

WHEREAS, the 1969 Urban Corps Project anticipates the receipt of federal funds through the College Work Study Program administered by the Department of Health, Education and Welfare through most Universities across the Country; and

WHEREAS, the Finance Committee and Budget Commission, by resolution adopted June 16, 1969, anticipated \$77,856 from this program for the support of the 1969 Urban Corps budget based on agreements that have been executed by various Colleges and Universities; and

WHEREAS, such agreements have now been fully processed and are ready for execution by the city.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the Mayor be and is hereby authorized to execute agreements with various Colleges and Universities the effect of which is to commit the Colleges and Universities for the financial support of the 1969 Atlanta Urban Corps Project through the federal College Works Study Program.

File

July 2, 1969

MEMORANDUM

To: Sam Williams

From: George J. Berry *GJB*

Subject: Contracts with Educational Advisors

Attached are copies of a letter to Charles Davis, draft of a resolution authorizing the Mayor to execute these agreements, and a draft of the agreement itself.

Please look this agreement over and if you approve, prepare 25 final copies (five each for each contractor) and sign as approved by the Urban Corps Project Director. Then forward to each Advisor for signature. Then forward to me in City Hall for the Attorney's signature and then the Mayor's signature. I will retain the City's copy for the Finance Department and send the other executed copies back to you for distribution.

Because of the time factor, you might want to have someone walk these around to the various Advisors so that there will be no chance of them getting lost on someone's desk.

Very truly yours,

George J. Berry

GJB:p

Enclosure

cc: Mr. Charles L. Davis
Mr. Horace Ward

File

July 2, 1969

Mr. Charles L. Davis
Director of Finance
City of Atlanta
Atlanta, Georgia 30303

Dear Charles:

One of the conditions of the \$20,000.00 that was provided by the Southern Regional Education Board for the Urban Corps Project was that \$5,000.00 be used to employ five Educational Advisors to assist the program.

The Urban Corps Project organization have chosen five individuals from professors and others employed in universities and I am enclosing drafts of a resolution authorizing an agreement with them as well as a draft of an agreement. It is requested that you present the resolution to the Finance Committee at its meeting on July 7, 1969. I am sending a copy of the draft agreement to Deputy City Attorney Horace Ward and requesting that he advise me if it is not in a form which will permit him to "approve as to form" when it is executed by the five individuals.

Very truly yours,

George J. Berry
Administrative Coordinator

GJB:p
Enclosures (2)
cc: Mr. Horace Ward
Mr. Sam Williams

DRAFT

RESOLUTION BY

FINANCE COMMITTEE

WHEREAS, in the implementation of the Urban Corps Project there is a need of the services of "Educational Advisor" whose duties shall be job visitation with the interns and agency supervisors; planning and conducting education seminars for small groups working in coordination with field evaluation staff to insure job relevancy and education significance of the program; assisting the interns in their articulation of their experience as they return to their respective colleges and universities; and other counseling and advisory duties for the project; and

WHEREAS, five (5) qualified individuals, namely, Miss Barbard Rudisill, Professor Roger Whedon, Professor Roger Rupnow, Dr. Carl Franklin Wieck, and Professor Patrick Ntukogu, are willing to provide such services; and

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN of the City of Atlanta that the Mayor be and is hereby authorized to execute agreements with the above named individuals for providing services as set forth above.

BE IT FURTHER RESOLVED that the compensation for the contractors be established at a rate of \$1,000 each for providing such services, such sum being payable in four equal installments of \$250 each.

DRAFT

GEORGIA, FULTON COUNTY

This Agreement made and entered into on the _____ day of July, 1969, by and between the City of Atlanta, a municipal corporation of the State of Georgia, hereinafter referred to as "City", and _____, an individual residing in the State of Georgia hereinafter referred to as "Contractor."

WITNESSETH:

WHEREAS, City is engaged in a project which is termed the 1969 Atlanta Urban Corps Project and which is designed to employ young college students within city government and other local agencies so as to provide an effective extension of their learning experience into the modern urban environment; and

WHEREAS, there is a need for professional assistance in the conduct of such a project and Contractor is qualified and is agreeable to providing such services,

NOW THEREFORE, for and in consideration of the mutual covenants herein contained, it is agreed between the parties hereto as follows:

Section 1

During 1969, Contractor shall act as Educational Advisor to the 1969 Urban Corps Project and shall perform duties which shall include but not be limited to job visitation with the interns and agency supervisors, planning and conducting education seminars for small groups as well as all interns, working in coordination with our field evaluation staff to insure job relevancy and education significance of the program for each intern, assisting the intern in his articulation of his experience and other counseling and advisory duties connected with the program.

DRAFT

Page Two

Section 2

For the services performed as outlined in Section (1) above, City shall compensate Contractor in the total amount of \$1,000.00. Said amount is to be paid in four installments of \$250.00 each, each installment to be due on July 23, 1969, August 6, 1969, August 20, 1969 and the final installment after the intern's reports have been edited and approved by the Contractor.

IN WITNESS WHEREOF, the parties have caused their hands and seals to be hereunto affixed the day and year first above written.

CITY OF ATLANTA

Witness-----

By _____
Mayor

Witness _____

Contractor

Approved:

Approved as to Form:

Director, Atlanta Urban Corps

Associate City Attorney

DRAFT

GEORGIA, FULTON COUNTY

This Agreement made and entered into on the _____ day of July, 1969, by and between the City of Atlanta, a municipal corporation of the State of Georgia, hereinafter referred to as "City", and _____, an individual residing in the State of Georgia hereinafter referred to as "Contractor."

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DRAFT

Page Two

Section 2

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IN WITNESS WHEREOF, the parties have caused their hands and seals to be hereunto affixed the day and year first above written.

CITY OF ATLANTA

Witness-----

By _____
Mayor

Witness _____

Contractor

Approved:

Approved as to Form:

Director, Atlanta Urban Corps

Associate City Attorney

Urban Corps

CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

July 10, 1969



CHARLES L. DAVIS
DIRECTOR OF FINANCE
EDGAR A. VAUGHN, JR.
DEPUTY DIRECTOR OF FINANCE

W. ROY SMITH
DEPUTY DIRECTOR OF FINANCE
JAMES R. FOUNTAIN, JR.
DEPUTY DIRECTOR OF FINANCE

Mr. Dan Sweat
Deputy Chief Administrator
Director of Governmental Liaison
City Hall
Atlanta, Georgia 30303

Dear Dan:

In response to your letter of June 26 regarding four students whose services were used by the Urban Corps with the verbal agreement that they would receive \$250 each for their services, we have acted upon your request for these students to be paid as if it were in the form of an educational grant.

Unfortunately, Mr. Dash was in an extreme hurry for his check and due to some complications, we were forced to pay him on the regular payroll in order to process this check in time for his departure to Europe.

If you are still of the opinion that the remaining three students should be reimbursed in the form of an educational grant, we will process these payments and charge the \$750 in payment to the Stern Family Fund of which \$1,000 has already been earmarked for Urban Corps activities. This will mean that there remains in the Stern Family Fund \$250 to be used for Urban Corps purposes.

If you have any questions regarding this matter, please contact me so that we may process payments as soon as possible.

Yours very truly,

Charles L. Davis
Charles L. Davis *for*
Director of Finance

JRF:jcl

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

MEMORANDUM

TO: George Berry
FROM: Inmond L. Deen, Jr.
RE: Non-City Agency Contracts
DATE: July 10, 1969

George:

The Non-City Agency Contracts and memo's for those not included are albetized and contained in the attached packets numbered 1 and 2. Packet number 1 contains contracts and memo's for the agency's numbered 1 through 15, packet number 2 for the agency's numbered 16 through 27 as shown on the following list:

1. American Cancer Society ✓ *
2. Atlanta Girls Club ✓
Atlanta Youth Council
3. Atlanta Y.W.C.A. ✓
4. Boy Scouts of America ✓
5. Center for Research in Social Change - Emory University ✓
Child Service & Family Counseling Center
6. Community Council of the Atlanta Area + 1
7. Decatur - Dekalb Y.M.C.A. ✓
8. Department of Justice (Immigration and Naturalization Service) ✓
9. Easter Seal Rehabilitation Center ✓
10. Emmaus House No
11. Economic Opportunity Atlanta No
12. Fulton County Government No
13. Fulton County Health Department No
14. Gate City Day Nursery Association
15. Georgia Easter Seal Society *

16. Grady Metro Girls Club ✓
17. Hardee Circle Arts Theatre (George, this contract supercedes the one you have)
18. Kirkwood Christian Center * ✓
19. Literacy Action Foundation + ✓
20. Mennonite House + /
21. Phyllis Wheatley Y. W. C. A. * ✓
22. Saint Vincent de Paul Society * ✓
23. Sarah D. Murphy Homes (George, you have one copy, one is in packet number 2)
24. Southwest Y. M. C. A. ✓ *
25. Urban Lab in Education * ✓
26. Vine City Child Development Center ✓
27. Wheat Street Baptist Church + /

* Indicates agency's who returned only one copy of the contract in disregard of instructions. In such situations it will be difficult for us to supply them with a copy of the executed contract. In the absence of requests to the contrary, I suggest letting the copy they kept suffice.

+ Indicates contracts that have previously been delivered to you.



Emmaus House

George, there was a break down
on this one - my people said
Emmaus House had copies of
our contract, E.H. said they
did not.

I mailed copies on
June 25, 1969.

~~They have not~~
we have not as
yet received the return

June 25, 1969

Rev. Austin Ford
Emmaus House
1017 Capitol Ave., S.W.
Atlanta, Georgia

Dear Rev. Ford:

Permit me to apologize on the behalf of the Atlanta Urban Corps for failing to provide you with copies of our standard contract.

We are forwarding three copies of the fore mentioned contract at this time. If you will be so kind as to sign and return two of them, we will appreciate it very much.

If we may be of assistance to you please do not hesitate to contact us.

Sincerely,

INMOND L. DEEN
Director of Finance
Atlanta Urban Corps

ILD:blu

Fulton Co. Govt.

George;

Harold Sheats told me he had signed the contract; ~~it~~ it has been approved by The County Commissioner and is now being processed.

He is not real enthused over contracting with the City.

Fulton Co. Health Dept.

See attached letter

June 25, 1969

Mr. Bill Ramsey, Director
Resource Development Project
Southern Regional Education Board
Atlanta, Georgia

Re: Fulton County Health Department

Dear Mr. Ramsey:

As agreed to in our conversation by telephone of June 25, 1969, I am forwarding by hand via Baba Kalvelage three copies of our standard agency contract. If you, as contracting agent for the Fulton County Health Department, will be so kind as to complete pages 1 and 3 of the contract and return it with one copy, I will appreciate it very much.

As soon as Mayor Allen executes the contract, I will mail you a copy.

Permit me on behalf of the Atlanta Urban Corps to thank-you for your continued interest and support.

With all good wishes, I remain.

Sincerely yours,

INMOND L. DEEN
Director of Finance
Atlanta Urban Corps

DRAFT

RESOLUTION BY

FINANCE COMMITTEE

WHEREAS, in the implementation of the Urban Corps Project there is a need of the services of "Educational Advisor" whose duties shall be job visitation with the interns and agency supervisors; planning and conducting education seminars for small groups working in coordination with field evaluation staff to insure job relevancy and education significance of the program; assisting the interns in their articulation of their experience as they return to their respective colleges and universities; and other counseling and advisory duties for the project; and

WHEREAS, five (5) qualified individuals, namely, Miss Barbard Rudisill, Professor Roger Whedon, Professor Roger Rupnow, Dr. Carl Franklin Wieck, and Professor Patrick Ntukogu, are willing to provide such services; and

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN of the City of Atlanta that the Mayor be and is hereby authorized to execute agreements with the above named individuals for providing services as set forth above.

BE IT FURTHER RESOLVED that the compensation for the contractors be established at a rate of \$1,000 each for providing such services, such sum being payable in four equal installments of \$250 each.