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HEW PERSONNEL AVAILABLE FOR HUMAN RESOURCE PLANNING

Twenty six senior HEW personnel will be available nationwide to work with selected cities in the areas of human services planning, management, delivery systems, and budgeting under an IPA Demonstration Program. Guidelines for submitting proposals are attached, together with the format for requesting an HEW IPA candidate. The deadline for proposals to be received by the Principal Regional Official in Atlanta is the close of business July 7, 1978.

The program is responsive to chief elected officials in solving problems they believe need special attention in order to improve human services delivery. It will focus on activities cutting across health, education, and welfare programs, and activities aimed at linking or improving delivery systems. If a city's proposal is selected, the local government's officials will be able to select among several candidates for assignment. Interviews should be completed by Aug. 30 with final candidate selection to be made by Sept. 1.

For further information, contact Joe Brittain, Jr., Intergovernmental Relations Specialist, HEW Regional Office, 101 Marietta Tower, Suite 1403, Atlanta, GA 30323, Phone (404) 221-1177.

GUIDELINES FOR IPA ASSIGNMENT PROPOSALS

It is the policy of the Department of Health, Education, and Welfare to assist the chief elected officials of state and local general purpose governments to improve their capacities to plan and manage human services programs. In order to make these improvements, HEW recognizes the need for experienced personnel in state and local governments to perform a variety of tasks aimed at improving management and planning processes. The Department also recognizes its need to understand the unique problems within state and local governments associated with improving these human services programs.

As part of its human services improvement goals, the Department has developed a new program of assistance to state and local governments under the provisions of the Intergovernmental Personnel Act (IPA).

This new program will make available to general purpose government 25 carefully selected, senior HEW personnel with skills in human services planning, management, delivery systems, and budgeting.
Since HEW expects to receive many more requests for candidates than the 25 which are available, we will make the final selection competitively, based on the best proposals from state and local governments. Proposals will be judged on the basis of:

- Technical feasibility of the proposed work assignment.
- Environmental feasibility of the proposed work assignment.
- Level of responsibility of the assignment.
- Anticipated breadth/scope of improvements in the delivery of human services as a result of the assignment.

1. **Eligibility:** Chief executives of state, county or municipal levels of government. Legislative bodies such as state legislatures and city councils. Elected officials of school boards and tribal governments will also be eligible, as well as organizations whose legitimate function is to aid elected officials improve human services delivery.

2. **Assignments:** Proposals should include a detailed description of the proposed assignment. Describe any planning, service delivery, information systems or other improvements already being undertaken. Describe how the HEW candidate will participate in such projects. If the proposed assignment is a supervisory position, a statement of the responsibilities and authorities—including the reporting level, budget, and personnel responsibilities—should be included.

   a. **Categories.** All assignments must focus on cross-cutting or service-linking objectives. Among the eligible activities are: planning, budget/finance, program coordination, information and referral systems, evaluation, sub-state government relationships, private/public provider relationships, executive/legislative relationships, and management information systems.

   b. **Duration of Assignment.** Assignments will usually be for two years. Exceptions will be made for less than two years if the project assignment can be completed in a shorter period.

   c. **Salary and Expenses.** HEW will pay up to 90 percent of the IPA salary. The remainder will be paid by the recipient. Relocation expenses will be paid by HEW.

3. **Application:** A format is attached for organizing your proposal. Proposals must be received by the Principal Regional Official no later than . Once proposals are selected by HEW, the chief elected official or his staff has the opportunity to interview prospective candidates before assignments are made final. Assignments will begin on a date agreed to by the official and the assignee.