



To: Regional Administrator
Employment & Training Administration
Region V, Chicago
Attn: CRU

ASI Date: October 28, 1980
File No: 50-0599-0029
Category 'A'

An investigation regarding the subject identified below will be conducted and a written notification of our findings will be provided. If you have, or should receive additional information concerning this matter, please forward it to this office. It is requested that no action regarding this matter be undertaken without prior coordination with this office.

Subject: JAMES H. LOWREY
Address: Chicago, Illinois

Source of Information: Hotline Complaint #000229
Date of Complaint: August 22, 1980
Date Complaint Received By DIG/DI: October 10, 1980

Basis for Investigation

Anonymous caller stated that contractor held two DOL contracts which he alleges were overbilled. He stated that contractor billed for hours of work performed by staff members that were not actually performed. He further stated that the fee for each of the two contracts was in excess of \$300,000. He did not identify the contracts beyond stating that the first contract was let by DOL Region V and the second was awarded by the (Chicago) Mayor's Office of Employment and Training (partially funded by DOL). He also indicated that Region V auditor JOHN HONDA had some knowledge of these contracts.

Regional Special Agent-in-Charge

DEIRDRE M. TANAKA

Distribution

ETA Investigations Branch
RAM Chicago
Case Agent HUHEEY
File

Folder 12 James H. Lowery & Associates

Chicago, case file
Materials

1φ 1φ 5φ 1φ 28 5φ 12

10 28 80 1 7 81 1 9 91 01 14 81

5.9.4 0.0.0

[illegible]

7 CLARENCE CLARK
34 RECORDS EXAM

USE REVERSE SIDE FOR
WRITTEN NOTATIONS

Byrne telecon 1/7/81 am

202-455-4730

FT. Wayne - done by S. Stank
double bill! for ... in
will submit letter

average attendance 4700 per wk.

80% attendance

his recollection that America's Music
was first day but staff person who would
know for sure is not in today

1-7-81 pm

Am Music - first day no contract as yet.
with Mayor's office so they cancelled.
Am Music did attend later on.

Byrne states that at least 6.5
work shops were delivered

Letter El Lileon

1/7/51

751-5290
~~000-400~~

multiple problems

not worth it

force for kids-

time reservation about it

drop-off
pick-up
constant problems
parents not committed to kids

one schedule had to be the last

James Spears, President Spears Transportation
@ 7149 S. Exchange, Chicago 1/6/81

On July 7th may have supplied one bus
to transport counselors

doublets charged at half fare

Rare that children were not at site to be picked.
buses were generally filled to capacity

8/18/80 - Spears said that is a typo but
he did not know off-hand what the
correct billing should be: 10 busses @
\$1550.00 or 15 busses @ \$2,325.00

CAC

Thayne Evans ✓ 248-7174 1/2/81 200 pm

Labar counselor LMO counselor

Presently unemployed

Most of time Truman & occasionally at
Mileson X (last week)

@ Truman 6 staff

attendance -

problem getting participants on time

add counselors to session

Problems -

organization could have been better

felt that program was ^{not} worthwhile

CSE

Ed. Johnson

12/31/80

261-7988

Travels = LHO (LHO)

mostly (LHO) + much

along (LHO) + filled

travels (LHO)

7-8 teachers - split

conduct problems

college student

Mr. Johnson travels with the Harlem Globetrotters
and is not available for interview at the time.

would not be available for personal interview
until after 2:00 pm today

CAC

matchell Katter

446-0123

1/2/81

Messenger

Worked at downtown office

saw some work sites but never
observed any class rooms to see
attendance

CAC

Phyllis Lumley

871 - 3249

1/2/81

LMO consultant

Truman

Oline Harvey

Ronaldson X



most time here

attendance - often too many

Problems - kids didn't know but
once understood they got excited

wathwink program

Delia Trabone

12/31/58

524-2373

Counselor

William X College

Class full

50-60 students

Term 58

no one cancelled

problem one day with interested
students

tooth ache didn't want to be
interviewed in person today

cal

~~Cerathel Burges~~ X 16. North Lockwood

~~Stephanie Dunn~~ 11347 S. King ^{no answer} 11/2/69 155 pm

~~Tyrone Evans~~ X 815. W Cuyler

~~E. Johnson~~ X } 145 N. Long

~~Michael John~~ }

~~Mitchell Kinton~~ 1480 - former Rd Wm

~~Phyllis Lumbert~~ X 554 W Leaf

~~Delra Mahone~~ X 408 North Taylor

~~Darlene Nichols~~ 1318 ^{Clark Park} ^{not at home} ^{Garrett}

~~Stephanie Smith~~ 5451 North East River

~~Quinn Richardson~~ 3238 ^{Nelson} ^{Robbins} ^{Public}

~~Judith Taylor~~ ^{number now a store - info operator} ^{has no listing} 122 Minneapolis, Vernon Hill

202-8 12
actually
summer
12/1/80

Nov 25, 1980

Ashtabula Co 216-998-2990

Bruce Conform

Mr. Crawford early July

Allen Co 419-229-7936

Steve Norman

Susan Slavich Jarbrecht 6/30/80
(Fargo)

BDS/Ohio

8-942-8806

Earl Harris

will call
back

Butler Co

513-867-5833

Charlotte Murphy

couldn't remember name or exact date
but in summer

Clark Co

513-325-9756

Bill Binning

Betty Schmidt May 13

Claremont/ Warren

513-732-7131

Sue Wettstein

B. Schmidt

June

Cleveland

8-216-664-2400

4300

Donald C. Boggi
Management Analyst

11-21-88

Approx 11:15am

Conference Room
Room 3200
230 S. Dearborn

worked w/ Fargo Thompson - visit to Ldell,
for certification of MIS - Thompson wrote
report

group visit to Hammond - Fargo Thompson,
Duke Meyer, Paul Tomaska

never heard of any Loring & Thompson
violations

took $1\frac{1}{2}$ ^{days} on-site
took 1 day to write report

Loring / Thompson developed work book

didn't review any reports that Loring
turned in

Terry Montgomery

11-19-80

1³⁰ pm

added to
activity
6th Floor
230 S. Dearborn
Chicago

Will - Grunley
Lake G. - Ill
Hammond
Gary
Lake G - Ind } Lowry & P.O.

Illinois ①

St. Paul	5-725-4242	612-298-4904	Larry Herrick
Ron Men	CEP 5-725-4242	218-847-9205	Robert Fordahl
Men		612-348-6525	Dick Mangin
Dakota Co	8-725-4242	612-452-5700	Annie Rickett
Hennepin Co		612-348-7432	Carl Harstad
Ramsey Co	8-725-4242	612-770-8900	Paul Thorne

Miss ③

Ann Arbor	313-994-2920	Debbie Men
Berlin - now part of BOS	Mich	
Macomb	313-469-5220	John Bierbrusie
Dearborn	313-943-2195	Dennis Veratich
Detroit	313-224-6000	Jean Manns
Kalam	616-349-1533	Bob Strick
Livonia	313-522-8870	Marilyn Markengel
Monroe	313-243-7100	Ken Colpaert
Jackson	517-788-4498	Lois Scott
St Clair	313-987-5770	Al Berry
Warren	313-757-2470	John Payson
Westland Co	313-994-1640	Pat Hite
Wayne Co	313-224-7160	Roger Ingram

Illinois ②

Cook Co	443-4740	Margi Kanny
Englemans	217-523-5626	Charles Gregory
Fagerwell	309-345-5994	Ronnie Gannon

BOS/IL
 Chicago
 Du Page
 Kane
 Lake G
 La Salle
 Madison
 Mc Henry
 Pecoria
 Rosford
 Rock Island
 Sherris
 St Clair
 McLean

217-782-7580
 T. Montgomery May 21 & 22
 682-7787
 232-2400 ^{EXT} 301
 See Don Boji
 815-433-4550
 618-692-4592
 815-338-7100
 309-672-8513 ^{CALL JOHN}
 815-987-5732 ^{He will call back}
 309-793-5213
 618-634-2294
 618-277-6790
 309-827-4026

Les Apley
 on into
 Mary Harris
 Mary Hinner
 Mary Weyford
 Bill Clifford
 Carl Gerhardt
 Thom. Crowell
 Ross Weyburn
 Howard Kendall
 Joe Spaulding
 John McDonald
 Mary Heck

Ohio (2)

Allen Co ✓
 Ash ✓
 BOS/Ohio 8-9-11-2506
 Butler ✓
 Clark ✓
 Cos / Warren ✓
 Cline
 Columbiana ✓
 Cos / Fr
 CCR
 Cuyahoga
 Darke
 DeWitt
 Lorain
 Lake Co
 Mount Pleasant
 Cinto
 Hamilton Co

419-229-7936
 216-998-2990
 614-466-2000 ⁹⁰⁰
 513-867-5833
 513-325-9756
 513-732-7131
 216-664-2352
 216-424-9066
 614-222-7027
 614-345-9707
 216-623-5900
 513-225-5520
 513-376-5091
 216-353-5000
 216-352-6651
 513-225-4470

Steve Norman
 Brian Conforti
 Paul Harris
 Charlott Murphy
 Bill Binner
 Sue Wettstein
 Larry McCall
 Ron McNeely
 Bob Reynolds
 Bill Bourdieu
 Rosie Koberlein
 Ken Ketcher
 Abbie Smith
 Leonard Reichlin
 Donna Inara
 Kathy Archer

Artage 216-297-5741
 Richland/Monroe 419-524-2382
 Scioto 614-354-7541
 Turnbull 216-399-8973

Susanne Carl
 Kathy Azmon
 Lory Flannery
 Bob Nylander

Wise ④

mil Co 8-362-1012
 Outagamie 414-278-4262
 Winn Ford 414-735-5357
 WVN 414-424-0020
 414-548-5965

Linda Bell
 Shirley Gon
 Miriam Lloyd
 Chp Bigelow

and ⑤

8-370-5500 886-842³⁰
 ✓ Gary 219-~~883~~ 9671 (see and Tom)
 ✓ Hammond 219-937-3750 (see and)
 ✓ Del / Black 317-747-7788 E-331-7071
 ✓ Elk heart 219-294-7651 E-331-7071
 ✓ Ft. Wayne 8-332-9011 219-423-2025
 ✓ La Porte 219-872-9158 8-370-5500
 ✓ Madison 317-646-9382
 - St. Joe } 219-284-9691
 Smith Bend } 219-284-9422
 S. W. Co 8-335-6871 812-422-9300
 ✓ Tippecanoe 317-423-9201
 ✓ Vego 8-335-8011 812-238-8386
 ✓ Lake

Ernie Gabe
 Judy Morse
 Fletcher Barn
 Anne Southall
 Don Gusche
 For Edward
 Annie Cross
 Phil Jacobson
 Susan Schulini
 Ann Penfield
 Tom Ahlers
 Wilene Beal

Budget

I.	Direct salaries	
	JHLA staff	\$ 38,280
II.	Fringe benefits	
	16% of direct permanent staff	3,828
III	Overhead	
	110% of permanent direct salary and fringe	46,319
IV	Travel	
	Transportation	
	Per diem	9,358
V	Other costs	2,685
VI	Interviews	1,650
VII	Fee	7,150
		<u>\$ 109,270</u>

no tie in of people to invoice

99-9-2175-33-50

Total amount, as modified, \$ 300,000
ETA N.O. and Lowry

assessment of the office of youth programs
utilization of intermediary nonprofit corporations

time of performance: May 1, 1979 through October 31, 1980.

end products

an historical analysis of DOL-OYS relations
with each intermediaries

an analysis of the organizational integrity
and operational effectiveness of each
intermediary

cost benefit analysis

final report

no tie-in of people to invoice

99-0-2175-33-51

ETA N.O. with Lowry
amounting \$364,229⁰⁰
time of performance: 12 months from execution 7/9/80

Lowry working w/ National Business League will
develop 2 demonstration sites which will provide
information on increasing minority business
enterprise participation in CETA, PSIP - youth
activities.

end product: final report with action-oriented
recommendations

individuals and days worked on contract listed
in monthly reports

Summary of employee time reports - prepared
by comptroller @ Lowry
Aug

Peter Byrnes	8
Mike Meyer	76
R. Croonford	34.5
Sheryl Moore	24
St. Morrison	16
W. Ragland	95.5
J. Davis	80.5

September

Byrnes 16

Meyer 88

Crawford 136

J. Young 2

W. Haglund 40

T. White 20.5

Cummings 17

J. Davis 86

L. Lynn 4

- from Meyer -

Reynolds Aug 20 1/2 systems ~~summary~~ report

July 2 day not sure of

I worked on systems review

The Fargo Company
7655 Old Spunghouse Road
McLean Va 22102
703-734-1202

- from Byrnes

* Region V gave list of three
recommendations - choose Fargo -
no more problems than any other
subcontractor.

Contract between MOET & Lowry
51005

Amt \$371,360.00

Date 5-30-80 Term of Perf 6/2/80 to 9/5/80

Labor Market Orientation Contract

LMO to 40,000 { 36,000 MSYEP
 { 4,000 YETP

1,600 LMO workshops

25 participants each

7/7/80 to 8/22/80

Unit cost each workshop \$232¹⁰

summer youth sent to one of 4 sites by pot bus
for LMO workshop - 3-hour session

planned to have 20 each morning & 20 each afternoon

bills to City of Chicago were number of workshops
times unit price only.

~~2/11~~ departed office 4:15 pm

Harry L. Bates

785-7913

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

PETER C. B. BYNOE
EXECUTIVE VICE PRESIDENT

SUITE 1340
303 EAST WACKER DRIVE
CHICAGO, ILLINOIS 60601
(312) 861-1800

SUITE 220
1200 NEW HAMPSHIRE AVENUE, N.W.
WASHINGTON, D.C. 20036
(202) 466-4730

Karl Lewis

July 1970 Tel. No.
1400 E. 55th St

Chgo. (667-5091) disconnected
12/10/80

info has no
the number
12/10/80

Atlanta (404) 288-1550

checked out name - no answer - no address - been in

Ray Endburg
Chief M D S&A
at 12:15 analysis
meeting

12.11.59
11/12/50

5th Floor 230 S. Dearborn, Chgo. a.

Stone Singer present for first 10 min
Asst TA for S&S

start 3:05 pm
end 3:40 pm

advised of identity & purpose

R.O. ETA staff did some evaluations
some money moved to TA

S.B.A.
353-9098

Al Belluomini
Gary Peck

Lowry surfaced by SBA
ETA checked out references

John Rye contacted Washington
(former chief financial section)

meeting with SBA & Lowry

Rye had parameters of costs from Washington
and Lowry came in over price and
negotiated downward by Rye

Most negotiation about Phase II costs -

No problems with delivery of services

Wanted two staff to get experience on
being the job - pulled of certain p.o. for
that purpose. Would have done all
if there was time available.

Total amount was set in advance

Review of James Lowry Contract

at ETA Regional Office

6th Floor

230 S Dearborn Chicago

date 11-18-80

time 3:00 pm

Otha Seavers, Chief Branch of Accounting
provided access.

Contract 17-0005-72

between ETA Region V and Small Business Admin
signed by John Dye 4/11/80Objectives: on-site visits to evaluate and
assess 106 p.s. MIS and on-site
tech assistance to p.s. most in need of
upgradingOn-site technical assistance

Two distinct phases

- A. requirements Analysis & Cost Study
- B. implementation assistance

Phase A - should not exceed 200 staff days

Phase B - shall not exceed 360 staff days

Orientation approximately 3 weeks - including
training contractor staff & 6 on-site reviewsBriefing - contractor project director 1 hour in
Mil, Wisconsin

On-site visits

Average 2 days on-site

On-site visit reports

3 copies due to DOL/ETA within 2 weeks after the site visit

Monthly briefing - contractor proj. director will brief R.O. staff one day each month

Evaluation summary - statistical report summarizing evaluation effort

Requirements analysis & cost study - report due 1 week after completion of each visit

Implementation assistance - bi-weekly status report on the progress to date

Timing and plan of performance

term of contract - 12 months

- orientation start within 14 days
- on-site visits within 6 weeks
- on-site evaluation and assessment visits completed within 90 days of the start of on-site visits
- requirements analysis & cost study completed within 90 days after completion of the evaluation & assessment visits

Offeror's proposal should specify names of staff members who will be working on this contract, resumes, what they will be working on, when they will be working, % time given to contract

Qualifications - at least 2 staff with an ADP background

Contractor billing

Phase I on-site visits will be monthly based on the receipt of the reports for the previous month and should be determined on a unit price basis

Billing for the remaining deliverables will be based on the number of staff/day worked

Travel reimbursement for phase II shall not exceed that authorized by the Fed Travel Regs. Vouchers will be submitted for each technical assistance visit within 2 weeks following the visit. The contractor shall include receipts for hotel accommodations, car rentals, airline tickets, taxi cabs, etc. A max of \$16 per day or 40% of the per diem rate in selected cities is permitted for food.

Modification No 1. signed on / about
May 23, 1980 by Melvin Howard for ETA

^{under} Contractor billing the first sentence is deleted
and the following is substituted therefore:
Billing for the Phase 1 on-site visits will be
based on the completion of the visit for the first
80 units and the completion and delivery of
the reports, including reports for the first
80 units, for the last 26 units. The contractor
will bill the Dept. of Labor / ETA on Apr 30,
May 30, June 15 and June 30.

ETA Region V will pay Lowry

SBA contract number SB5408(a)80-C064

amount of contract \$ 383 118.40

CAE

RCE
11-20-70

Terry Montgomery
{ Supervising Management Analyst
 Chief MISO
Negotiations

11/6/60 4:15 pm

John Hye
Ray Enberg
T. Montgomery

Statement of work by T. Montgomery & N.O.P.

unit price negotiated - based to some extent on Boston - National Office said could be done between \$14.00 \$16.00.
N.O. estimated 2 1/2 - 2 days on site

phase II - considered some detailed costs

Travel left separate - due to using costs agreed to by DOL that details for travel need not be submitted

phase I - costs based on unit price
agreed to accept billing every 2 weeks

held up final voucher until all reports in - phase I completed
all reports received.

one person - one day - she felt that one day may have been too short - but did not require that much digging

basically report production was basis of pay
Lenny did not do any other regions

Phase II — national office money for a portion of the contract

[Bob Summerwell did 2 phase I repts for phase I on his own initiative]

thought that sponsor who needed help the most could be identified

R.D. to identify p.s.

Byrne charged on day for meeting re: contract some admin added at consultant price should be listed separately

Lowry claimed no money for secretarial - agreed to allow some consultant money for this

R.D. identifies p.s. who need TA & fills out visit request

general rule is 4-6 days - can't go over

Mike Meyer is project mgr for Lowry for this contract

T.M. approves TA plan before it is executed

back-up sheet is sent in for TA costs that show on-site / off site and days -

difficult to tie back-up to work plan & ^{same} for on-site visit report, ^{that} is submitted for TA

indirect costs built into contract

time pressure to get contract - because MIS
evaluation was to be used for Fed Res evaluation

end 5:15 pm

CAC

Montgomery also gave me a copy of the
CETA Management Information System
Certification / Assessment Guid.

CAC

Attachment 2
11/15/80

Review of contract & associated documents provided
by Terry Montgomery 11/15/80

Proposal 3/14/80

Page 6 evaluation and assessment activities at each p.s. will encompass four task days, on the average, including travel and report write-up. Larger p.s. may require additional time and p.s. later in the process will be handled more efficiently

Page 9 subcontract to the Fargo Company

There will be six teams, each one under the responsibility of a team leader.

Page 10 training & on-site visits will require approximately 562 total person-days and 560 task days for on-site tech assistance for grand total of 1,122

Appendix A
to proposal

Lowry clients

NOCT - summer program labor mkt orientation

NOCT
Federal Defenders Youth Project

A. Philip Randolph Institute Educational Fund

DOL Office of Youth Programs - non-profit
corps acting as intermediaries

Dept of Human Services - Chicago - admin
consultation

and personnel audits & MIS

Dept of Planning, City and Community Development
citizen participation model &
affirmative action guidelines

also other private & non-profit firms

Current address in Chicago

Three Illinois Center

Suite 1340

303 East Wacker Dr

Chicago 60601

312-861-1800

2550 M Street, N.W.

Washington, D.C. 20037

202-466-6840

Mod #2 signed by Melvin Howard 10/6/80

LAE

John Honda
Regional Cost Negotiator 10/28/80
025227

2³⁰ pm - 2⁴⁵ pm
10th Floor
230 S. Dearborn

(displayed credentials) (showed hotline
complaint)

James Lomery
Consultant

Office Much Ave 444 N. Michigan
(probably moved)

went with Otha Seavers & determined that
Lomery has acceptable accounting system

he^{Lomery} has agreed upon indirect rate for 79-80

Lomery has contracts with other us govt
agencies also

Nov 1 - Oct 31 fiscal year
116% 79 } basis is salary of employees
110% 80 } plus applicable fringe benefits

determining the viability of intermediary
non-profit corps for youth programming
(99-9-2175-33-50)

Peter Bynoe - Honda's contact at Lomery
329-1290

rates governed by 1-1500 series CFR

didn't see any prior year audits

as far as Honda is concerned Lomery is clean

Janette Cohen 376-7145 National Office Contracts

indirect roll
travel, living, education

CAE

Investigative Plan Re: 50-0599-0029
(James H. Lowry & Associates)

Scope : To determine if Lowry overbilled contracts for consultant work let by DOL and the Chicago Mayor's Office of Employment and Training (MOET) by billing for staff who had not performed work:

DETERMINATION OF INDIRECT COSTS
ACCURACY OF FIGURES USED TO DETERMINE INDIR. COST

Leads and Other Contacts

Chicago Regional office (Steve Singer)	} To determine: contracts let to Lowry, location of contracts, location of vouchers.
ETA National Office	
MOET	

John Honka (OASAM) - interview completed 10/28

Peter Bynoe - Lowry staff member

Lowry staff identified as working on ~~Lowry~~ DOL & MOET contracts

James Lowry

Other Leads, as developed.

Things

DOL contracts let to Lowry

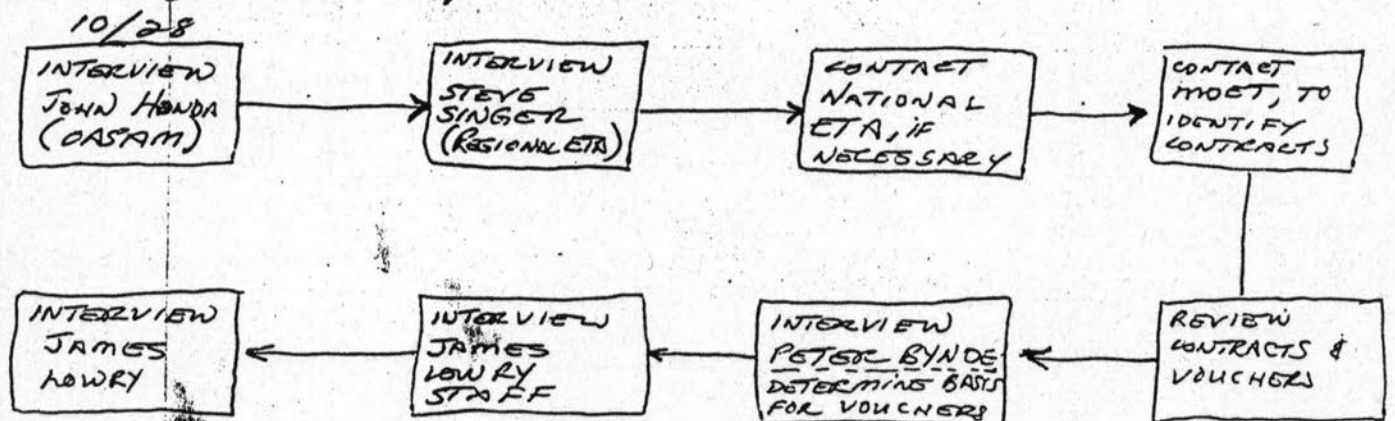
MOET contracts let to Lowry

Vouchers from Lowry to DOL

Vouchers from Lowry to MOET

Time records for Lowry staff working on DOL & MOET contracts

Investigative steps



RE: LOWRY CONTRACT
ILLINOIS PRIME SPONSORS

PRIME SPONSOR	TELEPHONE NO	PERSON ON VOUCHER	DATE ON VOUCHER	CONFIRM OF PERSON	CONFIRM OF DATE	P.S. CONTACT	COMMENT
✓ COOK Co	443-4740	M. MEYER & P. STEVENSON	5/20-21				
✓ SANGAMON-CASS	217-523-5026	M. MEYER	4/17-18				
✓ TAZEWELL Co	309-345-5994	H. BATES	5/14-15				
✓ BOS/ILL	217-782-7500	M. MEYER	5/27-28	OK	OK	MARVIN SARRIS	
✓ CHICAGO		M. MEYER & H. BATES	5/21-22	CONFIRMED BY		T. MONTGOMERY	
✓ Du PAGE Co	682-7787	H. BATES	5/19	OK	OK	MARY HARRIS	
✓ KANG Co	232-2400 EXT 301	M. MEYER & H. BATES	5/13			LINDA TRACELL	NO ONE THERE NOW WHAT TR... SO COULDN'T CONFIRM
✓ LAKE Co		F. THOMPSON	4/23	CONFIRMED BY		DON BOZEL	ETA R.O.
✓ LA SALLE Co	815-433-4550	H. BATES	5/23				
✓ MADISON Co	618-692-4592	B. SCHMIDT	6/4				
✓ MC HENRY Co	815-338-7100	H. BATES	6/3	OK	OK	CARL GERHARDT	IN OFFICE IN DECEMBER 1968
✓ PEORIA	309-672-8513	H. BATES	5/27-28	OK	OK	JOAN RHODES	
✓ ROCKFORD	815-989-5732	P. STEVENSON	4/2-3		OK	ROSS WEYBING	
✓ ROCK ISLAND	309-793-5213	P. STEVENSON	5/28-29				

[illegible]

RE: LOWRY CONTRACT
INDIANA PRIME SPONSORS

PRIME SPONSOR	TELEPHONE No	PERSON ON VOUCHER	DATE ON VOUCHER	CONFIRM OF PERSON	CONFIRM OF DATE	P.S. CONTACT	COMMENT
✓ GARY	219-833-9671	R. CRAWFORD	4/23-24			EARNIE GRANT	CONFIRMED THAT IS...
✓ HAMMOND	219-937-3750	M. MEYER	4/21	CONFIRMED BY		Don Edgell ETAL	RE: D...
✓ DEL/BLACK	317-747-7780	F. THOMPSON & B. SCHMIDT	5/7				
✓ ECKHART Co	219-294-7651	B. SCHMIDT	5/28			DAVE SOUTHALL	MIDDLE OF SUMMER
FT. WAYNE	219-423-2025						
✓ LA PORTE Co	219-872-9158	- F. THOMPSON	6/17	OK	CALLER'S REMOVED DATE	ROSE EDWARDS	
MADISON Co	317-646-9382	- B. SCHMIDT	6/20	OK	OK	CANNIE CROSS &	DENNIS WHITING
✓ ST. JOE Co	219-284- 9091	B. SCHMIDT	5/29				
✓ SOUTH BEND	219-284-9422	F. THOMPSON	6/18				
✓ SOUTHWEST CONS	812-482-9300	- B. SCHMIDT	5/21	OK	OK	ANN PENFIELD	ANACOMP INDIANAPOLIS FIRM
✓ TIPPECANOE	317-423-9201	- B. SCHMIDT	6/9	OK	OK	TOM AHLERS	
VIGO Co	812-238-8386	B. SCHMIDT	5/23				
✓ LAKE Co		K. LEWIN	4/23				
EVANSVILLE CONS		B. SCHMIDT	5/24/23				

AL LOWRY CONTRACT
MICHIGAN PRIME SPONSORS

	PRIME SPONSOR	TELEPHONE NO	PERSON IN VOUCHER	DATE IN VOUCHER	CONFIRM OF PERSON	CONFIRM OF DATE	P.S. CONTRACT	Comments
✓	Ann Arbor	313-994-2970	- S. SLAVICH	6/18	OK		DUBBIE MERO	
✓	MACOMB	313-469-5220	H. BATES & B. REYBURN	6/9				REYBURN
✓	DEARBORN	313-943-2195	H. BATES	6/11	OK	OK	DEWISE VENTURE	
✓	DETROIT	313-224-6000	M. MEYER & P. CRAWFORD	6/9-10	CONFIRMED BY		AL BOSS	ETA R.I.
✓	KALAMAZO	616-349-1533	H. BATES	4/17 & 7/7				
✓	LIVONIA	313-522-8870	H. BATES	6/10	OK	OK	MARILYN DARRANGELO	
✓	MONROE Co	313-243-7100	S. SLAVICH	6/25				
✓	JACKSON COUNTY	517-785-4498	S. SLAVICH	6/23				
✓	ST. CLAIR	313-987-5770	B. REYBURN	4/10-11	OK	OK	AL BERRY	
✓	WARREN	313-757-2470	P. CRAWFORD	6/11	OK	OK	JIM PAPUGH	
✓	WASHTENAW Co	313-944-1640	S. GORRECHT	7/9				
✓	WAYNE Co	313-224-7140	M. MEYER	6/25-26	OK	OK	BOGEL INGRAM	
✓	BERRIEN Co (now part of Was)		H. BATES	6/16 (13)				

K. & Lowry CONTRACT
 MINNESOTA PRIME SPONSORS

[illegible]

RE: LOWRY CONTRACT
OHIO PRIME SPONSORS

PRIME SPONSOR	TELEPHONE NO	PERSON ON VOUCHER	DATE ON VOUCHER	CONFIRM OF PERSON	CONFIRM OF DATE	P.S. CONTACT	COMMENT
✓ ALLEN Co.	419-299-7936	- S. SLAVICH	6/30	YES	YES OK	STEVEN MARINOW	
✓ ASHTABULA Co	216-998-2990	R. CRAWFORD	7/2	YES	YES	BRIAN CINFERN	
✓ BOS/ OHIO	614-466-2001	M. MOYER B. ROXBURN F. THOMPSON	7/1-2				
✓ BUTLER Co	513-867-5833	- B. SCHMIDT	4/24	OK	OK	CHARLOTTE MURPHY	
✓ CLARK Co	513-325-9756	- B. SCHMIDT	5/13	YES	YES	BILL BINNIG	
✓ CLARE/ WARREN	513-732-7131	- B. SCHMIDT	6/23	YES	OK	SUS WETTSTEIN	
✓ CLEVELAND	216-644-2352	R. CRAWFORD & F. THOMPSON	5/28-29				(CRAWFORD AUG/ 2 DAYS MAYOR SEP/ 12 DAYS GARRETT AUG/ 5 DAYS THOMPSON SEP/ 5 DAYS)
✓ COLUMBIANA	216-424-9066	B. ROXBURN	6/17-18	CONFIRMED THAT THEY WERE THERE		R. MC NEELY	
✓ COLUMBUS/FRANK	614-222-7027	R. CRAWFORD & F. THOMPSON	5/2-3				
✓ CORC	614-345-9707	R. CRAWFORD	6/18	CONFIRMED THEY WERE IN THE OFFICE		MR. MOSSHOLDEN	
✓ CUYAHOGA Co	216-623-5900	K. LEWIN	6/23-24	OK	OK	ROSIE KOSKELIN	MAYOR CRAWFORD SEPT/ 2 DAYS SEP/ 1 DAY
DAYTON	513-225-5520	F. THOMPSON	6/25				
GREEN Co	513-376-5091	B. SCHMIDT	6/25				
LOZBAIN Co	216-323-4045	K. LEWIN	6/24-25	OK	OK	D. MICHELIN	

CHIEF PRIME SPONSORS

PRIME SPONSOR	TELEPHONE No	PERSON ON VOUCHER	DATE ON VOUCHER	CONFIRM OF PERSON	CONFIRM OF DATE	P.S. CONTACT	COMMENT
✓ MONTGO/REARLE	513-225-4470	F. THOMPSON	6/24				
✓ PORTAGE Co	216-297-5741	R. CRAWFORD	6/17	OK	OK	SUZANNE PEARL	
✓ RICHLAND/MORROW	419-524-2382	R. CRAWFORD	6/16				
✓ SCIOTO	614-354-7544	B. REYBURN	4/30 & 7/1				
✓ TRUMBULL	216-399-8973	B. REYBURN	6/19-20	OK	CONF MARK DATE	6/13 MYRANGE	
✓ CINCINNATI		F. THOMPSON & S. SLAVICH	6/11-12				
✓ HAMILTON Co		S. SLAVICH	6/12-13				

RE: LOWRY CONTRACT
WISCONSIN PRIME SPONSORS

[illegible]

Phone I

JHLA

Meyer

✓ R. Crawford

K. Lewin

✓ C. Stevenson

B. Reyburn

H. Baker

- not at home any more

- not at home any more

Fargo Company

F. Thompson

D. Thompson

~~S. Gaudin~~

B. Schmidt

		AUGUST		SEPTEMBER	
		ON-SITE	OFF-SITE	ON-SITE	OFF-SITE
1	1. Review of Alternative				
2	Data Processing Systems				
3	JHLA				
4	M. Meyer		4.0	1.0	
5	B. Rayburn		0.5		0.5
6	D. Morrison		2.0		
7	R. Crawford			1.0	3.4
8			6.5	2.0	2.9
9	The Fargo Company				
10	S. Garbrecht		11.0		2.0
11	F. Thompson		3.0	1.0	4.0
12			14.0	1.0	6.0
13					
14	2. Procedures and Format				
15	for RA and Cost Study				
16	JHLA				
17	M. Meyer		1.0		1.0
18					
19					
20	The Fargo Company				
21					
22					
23	3. City of Indianapolis				
24	Indianapolis, Ind.				
25	JHLA				
26	M. Meyer		1.0	2.0	1.0
27					
28					
29	The Fargo Company				
30	S. Garbrecht			2.0	1.0
31					
32	4. Cleveland HRED				
33	Cleveland, Ohio				
34	JHLA				
35	R. Crawford	2.0	2.5	5.0	3.2
36	M. Meyer			0.5	0.5
37					
38	The Fargo Company				
39	S. Garbrecht	5.0	5.0	5.0	6.0
40	F. Thompson			5.0	4.0

MADE IN U.S.A.

Prepared by

M. Meyer R 11/14/50

CAC

		AUGUST		SEPTEMBER	
		ON-SITE	OFF-SITE	ON-SITE	OFF-SITE
1	5.	East St. Louis			
2		JHLA			
3		R. Crawford			
4					0.9
5		The Fuyo Company			
6		F. Thompson			
7					1.0
8					
9					
10	6.	Cuyahoga - Parma -			
11		Geauga - Conestoga			
12		Cleveland, Ohio			
13		JHLA			
14		M. Meyer			
15				2.0	
16		R. Crawford			
17				1.0	2.5
18		The Fuyo Company			
19					
20					
21	7.	Mayor's Office of			
22		Employment & Training			
23		Chicago, Illinois			
24		JHLA			
25		M. Meyer			
26					1.0
27		The Fuyo Company			
28					
29					
30		Administration			
31		JHLA			
32		M. Meyer			
33			2.0		1.5
34		P. Byrnes			
35		W. Rayland			
36					1.0
37		The Fuyo Company			
38		F. Thompson			
39			2.0		2.0
40		Source: Monthly Reports			

Prepared by
M. Meyer 11/14/80

CAC (2)

			JULY	AUGUST	SEPTEMBER	TOTAL
1	James H. Lowry & Assoc.					
2	P. Byrnes				1	1
3	M. M. Gu		7	8	11.0	26
4	B. Rayburn		2	0.5		2.5
5	R. Crawford			4.5	17.0	21.5
6	D. Morrison			2.0		
7	W. Raylund				3.0	3.0
8			9	15	32	54.0
9						
10	The Fay Company					
11						
12	F. Thompson		5	5	17.0	27
13	S. Garbrecht		12	21	16.0	49
14			17	26	33	76.0
15			<u>26</u>	<u>41</u>	<u>65</u>	<u>130</u>
16						
17						
18						
19						
20	Source Invoices					
21						
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39						
40						

MADE IN U.S.A.

1/2 inch by

M. Meyer

8/14/80
CHC

RECEIVED LTA
PAYMENT FILE
11/5/80 CAC

PAYMENT ADVICE FOR DOCUMENTATION OF FORM 1166

NAME

James H. Lowry & Assoc.

ADDRESS

444 North Michigan Ave. Suite 810
Chicago, Ill. 60611

Chc. No. 1

SCHEDULE NO.

SP

05-014

CONTRACT NO.

17-005-72

BLANKET DOC. NO.

8072000P15

AMOUNT:

\$ 7,750.00

TOTAL:

\$ 7,750.00

Ad. 5/23/80
Per [Signature]
[Signature]

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

Department of Labor - Region V
MIS Project

Period: 4/1/80-4/30/80

On-Site Visits: Total = 5

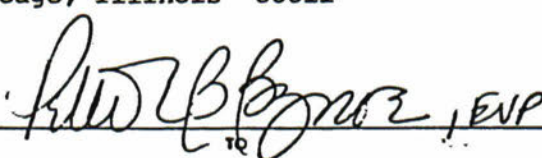
<u>Site</u>	<u>Team Members</u>	<u>Dates On-Site</u>
✓ 1. Hammond, Indiana	M. Meyer ✓	April 21
✓ 2. Will-Grundy, Illinois	D. Thompson ✓	April 21
✓ 3. Lake County, Illinois	F. Thompson ✓	April 23
✓ 4. Lake County, Indiana	K. Lewin ✓	April 23
✓ 5. Gary, Indiana	R. Crawford ✓	April 23-24

TOTAL

5 On-Site Visits @ \$1,550.00 =

\$7,750.00

*approved
for payment
H. T. Montgomery*

Standard Form 1034 - 7 GAO 3000 1034-113		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. 1	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Ms. Helen T. Montgomery Department of Labor, Region V Employment and Training Administration 230 S. Dearborn Street - 6th Floor Chicago, Illinois 60604				DATE VOUCHER PREPARED 5/21/80		SCHEDULE NO.	
				CONTRACT NUMBER AND DATE SB5408(a) 80-C064		PAID BY	
PAYEE'S NAME AND ADDRESS James H. Lowry & Associates 444 North Michigan Avenue Suite 810 Chicago, Illinois 60611 				REQUISITION NUMBER AND DATE		DATE INVOICE RECEIVED	
						DISCOUNT TERMS	
						PAYEE'S ACCOUNT NUMBER	
						GOVERNMENT B/L NUMBER	
SHIPPED FROM				TO		WEIGHT	
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)		QUANTITY	UNIT PRICE COST PER
		4/1/80 4/30/80		On-Site Evaluation and Assessment Visits		5	1,550 each \$7,750.00
(Use continuation sheet(s) if necessary)				(Payee must NOT use the space below)		TOTAL \$7,750.00	
PAYMENT:		APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
☐ COMPLETE		= \$		= \$1.00			
☐ PARTIAL		BY					
☐ FINAL							
☐ PROGRESS		TITLE				Amount verified; correct for	
☐ ADVANCE						(Signature or initials)	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer) ¹			(Title)		
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK-NUMBER	ON TREASURER OF THE UNITED STATES			CHECK NUMBER	ON (Name of bank)	
	CASH	DATE			PAYEE ²		
						PER	
						TITLE	

¹ When stated in foreign currency, insert name of currency.

² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

³ When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

JAMES H. LOWRY & ASSOCIATES

MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery
Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Peter C.B. Bynoe *PBB*

DATE: May 21, 1980

SUBJECT: April Invoice
DOL-MIS Project

Attached you will find our invoice and Form 1034-Public Voucher. Please assist in expediting this matter as soon as possible.

Due to the intensive effort requested under this contract for May and June, we would like to submit invoices twice a month for that period. For the remainder of the contract, we would prefer to invoice monthly.

TOTAL: \$ 29,450.00

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290 ✓

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery
Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Michael Meyer *mm*

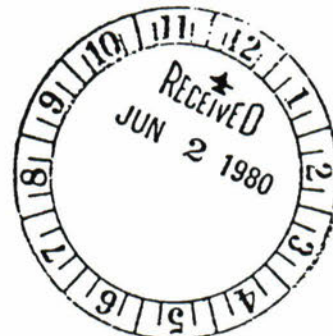
DATE: May 30, 1980

SUBJECT: May Invoice
DOL-MIS Project

Attached you will find our invoice and Form 1034-Public Voucher. Please assist in expediting this matter as soon as possible.

6/2/80
approved
for payment
Helen T. Montgomery
OK RCE 6/8/80
Contract No. 17-0005-72
and SB 5408(a) 80-C064

50-06-006
6/12/80



PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL

VOUCHER NO.

2

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Ms. Helen T. Montgomery
Department of Labor, Region V
Employment and Training Administration
230 S. Dearborn Street - 6th Floor
Chicago, Illinois 60604

DATE VOUCHER PREPARED

5/30/80

CONTRACT NUMBER AND DATE

SB5408 (a) 80-C064

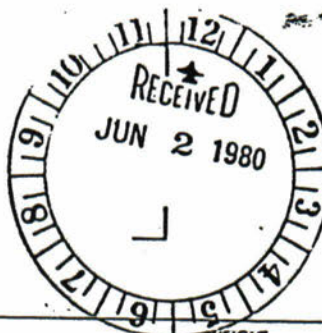
REQUISITION NUMBER AND DATE

SCHEDULE NO.

PAID BY

PAYEE'S
NAME
AND
ADDRESS

James H. Lowry & Associates
444 North Michigan Avenue
Suite 810
Chicago, Illinois 60611



DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

GOVERNMENT B/L NUMBER

SHIPPED FROM

TO

WEIGHT

NUMBER
AND DATE
OF ORDER

DATE OF
DELIVERY
OR SERVICE

ARTICLES OR SERVICES
(Enter description, item number of contract or Federal
supply schedule, and other information deemed necessary)

QUAN-
TITY

UNIT PRICE

COST

PER

AMOUNT

(1)

5/1/80
5/31/80

On-Site Evaluation and Assessment
Visits

19

1,550 each

\$29,450.00



(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

\$29,450.00

PAYMENT:

- ☐ COMPLETE
☐ PARTIAL
☐ FINAL
☐ PROGRESS
☐ ADVANCE

APPROVED FOR

= \$

EXCHANGE RATE

= \$1.00

DIFFERENCES

BY

TITLE

Amount verified; correct for

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer)

(Title)

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER

ON TREASURER OF THE UNITED STATES

CHECK NUMBER

ON (Name of bank)

CASH

DATE

PAYEE

PER

TITLE

* When stated in foreign currency, insert name of currency.

* If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

* When a voucher is received in the name of a company or corporation, the name of the person writing the company

	<u>Site</u>	<u>Team Members</u>	<u>Dates On-Site</u>
✓15.	Dakota County, Minnesota	F. Thompson D. Thompson	May 22
✓16.	Vigo County, Indiana	B. Schmidt	May 23
✓17.	Elkhart County, Indiana	B. Schmidt	May 28
✓18.	St. Joseph Cy, Indiana	B. Schmidt	May 29
✓19.	Minneapolis, MN	D. Thompson	May 29

TOTAL 19 On-Site Visits @ \$1,550.00 = \$29,450.00

REGISTRATION
PAYMENT FILE
4/5/80 CAC

PAYMENT ADVICE FOR DOCUMENTATION OF FORM 1166

NAME JAMES H. LOWRY & ASSOCIATES
ADDRESS 303 EAST WACKER DRIVE-SUITE 1340
CHICAGO, ILLINOIS 60601

VOUCHER No. 3

SCHEDULE NO. SP - 07-003

CONTRACT NO. 17-0005-72

BLANKET DOC. NO. 80-72-00-0P-15

AMOUNT: \$ 27,900.00

01/01/80

TOTAL: \$ 27,900.00

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery, Supervisor
Management Information Systems Unit
Department of Labor - Region v
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Michael Meyer *mm*

DATE: June 19, 1980

SUBJECT: June 15 Invoice - DOL-MIS Project

Attached you will find our invoice and Form 1034-Public Voucher. Please assist in expediting this matter as soon as possible.

Attachment

MM/wer

*6/24/80
approved for
payment
Helen T. Montgomery*



PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL

VOUCHER NO.

3

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
Ms. Helen T. Montgomery
Department of Labor, Region V
Employment and Training Administration
230 S. Dearborn Street - 6th Floor
Chicago, Illinois 60604

DATE VOUCHER PREPARED

6/19/80

CONTRACT NUMBER AND DATE

SB5408(a) 80-C064

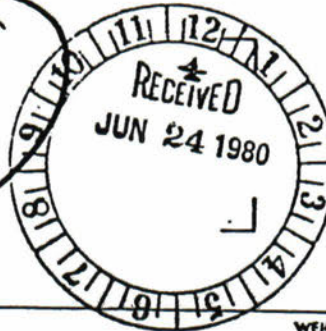
REQUISITION NUMBER AND DATE

SCHEDULE NO.

PAID BY

PAYEE'S
NAME
AND
ADDRESS

James H. Lowry & Associates
303 East Wacker Drive
Suite 1340
Chicago, Illinois 60601



DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT B/L NUMBER

NUMBER
AND DATE
OF ORDER

DATE OF
DELIVERY
OR SERVICE

ARTICLES OR SERVICES
(Enter description, item number of contract or Federal
supply schedule, and other information deemed necessary)

QUAN-
TITY

UNIT PRICE

COST

PER

AMOUNT

(1)

6/1/80
6/15/80

On-Site Evaluation and Assessment
Visits

18

1,550

each

\$27,900.00

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

\$27,900.00

PAYMENT:

- ☐ COMPLETE
☐ PARTIAL
☐ FINAL
☐ PROGRESS
☐ ADVANCE

APPROVED FOR

= \$

EXCHANGE RATE

= \$1.00

DIFFERENCES

BY 2

TITLE

Amount verified; correct for

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer) 3

(Title)

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER

ON TREASURER OF THE UNITED STATES

CHECK NUMBER

ON (Name of bank)

CASH

DATE

PAYEE 3

1 When stated in foreign currency, insert name of currency.

2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

3 When a voucher is received in the name of a company or corporation, the name of the person writing the company

PER

TITLE

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

Department of Labor - Region V
MIS Project

Period: 5/1/80-5/15/80

On-Site Visits: Total = 18

<u>Site</u>	<u>Team Members</u>	<u>Dates On-Site</u>
✓ 1. Rockford, Illinois ✓	C. Stevenson	June 2-3
✓ 2. Columbus, Ohio ✓	R. Crawford F. Thompson	June 2-3
✓ 3. McHenry, Illinois ✓	H. Bates	June 3
✓ 4. McLean, Illinois ✓	H. Bates	June 4
✓ 5. Milwaukee, Wisconsin ✓	M. Meyer B. Reyburn	June 4 June 16
✓ 6. Detroit, Michigan ✓	M. Meyer R. Crawford	June 9-10
✓ 7. Macomb, Michigan ✓	H. Bates B. Reyburn	June 9
✓ 8. Livonia, Michigan ✓	H. Bates	June 10
✓ 9. Dearborn, Michigan ✓	H. Bates	June 11
✓ 10. St. Clair, Michigan ✓	B. Reyburn	June 10-11
✓ 11. Warren, Michigan ✓	R. Crawford	June 11
✓ 12. St. Clair County, Illinois ✓	B. Schmidt	June 2-3
✓ 13. Madison County, Illinois ✓	B. Schmidt	June 4
✓ 14. Rural CEP, Minnesota ✓	D. Thompson	June 5
✓ 15. Cincinnati, Ohio ✓	F. Thompson S. Slavich	June 11-12

Department of Labor - Region V MIS Project

<u>Site</u>	<u>Team Members</u>	<u>Dates On-Site</u>
✓16. Tippecanoe County, Indiana ✓	B. Schmidt	June 9
✓17. Ramsey County, Minnesota ✓	D. Thompson	June 12
✓18. Hamilton County, Ohio ✓	S. Slavich	June 12-13

TOTAL 18 On-Site Visits @ \$1,550.00 = \$27,900.00

COPIED FROM
REGULAR FILE
PAYMENT FILE
1/5/80 LTR

PAYMENT ADVICE FOR DOCUMENTATION OF FORM 1166

NAME JAMES H. LOWRY & ASSOCIATES
ADDRESS 303 EAST WACKER DRIVE - SUITE 1340
CHICAGO, ILLINOIS 60601

VOUCHER No. 4

SCHEDULE NO. SP - 07-013

CONTRACT NO. 17-0005-72

BLANKET DOC. NO. 80-72-00-0P-15

AMOUNT: \$ 46,500.00

07/14/80

TOTAL: \$ 46,500.00

Standard Form 1034
September 1973
4 Treasury FRM 2000
1014-115

**PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL**

VOUCHER NO.

4

SCHEDULE NO.

PAID BY

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

GOVERNMENT B/L NUMBER

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Ms. Helen T. Montgomery
Department of Labor, Region V
Employment and Training Administration
230 S. Dearborn Street - 6th Floor
Chicago, Illinois 60604

DATE VOUCHER PREPARED

7/8/80

CONTRACT NUMBER AND DATE

SB5408(a) 80-C064

REQUISITION NUMBER AND DATE

PAYEE'S
NAME
AND
ADDRESS

James H. Lowry & Associates
303 East Wacker Drive
Suite 1340
Chicago, Illinois 60601

SHIPPED FROM

TO

WEIGHT

NUMBER
AND DATE
OF ORDER

DATE OF
DELIVERY
OR SERVICE

ARTICLES OR SERVICES
(Enter description, item number of contract or Federal
supply schedule, and other information deemed necessary)

QUAN-
TITY

UNIT PRICE

COST PER

AMOUNT

(1)

6/15/80
6/30/80

On-Site Evaluation and Assessment
Visits

30

1,550

each

46,500.00

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

PAYMENT:
☐ COMPLETE
☐ PARTIAL
☐ FINAL
☐ PROGRESS
☐ ADVANCE

APPROVED FOR

BY:

TITLE

= \$

EXCHANGE RATE

= \$1.00

TOTAL

\$46,500.00

DIFFERENCES

Amount verified; correct for
(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer)

(Title)

ACCOUNTING CLASSIFICATION

CHECK NUMBER

ON TREASURER OF THE UNITED STATES

CHECK NUMBER

ON (Name of bank)

CASH

DATE

PAYEE'S

PER

When stated in foreign currency, insert name of currency.
If the ability to certify and authority to approve are combined in one person, one signature only is necessary; other-
wise the approving officer will sign in the space provided, over his official title.
When a voucher is received in the name of a company,

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

THREE ILLINOIS CENTER
SUITE 1340
303 EAST WACKER DRIVE
CHICAGO, ILLINOIS 60601
(312) 861-1800

2550 M STREET, N.W.
WASHINGTON, D. C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery, Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Michael Meyer *mm*

DATE: July 8, 1980

SUBJECT: June 30 Invoice - DOL-MIS Project

Attached you will find our invoice and Form 1034-Public Voucher. Please assist in expediting this matter as soon as possible.

Attachment

MM/wer

*approved for payment
Helen T. Montgomery
July 9, 1980*

JAMES H. LOWRY & ASSOCIATES

MANAGEMENT CONSULTANTS

THREE ILLINOIS CENTER
SUITE 1340
303 EAST WACKER DRIVE
CHICAGO, ILLINOIS 60601
(312) 861-1800

2550 M STREET, N.W.
WASHINGTON, D. C. 20037
(202) 466-6840

Department of Labor - Region V

MIS Project

Period: 6/16/80 - 6/30/80

On-Site Visits: Total = 30

<u>Site</u>	<u>Team Members</u>	<u>Dates On-Site</u>
✓ 1. Sangamon-Cass, Illinois ✓	M. Meyer	June 17-18
✓ 2. Berrien, Michigan ✓	H. Bates	June 16
✓ 3. Kalamazoo, Michigan ✓	H. Bates	June 17 July 7
✓ 4. Columbiana, Ohio ✓	B. Reyburn	June 17-18
✓ 5. Trumbull, Ohio ✓	B. Reyburn	June 19-20
✓ 6. Winnie-Fond, Wisconsin ✓	C. Stevenson	June 16-17
✓ 7. W.O.W., Wisconsin ✓	C. Stevenson	June 17-18
✓ 8. Outgamie, Wisconsin ✓	C. Stevenson	June 18-19
✓ 9. Richland-Morrow, Ohio ✓	R. Crawford	June 16
✓ 10. Portage, Ohio ✓	R. Crawford	June 17
✓ 11. CORC, Ohio ✓	R. Crawford	June 18
✓ 12. Wayne County, Michigan ✓	M. Meyer	June 25-26
✓ 13. Cuyahuga, Ohio ✓	K. Lewin	June 23-24
✓ 14. Lorain, Ohio ✓	K. Lewin	June 24-25
✓ 15. Scioto County, Ohio ✓	B. Reyburn	June 30 July 1
✓ 16. Lake County, Ohio ✓	R. Crawford	June 30

Department of Labor - Region V MIS Project

Period: 6/16/80 - 6/30/80

<u>Site</u>	<u>Team Member</u>	<u>Dates On-Site</u>
✓ 17. LaPort County, Indiana/	F. Thompson	June 17
✓ 18. South Bend, Indiana/	F. Thompson	June 18
✓ 19. Ann Arbor, Michigan/	S. Slavich	June 18
✓ 20. Madison County, Indiana/	B. Schmidt	June 20
✓ 21. Claremont-Warren Csrt, OH/	B. Schmidt	June 23
✓ 22. Jackson Csrt, Michigan/	S. Slavich	June 23
✓ 23. Montgomery-Preble Csrt, OH/	F. Thompson	June 24
✓ 24. Butler County, Ohio/	B. Schmidt	June 24
✓ 25. St. Paul, Minnesota/	D. Thompson	June 24
✓ 26. Monroe County, Michigan/	S. Slavich	June 25
✓ 27. Dayton, Ohio/	F. Thompson	June 25
✓ 28. Greene County, Ohio/	B. Schmidt	June 25
✓ 29. Hennepin County, MN/	D. Thompson	June 26
✓ 30. Allen County, Ohio/	S. Slavich	June 30

Total: 30 On-Site Visits @ \$1,550.00 = \$46,500.00

PAYMENT ADVICE FOR DOCUMENTATION OF FORM 1166

NAME JAMES H. LOWRY & ASSOCIATES
ADDRESS 444 NORTH MICHIGAN AVE.
CHICAGO, ILL 60611
INV. # 5
17-0005-72

SCHEDULE NO. SP- 08-14
BLANKET DOC. NO. 86-02-000P-15

CONTRACT NO. 17-0005-72
AMOUNT: \$ 15,164.64

TOTAL: \$ 15,164.64

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D. C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery, Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Michael Meyer *W*

DATE: August 12, 1980

SUBJECT: July 31 Invoice - DOL-MIS Project

17-0005-72 #5

Attached you will find our invoice and Form 1034-Public Voucher. Please assist in expediting this matter as soon as possible.

MM:jld
Attachement(s)

*Approved for
payments 8/12/80
Helen T. Montgomery*

PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL

VOUCHER NO.

5

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Ms. Helen T. Montgomery
Department of Labor, Region V
Employment and Training Administration
230 S. Dearborn St. - 6th Floor
Chicago, Illinois 60604

DATE VOUCHER PREPARED

8/12/80

CONTRACT NUMBER AND DATE

SB5408 (a) 80-C064

REQUISITION NUMBER AND DATE

SCHEDULE NO.

PAID BY

PAYEE'S
NAME
AND
ADDRESS

James H. Lowry and Associates
303 East Wacker Drive
Suite No. 1340
Chicago, Illinois 60601



DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
1.	7/1/80 - 7/31/80	On-Site Evaluation and Assessment Visits	4	1,550	each	\$6,200.00
2.	7/1/80- 7/31/80	Technical Assistance Person Days	26	322.89	each	8,395.14
3.		Travel in support of Item No. 2				569.50

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

\$15,164.64

PAYMENT: ☐ COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
	= \$	= \$1.00	
	BY 2		
	TITLE	Amount verified; correct for (Signature or initials)	

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer) 3

(Title)

ACCOUNTING CLASSIFICATION

PAID BY	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH	DATE	PAYEE 3	

1 When stated in foreign currency, insert name of currency.

2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

PER

DEPARTMENT OF LABOR - REGION V

MIS Project

Period 7/1/80 - 7/31/80

PHASE I

On-Site Visits: Total = 4

<u>Site</u>	<u>Team Members</u>	<u>Dates On-Site</u>
✓ 1. BOS, Ohio	M. Meyer B. Reyburn F. Thompson	July 1-2
✓ 2. Ashtabula/County, Ohio	R. Crawford	July 2
✓ 3. Washtenau/County, Michigan	S. Garbrecht	July 9
4. Hennepin/County, Michigan	D. Thompson	June 26 July 29

TOTAL: 4 On-Site Visits @ \$1,550.00 = \$6,200.00

PHASE II

Technical Assistance Persondays

M. Meyer	7
B. Reyburn	2
F. Thompson	5
S. Garbrecht	12

TOTAL = 26 @ \$322.89 = \$8,395.14

Travel

F. Thompson	\$319.50
S. Garbrecht	250.00

TOTAL = \$569.50



TOTAL: \$ 14,477.83

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

THREE ILLINOIS CENTER
SUITE 1340
303 EAST WACKER DRIVE
CHICAGO, ILLINOIS 60601
(312) 861-1800

2550 M STREET, N.W.
WASHINGTON, D. C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery, Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Michael F. Meyer *mf*

DATE: September 9, 1980

SUBJECT: August 31 Invoice - DOL-MIS Project

17-0005-72

Attached you will find our invoice and Form 1034 - Public Voucher. Please assist in expediting this matter as soon as possible.

Attachments:

MFM/wer

*Approved for
payment
Terry Montgomery
9/23/80*



PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL

VOUCHER NO.

6

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Ms. Helen T. Montgomery
Department of Labor, Region V
Employment and Training Administration
230 South Dearborn Street - 6th Floor
Chicago, Illinois 60604

DATE VOUCHER PREPARED

September 9, 1980

SCHEDULE NO.

CONTRACT NUMBER AND DATE

SB5408(a) 80-C064

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S
NAME
AND
ADDRESS

James H. Lowry & Associates
303 East Wacker Drive
Suite 1340
Chicago, Illinois 60601



DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT (¹)
				COST	PER	
1.	8/1/80- 8/31/80	Technical Assistance Persondays	41	322.89	each	13,238.49
2.		Travel in support of Item No. 1				1,239.34

[Use continuation sheet(s) if necessary] (Payee must NOT use the space below) TOTAL 14,477.83

PAYMENT: ☐ COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
	= \$	= \$1.00	
	BY		
	TITLE	Amount verified; correct for (Signature or initials)	

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) (Authorized Certifying Officer) (Title)

ACCOUNTING CLASSIFICATION

PAID BY	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH	DATE	PAYEE	

¹ When stated in foreign currency, insert name of currency.
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PER

DEPARTMENT OF LABOR - REGION V

MIS Project

Period: 8/1/80 - 8/31/80

Technical Assistance Persondays

M. Meyer	8.0
W. Reyburn	0.5
R. Crawford	4.5
D. Morrison	2.0
F. Thompson	5.0
S. Garbrecht	21.0

Total = 41 @ \$322.89 = \$13,238.49

Travel

M. Meyer	28.20
R. Crawford	246.78
S. Garbrecht	<u>964.36</u>
	\$1,239.34

PAYMENT ADVICE FOR DOCUMENTATION OF FORM 1166

NAME JAMES H. LOWRY & ASSOCIATES
ADDRESS 303 EAST WACKER DR.
SUITE 1340
CHICAGO, ILL. 60601
INV. # 7 17-0005-72

SCHEDULE NO. SP- 010-018
BLANKET DOC. NO. 80-00-00-15

CONTRACT NO. 17-0005-72
AMOUNT: \$ 23,673.23

TOTAL: \$ 23,673.23

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

THREE ILLINOIS CENTER
SUITE 1340
303 EAST WACKER DRIVE
CHICAGO, ILLINOIS 60601
(312) 861-1800

2550 M STREET, N.W.
WASHINGTON, D. C. 20037
(202) 466-6840

TO: Ms. Helen T. Montgomery, Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

FROM: Michael F. Meyer *✓*

DATE: October 10, 1980

SUBJECT: September 30 Invoice - DOL-MIS Project *#17*

Attached you will find our invoice and Form 1034 - Public Voucher. Please assist in expediting this matter as soon as possible.

Attachments:

MFM/wer

*Approved
for payment
Terry Montgomery
10/22/80*

PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL

VOUCHER NO.

7

SCHEDULE NO.

PAID BY

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

GOVERNMENT B/L NUMBER

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
Ms. Helen T. Montgomery
Department of Labor, Region V
Employment and Training Administration
230 South Dearborn Street - 6th Floor
Chicago, Illinois 60604

DATE VOUCHER PREPARED

October 10, 1980

CONTRACT NUMBER AND DATE

SB5408(a) 80C064

REQUISITION NUMBER AND DATE

PAYEE'S
NAME
AND
ADDRESS

James H. Lowry & Associates
303 East Wacker Drive
Suite 1340
Chicago, Illinois 60601

SHIPPED FROM

TO

WEIGHT

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
1.	9/1/80	Technical Assistance Persondays	65	322.89	each	20,987.85
2.	9/31/80	Travel in support of Item No. 1				2,685.38

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

23,673.23

PAYMENT: ☐ COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
	= \$	= \$1.00	
	BY		
	TITLE	Amount verified; correct for	
		(Signature or initials)	

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer)

(Title)

ACCOUNTING CLASSIFICATION

PAID BY	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH	DATE	PAYEE	

When stated in foreign currency, insert name of currency.

If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

When a voucher is received in the name of a company or corporation, the name of the person writing the company

PER

TITLE

DEPARTMENT OF LABOR - REGION V

MIS Project

Period: 9/1/80 - 9/30/80

Technical Assistance Persondays

P. Bynoe	1.0
M. Meyer	11.0
R. Crawford	17.0
W. Ragland	3.0
F. Thompson	17.0
S. Garbrecht	16.0

Total = 65 @ 322.89 = \$20,987.85

Travel

M. Meyer	259.92
R. Crawford	141.37
S. Garbrecht	984.79
F. Thompson	<u>1,299.30</u>
	\$2,685.38

JAMES H. LOWRY & ASSOCIATES
MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

April 3, 1980

Ms. Helen T. Montgomery
Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
230 South Dearborn Street
Chicago, Illinois 60604

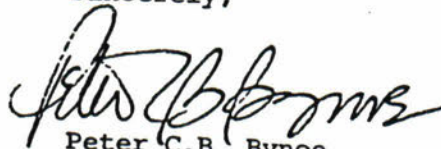
Dear Ms. Montgomery:

The purpose of this letter is to revise James H. Lowry & Associates' proposal submission of March 27, 1980. Pursuant to today's conversations with your office and the Small Business Administration's Chicago District Office, we have made the following changes in our proposal:

- James H. Lowry & Associates would be willing to execute Phase I of the study for \$1,550.00 per prime sponsor site. Since there are 106 prime sponsors, the total compensation would be \$164,300.

Thank you for your time and consideration, and we look forward to working with you.

Sincerely,



Peter C.B. Bynoe
Vice President

PCBB:kb

JAMES H. LOWRY & ASSOCIATES

MANAGEMENT CONSULTANTS

444 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
(312) 329-1290

2550 M STREET, N.W.
WASHINGTON, D.C. 20037
(202) 466-6840

March 27, 1980

Ms. Helen T. Montgomery
Supervisor
Management Information Systems Unit
Department of Labor - Region V
Employment and Training Administration
Room 618
130 South Dearborn Street
Chicago, Illinois 60604

Dear Ms. Montgomery:

The purpose of this letter is to revise James H. Lowry & Associates' proposal submission of March 14, 1980. Pursuant to conversations with your office and the Small Business Administration's Chicago District Office, we have made the following changes in our proposal:

1. James H. Lowry & Associates will not be co-venturing/joint-venturing with the Fargo Company. We will be subcontracting a portion of the work to that company.
2. James H. Lowry & Associates would be willing to execute Phase I of the study for \$1707.00 per prime sponsor site. Since there are 106 prime sponsors, the total compensation would be \$180,942 (see Appendix A). This figure is predicated upon spending three (3) days servicing each prime sponsor. If the average service period exceeds three (3) days per prime sponsor in the first 30 days of Phase I, we would like to renegotiate this contract based on that documentation.

Mr. Helen T. Montgomery
March 27, 1980
Page two

3. During Phase II of the contract, James H. Lowry & Associates agrees to accept \$300 per day for consultant services. We would expect to be reimbursed for our travel expenses on a cost plus fee basis. We will also bill you on a cost plus fee basis for secretarial and administrative support, reproduction and communications. We anticipate that Phase II will not exceed \$218,820. (See Appendix B)

Thank you for your time and consideration and we look forward to working with you.

Sincerely,

Peter C.B. Bynoe
Vice President

PCBB/dsr
Enclosures

REGION V TECHNICAL ASSISTANCE PROJECT
PHASE 1 BUDGET

PROFESSIONAL FEES:

\$142,265

James H. Lowry & Associates

Team Leader 1 - (50) (400) = \$20,000
Team Leader 2 - (40) (355) = 14,200
Team Staff 1 - (57) (275) = 15,675
Team Staff 2 - (57) (250) = 14,250
Support Staff - (50) (150) = 7,500

\$71,625

Fargo Company

Team Leader 3 - (43) (340) = \$14,620
Team Leader 4 - (30) (310) = 9,300
Team Leader 5 - (29) (290) = 8,410
Team Leader 6 - (25) (200) = 5,000
Team Staff 3 - (40) (225) = 9,000
Team Staff 4 - (31) (275) = 8,525
Team Staff 5 - (55) (287) = 15,785

\$70,640

TRANSPORTATION:

26,500

Travel (\$150 per prime sponsor) (106) = \$15,900
Per Diem (212 on-site days) (50) = 10,600

OTHER COSTS:

5,000

Reproduction - \$2,000
Communication - \$3,000

FEE @ 7%

(.07) (70,640 + 26,500 + 5000)

7,150

TOTAL

\$180,915

REGION V TECHNICAL ASSISTANCE PROJECT
PHASE II BUDGET

PROFESSIONAL FEES

\$168,000

James H. Lowry & Associates - (280) (300) = \$84,000
Fargo Company - (280) (300) = 84,000

TRANSPORTATION

38,000

Travel (\$150 per trip) (4 trips) (30 prime sponsors)
= \$18,000

Per Diem (400 days) (50) = \$20,000.

OTHER COSTS

4,000

Reproduction - \$2,000
Communications - \$2,000

FEE @ 7%

(0.7) (\$84,000 + \$38,000 + \$4,000)

8,820

TOTAL

\$218,820

1. CONTRACT (Proc. Inst. Ident.) NO. 17-0005-72	2. EFFECTIVE DATE	3. REQUISITION/PURCHASE REQUEST/PROJECT NO.	4. CERTIFIED FOR NATIONAL DEFENSE UNDER REG. 2 AND/OR DMS REG. 1 RATING
5. ISSUED BY Department of Labor, Region V Employment and Training Administration 230 S. Dearborn Street-6th Floor Chicago, Illinois 60604	6. ADMINISTERED BY (If other than block 5)	7. DELIVERY FOR DESTINATION ☒ NATION ☐ OTHER (See below)	

8. CONTRACTOR NAME AND ADDRESS Small Business Administration Chicago District Office 219 S. Dearborn St. Chicago, Illinois 60604	9. DISCOUNT FOR PROMPT PAYMENT NET	10. SUBMIT INVOICES (4 copies unless otherwise specified) TO ADDRESS SHOWN IN BLOCK 11
--	---------------------------------------	--

11. SHIP TO/MARK FOR Employment and Training Admin., USDL 230 South Dearborn Street-6th Floor ATTN: Ms. Terry Montgomery Chicago, Illinois 60604	12. PAYMENT WILL BE MADE BY Branch of Accounting Employment and Training Administration, USDL 230 S. Dearborn St. 6th Floor Chicago, Illinois 60604
--	---

13. THIS PROCUREMENT WAS ☐ ADVERTISED, ☒ NEGOTIATED, PURSUANT TO: ☐ 10 U.S.C. 2304 (a)(1) ☒ 41 U.S.C. 252 (c)(1) and 15 U.S.C. 637(a)	14. ACCOUNTING AND APPROPRIATION DATA FUNDS AVAILABLE 4-11-80
---	--

15. ITEM NO.	16. SUPPLIES/SERVICES	17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
1.	On-Site Evaluation and Assessment of Prime Sponsor's MIS.	106	EA	1,550.00	164,300.00
2.	Technical Assistance Person Days	560	EA	322.89	180,818.40
3.	Travel in support of Item 2	AS NEEDED		ESTIMATED COST	38,000.00
This contract consists of the following: 1. SF 26, 1 page and Representations, Certifications and Acknowledgements, 2 pages. 2. Statement of work, 18 pages. 3. 1980 MIS Assessment Guide, 14 pages. 4. Regional Certification Guide, 3rd draft, January 29, 1980, 44 pages. 5. Functional Management Information System Handbook, 2nd draft, 27 pages. 6. Special Clauses for prime contracts, 1 page. 7. The General Provisions, USDL Mar. 1975 ed. w/Amendments 1 & 2, 38 pages. 8. General Provisions for Cost-Reimbursement Type Supply Contracts with Amendments 1-4, applicable to item 3 only, 54 pages.					

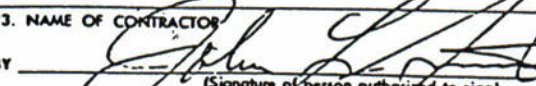
21. TOTAL AMOUNT OF CONTRACT \$383,118.40

22. ☒ CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 4 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)		26. ☐ AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.	
23. NAME OF CONTRACTOR BY <i>John E. Dye</i> (Signature of person authorized to sign)	27. UNITED STATES OF AMERICA BY <i>John E. Dye</i> (Signature of Contracting Officer)	28. NAME OF CONTRACTING OFFICER (Type or print) JOHN E. DYE	29. DATE SIGNED 4/11/80
24. NAME AND TITLE OF SIGNER (Type or print) John E. Smith Chicago District Director	25. DATE SIGNED		

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1	
1. AMENDMENT/MODIFICATION NO. 1		2. EFFECTIVE DATE 22 May 80	
3. ISSUED BY (CDD) Department of Labor, Region V Employment and Training Administration 230 S. Dearborn Street-6th Floor Chicago, Illinois 60604		4. PROJECT NO. (If applicable) 5. ADMINISTERED BY (If other than block 3) (CDD)	
7. CONTRACTOR NAME AND ADDRESS CODE FACILITY CODE James H. Lowry and Associates 444 North Michigan Avenue Suite 810 Chicago, Illinois 60611 (Street, city, county, state, and ZIP Code)		8. AMENDMENT OF SOLICITATION NO. DATED (See block 9) ☒ MODIFICATION OF CONTRACT/ORDER NO. 17-0005-72 and SB5408(a)80-CQ64 DATED 4/11/80 (See block 11)	
9. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS ☐ The above numbered solicitation is amended as set forth in block 12. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods: (a) By signing and returning _____ copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
10. ACCOUNTING AND APPROPRIATION DATA (If required)			
11. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) ☐ This Change Order is issued pursuant to _____ The Changes set forth in block 12 are made to the above numbered contract/order. (b) ☐ The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 12. (c) ☒ This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 12.			
12. DESCRIPTION OF AMENDMENT/MODIFICATION Under CONTRACTOR BILLING the first sentence is deleted and the following is substituted therefor: Billing for the Phase 1 on-site visits will be based on the completion of the visit for the first 80 units and the completion and delivery of the reports, including reports for the first 80 units, for the last 26 units. The contractor will bill the Dept. of Labor/Employment and Training Administration on April 30, May 30, June 15 and June 30. By reason of the foregoing, the contract total remains the same.			
13. ☐ CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT ☒ CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 8 COPIES TO ISSUING OFFICE			
14. NAME OF CONTRACTOR/OFFEROR BY James H. Lowry and Associates (Signature of person authorized to sign)		17. UNITED STATES OF AMERICA BY John L. Smith (Signature of Contracting Officer)	
15. NAME AND TITLE OF SIGNER (Type or print) RILEY C. BRYAN, JR., P.V.-13		18. NAME OF CONTRACTING OFFICER (Type or print) MELVIN HOWARD	
16. DATE SIGNED 5/2/80		19. DATE SIGNED 23 MAY 1980	

1. CONTRACT (Proc. Inv. Ident.) NO. 17-0005-72		2. EFFECTIVE DATE		3. REQUISITION/PURCHASE REQUEST/PROJECT NO.		4. CERTIFIED FOR NATIONAL DEFENSE UNDER DLA REG. 2 AND/OR DMS REG. 1 RATING.	
5. ISSUED BY CODE Department of Labor, Region V Employment and Training Administration 230 S. Dearborn Street-6th Floor Chicago, Illinois 60604				6. ADMINISTERED BY (If other than block 5) CODE		7. DELIVERY FOR DESTINATION ☒ OTHER (See below)	
8. CONTRACTOR NAME AND ADDRESS CODE Small Business Administration Chicago District Office 219 S. Dearborn St. Chicago, Illinois 60604 (Street, city, county, State, and ZIP code)				9. FACILITY CODE		9. DISCOUNT FOR PROMPT PAYMENT NET	
11. SHIP TO/MARK FOR CODE Employment and Training Admin., USDL 230 South Dearborn Street-6th Floor ATTN: Ms. Terry Montgomery Chicago, Illinois 60604				12. PAYMENT WILL BE MADE BY CODE Branch of Accounting Employment and Training Administration, USDL 230 S. Dearborn St. 6th Floor Chicago, Illinois 60604			
13. THIS PROCUREMENT WAS ☐ ADVERTISED, ☒ NEGOTIATED, PURSUANT TO:				☐ 10 U.S.C. 2304 (a)(1) ☒ 41 U.S.C. 252 (c)(1) and 15 U.S.C. 637(a)			
14. ACCOUNTING AND APPROPRIATION DATA FUNDS AVAILABLE 4-11-80							

15. ITEM NO.	16. SUPPLIES/SERVICES	17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
1.	On-Site Evaluation and Assessment of Prime Sponsor's MIS.	106	EA	1,550.00	164,300.00
2.	Technical Assistance Person Days	560	EA	322.89	180,818.40
3.	Travel in support of Item 2	AS NEEDED		ESTIMATED COST	38,000.00
This contract consists of the following: 1. SF 26, 1 page and Representations, Certifications and Acknowledgements, 2 pages. 2. Statement of work, 18 pages. 3. 1980 MIS Assessment Guide, 14 pages. 4. Regional Certification Guide, 3rd draft, January 29, 1980, 44 pages. 5. Functional Management Information System Handbook, 2nd draft, 27 pages. 6. Special Clauses for prime contracts, 1 page. 7. The General Provisions, USDL Mar. 1975 ed. w/Amendments 1 & 2, 38 pages. 8. General Provisions for Cost-Reimbursement Type Supply Contracts with Amendments 1-4, applicable to item 3 only, 54 pages.					

21. TOTAL AMOUNT OF CONTRACT \$383,118.40	
CONTRACTING OFFICER WILL COMPLETE BLOCK 22 OR 26 AS APPLICABLE	
22. ☒ CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 4 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed therein.)	26. ☐ AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
23. NAME OF CONTRACTOR BY  (Signature of person authorized to sign)	27. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)
24. NAME AND TITLE OF SIGNER (Type or print) John L. Smith Chicago District Director	25. DATE SIGNED
28. NAME OF CONTRACTING OFFICER (Type or print) JOHN E. DYE	29. DATE SIGNED 4/11/80

Rec'd from
John Honda
10/28/80
CAL

James H. Lowry & Associates
Summary of Direct & Indirect Costs - FY 1980

DESCRIPTION	FY 1978 TOTALS	FY 1980 TOTALS	REFERENCE	EXCLUSIONS	DIRECT CHARGES	INDIRECT CHARGES
LMO-MOM Expenses	134,526		1			
Moving Expenses	0	15,000	2	15,000		5,000
Training and Education	1,180	5,000	3			15,000
Travel	40,869	60,000	4	45,000		170,200
Salaries	116,802	466,000	5		295,800	8,668
Payroll Taxes	3,859	23,426	6		14,758	8,668
Employee Benefits	4,494	23,426	7		14,758	2,035
Unemployment Taxes	1,230	5,500	8		3,465	3,500
Dues and Subscriptions	3,006	7,000	9	3,500		12,000
Telephone	6,339	12,000	10			4,000
Professional Fees	29,027	8,000	11	4,000		101,100
Rental-Buildings	13,025	101,100	12			10,000
Office Supplies	7,866	10,000	13			5,000
Legal and Accounting	1,280	5,000	14			8,405
Depreciation	3,774	8,405	15			18,000
Machine Rental	4,425	18,000	16			6,000
Repairs and Maintenance	1,495	6,000	17			2,000
Printing	1,052	4,000	18	2,000		-----
Pension Plan	0	15,000	19	15,000		2,000
Postage and Freight	565	2,000	20			3,000
Secretarial Services	2,572	3,000	21			1,893
Utilities	244	1,893	22			3,000
Books and Library	411	3,000	23			3,000
Auto Expense	231	3,000	24			
Income Taxes-State	0	-----	25			
Interest Expense	188	-----	26			
Miscellaneous	831	-----	27			
Bonus-Salaries	0	90,000	28		56,700	33,300 (1)
TOTALS		895,750		84,500	385,481	425,769
Overhead Rate or Indirect/Direct Ratio						110%

① split 63/37

Rec'd from
R. Entwing 11/1/88
CAC

CONTRACT MODIFICATION ISSUES

- . Scope of Technical Assistance Contract
 - . Expanded scope (Cleveland, E. St. Louis, Chicago)
 - . Flexibility
- . Budget for Phase I Carryover
 - . Additional TA days
 - . Administrative day breakout
 - . Travel
 - . Support
- . Transportation estimate Revision in February
- . Report Deliverables/Timing

REGION V TECHNICAL ASSISTANCE PROJECT

Phase II Budget

	Phase II Original Budget	Carryover Phase I	Total Phase II Budget
<u>Professional Fees</u>			
Technical Assistance Days (560 days)	160,000	(98 days) \$29,400	(625 days) \$187,500
Administration (5%)			(33 days) 9,900
Total			(658 days) \$197,400 ✓
<u>Other Costs</u>			
Reproduction/Communication	4,000		4,000 ✓
*Transportation	38,000	7,058	45,058
*Support	0	7,800	7,800
Fee	8,820	2,242	11,062 ✓
Total	218,820	46,500	265,320

*Billed on Actual Usage

197,400
 4,000
 11,062

 658 | 212,462
 322.89

2-Way Memo

Subject:

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

From :

Walter Zeng

DATE OF MESSAGE

4/8/80

ROUTING SYMBOL

5T6B-17

SIGNATURE OF ORIGINATOR

W. Zeng

TITLE OF ORIGINATOR

Chief MDSA

INITIAL MESSAGE

The contract for Phase II should be at the rate of \$323 per staff day for consultant services. Travel is to be reimbursed separately.

The \$323 pr. staff day is computed as follows:

Professional Fees \$168,000

REPLY MESSAGE

Reproduction 2,000

Communications 2,000

Fee @ 790 8,820

Total \$180,820

\$180,820 ÷ 560 = \$322.89 or \$323

Estimated cost of travel is \$38,000

To :

➔

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

2-Way Memo

Subject:

From :

Walter Zeng

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message).

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep copy, return one copy.

DATE OF MESSAGE

4/4/80

ROUTING SYMBOL

5TG

SIGNATURE OF ORIGINATOR

R. Zeng

TITLE OF ORIGINATOR

Chief MDS

INITIAL MESSAGE

I talked to John Dye again. The contract for Phase II should be at the rate of \$300⁰⁰ per sta day for consultant services with travel to be reimbursed separately. Attached is the revised statement of work.

REPLY MESSAGE

I do not think we have either a meeting of the minds or a manageable situation. I thought John Dye was talking about the direct reimbursement of the contractor's individual employees travel expenses to the individual. This was a method used for the closeout group. The contractor, in letter dated March 27, 1980, is talking about his being reimbursed on a cost plus fee basis. He is also expecting to be reimburse for secretarial and administrative support, reproduction and communications on a cost plus fee basis. Those cannot be done outside the contract and would necessitate a cost reimbursement type contract which cannot be justified. If you insist on such a freak instrument I will have to have the following estimated costs:

Estimated cost of travel \$_____ and fee \$_____.

Estimated cost of secretarial and administrative support, reproduction and communications \$_____ and fee \$_____.

To : Walter Zeng

DATE OF REPLY

7 Apr 80

ROUTING SYMBOL

5TGB-

SIGNATURE OF REPLIER

Walter Zeng

TITLE OF REPLIER

Sup. Con. Spec

Mtg. 3/24 Dye, Zeng, Montgomery
Entry @ 1.36 per 560 300
168,000

Ant above budget.

No. of days per prime in question -
Bygone holding no of days found.

Dye wants 1st unit prime

Dye lost on high side

Seels Two is more in line

Dye taking \$1,500 unit cost.
in Phase I

Daily rate on \$300 x 1/22.

Phase I - \$1,500 per prime (unit)

1700
106
10200
17000
180200
168,000

9000
15000
159,000

Phase II \$300 x 560 = 168,000
348,200
38,000



U. S. GOVERNMENT
SMALL BUSINESS ADMINISTRATION
CHICAGO DISTRICT OFFICE
219 S. Dearborn St.
Chicago, Illinois 60604

Rec'd from
R. Embury 11/12/80
CME

March 21, 1980

U.S. Department of Labor
Employment and Training Administration
230 S. Dearborn St.
Chicago, IL 60604

Attention: Mr. C. Thompson Ross - Regional Administrator

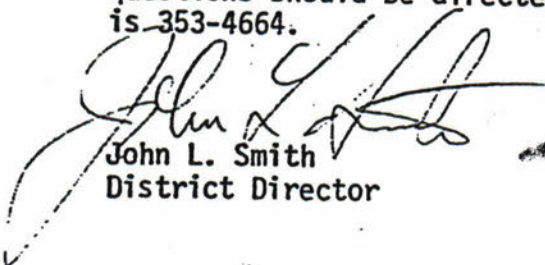
Subject: Analysis of Present MIS for CETA Prime Sponsors

Dear Mr. Ross:

You are hereby authorized to negotiate directly with our subcontractor, James H. Lowry and Associates, to arrive at an acceptable technical and cost proposal for the subject requirement.

At the conclusion of negotiations, this office must be provided with a copy of any revised proposals, your memorandum of negotiation, and any other pertinent documents.

Mrs. Vivian Abraham will be the SBA coordinator for this project. Any questions should be directed to her. Mrs. Abraham's telephone number is 353-4664.


John L. Smith
District Director

R. E. Enberg 11/12/60
C. J. C.

— 100 —

Labor, Employment and

has a requirement for

m. The attached Statement

needed.

imately \$300,000. The

March 24, 1980 through

Ms. Terry Montgomery,

1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

[illegible]

*Hand delivered by
Bynoe's assistant, Lush
12-16-80*

JAMES H. LOWRY & ASSOCIATES

MANAGEMENT CONSULTANTS

303 EAST WACKER DRIVE, SUITE 1340
CHICAGO, ILLINOIS 60601
(312) 861-1800

1200 NEW HAMPSHIRE AVENUE, N.W., SUITE 220
WASHINGTON, D.C. 20036
(202) 466-4730

December 15, 1980

Mr. Clarence A. Collins, Jr.
Special Agent
Office of the Inspector General
U.S. Department of Labor
230 South Dearborn Street
Chicago, IL 60604

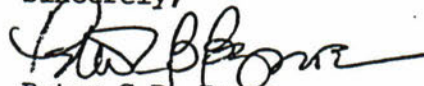
Dear Mr. Collins:

Pursuant to your request, I have enclosed a copy of our Workshop Tally summary sheets for our 1980 Labor Market Orientation work. I have also enclosed a listing of our workshop schedule for your files.

The bus company that we used for transporting the youth was Spears Transportation, Inc. The President, Mr. James Spears can be reached at 363-3360. 6937 S CONSTANCE

If you need any additional information, please feel free to contact me.

Sincerely,



Peter C.B. Bynoe
Vice President

PCBB:jy

Enclosure(s)

WORKSHOP SITES

1. Name Malcolm X College
Address 1900 West Van Buren Street
Telephone 942-3000
Contact Person Richard Ford
Classrooms 10

2. Name Olive-Harvey College
Address 10001 South Woodlawn Avenue
Telephone 568-3700
Contact Person Gilbert Bailey
Classrooms 10

3. Name Truman College
Address 1145 West Wilson Avenue
Telephone 878-1700
Contact Person Bernard Tarshis
Classrooms 6

OPTIONAL WORKSHOP SITE

Name Center for Inner City Studies
Address 700 E. Oakwood Boulevard
Telephone 268-2500
Contact Person Don Bailey
Classrooms 5

JAMES H. LOWEY & ASSOCIATES

1980 LABOR MARKET ORIENTATION PROGRAM

WORKSHOP SCHEDULE

J U L Y	7 America's Music	8 Federation of Settlements	9 YMCA	10 YMCA	11 YMCA
	14 City Colleges	15 Board of Education	16 Board of Education	17 Board of Education	18 Board of Education
	21 Housing Authority	22 Board of Education	23 Board of Education	24 Board of Education	25 Board of Education
	28 Archdiocese of Chicago	29 Archdiocese of Chicago	30 Archdiocese of Chicago	31 Archdiocese of Chicago	1 Archdiocese of Chicago
A U G U S T	4 Department of Human Services	5 Department of Human Services	6 Department of Human Services	7 Department of Human Services	8 Department of Human Services
	11 Department of Human Services	12 Chicago Park District	13 Department of Human Services	14 DHS & Alliance of Businessmen	15 Department of Human Services
	18 Department of Human Services	19 Department of Human Services	20 Department of Human Services	21 Department of Human Services	22 Department of Human Services

WORKSHOP TALLY - LMO

WEEK OF 7/7 - 7/11

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE		2 / Am		3 / Am	5 / Am
		2 / pm		4 / pm	6 / pm
MALCOLM X COLLEGE	9 / Am	9 / Am	10 / Am	10 / Am	10 / Am
	9 / pm	9 / pm	10 / pm	10 / pm	10 / pm
OLIVE HARVEY COLLEGE	9 / Am	7 / Am	10 / Am	5 / Am	3 / Am
	9 / pm	7 / pm	10 / pm	6 / pm	4 / pm
CENTER FOR INNER CITY SERVICES					
TOTAL	36	36	40	38	38
<u>WEEKLY TOTAL</u>					188

WORKSHOP TALLY - LMO

WEEK OF 7/14 - 7/18

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE	3/Am.	3/Am	6/Am		
	3/pm	3/pm	6/pm		
MALCOLM X COLLEGE	9/Am	10/Am	6/Am	10/Am	10/Am
	9/pm	10/pm	6/pm	10/pm	10/pm
OLIVE HARVEY COLLEGE	9/Am	10/Am	10/Am	10/Am	10/Am
	9/pm	10/pm	10/pm	10/pm	10/pm
CENTER FOR INNER CITY SERVICES					
TOTAL	42	46	44	40	40
<u>WEEKLY TOTAL</u>					212

WORKSHOP TALLY - LMO

WEEK OF 7/21 - 7/25

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE	3/Am	3/Am	6/Am	3/Am	5/Am
	3/pM	3/pM	6/pM	3/pM	5/pM
MALCOLM X COLLEGE	10/Am	10/Am	6/Am	10/Am	10/Am
	10/pM	10/pM	6/pM	10/pM	10/pM
OLIVE HARVEY COLLEGE	9/Am	10/Am	10/Am	10/Am	10/Am
	9/pM	10/pM	10/pM	10/pM	10/pM
CENTER FOR INNER CITY SERVICES					
TOTAL	44	46	44	46	50
<u>WEEKLY TOTAL</u>					230

WORKSHOP TALLY - LMOWEEK OF 7/28 - 8/1

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE	5/AM	5/AM	5/AM	5/AM	5/AM
	5/PM	5/PM	5/PM	5/PM	5/PM
MALCOLM X COLLEGE	10/AM	10/AM	10/AM	10/AM	10/AM
	10/PM	10/PM	10/PM	10/PM	10/PM
OLIVE HARVEY COLLEGE	10/AM	10/AM	10/AM	10/AM	10/AM
	10/PM	10/PM	10/PM	10/PM	10/PM
CENTER FOR INNER CITY SERVICES					
TOTAL	50	50	50	50	50
<u>WEEKLY TOTAL</u>					250

WORKSHOP TALLY - LMO

WEEK OF 8/4 - 8/8

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE	5/ am	5/ am	5/ am	6/ am	6/ am
	5/ pm	5/ pm	5/ pm	6/ pm	6/ pm
MALCOLM X COLLEGE	10/ am	10/ am	10/ am	10/ am	10/ am
	10/ pm	10/ pm	10/ pm	10/ pm	10/ pm
OLIVE HARVEY COLLEGE	10/ am	10/ am	9/ am	9/ am	10/ am
	10/ pm	10/ pm	9/ pm	9/ pm	10/ pm
CENTER FOR INNER CITY SERVICES					
TOTAL	50	50	50	50	50
<u>WEEKLY TOTAL</u>					250

WORKSHOP TALLY - LMOWEEK OF 8/11- 8/15

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE	6 / Am	6 / Am	6 / Am	6 / Am	6 / Am
	6 / pm	6 / pm	6 / pm	6 / pm	6 / pm
MALCOLM X COLLEGE	10 / Am	10 / Am	10 / Am	10 / Am	10 / Am
	10 / pm	10 / pm	10 / pm	10 / pm	10 / pm
OLIVE HARVEY COLLEGE	9 / Am	9 / Am	9 / Am	9 / Am	9 / Am
	9 / pm	9 / pm	9 / pm	9 / pm	9 / pm
CENTER FOR INNER CITY SERVICES					
TOTAL	50	50	50	50	50
<u>WEEKLY TOTAL</u>					250

WORKSHOP TALLY - LMO

WEEK OF 8/18 - 8/22

SITE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TRUMAN COLLEGE					
MALCOLM X COLLEGE	5/am	7/am	10/am	10 /am	10 /am
	5/pm	7/pm	10/pm	10 /pm	10 /pm
OLIVE HARVEY COLLEGE	10 /am	8/am			
	10 /pm	8/pm			
CENTER FOR INNER CITY SERVICES	10 /am	10 /am	10 /am	10 /am	10 /am
	10 /pm	10 /pm	10 /pm	10 /pm	10 /pm
TOTAL	50	50	40	40	40
<u>WEEKLY TOTAL</u>					220

JAMES H. LOWRY & ASSOCIATES

303 EAST WACKER DRIVE, SUITE 1340

CHICAGO, ILLINOIS 60601

Mr. Clarence A. Collins, Jr.
Special Agent
Office of the Inspector General
U.S. Department of Labor
Suite 3200
230 South Dearborn Street
Chicago, Illinois 60604

11-19-80

11:13 am

Peter Bynoe personally
delivered this to me
on this date.

He also said that a
log was ~~kept~~ kept of
the work slips that
were delivered

CETA
MANAGEMENT INFORMATION SYSTEM
CERTIFICATION/ASSESSMENT

GUIDE

FOR USE BY:
REGION V
USDOL / ETA
CETA MIS REVIEW
AND IMPROVEMENT
PROJECT

1980

PRIME SPONSOR

U.S. DEPT. OF LABOR
OCT 17 1980
EMPLOYMENT
TRAINING
ADMINISTRATION

CETA

MANAGEMENT INFORMATION SYSTEM

CERTIFICATION/ASSESSMENT

GUIDE

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CETA MIS REVIEW
AND IMPROVEMENT
PROJECT

1980

PREPARED BY
JAMES H. LOWRY & ASSOCIATES

MANAGEMENT CONSULTANTS

AND

The FARGO Company
incorporated
management consultants

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A. GENERAL INFORMATION

(This information is used for the coversheet and the
Prime Sponsor Profile, page C-2)

I. STRUCTURE & POLICY

P/S Name:

Address:

Tel no.:

Director:

Deputy (MIS)

MIS Dir:

Federal Rep:

Other:

Other:

Size of Sponsor:

Geographic Area:

No. of Participants:

FY '80 Funding Level:

Titles: II B

IV-YIEPP

II C

IV-YCCIP

II D

IV-YETP

IV-SYEP

III-HIRE

III-STIP

VI

VII

MIS Organization:

Staff Responsibilities:

Subrecipient MIS Responsibilities:

MIS Staff Training Approach:

Fiscal Unit relationship to MIS Unit:

B. MATERIALS TO BE COLLECTED
AND/OR REVIEWED

(OBTAIN COPIES AT START OF SITE VISIT)

I. STRUCTURE
AND POLICY

1. FORMS (See Question I.C.4 on page 5)

Application Form
Enrollment Form
Status Change Notice
Termination Notice
Follow-up Form
Eligibility Worksheet
Employability Development Plan
Other: _____
Other: _____

2. TRACKING SYSTEM

Tracking Cards or Logs Used
Letter of Notification to Participants

3. REPORTING

Samples of Logs or Worksheets (manual system)
Copies of Internal Management Reports
The Latest Federal Reports: QSPC, PSS and FSR

4. AN ORGANIZATION CHART

5. POSITION DESCRIPTIONS FOR MIS POSITIONS (Optional)

6. DOCUMENTATION: MATERIALS TO BE REVIEWED

Master Plan (get copy of section that describes MIS)
Annual Plan
Eligibility Verification Documentation
30-Day Review Documentation
Monitoring Documentation (for compliance: the IMU, and for performance: the monitoring
and evaluation unit)
MIS Documentation
ADP Systems Documentation
Training Manuals Used
Procedures for and Results of Self Validation Activity
Procedures for and Results of In-depth Quarterly Review

REF	C. FORMS FLOW FILE LOCATION	I, STRUCTURE AND POLICY
SP-1	1. Does the Sponsor operate a CRU?	
SP-2	2. Are there individual file folders for participants?	
IN-8* SP-3 AS-1	3. Does the <u>basic forms system</u> facilitate tracking of an individual's progress throughout the program?	
	4. Describe the basic forms used in the system and their interrelationship.	
	5. Describe (flowchart) the physical flow of forms between intake centers, the CRU and subrecipients	
	6. How many locations maintain applicant files?	
	7. How are files organized at each location?	
	8. Is the same data recorded at all intake locations?	
	9. Is the same data taken for all titles?	
	10. How does Prime "dual" enroll participants in multiple titles? Concurrent activities?	

REF	D. APPLICATION VS. ENROLLMENT	I. STRUCTURE AND POLICY
	1. Is there a difference between data taken at application and enrollment? If yes, explain:	
	2. Are separate forms used for application and enrollment?	
REF	E. APPLICANT DATA COLLECTION	
IN-1	1. Are records maintained on both eligible and ineligible applicants?	
IN-2	2. Is the applicant information centrally located? If not, can it be aggregated?	
IN-3*	3. Are applicant files maintained for a minimum of 12 months?	
	4. Can participant and applicant characteristics be compared?	
REF	F. PARTICIPANT DATA COLLECTION	
IN-4*	1. Are participant records maintained for a 5-year period?	
	2. Can intake points be identified for each participant?	

REF	G. INTAKE/APPLICATION DATA	I. STRUCTURE AND POLICY	
IN-5* IN-6*	Copies of the intake/application form(s) should be reviewed comparing the data fields with this listing. All items on the list must be available and recorded.	<u>On Application</u> (IN-5) ___ Name ___ SSN ___ Birthdate ___ Application Date ___ Citizenship ___ Residence ___ Prior CETA Experience ___ Family Status ___ Economically Disadvantaged ___ Labor Force Status ___ Family Income ___ Farm Residence ___ Economic Status ___ Work History ___ Veteran Status ___ Other Employment Information ___ Certification	<u>On Enrollment</u> (IN-6) ___ Sex ___ Education Status ___ Race/Ethnic Group ___ Limited English ___ Migrant or Seasonal Farm ___ Family Member ___ Offender ___ Displaced Homemaker ___ Number of Dependents ___ Eligibility Determination

REF	H. MIS UNIT RESPONSIBILITIES	I. STRUCTURE AND POLICY
PR-1	1. Are all federal report totals tabulated by the MIS unit from MIS records/systems?	
PR-2	2. Is the MIS unit in control of all of the records used to assemble the report?	
	3. Does the MIS unit provide reports other than those federally required?	
	4. Is the processing system manual or automated?	
REF	I. PROCESSING DESCRIPTION	
	1. If the system is <u>manual</u>, what are the procedures involved in producing federal and internal management reports? • Is a log system used? • Are subrecipient/program agent reports summarized and used for reporting purposes? • Other? Explain.	

REF	1. PROCESSING DESCRIPTION		I. STRUCTURE AND POLICY
	2. If <u>automated</u> , describe the processing format.		
	3. Does the system combine fiscal and participant data? If so, describe interface process.		
	4. Are Sponsor staff aware of any problems in the reporting system that affect the <u>accuracy</u> of the report? - Time-lag in data submission. - Subrecipient problems. - Misinterpretation of report definitions. - Other.		

REF

J. HOLDING POLICY

I. STRUCTURE
AND POLICY

SP-4

1. Has the Sponsor instituted a holding policy for those enrollees who successfully complete a program activity? Describe.

2. If there is a time limit, how long is it?

SP-5

3. Are holding participants reported on Line 1-A and 1-C of the PSS only?

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM
STATUS SUMMARY

L. PR.

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY																				REP. PERIOD	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	MM	YY
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

I. PARTICIPATION AND TERMINATION SUMMARY		1	2	3	ACTUAL
A. TOTAL PARTICIPANTS					26
1. New Participants					11
2. Transfers from other Subjects					26
3. Participants Carried Over					41
B. TOTAL TERMINATIONS					46
1. Entered Unsub. Employment					51
a. Direct Placements					56
b. Indirect Placements: (1) Thru Sponsor					61
(2) Other indirect					66
2. Transfers to other Subjects					71
3. Additional Positive Terminations					76
4. Return to/Continued Full-Time School					26
5. Other Terminations					
C. TOTAL CURRENT PARTICIPANTS (End-of-Quarter)					
1. Active Non-PSE Participants (11-D of VI)					
II. SPECIAL CATEGORIES					
A. UNSUBSIDIZED PRIVATE SECTOR PLACEMENTS					46
B. TITLE II - C: (1) Upgrading					51
(2) Retraining					56
TITLE IV: (1) GED Certificate					61
(2) Academic Credit					66
(3) Special Mature					71
(4) Limited Ser					

REF	K, FOLLOW-UP		I. STRUCTURE AND POLICY
SP-6	1. Are follow-up contacts being conducted for participants who have entered employment?		
	2. What are the intervals of contact?		
	3. Are contacts made with <u>ex-participants</u> or <u>employer</u> ? Explain.		
REF	L. EDIT CONTROL/ ERROR CORRECT		
SP-7* SP-8	1. Are edit control and error correction procedures included in the Sponsor's MIS documentation?		
	2. What is the procedure for checking source documents?		
	3. Who has the responsibility for forms review?		
	4. How are errors/omissions on source documents corrected?	In House _____ Telephone with Subrecipients _____ Sent back to Subrecipients _____	
SP-9	5. Is the timeliness of submitted data verified? How?		

REF	M. VALIDATION	NOTE: Assessor should clarify/define what is meant by validation.	I. STRUCTURE AND POLICY
SP-10*	1. Has the Sponsor established a comprehensive validation procedure?		
	2. What are the procedures?		
SP-11	3. Has the Sponsor conducted internal validations to date?		
	4. At what intervals?		
	5. Which titles?		
SP-12	6. Have the results of the internal validations been documented?		
SP-13 SP-14	7. Have the results produced any corrective action? Describe.		
	8. If no validation procedures have been implemented, how does the Sponsor verify report totals with field site activity?		

REF	N. TRACKING PARTICIPANTS	I. STRUCTURE AND POLICY
AS-3 SP-3 SP-15* SP-27	1. Is a system in operation which tracks participants' times in various components? Describe.	NOTE: Ask for written procedures/documentation:
SP-20	2. Is the system centralized?	
	3. Is the system automated?	
SP-16 to SP-19*	4. Does the system track separate participation in:	1000/2000 hrs. 104 wks. 78 wks. 30 mos./5 yrs. WE? CRT? PSE? Total CETA?
SP-21	5. Are statistics kept separately for active and inactive participants?	
SP-22	6. Is the information updated based on participant status change notices?	
	7. List all persons/units who have responsibility for tracking time limitations; for providing notifications to participants who are about to exhaust their time limits, and for requesting waivers.	
AS-3	8. Does the system conform to the system described in the Sponsor's Master Plan, Section 7.b.ii? List variances.	
	9. Does the system conform to Region V ETA CETA Letters 8-11, and 80-11 Change 1? List variances.	

REF	N. TRACKING PARTICIPANTS	I. STRUCTURE AND POLICY
	10. Is the tracking system based on time or compensation, e.g., number of weeks in <u>PSE</u> (MIS and records) or the receipt of compensation (fiscal)?	
	11. If the system is based on time, is there a periodic check and/or final check against the sponsor's payroll records? Briefly describe.	
AS-3 SP-23	12. What type of warning mechanism is used to mark the approach of a time limit for participants in a given component?	
AS-4 SP-24	13. What are the procedures for notifying participants of approaching time limits? (at least 2 weeks prior to exhausting their time limits)	
SP-25	14. Is prior participation data entered into the system?	For this Sponsor? ____ For other Sponsors? ____

REF	N. TRACKING PARTICIPANTS	I. STRUCTURE AND POLICY
	15. Is there a provision for insuring that an individual will not be assigned into a training activity that extends beyond his/her participation limits? Describe.	
SP-26	16. Does the system track participation from the required start dates? (PSE - 4/1/78 CRT/WE - 9/30/78)	
AS-3	17. Do the procedures include a description of how the system accommodates the tracking of participants who have been granted an extension because of a <u>waiver approval</u>?	

REF	O. MIS TRACKING RESPONSIBILITIES		I. STRUCTURE AND POLICY
AS-3	Select two (2) persons on the Sponsor staff who have some responsibility for the tracking system. Ask each person to briefly describe the system and his/her specific responsibilities. Do the descriptions conform to the system procedures? List variances. Note: You may chose to wait until the end of a session to interview these staff so that the continuity of your questioning won't be broken.		

P. TRACKING TEST (AS-3)				FILE REVIEW		I. STRUCTURE AND POLICY
Participant files selected	Time properly tracked		File has CETA participation history		Deficiencies	
	Yes	No	Yes	No		
PSE	1.					
	2.					
	3.					
	4.					
	5.					
WE	1.					
	2.					
	3.					
	4.					
	5.					
CRT	1.					
	2.					
	3.					
	4.					
	5.					
CETA/NO PA	1.					
	2.					
	3.					
	4.					
	5.					

WITH WAIVERS REQUESTED OR APPROVED

RECEIVED NOTICE OF PENDING TERMINATION

D. WAIVER TEST (AS-3)		FILE REVIEW		I. STRUCTURE AND POLICY
Participant files selected	Files indicate waiver status?	Logs, listings track waiver?	System handles time exten.?	
1.				
2.				
3.				
NOTICE OF TERM TEST	Files contain history of participation?	Notice received 2 weeks prior to termination?		
1.				
2.				
3.				

REF	A. FILE MANAGEMENT AND FORMS FLOW		II. INTAKE
	Questions and answers to this section are addressed in I. Structure and Policy; Sections C-G.		
REF	B. EMPLOYABILITY PLANS		
IN-7*	1. Is an Employability Development Plan completed for all Title II participants?		
	2. Is it automated?		
	3. How is this data used?		

REF	C. ELIGIBILITY		II. INTAKE
IN-17	1. Is an eligibility determination worksheet being used? (Attach a copy.)		
	If not, how is the determination documented?		
	2. Who makes the initial eligibility determination?		
REF	D. ELIGIBILITY - 30-DAY VERIFICATION		
IN-12*	1. Is the Prime Sponsor completing a 30-day eligibility review?		
	2. What unit/staff completes the review?		
	3. What process is used?		
IN-14	4. Are results of the 30-day review documented?		
	5. Have these results caused any corrective action? Describe examples.		

REF	E. ELIGIBILITY QUARTERLY REVIEW	II. INTAKE	
IN-13*	1. Is an in-depth quarterly eligibility review being completed?		
	2. What unit is responsible?		
	3. What process is used?		
	4. How is the sample selected?		
IN-16	5. Is the sample size appropriate?		
	6. When did the Sponsor begin these reviews?		
	7. How many staff days are required to complete such a review?		
	8. Is proper source documentation used to verify eligibility?		
IN-15	9. Are the results of the in-depth review documented?		
	10. If yes, have these results stimulated any corrective action? Describe examples.		

PR-5

U.S. DEPARTMENT OF LABOR
Employment and Training Administration
QUARTERLY SUMMARY OF PARTICIPANT
CHARACTERISTICS

I. PRIME SPONSOR'S NAME AND ADDRESS

(Instructions: Print the name of the prime sponsor in line 1 or that sponsor, if none, write "None" in line 1 or 2 or 3 or 4 or 5 or 6 or 7 or 8 or 9 or 10 or 11 or 12 or 13 or 14 or 15 or 16 or 17 or 18 or 19 or 20 or 21 or 22 or 23 or 24 or 25 or 26 or 27 or 28 or 29 or 30 or 31 or 32 or 33 or 34 or 35 or 36 or 37 or 38 or 39 or 40 or 41 or 42 or 43 or 44 or 45 or 46 or 47 or 48 or 49 or 50 or 51 or 52 or 53 or 54 or 55 or 56 or 57 or 58 or 59 or 60 or 61 or 62 or 63 or 64 or 65 or 66 or 67 or 68 or 69 or 70 or 71 or 72 or 73 or 74 or 75 or 76 or 77 or 78 or 79 or 80 or 81 or 82 or 83 or 84 or 85 or 86 or 87 or 88 or 89 or 90 or 91 or 92 or 93 or 94 or 95 or 96 or 97 or 98 or 99 or 100 or 101 or 102 or 103 or 104 or 105 or 106 or 107 or 108 or 109 or 110 or 111 or 112 or 113 or 114 or 115 or 116 or 117 or 118 or 119 or 120 or 121 or 122 or 123 or 124 or 125 or 126 or 127 or 128 or 129 or 130 or 131 or 132 or 133 or 134 or 135 or 136 or 137 or 138 or 139 or 140 or 141 or 142 or 143 or 144 or 145 or 146 or 147 or 148 or 149 or 150 or 151 or 152 or 153 or 154 or 155 or 156 or 157 or 158 or 159 or 160 or 161 or 162 or 163 or 164 or 165 or 166 or 167 or 168 or 169 or 170 or 171 or 172 or 173 or 174 or 175 or 176 or 177 or 178 or 179 or 180 or 181 or 182 or 183 or 184 or 185 or 186 or 187 or 188 or 189 or 190 or 191 or 192 or 193 or 194 or 195 or 196 or 197 or 198 or 199 or 200 or 201 or 202 or 203 or 204 or 205 or 206 or 207 or 208 or 209 or 210 or 211 or 212 or 213 or 214 or 215 or 216 or 217 or 218 or 219 or 220 or 221 or 222 or 223 or 224 or 225 or 226 or 227 or 228 or 229 or 230 or 231 or 232 or 233 or 234 or 235 or 236 or 237 or 238 or 239 or 240 or 241 or 242 or 243 or 244 or 245 or 246 or 247 or 248 or 249 or 250 or 251 or 252 or 253 or 254 or 255 or 256 or 257 or 258 or 259 or 260 or 261 or 262 or 263 or 264 or 265 or 266 or 267 or 268 or 269 or 270 or 271 or 272 or 273 or 274 or 275 or 276 or 277 or 278 or 279 or 280 or 281 or 282 or 283 or 284 or 285 or 286 or 287 or 288 or 289 or 290 or 291 or 292 or 293 or 294 or 295 or 296 or 297 or 298 or 299 or 300 or 301 or 302 or 303 or 304 or 305 or 306 or 307 or 308 or 309 or 310 or 311 or 312 or 313 or 314 or 315 or 316 or 317 or 318 or 319 or 320 or 321 or 322 or 323 or 324 or 325 or 326 or 327 or 328 or 329 or 330 or 331 or 332 or 333 or 334 or 335 or 336 or 337 or 338 or 339 or 340 or 341 or 342 or 343 or 344 or 345 or 346 or 347 or 348 or 349 or 350 or 351 or 352 or 353 or 354 or 355 or 356 or 357 or 358 or 359 or 360 or 361 or 362 or 363 or 364 or 365 or 366 or 367 or 368 or 369 or 370 or 371 or 372 or 373 or 374 or 375 or 376 or 377 or 378 or 379 or 380 or 381 or 382 or 383 or 384 or 385 or 386 or 387 or 388 or 389 or 390 or 391 or 392 or 393 or 394 or 395 or 396 or 397 or 398 or 399 or 400 or 401 or 402 or 403 or 404 or 405 or 406 or 407 or 408 or 409 or 410 or 411 or 412 or 413 or 414 or 415 or 416 or 417 or 418 or 419 or 420 or 421 or 422 or 423 or 424 or 425 or 426 or 427 or 428 or 429 or 430 or 431 or 432 or 433 or 434 or 435 or 436 or 437 or 438 or 439 or 440 or 441 or 442 or 443 or 444 or 445 or 446 or 447 or 448 or 449 or 450 or 451 or 452 or 453 or 454 or 455 or 456 or 457 or 458 or 459 or 460 or 461 or 462 or 463 or 464 or 465 or 466 or 467 or 468 or 469 or 470 or 471 or 472 or 473 or 474 or 475 or 476 or 477 or 478 or 479 or 480 or 481 or 482 or 483 or 484 or 485 or 486 or 487 or 488 or 489 or 490 or 491 or 492 or 493 or 494 or 495 or 496 or 497 or 498 or 499 or 500 or 501 or 502 or 503 or 504 or 505 or 506 or 507 or 508 or 509 or 510 or 511 or 512 or 513 or 514 or 515 or 516 or 517 or 518 or 519 or 520 or 521 or 522 or 523 or 524 or 525 or 526 or 527 or 528 or 529 or 530 or 531 or 532 or 533 or 534 or 535 or 536 or 537 or 538 or 539 or 540 or 541 or 542 or 543 or 544 or 545 or 546 or 547 or 548 or 549 or 550 or 551 or 552 or 553 or 554 or 555 or 556 or 557 or 558 or 559 or 560 or 561 or 562 or 563 or 564 or 565 or 566 or 567 or 568 or 569 or 570 or 571 or 572 or 573 or 574 or 575 or 576 or 577 or 578 or 579 or 580 or 581 or 582 or 583 or 584 or 585 or 586 or 587 or 588 or 589 or 590 or 591 or 592 or 593 or 594 or 595 or 596 or 597 or 598 or 599 or 600 or 601 or 602 or 603 or 604 or 605 or 606 or 607 or 608 or 609 or 610 or 611 or 612 or 613 or 614 or 615 or 616 or 617 or 618 or 619 or 620 or 621 or 622 or 623 or 624 or 625 or 626 or 627 or 628 or 629 or 630 or 631 or 632 or 633 or 634 or 635 or 636 or 637 or 638 or 639 or 640 or 641 or 642 or 643 or 644 or 645 or 646 or 647 or 648 or 649 or 650 or 651 or 652 or 653 or 654 or 655 or 656 or 657 or 658 or 659 or 660 or 661 or 662 or 663 or 664 or 665 or 666 or 667 or 668 or 669 or 670 or 671 or 672 or 673 or 674 or 675 or 676 or 677 or 678 or 679 or 680 or 681 or 682 or 683 or 684 or 685 or 686 or 687 or 688 or 689 or 690 or 691 or 692 or 693 or 694 or 695 or 696 or 697 or 698 or 699 or 700 or 701 or 702 or 703 or 704 or 705 or 706 or 707 or 708 or 709 or 710 or 711 or 712 or 713 or 714 or 715 or 716 or 717 or 718 or 719 or 720 or 721 or 722 or 723 or 724 or 725 or 726 or 727 or 728 or 729 or 730 or 731 or 732 or 733 or 734 or 735 or 736 or 737 or 738 or 739 or 740 or 741 or 742 or 743 or 744 or 745 or 746 or 747 or 748 or 749 or 750 or 751 or 752 or 753 or 754 or 755 or 756 or 757 or 758 or 759 or 760 or 761 or 762 or 763 or 764 or 765 or 766 or 767 or 768 or 769 or 770 or 771 or 772 or 773 or 774 or 775 or 776 or 777 or 778 or 779 or 780 or 781 or 782 or 783 or 784 or 785 or 786 or 787 or 788 or 789 or 790 or 791 or 792 or 793 or 794 or 795 or 796 or 797 or 798 or 799 or 800 or 801 or 802 or 803 or 804 or 805 or 806 or 807 or 8

1. Check most recent QSPC to see if Prime Sponsor has included FY '80 changes. (Compare against attached form.)

List Deficiencies

2. Do the PSS categories "Total Participants," "Total Terminations," and "Total Entered Employments" equal the respective categories on the QSPC?
3. Who (what unit) checks this arithmetic? Is this procedure automated?

REF

C. CHANGES: FSR

III. PROCESSING

PR-3

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

**CETA
FINANCIAL STATUS REPORT**

FOR REGIONAL OFFICE USE ONLY

1. GRantee's NAME AND ADDRESS

2. FED. AGENCY

3. FEDERAL GRANT NO.

4. PROJECT PERIOD (From To)

5. TYPE OF PROGRAM

6. REPORT PERIOD (From To)

7. STATUS OF FUNDS

8. CHECKED TRAINING

9. On-the-Job Training

10. PSE - Non-Projects

11. Projects

12. Training/Services for 10 and 11

13. Work Experience

14. Services to Participants

15. Other Activities

16. Career Employment Experiences

17. Transition Services

18. Vocational Exploration Program

19. Enrollment

20. Total CETA Funds

21. Non-Federal Share of Program Outlays

22. Unexpended

23. Reversals

24. COMMENTS

25. SUMMARY OF ACTIVITY

26. CERTIFICATION

I CERTIFY that on the basis of the foregoing and hereby that this report is correct and complete and that all entries and unpaid obligations are for the purposes set forth in the grant agreement.

NAME

TITLE

SIGNATURE

DATE SUBMITTED

Has Prime Sponsor implemented FY '80 changes in FSR? Specifically, can the Sponsor report:

- Line 9 - Average Annualized Wage Rate (PSE)
- Line 10c - Unduplicated count of the number of Participants by Cost Category

List Deficiencies

REF	C. FY '82 REQUIREMENTS			IV. FY 80/81/82 REPORTS
Are all data items <u>currently</u> being aggregated for:		YES	NO	DEFICIENCIES
PR-20*	4. <u>Cost effectiveness</u> The cost per participant, per positive termination, per job placement, per indirect placement; by Title/Subpart and program activity; by quarter.			

REF	D. FY '80 ANNUAL REPORTS	III. PROCESSING	
	For the <u>Report of Detailed Characteristics and CETA Program Activity Summary</u> :	DETAILED CHARACTERISTICS	PROGRAM ACTIVITY SUMMARY
AS-1	1. How does the Sponsor plan to meet the requirements for each of the annual reports?		
PR-6*	2. Are all data items for this report being aggregated currently (either manually or automated)?		
PR-7*	3. If the system is automated, has it been modified to produce the required reports?*		
	4. If the system is manual, how will the report data be aggregated?*		
	5. If an automated system is planned to produce the annual reports, what are the critical dates for planned system development and operation?	Start _____ Complete _____	Start _____ Complete _____
	6. Is there a realistic backup plan for aggregating the data? Describe.		
** Check documentation and/or logs/worksheets . . . if none, so indicate			
		(PR-7)	(PR-6)

REF	E. FY '81 ANNUAL REPORT			III. PROCESSING
Are all data items <u>currently</u> being aggregated for:		YES	NO	<u>DEFICIENCIES</u>
PR-12.*	Enrollments and completions by 4-digit SOC or DOT code in OJT or CRT; by control point; by quarter.			

REF	A. FY '80 INTERNAL REPORTS					IV. FY 80/81/82 REPORTS
		Number	Name	When produced?	Who gets it?	Use
AS- Attach. #1	1. List <u>all</u> internal management reports produced by the MIS. (If there is an existing list use that as a basis for this information.) <u>NOTE:</u> Be sure to identify reports used by Planning, Youth and Private Industry Councils.					
	2. What is the role of the MIS unit in the planning process?					

REF	A. FY '80 INTERNAL REPORTS						IV. FY 80/81/82 REPORTS		
		Report Number	By Title/ subpart	By Sub- recipient	By Prog Act	By Term Type	For Significant Segments	For Handicapped	For Other Groups
AS-2 AS- Attach #1	3. What specific reports (both statistical and narrative) are generated to monitor EEO and affirmative action compliance?								

REF

A, FY '80 INTERNAL REPORTS

IV, FY 80/81/82 REPORTS

Are all data items currently being aggregated for:

YES

NO

DEFICIENCIES

PR-8*

4. Does the MIS produce a comparison of accrued expenditures with both planned expenditures and obligations by program activity; title/subpart, contract/sub-recipient level, as appropriate for the quarter and grant/contract period-to-date.

(Indicate report names or numbers)

PR-9*

5. Does the MIS produce a comparison of planned and actual participants served by title/subpart, by subrecipient/contractor and/or control point (as appropriate); by quarter and cumulative year-to-date.

(Indicate report names or numbers)

PR-10*

6. Does the MIS produce a comparison of planned and actual terminations by type, by title/subpart and subrecipient/contractor and/or control point (as appropriate); by quarter and cumulative year-to-date.

(Indicate report names or numbers)

REF	B. FY '81 REQUIREMENTS			IV. FY 80/81/82 REPORTS
Are all data items <u>currently</u> being aggregated for:		YES	NO	DEFICIENCIES
	1. Entry wage rates/salary level for participants in PSE by age, sex, race/ethnic group; by control point (as appropriate) by quarter. - Is report currently produced by Sponsor? - Can entry wage/salary levels be related to selected characteristics data?			
PR-13*	2. Types of terminations by age, sex, race/ethnic group; by quarter. Can the type of termination be related to selected characteristic data?			
PR-14*	3. Type of termination by program activity (including services) by Title/subpart; by quarter. Can the Sponsor relate type of termination data to the program activity/service of the participant?			

REF	B. FY '81 REQUIREMENTS			IV. FY 80/81/82 REPORTS
Are all data items <u>currently</u> being aggregated for:		YES	NO	DEFICIENCIES
PR-15*	4. Type of termination for CRT and OJT activities by skill area/occupations (SOC/DOT); by quarter. Can type of termination data be related to SOC/DOT code for which the participant was trained?			
PR-16*	5. Occupation of Placement by SOC/DOT for each Title/ Subpart by age, sex and race/ ethnic group; by quarter. - Can SOC/DOT codes be related to each occupational title of placement? - Can the above information be related to selected participant characteristics?			
PR-11*	6. For Title II-B and II-C participants with EDP's, completion status by activity from which they have exited, by age, sex, race/ ethnic group; by control point; by quarter. Are EDP's established for all Title II participants?			

REF	B. FY '81 REQUIREMENTS			IV. FY 80/81/82 REPORTS
		YES	NO	DEFICIENCIES
	Can participant data on completion status be related to the program activity from which they have exited?			
	Can completion status be related to characteristics data?			
	Can the above information be further divided by control points?			
Can the Prime Sponsor prepare a report on: IN-10*	7. • Comparison of eligible applicants with participants by age, sex, race/ethnic group; by intake point.			
IN-11*	Participants by age, sex, race/ethnic group; by title/subpart and program activity.			
IN-9*	Eligible applicants by age, sex, race/ethnic group; by intake point (and other control points as appropriate).			

REF	C. FY '82 REQUIREMENTS	IV. FY 80/81/82 REPORTS		
Are all data items <u>currently</u> being aggregated for:		YES	NO	DEFICIENCIES
PR-17*	1. Job Placements from OJT and OCT by training relatedness; by Title/Subpart and control point; by quarter. • Can training related placements be identified? • Can placements be identified down to the control point (sub-recipient) level?			
PR-18*	2. Placement wage (those in the QSPC) for each Title/Subpart; by age, sex and race/ethnic group; by quarter. • Can placement wage information be combined with characteristic data?			
PR-19*	3. <u>Wage gains</u> Employment status and, for those employed, wage gains, on all or a sample of all terminees leaving the CETA program within six months by age, sex, and race/ethnic group; by Title/Subpart; program activity; and control point (as appropriate); annually.			

REF	C. FY '82 REQUIREMENTS	IV. FY 80/81/82 REPORTS		
Are all data items <u>currently</u> being aggregated for:		YES	NO	DEFICIENCIES
PR-20*	4. <u>Cost effectiveness</u>			
	The cost per participant, per positive termination, per job placement, per indirect placement; by Title/Subpart and program activity; by quarter.			