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OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 51

FEBRUARY 4, 1976

ESTABLISHMENT OF PROCEDURES FOR CENTRALIZED DIRECTION OF TITLE X ACTIVITIES.

Whereas, Federal funds are granted to various agencies under Title X of the Public Works and Economic Development Act of 1965, as amended, for the purposes of relieving unemployment by providing job opportunities; and

Whereas, It is necessary that the City be enabled to alleviate losses of vital public services, and properly utilize available funds to meet City needs; and

Whereas, These objectives can best be implemented by providing for centralized direction of Title X activities and direct reporting to the Office of the Mayor,

Now, therefore, under the powers vested in me by law, it is hereby ordered that;

Section 1. Title X Coordinator.

All Title X activities shall be coordinated by the Commissioner of the Department of Employment of the Human Resources Administration who shall report directly to the First Deputy Mayor.

§ 2. Title X Committee.

There is hereby established a Title X Committee which shall be composed of a representative of the First Deputy Mayor, and representatives of the Office of Management and Budget, the Department of Employment of the Human Resources Administration, the Department of Personnel, the Law Department and the Office of Labor Relations.

§ 3. Functions and Duties of the Title X Coordinator.

a. The Title X Coordinator, in consultation with the Title X Committee, shall be responsible for overall supervision and review of Title X programs. The duties of the Title X Coordinator shall include, but not be limited to:

1. Monitoring and evaluation of the operation of Title X programs conducted in the various agencies.

2. Centralized reporting of Title X program activities.

b. The Title X Coordinator, in consultation with the Title X Committee, shall report on Title X operations in all agencies to the First Deputy Mayor.

§ 4. Additional Functions and Duties of the Members of the Title X Committee.

The agencies represented on the Title X Committee shall be responsible for those aspects of Title X operations as relate to the jurisdiction of their respective agencies. The Committee shall meet at the request of the Title X Coordinator or of any of the member agencies.

§ 5. Employment Under Title X Programs.

a. Department of Employment

1. The Department of Employment shall be responsible for ensuring eligibility under federal requirements of all Title X participants.

2. The Department of Employment shall be responsible for all recruitment under Title X from among the unemployed except where laid off City employees are being employed.

b. Department of Personnel

1. The Department of Personnel shall be responsible for ensuring eligibility under Civil Service requirements.

2. The Department of Personnel shall be responsible for directing the recall of laid off City employees by the various agencies.

§ 6. Agency Title X Operations.

a. All agencies shall comply with directives relating to the operation of Title X programs which are issued by the Title X Coordinator or by Title X Committee member agencies. This shall include, but not be limited to, providing such information and data concerning Title X operations as may be requested by the Title X Coordinator.

§ 7. Title X Grant Applications and Subcontracts.

a. Grant Applications.

No grant applications shall be made by any agency for Title X funding until the following procedures have been complied with:

1. Submission to the Title X Committee of the federal funding proposal.

2. Review of such proposal by the Title X Committee and the Title X Coordinator.

3. Submission to the First Deputy Mayor by the Title X Coordinator of the recommendations of the Title X Coordinator, the Title X Committee and the particular agency concerning the federal funding proposal.

4. Approval by the First Deputy Mayor of such proposal.

b. Subcontracts.

Prior to entering into subcontracts with federal funds provided under Title X, agencies shall obtain the approval of the Title X Coordinator in consultation with the Title X Committee.

§ 8. Other Public Agencies.

The Title X Coordinator, in consultation with the Title X Committee, shall coordinate City X activities with those of the other public agencies which operate Title X programs in The City of New York.

§ 9. Effective Date.

This order shall take effect immediately.

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ABRAHAM D. BEAME, Mayor.