

Governor

APPLICATION FOR
FEDERAL PLANNING ASSISTANCE FUNDS
Under Section 701 of The Housing Act of
1954 as Amended

for

COMPREHENSIVE STATE PLANNING PROGRAM
(PHASE II)

for

THE STATE OF IOWA

September 1967

APPLICATION FOR FEDERAL PLANNING ASSISTANCE FUNDS

STATE OF IOWA

COMPREHENSIVE STATE PLANNING PROGRAM
Phase II

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STATE OF IOWA
OFFICE OF THE GOVERNOR
DES MOINES

HAROLD E. HUGHES
GOVERNOR

Mr. John P. McCollum
Regional Director
Region IV
Department of Housing and Urban Development
Room 1500
360 N. Michigan Avenue
Chicago, Illinois 60601

Dear Mr. McCollum:

Transmitted herewith are required binders which detail an Application for Urban Planning Assistance funds to continue the comprehensive state planning program for the State of Iowa. This Application covers a request for funding the second twelve months of the statewide comprehensive planning program. The remainder of the planning program will be the subject of subsequent applications.

The total cost of this phase of the comprehensive planning program for the State of Iowa is \$277,500. Of this amount a Federal grant of \$185,000 is requested. The State's matching share in the amount of \$92,500 will be provided by funds available to this office and services to be provided by this application from your department (Iowa P-58). The work program described in this Application has been designed to carry out the next phase of the statewide comprehensive planning program as originally outlined in our initial Application for the Iowa P-58 project dated June 1, 1966.

Documentation accompanying this application explains in detail the methods to be used and the purposes for which this work will be carried out. The reports and recommendations produced by the proposed project will assist this office, the Legislature, and various departments and agencies of state government to more effectively carry out their responsibilities.

Your favorable consideration of this application will do much to enhance the forward progress of Iowa. I, my staff, and other officials of the various state agencies concerned will be happy to furnish any additional information required. You may be assured of my personal interest in achieving the successful completion of this phase of the statewide comprehensive planning program.

Very truly yours,

Harold E. Hughes

HAROLD E. HUGHES

HEH:snh

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT URBAN PLANNING ASSISTANCE PROGRAM APPLICATION FOR URBAN PLANNING GRANT (Section 701 Program)	TO BE FILLED IN BY HUD
	PROJECT NUMBER
	DATE RECEIVED

INSTRUCTIONS: Submit original in Binder No. 1, conformed copies in Binders No. 2 and 3.

A. TYPE OF APPLICANT PLANNING AGENCY OR OTHER PUBLIC BODY (Check only one)

☒ State ☐ Metropolitan ☐ Regional ☐ County ☐ Municipal ☐ Organization of public officials
☐ Other (Specify)

B. STATE IN WHICH PLANNING PROJECT IS LOCATED

Iowa

C. CORRECT LEGAL NAME OF APPLICANT

Governor of the State of Iowa

D. SUBMISSION

☒ Initial ☐ Revision of previously approved application dated _____, 19____, for purpose of application change in: ☐ Sharing of project cost ☐ Planning Area(s) ☐ Other (Explain)

E. TYPE OF PLANNING AREA (Check only one major box)

☐ Area with population less than 50,000: (Check one or both as appropriate)
☐ Small cities, other municipalities, or counties ☐ Groups of adjacent communities
☐ County with pop. of 50,000 or more: (Check only one)
☐ In SMSA ☐ Not in SMSA
☐ Urban region (with no city of 50,000 or more)
☐ Metropolitan area (with city of 50,000 or more)

☐ Indian reservation not in a Redevelopment Area
☐ Localities in a Redevelopment Area: (Check one or more as appropriate)
☐ Cities or other municipalities ☐ Counties
☐ Groups of adjacent communities ☐ Indian reservations
☐ Disaster area
☐ Federally impacted area: (Check only one)
☐ Expanding installation ☐ Reduced employment
☒ State or interstate area

F. SHARING OF PROJECT COST

	TOTAL AMOUNT	COMPLETE ONLY IF REVISION
		CHANGE IN PREVIOUSLY APPROVED AMOUNT (+ or -)
FEDERAL GRANT APPLIED FOR		
Not to exceed: <input checked="" type="checkbox"/> 2/3 <input type="checkbox"/> 3/4 of total project cost	\$ 185,000	() \$
NON-FEDERAL FUNDS TO BE PROVIDED	\$ 92,500	() \$
TOTAL ESTIMATED COST OF PROJECT	\$ 277,500	() \$

The Applicant hereby applies to the United States of America for the grant indicated in Block F above, under the provisions of Sections 701 and 703 of the Housing Act of 1954, as amended, to aid in defraying the cost of the project described in the documentation submitted in support of this application.

The Applicant represents that it has or will have available when needed sufficient funds to defray, with the requested grant, the cost of the project; that the data and information in support of and constituting part of this application for a grant are true, correct, and complete; that the filing of this application has been duly authorized; and that the undersigned officer (or officers) have been duly empowered (a) to file this application for and in behalf of the Applicant, (b) to provide such additional information and documents as may be required, and (c) otherwise to act as the authorized representative of the Applicant in connection with all matters pertaining to this application and any grant contract that may be executed pursuant to this application.

IN WITNESS WHEREOF, the Applicant has caused this application to be duly executed in its name by its undersigned officer (or

officers) on this _____ day of _____, 19____, in Des Moines _____,

County of Polk _____, State of Iowa _____.

The Governor of the State of Iowa

Legal Name of Applicant (i.e., the agency authorized to contract with the Federal Government)

By

Signature of Authorized Officer

Governor

Title of Authorized Officer

Identification of Applicant

1. The Governor of the State of Iowa
2. Harold E. Hughes, Governor,
Des Moines, Iowa
3. Frank M. Covington
Director
Office for Planning and Programming
State Capitol
Des Moines, Iowa

Telephone: 515-281-5974

Identification of Planning Area

The State of Iowa

STATE OF IOWA
OUTLINE
FOR A
CONTINUING STATE PLANNING AND PROGRAMMING PROCESS

PHASE II

A. BASIC GOVERNMENTAL PLANNING REQUIREMENTS

1. Refinement and Extension of Population Trend Projections
2. Refinement and Extension of Economic Trend Projections
3. Preparation of Statistical Abstract and Economic Reports

B. PLANNING FOR COMPREHENSIVE STATE DEVELOPMENT

1. Refinement and Extension of Statewide Information System
2. Planning for Governmental Manpower Resources

C. PROCEDURES AND ORGANIZATION FOR PLANNING AND PROGRAMMING

1. Organization for Program Planning
2. Preparation of a Manual for Comprehensive Planning and Programming
3. Communication and Public Information Design
4. Establishment of a Training Program for Planning and Programming

D. THE STATE DEVELOPMENT PLANNING PROCESS

1. Review and Evaluation of Functional Development Plans
2. Preparation of a Prototype Biennial Development Program
3. Program Evaluation and Review
4. Program Coordination and Policy Guidance

DETAILED PROJECT COST DATA

<u>Work Element</u>	<u>Title</u>	<u>Staff</u>	<u>Consultant</u>	<u>Total Personnel</u>	<u>Reproduction</u>	<u>Travel</u>	<u>Total</u>
II.A.1	Refinement of Population Trend Estimates	\$10,000		\$ 10,000	\$ 250		\$ 10,250
II.A.2	Refinement of Economic Trend Estimates	15,000		15,000	500		15,500
II.A.3	Preparation of Statistical Abstract	20,000		20,000	15,000		35,000
II.B.1	Refinement and Extension of Statewide Information System	4,500	\$ 15,500	20,000	250		20,250
II.B.2	Planning for Governmental Manpower Resources	6,000	39,000*	45,000	3,100		48,100
II.C.1	Organization for Program Planning	9,000	16,000	25,000	75		25,075
II.C.2	Preparation of Comprehensive Planning and Programming Manual	8,000	17,000	25,000	125		25,125
II.C.3	Communication and Public Information Design	6,000	4,000	10,000	5,200		15,200
II.C.4	Training Program for Planning and Programming	10,000	10,000	20,000	100		20,100
II.D.1	Review and Evaluation of Functional Development Plan	11,000	19,000	30,000	75		30,075
II.D.2	Preparation of Prototype Biennial Development Program	3,000	7,000	10,000	250		10,250
II.D.3	Program Evaluation and Review	1,500	3,500	5,000	75		5,075
II.D.4	Program Coordination	3,000	12,000	15,000			15,000
	Unallocated					\$2,500	2,500
TOTAL		\$107,000	\$143,000	\$250,000	\$25,000	\$2,500	\$277,500

*Includes contracts with the Institute of Public Affairs,
The Urban Extension Department and the League of Iowa
Municipalities in the amount of \$29,000.

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PHASE II PLANNING STUDIES

For

CONTINUING THE STATE PLANNING AND PROGRAMMING PROCESS

For

THE STATE OF IOWA

Proposed Work Schedule

<u>Work Items</u>	Months <u>1 2 3 4 5 6 7 8 9 10 11 12</u>											
<u>Basic Governmental Planning Requirements</u>												
II.A.1	Refinement and Extension of Population Trend Projections											
II.A.2	Refinement and Extention of Economic Trend Projections											
II.A.3	Preparation of Statistical Abstract and Economic Report											
<u>Planning for Comprehensive State Development</u>												
II.B.1	Refinement and Extension of Statewide Information System											
II.B.2	Planning for Governmental Manpower Resources											

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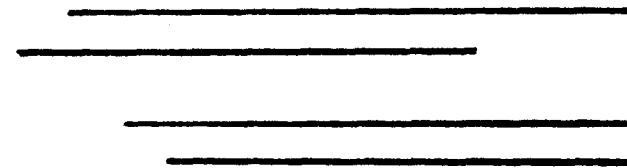
Work Items

Months

1 2 3 4 5 6 7 8 9 10 11 12

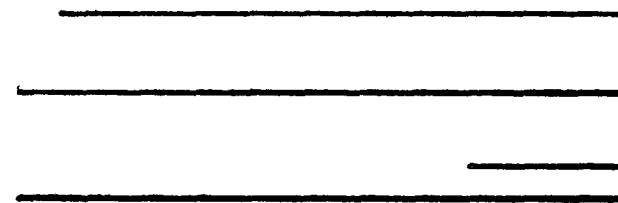
Procedures and Organization for Planning and Programming

- II.C.1 Organization for Program Planning
- II.C.2 Preparation of a Manual for Comprehensive Planning and Programming
- II.C.3 Communication and Public Information Design
- II.C.4 Establishment of a Training Program for Planning and Programming



The State Development Planning Process

- II.D.1 Review and Evaluation of Functional Development Plans
- II.D.2 Preparation of a Prototype Biennial Development Program
- II.D.3 Program Evaluation and Review
- II.D.4 Program Coordination and Policy Guidance



II.A.0: BASIC GOVERNMENTAL PLANNING REQUIREMENTS

II.A.1: Refinement and Extension of Population Trend Projections

II.A.2: Refinement and Extension of Economic Trend Projections

II.A.3: Preparation of Statistical Abstract and Economic Reports

Work Item II.A.1

Refinement and Extension of Population Trend Projections

Objective of the Work Item

The objective of this work is to update and refine existing population projections as a basis for the provision of improved demographic information to state and local agencies, particularly for planning involving multi-county regions.

Work to be Done

Review, analyze and evaluate prior work concerning state population projections in terms of requirements for updating and for use as a base for the refinement of regional and county projections.

Review, analyze and evaluate alternative sources of information on population such as the U. S. Bureau of the Census, state and local information on vital statistics, etc., as a base for continued updating and refinement of regional and county projections.

Determine changes in methodology necessary to achieve improved sensitivity in the updating of population trend projections during intercensal periods for counties and multi-county regions within the state, and to derive information on sub-components of the trend projections required by state and local agencies for the planning of their particular programs.

Specific attention will be addressed to the following:

- Methods used to determine patterns of migration, as between sub-areas of the state and other areas elsewhere in the state and the nation.

- The possible use of data from Social Security or Internal Revenue sources among others, in order to obtain a more precise reading of the migration components within population trend projections.
- The feasibility of instituting an improved information base from data on school registration, taking into account the fact that school districts do not conform to county boundaries.
- The development of methods of analysis for sensitive areas of population change, i.e., armed forces installation, institutions and universities; and methods for incorporating such information on an ongoing basis in the refinement and adjustment of population trend projections.
- The development of refined information on the characteristics of the non-working population in Iowa, particularly for those over sixty-five and under sixteen.
- The determination of the feasibility of supplying improved small area projections on a scheduled or request basis to state and local agencies which need such information, including an analysis of the relationship of such projections to sources of information on small areas such as the Bureau of the Census, the Office of Business Economics, etc.

Update and refine the projections made for the State of Iowa under Work Item I.B.1 Phase I of the Comprehensive State Planning Program for the state, its counties and multi-county region.

Determine methods for the rapid revision of regional projections necessitated by possible changing in the boundaries of the state's regions.

Product of the Work

This work will result in a report containing refined and updated population trend projections for the state, its counties and multi-county regions; a system for ongoing refinements based on key components such as changes in rates of mobility, etc., and a statement of the methodology and assumptions which governed the conduct of this work.

Relationship to Other Work

In addition to the relationship cited above this work will require close coordination with the following:

- Work Item II.A.2, refinement and extension of economic trend projections.
- Work performed by Iowa's state agencies relating to compilation and use of population data.
- Work performed by regional planning groups in the state relating to compilation and use of population data.
- Work performed by Iowa University relating to compilation and projection of population data.

Resources Required

This work will be conducted under the general supervision of Director of the Office of Planning and Programming, with specific direction to be provided by the State Economist. Major consultant support will be necessary for the provision of assistance in the design of the project, the conduct of the work, and the evaluation of results.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.A.1</u>			
Refinement and Projection of Population Trend Projections			
Review of Information Sources			
Staff	1	\$1,000	
State Comptroller	1	2,000	\$ 3,000
Refinement of Updating Procedures			
Staff	1	1,000	
State Comptroller	1	2,000	3,000
Preparation of Report			
Staff	1.5	1,500	
State Comptroller	1.5	2,500	4,000
TOTAL			\$10,000

Work Item II.A.2

Refinement and Extension of Economic Trend Projections

Objective of the Work Item

The objective of this work is to update and refine existing economic projections and to extend these projections to multi-county and county areas.

Work to be Done

Review, analyze and evaluate economic trend projections prepared under prior phases of the state planning program for applicability to the preparation of trend projections for regional and county areas. Examine other sources of information such as the U. S. Bureau of the Census and the Bureau of Labor Statistics for potential use in regular updating of state, regional and county projections and in increasing the degree of reliability of these projections.

Utilizing the Fort Dodge multi-county region as a pilot project area, design methods of analyzing and testing the effect of alternative public investment policies on growth patterns within the rural-urban regions of the state. Emphasis will be placed on the effect of such policies on population patterns, employment and income redistribution within multi-county regions. These procedures will be tested within the pilot area with regard to the ability to manipulate this statistical information on a multi-county basis.

- Prepare a 1963 sales and purchases by industry table (OBE model) using converted program purchased from IB17 Service Corporation for Iowa and the multi-county areas within Iowa.

- Prepare projections of future migration and settlement patterns to show population, employment, and income distribution within multi-county areas according to size classification of service center.

Product of the Work

The work will culminate in a report containing necessary data for state economic planning and regional development planning.

Relationship to Other Work

In addition to the relationships cited above, this work will require close coordination with the following:

- Work Item II.A.1, Refinement and Extension of Population Trend Projections.
- Work performed by state agencies relating to compilation of economic data.
- Work performed by regional planning groups relating to use and compilation of economic data.
- Work performed by Iowa Universities relating to compilation and projection of economic data.

Resources Required

This work will be conducted under the general supervision of Director of the Office of Planning and Programming, with specific direction to be provided by the State Economist. Major consultant support will be necessary for the provision of assistance in the design

of the project, the conduct of the work, and the evaluation of results.

Estimated Time and Costs

Work Item II.A.2

Refinement and Extension of Economic
Trend Projections

Analysis of Phase I Projections

Staff	1.5	\$ 1,500	
State Economist	1.0	2,000	\$ 3,500

Review of Projection Techniques

Staff	1.5	1,500	
State Economist	2.5	2,500	4,000

Pilot Area Testing

Staff	1.5	1,500	
State Economist	2.5	2,500	4,000

Preparation of Report

Staff	1.5	1,500	
State Economist	1.0	2,000	3,500

TOTAL

\$15,000

Work Item II.A.3

Preparation of Iowa Statistical Abstract and Economic Output

Objective of the Work Item

A key element in effecting a comprehensive state planning program is the availability of up-to-date, consistent, commonly based statistical information. Specifically, such information should be prepared at two levels to serve two distinct types of uses.

First, executive level economic information should be prepared. It should be broad-based and far-reaching in character, focusing primarily on the causal effects of the overall economy and aimed at long-range decision-making.

Secondly, information designed to serve short and intermediate range decision-making, provided to appropriate planning and development agencies and managerial personnel, should consist of detailed projections in such areas as population and population characteristics, social and cultural data, and provide key indicators of state and area economic growth.

Pursuant to this need, it is the function of this work item to formulate the methods, procedures and design for the preparation on a continuing basis of an executive oriented economic report and an administration-oriented report of statistical abstracts for the State of Iowa which can also be made available to the general public.

Work to be Done

The work to be accomplished in this element will include the fomulation of

procedures and methods for the provision of continuing information and the preparation of a prototype economic report and a prototype statistical abstract. Included in this work will be:

Economic Report

- An analysis of Iowa's economic progress over time, including a review of the causes and effects of major economic patterns.
- A review of the state's present economic situation.
- An interpretation of the state's major economic strength and weaknesses.
- An evaluation of Iowa's economic potential and a review of future courses of action to achieve a strong, but broadly-based, economy.

Statistical Abstracts

- The determination of the types of data that should be compiled in terms of maximum impact on the decision making process.
- The gathering and assembly of time-series statistical data in appropriate subject areas.
- The presentation of this information in a manner which will assure the greatest immediate usefulness.

Product of the Work

The product of this work will be:

- A report describing the methods and procedures to be followed in the preparation of economic and statistical information for the State of Iowa on a continuing basis.
- A prototype economic report for use by the Governor and other state, regional and local executive officers designed to improve long-range decision making and development policy formulation.
- A prototype statistical abstracts report for use by planning and programming agencies, executive office personnel and appropriate operating agencies to aid in making short to intermediate range decisions for overall state and local development.

Relation to Other Work Items

The work undertaken in this element will be closely coordinated with the short term population and economic studies carried out in Phase I of the Comprehensive State Planning Program (Work Items I.B.1 and I.B.2) and with the work on refining and extending population and economic projections to be undertaken in Phase II of the planning program (Work Items II.A.1 and II.A.2).

The results of this work will become an important component in the statewide information system (Work Items I.A.4 and II.B.3).

Prior work carried out by state and state related agencies will be incorporated in this element to as great an extent as is feasible.

Resources Required

This work will be conducted by the staff of the Office of Planning and Programming with the cooperation, assistance and consultation of appropriate personnel of the Iowa State University.

The staff and university personnel will be responsible for the preparation of the prototype statistical abstracts report and the prototype economic report.

An advisory committee comprised of key academic business and industrial economists will be appointed by the Governor to review and evaluate the executive economic report committee recommendations to be incorporated in the preparation of the final economic report.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.A.3</u>			
Preparation of Iowa Statistical Abstract and Economic Report			
Data Assembly and Analysis			
Staff	.5	\$ 500	
University	1.0	1,000	\$ 1,500
Delineation of Methods and Procedures			
Staff	1.5	1,500	
University	1.5	1,500	3,000
Review and Analysis of Economic Information			
Staff	1.5	1,500	
University	2.5	2,500	4,000
Review and Analysis of Statistical Information			
Staff	1.5	1,500	
University	2.5	2,500	4,000
Preparation of Prototype Reports			
Staff	2.0	2,000	
University	3.0	3,000	5,000
Preparation of Procedural Reports			
Staff	1.5	1,500	
University	1.0	1,000	2,500
TOTAL			\$20,000

II.B.0: PLANNING FOR COMPREHENSIVE STATE DEVELOPMENT

II.B.1. Refinement and Extension of Statewide Information System

II.B.2. Planning for Governmental Manpower Resources

Work Item II.B.1

Refinement and Extension of Statewide Information System

Objective of the Work Item

In Phase I of the State Comprehensive Planning Program the basic design of a comprehensive system for the acquisition, storage and retrieval of planning, programming and operational information was prepared. The system was developed to a level known technically as "systems analysis" or as "macro-design." Inventories were undertaken of operating and proposed computer based information systems, the purposes for which each machine was or is expected to be used, and the immediate and long-range informational needs for various state and regional agencies. General procedures were developed for the acquisition, storage, retrieval and display of information, and for the effective integration of various types and levels of information into the statewide information system. Output report forms and general system configuration among the several system components were designed. Detailed machine requirements, operating procedures and complete cross-tabulation techniques were not developed.

It is the function of the Work Item to refine and extend the statewide information system to a level known as "detailed systems design" or "micro-design." The overall objective of this work will be to make the statewide information system an operating mechanism.

Work to be Done

Using Phase I information system outputs as a foundation, the work to be accomplished in this Work Item will include the development of detailed machine specifications and hardware and software requirements and distribution. The specific informational and manipulatory functions to be carried out in the central and sub-central information units will be determined. The informational requirements for state planning and programming together with operating requirements, as identified in Phase I activities, will be assigned to appropriate components within the system. Computer logic will be developed and procedures for expanded informational controls will be articulated.

Machine testing in one or more functional areas will be undertaken to identify system gaps. Such testing will involve the collection and storage of data on the subsystem level, the requisition and flow of information from the subsystem level to the central unit, combination and manipulation of commonly based information on the central level, and subsequent information distribution or display. Various cross-tabulation techniques will also be examined.

Product of the Work

The product of this Work Item will be an operational statewide information system. Periodic working paper reports presenting in detail the various system components and configurations, machine specifications and explicit functions, and the computer logic to be employed will be prepared during the course of the work. A final report describing the overall system will also be prepared.

Relationship to Other Work Items

It will be important to the successful implementation of the statewide information system that this work be closely coordinated with the short- and long-range goals and the underlying philosophy of the comprehensive state planning program. In addition, this Work Item will use as direct inputs, the work accomplished in the following elements:

Phase I

- State Goals, Problems and Opportunities (Work Item I.A.1)
- Analysis of Existing State Programs (Work Item I.A.2)
- Coordination of Federal, State, Regional and Local Programs
(Work Item I.A.3)
- Information Storage, Retrieval, and Display System Design
(Work Item I.A.4)
- Regional Definition (Work Item I.B.3)
- Government Services and Local Government Organization
(Work Item I.B.6)

Phase II

- Procedures and Organization for Planning and Programming
(Work Item II.C.0)

- The State Development Programming Process (Work Item II.D.0)

Resources Required

A special system consultant will be retained to work with and under the supervision of the Director of the Office of Planning and Programming and with appropriate agency heads in the design and implementation of the statewide information system.

Estimated Time and Costs

Work Item II.B.1.

Refinement and Extension of
Statewide Information System

Analysis of Phase I Information

	Estimated Man Months	Estimated Costs	Estimated Total Costs
Staff	.5	\$ 500	
Special Consultant	1.0	2,000	\$ 2,500

Development of Hardware Requirements

Staff	1.0	1,000	
Special Consultant	2.0	4,000	5,000

Development of Software Requirements

Staff	1.0	1,000	
Special Consultant	2.0	4,000	5,000

Machine Testing

Staff	1.5	1,500	
Special Consultant	1.75	3,500	5,000

Preparation of Final Report

Staff	.5	500	
Special Consultant	1.0	2,000	2,500

TOTAL			\$ 20,000
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Work Item II.B.2

Planning for Public Manpower Requirements

Objective of the Work Item

The purpose of this work item is to delineate the manpower needs and educational training resources necessary for public employment within the State of Iowa. This study would make a detailed comprehensive analysis of the types, numbers and quality of professional and non-professional governmental manpower requirements at all levels within the state including state, regional and county and local agencies. It would also examine existing and proposed training resources in relation to demonstrated needs for public manpower requirements as well as examining means for more effective utilization of existing human resources within public employment. Results of these analyses would provide basic information for planning for effective utilization of Title I Higher Education Act funds, to assist in more effectively carrying out services to localities as envisaged under Title IX of the National Housing Act and to provide the means whereby existing personnel employed by agencies within the state can be more effectively utilized.

Work to be Done

Inventory, analyze, and evaluate current and future manpower requirements of various agencies of the state government, taking into consideration personnel required by classification of skills, by positions filled and vacant, and by turnover. The following activities would be included in this phase of the work:

- Establish analytical occupational classifications for professional, skilled personnel employed by state, regional, metropolitan, county and local agencies.
- Identify, analyze and integrate in the above classifications current authorized classifications for professional and skilled positions for state, regional, metropolitan, county, and local agencies.
- Develop with the assistance of state and other agencies indices of current and future professional and staff requirements for each analytic classification developed above.
- Inventory current status of professional, semi-professional and skilled personnel employed at state, regional, county and local levels according to above analytical classification system indicating the position currently filled and positions vacant.
- Analyze problem areas indicated by high indices of unfilled positions, high turnover, or other problems identified by participating agencies of state, regional, county and local units of government.
- Develop procedures for forecasting future personnel requirements based on contemplated programs of state, regional, county, and local agencies as determined from analysis of planning program inventory, and current

projections of activity, or such other data as is available.

Projections will be developed in terms of the analytical classification system designed above.

- Identify detriments to public employment from each analytical occupation classification for short and long term including comparisons of counterpart private employment, and such other analyses as are appropriate.
- Inventory, analyze and evaluate current and anticipated resources for the development of trained personnel for public employment within Iowa. This phase of the work would include the following activities:
 - Inventory educational programs operating within the state designed to produce personnel for public employment by each analytical classification established in the first phase of this work item.
 - Numbers of trained personnel are being produced by educational programs carried out within the state for each analytical classification. Qualified numbers of trained personnel are being produced or upgraded through in-service or other types of training programs.

- Project production of potential trained personnel for public employment from current educational and training programs throughout the state; develop indices for identification of proportion of potential production for private employment, public employment, in-state employment, and out of state employment.
- Identify required capacities for development of new or expanded educational training programs to produce additional trained personnel required by each analytical classification.
- Review, analyze and evaluate public manpower requirements in relation to existing and potential quantified supplies of trained personnel as derived from the above analysis. Identify major gaps between manpower requirements in the current and potential production of trained personnel by established analytical classifications. From this analysis formulate recommendations for the modification of existing and projected educational and training programs operative within the state, for the development of new educational and training programs both in qualitative and quantitative terms, to meet anticipated public personnel requirements.
- From the above analytical work, develop an inventory and analysis of current and anticipated detriments to public employment at each public level. Formulate recommendations for the alleviation of such detriments

as appropriate including methods and procedures for more effective utilization of existing personnel through adjustment of classifications and in-service training, revising training and experience standards where appropriate, and such other considerations.

Product of the Work

Product of this work item will be a report setting forth in quantified terms existing and future professional and skilled personnel requirements necessary at the state, regional, county and local levels; an analysis of existing and potential resources for supplying such personnel; procedures for maintaining current and projected data on professional and skilled manpower requirements; and recommendations for steps to be taken to alleviate detriments to public employment and for increasing the effective utilization of available and potentially available personnel. This report will provide basic data and information for establishing effective training and educational programs throughout the state and will be used as a basis for formulating and accessing the effectiveness of programs carried out under Title I of the Higher Education Act of 1965 and Title IX of the National Housing Act of 1967.

Relationship to Other Work

Work envisaged in this work item will be closely coordinated with and will use outputs of the following work of the State Planning Program:

Phase I

- Work Item I.A.1: State Goals, Problems and Opportunities
- Work Item I.A.2: Analysis of Existing State Programs

- Work Item I.A.4: Information Storage, Retrieval and Display System Design
- Work Item I.B.1: Short-Run Population Trend Studies
- Work Item I.B.2: Short-Run Economic Trend Studies
- Work Item I.B.3: Regional Definition
- Work Item II.A.3: Formulation of a Continuing Statewide Higher Education Policy

Phase II

- Work Item II.A.1: Refinement and Extension of Population Trends Projections
- Work Item II.A.2: Refinement and Extension of Economic Trend Studies
- Work Item II.B.3: Refinement and Extension of Statewide Information System
- Work Item II.C.1: Organization for Program Planning
- Work Item II.C.4: Establishment of a Training Program for Planning and Programming
- Work Item II.D.1: Review and Evaluation of Functional Development Plans
- Work Item II.D.2: Pilot Study - Biennial Development Program

Resources Required

The staff of the Office of Planning and Programming will coordinate and provide general assistance to the Iowa League of Municipalities and the Institute of Public Affairs of the Iowa State University at Ames, who will serve as Project Consultants in this work.

A special consultant will be retained to work with and under the direction of the Director of the Office for Planning and Programming in the design of a detailed work program for this element. The special consultant will also provide professional guidance and assistance to the Director and to the Iowa League of Municipalities and the Institute of Public Affairs in the preparation of this work item.

Estimated Time and Costs

<u>Element and Participation</u>	<u>Estimated Man Months</u>	<u>Estimated Cost</u>	<u>Estimated Total Costs</u>
<u>Part One</u>			
Preparation of Detailed Program Design			
Special Consultant	2.0	\$4,000	
Staff	.5	500	
Project Consultant	.5	<u>750</u>	\$5,250
Review and Analysis of Appropriate Phase I and Phase II Program Accomplishments			
Special Consultant	.25	\$ 500	
Staff	1.0	1,000	
Project Consultant	1.5	<u>2,250</u>	\$3,750
Design of Occupational Classification System			
Special Consultant	.25	\$ 500	
Staff	.5	500	
Project Consultant	1.5	<u>2,250</u>	\$3,250
Personnel Status Inventory			
Special Consultant	.25	\$ 500	
Staff	.5	500	
Project Consultant	3.5	<u>5,250</u>	\$6,250
Review and Analysis of Existing Manpower Supply			
Special Consultant	.25	\$ 500	
Staff	.5	500	
Project Consultant	2.5	<u>3,500</u>	\$4,500
		<u>Sub-Total</u>	\$23,000

<u>Element and Participation</u>	<u>Estimated Man Months</u>	<u>Estimated Cost</u>	<u>Estimated Total Costs</u>
<u>Part Two</u>			
Establish Procedures for Forecasting Future Manpower Requirements			
Special Consultant	.5	\$1,000	
Staff	.5	500	
Project Consultant	1.5	<u>2,250</u>	
			\$3,750
Review and Evaluate Resources Available for Generating Trained Personnel			
Special Consultant	.25	\$ 500	
Staff	.5	500	
Project Consultant	2.0	<u>3,000</u>	
			\$4,000
Determine According to Existing Resources and Current Forecasting Techniques Anticipated Manpower Supply			
Special Consultant	.25	\$ 500	
Staff	.5	500	
Project Consultant	2.0	<u>3,000</u>	
			\$4,000
Delineate Methods and Procedures Necessary to Generate an Adequate and Continuing Flow of Trained Personnel			
Special Consultant	.5	\$1,000	
Staff	.5	500	
Project Consultant	1.5	<u>2,250</u>	
			\$3,750
Review, Modification, Preparation and Reproduction of Final Report			
Special Consultant	.5	\$1,000	
Staff	1.0	1,000	
Project Consultant	3.0	<u>4,500</u>	
			<u>\$6,500</u>
		<u>Sub-Total</u>	\$22,000
		<u>Total</u>	<u>\$45,000</u>

SUMMARY OF PERSONAL SERVICES

WORK ITEM II.B.2

<u>Staff</u>	<u>Contract Services</u>	<u>Consultant Services</u>	<u>Total</u>
\$6,000	\$29,000	\$10,000	\$45,000

II.C.0: PROCEDURES AND ORGANIZATION FOR PLANNING AND PROGRAMMING

II.C.1: Organization for Program Planning

**II.C.2: Preparation of a Manual for Comprehensive Planning
and Programming**

II.C.3: Communication and Public Information Design

**II.C.4: Establishment of Training Programs for Planning and
Programming**

Work Item II.C.1

Organization and Program Planning Study

Objective of the Work Item

Nearly all of the state's departments, boards and commissions are involved in planning-oriented activities in one or more functional or sub-functional areas. Many agencies also provide services which directly or indirectly affect the economic, social and physical development of the state, its regions or its political subdivisions. It is the purpose of this work item to examine the structure of all appropriate state agencies in light of their individual planning and programming activities, capabilities and individual capacities to effectively carry out such work and the degree and extent of intra- and inter-agency communication and coordination.

Work to be Done

Review and evaluate each major state agency (excluding those agencies whose functions involve licensing and quasi-judicial activities) to determine:

- Internal planning and programming capabilities, current approach, organizational requirements, and other factors.
- Communication and coordinative relationships between divisional planning and programming units (e.g., Highway Commission, Board of Control) and between inter-departmental planning units.
- The relationship between agencies and the statewide comprehensive planning program as undertaken by the Office of Planning and Programming.

Develop and recommend appropriate organizational and operating procedures to alleviate deficiencies in:

- Staff capabilities to undertake planning and programming activities .
- The approach and general direction of programming within individual state agencies.
- The integration of the budgeting process into the planning and programming functions of individual state agencies.
- Communication and coordination within agencies, between various agencies and between these agencies and the activities of the Office of Planning and Programming.

Product of the Work Item

The result of this work will be a report reviewing the structure, approach and capabilities of all appropriate state agencies to effectively carry out planning and programming activities. Recommendations will be made with regard to the structure, organization, operating procedures, communication and inter-agency coordination.

Relationship to Other Work Items

The work of this study will be directly related to several work items, including the following work items:

Phase I

- Identification of State Goals, Objectives, Problems and Opportunities (Work Item

I.A.1).

- Information and Coordination of Federal, State, Regional and Local Programs (Work Item I.A.3).
- Statewide Information Collection, Storage and Retrieval System (Work Item I.A.4).

This work item will be closely coordinated with work underway and with work accomplished in the following work items.

Phase II

- Preparation of a Manual for Comprehensive Planning and Programming (Work Item II.C.2).
- Establishment of Training Programs for Planning and Programming (Work Item II.C.4).
- Review and Evaluation of Functional Development Plans (Work Item II.D.1).
- Preparation of a Prototype Biennial Development Program (Work Item II.D.2).

Resources Required

A special consultant, experienced in planning, programming and other related areas, will be retained to work with the Director and the staff of the Office of Planning and Programming in undertaking this study. The special consultant will work with the staff in identifying structural, operational and coordinative gaps in

agency programming activities and in recommending appropriate methods and procedures to eliminate these gaps.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.C.1</u>			
Organization for Program Planning Study			
Review of Statutory Authority			
Staff	1.5	\$1,500	
Special Consultant	.5	1,000	\$ 2,500
Interviews			
Staff	3.5	3,500	
Special Consultant	.5	1,000	4,500
Information Analysis			
Staff	1.0	1,000	
Special Consultant	1.0	2,000	3,000
Analysis of Alternative Organizational Patterns			
Staff	1.0	1,000	
Special Consultant	1.0	2,000	3,000
Design of Administrative and Organization Procedures for Program Planning			
Staff	1.0	1,000	
Special Consultant	1.5	3,000	4,000
Design of Operational Procedures for Program Planning			
Staff	1.0	1,000	
Special Consultant	1.5	3,000	4,000
Preparation of Final Reports			
Special Consultant	2.0	4,000	4,000
TOTAL			\$25,000

Work Item II. C. 2

Preparation of a Manual for Comprehensive Planning and Programming.

Objective of the Work Item

The function of this work item is to prepare a manual for use by department heads, program administrators, policy makers, and others, to guide them in their planning and programming activities on both a long-term and day-to-day basis.

The manual will serve as both an educational tool and a handbook in such areas as:

- Organization of the state planning process .
- Operation for planning and programming within the state government.
- Administrative methods and procedures for carrying out planning and programming at the state level.

Although the greatest emphasis will be placed on planning and programming as it relates to comprehensive state development program, the basic concepts of planning-programming-budgeting systems and policy and communications instruments will also be stressed.

Work to be Done

The work to be accomplished in the preparation of a manual for comprehensive planning and programming will include:

- An analysis and review of the legal basis, organization and specific functions of the Office of Planning and Programming including the formulation of new legislative and other appropriate tools, if deemed necessary.
- A review of the overall objective of the comprehensive state planning program, the various instruments of policy and communication and their utility within the program and how these instruments are used in effectuating overall program objectives.
- A review of the various levels of planning and programming within the state government and how they relate to the comprehensive planning program.
- The design of specific procedures for incorporating agency planning activities into program plans, functional development plans and the biennial development program.
- A description of procedures for reviewing and measuring the effectiveness of planning programs and activities in light of anticipated accomplishments, established schedules, targets, and others.
- The formulation of procedures for coordinating the planning and programming process with the state budgetary process, including the development of methods for the integration, phasing and evaluation of budgetary proposals and planning proposals.

Product of the Work

The product of this work will be a manual for use by department heads, program administrators, and others, which will delineate detailed activities to be undertaken and procedures to be followed in the conduct of comprehensive planning and programming on a continuing basis for the State of Iowa.

Relationship to Other Work

This work will be closely coordinated with work undertaken in several elements of the Phase II planning program. They include:

- Organization for Program Planning (Work Item II.C.1).
- Departmental Training for Planning and Programming (Work Item II.C.4).
- Review and Evaluation of Functional Development Plans (Work Item II.D.1).
- Preparation of a Prototype Biennial Development Program (Work Item II.D.2).

Resources Required

The preparation of the manual for Comprehensive Planning and Programming will be undertaken by the Office of Planning and Programming. The State Comptroller will provide staff to assist in determining the relationship between planning, programming and budgeting and in the preparation of sections of the manual involving the effective utilization of this relationship.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.C.2</u>			
Preparation of a Manual for Comprehensive Planning and Programming			
Review of Existing State Planning Functions			
Staff	3.0	\$ 3,000	\$ 3,000
Consultant	1.6	2,000	2,000
Review and Analysis of Comprehensive State Planning Program			
Staff	3.0	3,000	3,000
Consultant	1.5	2,000	2,000
Design of Policy and Decision-making Instruments			
Staff	1.0	1,000	1,000
Consultant	3.0	4,000	4,000
Delineation of Methods and Procedures for Program Planning			
Staff	1.0	1,000	1,000
Consultant	3.0	4,000	4,000
Preparation of Manual			
Consultant	3.5	5,000	5,000
TOTAL			\$25,000

Work Item II. C. 3

Communication and Public Information Design

Objective of the Work Item

It is the objective of this work item to design the format, scope and general content of a bi-monthly newsletter and special information reports focusing on the planning, programming and development process within the State of Iowa. The newsletter will serve as a vehicle to inform governmental units, private organizations and interested groups on activities carried out by the Office of Planning and Programming and all appropriate agencies involved in planning and programming on state, federal and local levels. Special reports which will be published periodically will consist of materials of a technical or informational nature. They will deal with a variety of subjects critical to planning throughout the state.

Specifically, the newsletter will:

- Report on planning and informational activities.
- Review and evaluate research projects being carried out by state and state related agencies and by private enterprise.
- Analyze and interpret pertinent federal and state legislation.
- Review and define appropriate executive and administrative directives.

The special information reports will:

- Report on specialized planning and programming activities.

- Review and analyze innovative techniques employed in planning and programming.
- Review technical studies carried out by federal and state governmental units.
- Provide bibliographical supplements on various planning activities.
- Include other functions as appropriate.

Work to be Done

The work to be accomplished in this work item includes design of the format and general content of a bi-monthly newsletter and supplementary special reports.

Specifically:

- Appropriate subject matter will be reviewed to develop materials with the greatest overall impact and utility.
- Staff requirements for securing and editing material will be determined.
- Manpower and fiscal requirements for publication and distribution will be established.
- All matters incident to producing and circulating the newsletter and technical reports on a continuing basis will be articulated.
- A series of pilot newsletters and a prototype special information report will be produced.

Product of the Work

The results of this work will include:

- A report outlining the general format, content and procedures incidental to the preparation and distribution of a newsletter and supplementary special reports on a continuing basis.
- The preparation and distribution of a series of pilot newsletters to test the overall impact and utility of subject matter and the methods used in presenting information.
- The preparation of a prototype special report to serve as a technical and procedural guide for the preparation of technical reports on a continuing basis.

Relationship to Other Work

The newsletters and special reports will use as source information the work being accomplished in several of the work items in Phase I and Phase II of the Comprehensive State Planning Program.

Conversely, the newsletters and special reports will serve to disseminate program information to appropriate public agencies, private groups and individuals. This will result in increased public awareness, understanding and participation in the state planning program and improve its potential for overall effectuation.

Resources Required

A special consultant experienced in the design and preparation of planning-oriented newsletters and technical reports will be retained to work with and under the direction

of the Director of the Office of Planning and Programming. The special consultant will be responsible for the preparation of a final report delineating the methods and procedures to be used in publishing newsletters and special reports on a continuing basis.

The special consultant will also provide professional advice and assistance to the staff of the Office of Planning and Programming in the preparation of the pilot newsletters and the prototype special report.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.C.3</u>			
Communication and Public Information Design			
Review of Information Base			
Staff	1.5	\$ 1,500	
Special Consultant	.5	1,000	\$ 2,500
Design of System Components			
Staff	1.5	1,500	
Special Consultant	1.0	2,000	3,500
Preparation and Distribution of Pilot Newsletters and Prototype Special Reports			
Staff	3.0	3,000	
Special Consultant	.5	1,000	4,000
TOTAL			\$ 10,000

Work Item II.C.4

Establishment of Training Programs for Planning and Programming.

Objective of the Work Items

The State of Iowa, by initiating a planning and programming process, has joined a growing number of state governments and federal agencies in providing a comprehensive system for designing and controlling the major programs that affect overall growth and development. The process, which produces significant changes in the way decisions are made and the procedures employed in undertaking development programs, is the result of a growing awareness that properly oriented and effectively run planning and programming mechanisms play a key role in achieving development goals.

Initiating a planning and programming process, however, is not sufficient in itself to effectively maximize the utility of such a system. There is a particular need for an intensive, constantly up-dated educational program to insure that current and future innovations in planning, programming and decision-making are readily comprehended on all appropriate levels of government. Consistent with this need, it is the function of this work item to develop procedures for a continuing educational process to train department heads, program administrators, and other agency personnel in the methods and techniques necessary for effectuating development programming in the State of Iowa.

Work to be Done

The work to be accomplished in this work item will include development of procedural and substantive designs for two types of training programs. The first training program will be designed to serve:

- Members of the Governor's staff.
- Staff members of the Office of Planning and Programming.
- State Department, Board and Commission heads.
- Others directly involved in broad, functional area policy formulation and guidance.

The second training program will focus on:

- Program administrators.
- Upper level staff personnel.
- Others involved in the design, coordination or effectuation of specific programs or policies.

The curricula, schedules and necessary personnel for both training programs will be determined and the first round participants will be selected. Procedures for up-dating curricula, techniques and methods, to keep pace with progress in planning and programming will be articulated. Methods for including additional or modified subject matter within each training program will be delineated.

The training programs as delineated in this work item will be tested on a pilot basis for subsequent review and modification.

Product of the Work

The product of this work item will be a report delineating the necessary methods and procedures for a continuing training program in the planning and programming process. The report will include a training manual which will describe program formats, course outlines and timing, personnel requirements, and other factors. First round schedules for executive and administrative level programs will be articulated and procedures for modifying the scope and content of each program will be presented.

First round training programs on both levels will be undertaken as pilot studies to test the substantive and procedural components on the programs.

Relationship to Other Work Items

This work item will use as a direct input much of the work accomplished or anticipated in Phase I and II of the planning program. Of particular substantive importance will be the following work items.

Phase I

- State Goals, Problems and Opportunities (Work Item I.A.1).
- Analysis of Existing State Programs (Work Item I.A.2).
- Information Coordination of State, Federal, Regional and Local Programs (Work Item I.A.3).
- Information Storage, Retrieval and Display System Design (Work Item I.A.4).

Phase II

- Refinement and Extension of Statewide Information System (Work Item II.B.3).
- Organization for Program Planning (Work Item II.C.1).
- Preparation of a Manual for Comprehensive Planning and Programming (Work Item II.C.2).
- Review and Evaluate Functional Comprehensive Plans (Work Item II.D.1).
- Preparation of a Prototype Biennial Development Program (II.0.2).

Resources Required

A special consultant will be retained to work with the Director of the Office of Planning and Programming in designing the executive and administrative training programs. The special consultant will also advise and assist the Director in undertaking the first round training programs.

Federal and state officials and university personnel experienced in the planning and programming process will participate in carrying out the training programs.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
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Work Item II.C.4

Establishment of Training Programs for
Planning and Programming

Review and Analysis of System In-puts

Staff	2.0	\$ 2,000	
Special Consultant	.5	1,000	\$ 3,000

Design of Executive Training
Program

Staff	2.0	2,000	
Special Consultant	1.0	2,000	4,000

Design of Administrative Training
Program

Staff	2.0	2,000	
Special Consultant	1.0	2,000	4,000

Program Testing

Staff	3.5	3,500	
Special Consultant	1.0	2,000	5,500

Preparation of Final Report

Staff	.5	500	
Special Consultant	1.5	3,000	3,500

TOTAL			\$20,000
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II.D.0: THE STATE DEVELOPMENT PLANNING PROCESS

II.D.1: Review and Evaluation of Functional Development Plans

II.D.2: Preparation of a Prototype Biennial Development Program

II.D.3: Program Evaluation and Review

II.D.4: Program Coordination and Policy Guidance

Work Item II.D.1

Review and Evaluation of Functional Development Plans

Objective of the Work Item

In carrying out comprehensive state planning and programming, agencies, or groups of agencies should participate in the preparation of detailed plans for the execution of functions in which they are directly and commonly involved. The resulting functional plans would provide each participating agency with precise knowledge of its individual direction and whether or not its course of action is consistent with like functioned agencies and with the overall policies set forth for the development of the State. Such plans would also serve as inputs in the formulation and modification of the Biennial Development Program.

Functional Development Plans consist of intermediate range development projections on a five to fifteen year time scale. Such plans identify the policies to be followed and the activities to be carried out in a particular functional or sub-functional area (e.g., human resource development; education, health or mental health, etc.). Specifically, Functional Development Plans are intended to:

- Provide statements of needs, quantified wherever possible
- Establish general priorities for accomplishment among competing objectives

- Identify primary and ancillary relationships and impacts among programs
- Establish guidelines for the allocation of resources and the assignment of responsibility

It is the purpose of this work item to review and evaluate functional and/or sub-functional plans that have been prepared by state agencies. Included in this work will be an analysis of the activities, methods and procedures used in the preparation of plans on both departmental and interdepartmental bases. The analysis will also focus on the development of working relationships between program planning, functional planning and the preparation of the Biennial Development Program.

A second objective of this work will involve review of existing plans and plans that are being prepared to both improve the quality of individual plans and the procedural consistency among all program and functional development plans.

Work to be Done

The work to be accomplished in this work item involves a detailed review and analysis of functional and/or sub-functional development plans recently completed or currently being prepared by state agencies.

An analysis will be made of the methods and procedures used in the preparation of functionally related program plans to improve:

- Compatibility of assumptions
- Compatibility of approach, direction and intermediate range objectives
- The effective incorporation of program plan activities into functional plan preparation.

Functional Development Plans will also be reviewed to assure:

- Consistency of functional plan objectives with overall state policies and goals
- Proper design and phasing of functional plan activities to facilitate effective and efficient integration into the Biennial Development Program

Product of the Work

The product of this work will be a report delineating the findings of the functional plan analyses, making procedural recommendations to improve the consistency and the compatibility among functional plan components; and providing methods for integrating functional plan activities with the biennial development programming process.

Relationship to Other Work Items

This work item will require close coordination with several elements in Phase I planning activities:

- State Goals, Problems and Opportunities (Work Item I.A.1)
- Analysis of Existing State Program (Work Item I.A.2)
- Federal, State, Regional and Local Program Coordination (Work Item I.A.3)

This work item will also require a close relationship with the following

Phase II elements:

- Organization for Planning and Programming (Work Item II.C.1)
- Preparation of a Manual for Comprehensive Planning and Programming (Work Item II.C.2)
- Departmental Training for Planning and Programming (Work Item II.C.4)
- Preparation of a Prototype Biennial Development Program (Work Item II.D.2)

Resources Required

Under the direction of the Director of Planning and Programming, a Special Consultant will be retained to review and evaluate existing functional plans and planning activities. The Special Consultant will work with the staff of the Office of Planning and Programming and with appropriate department, board and commission heads and staff members in undertaking this task.

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.D.1</u>			
Review and Evaluation of Functional Development Plans			
Review and Analysis of Functional and Sub-functional Development Plans			
Staff	4.0	\$4,000	
Special Consultant	1.5	3,000	\$ 7,000
Preparation of Methods for the Alignment of Policies, Goals and Objectives			
Staff	2.0	2,000	
Special Consultant	1.0	2,000	4,000
Delineation of Organizational and Administrative Structure for Functional Planning			
Staff	1.5	1,500	
Special Consultant	1.5	3,000	4,500
Delineation of Procedures for the Preparation of Functional Development Plans			
Staff	1.5	1,500	
Special Consultant	1.75	3,500	5,000
Design of Communications Linkages for the Coordination of Functional Development Plans			
Staff	1.5	1,500	
Special Consultant	1.75	3,500	5,000
Preparation of Final Report			
Staff	.5	500	
Special Consultant	2.0	4,000	4,500
TOTAL			\$30,000

Work Item II.D.2

Pilot Study -- Biennial Development Program

Object of the Work Item

To effectively coordinate and guide development activities within the State of Iowa, it is essential that a policy and decision-making instrument be designed which will link long-term policies and goals with short-term programming decisions and the biennial budgetary process. Within this context, such an instrument would serve to:

- Align all intended activities with established policies and objectives of the State.
- Describe programs and activities in light of established costs, anticipated accomplishments and overall impact.
- Set forth policies and priorities and establish a mechanism for the allocation of necessary resources to the various agencies and operating line departments responsible for carrying out program activities.
- Determine the administrative levels at which various types of decisions are to be made and establish the channels through which all appropriate information should flow.
- Establish means by which performance toward the achievement of goals could be measured, priorities reassigned and objectives adjusted.
- Assign responsibilities to individuals or agencies for implementing policy decisions.

Pursuant to this need, and in accordance with the overall objectives of the State Planning Program, it is the purpose of this work item to identify the methods and procedures necessary for the establishment of a Biennial Development Program process within the State of Iowa.

Work to be Done

The work to be accomplished in this work item will include the preparation of a Pilot Biennial Development Program for one or more sub-functional program areas (e.g., Comprehensive State Health Planning, Highway Safety Administration, etc.).

Within the context of the selected pilot area, the following work will be undertaken:

- Identification and analysis of pertinent state policies, goals and objectives.
- Identification and analysis of the administrative and organizational structure and of the general operating procedures employed by the State in coordinating and effectuating programs within the selected pilot area.
- Review and analysis of appropriate programs and other activities carried out by state departments, boards and commissions.
- Review and analyze existing policy and decision-making instruments as they might apply to the program area under study or to the Biennial Development Program process in general.

- Delineation of the methods, procedures, organizational and administrative structure, including the allocation of manpower and fiscal resources necessary for effectuating the Biennial Development Program process within the pilot area under study.

Product of the Work

The product of this work item will be a report describing in detail the critical elements necessary for the establishment of a Biennial Development Program within a selected pilot area. For purposes of coordinating the Biennial Development Program with other operating and proposed policy and decision-making instruments, relationships between the Biennial Development Program and program plans, functional development plans, and overall state policies and goals will be delineated.

The methods and procedures used in developing the pilot "Biennial Development Program will be tested and adjusted to maximize their application in establishing a Biennial Development Program process for all state activities.

Relationship to Other Work Items

This study will be served directly by work accomplished in the Phase I work items:

- Inventory of State Goals, Problems and Opportunities (Work Item I.A.1).
- Analysis of Existing State Programs (Work Item I.A.2).
- Information and Coordination of State, Federal, Regional and Local Programs (Work Item I.A.3).
- Statewide Information Collection, Storage and Retrieval System (Work Item I.A.4).

Work Items in the Phase II Program that will relate directly to this element will include:

- Organization for Program Planning (Work Item II.C.1).
- Review and Evaluate Functional Comprehensive Plans (Work Item II.D.1).

Resources Required

A special consultant will be retained to carry out the work described in this work item. A special consultant will be responsible for the preparation of a final report which will delineate the administrative and organizational structure and the methods and procedures necessary for the design and ultimate implementation of a Biennial Development Program within a selected sub-functional program area. The special consultant will work with and under the direction of the Director of Office of Planning and Programming.

Staff of the Office of Planning and Programming and of other appropriate state departments, boards and commissions will assist the consultant in the preparation of this work.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.D.2</u>			
Pilot Study -- Biennial Development Program			
Review of State Goals, Policies and Objectives			
Staff	1.0	\$1,000	
Special Consultant	.25	500	\$1,500
Review and Analysis of Program Information			
Staff	1.0	1,000	
Special Consultant	1.0	2,000	3,000
The Design of System Components and Operating Procedures			
Staff	1.0	1,000	
Special Consultant	1.25	2,500	3,500
Preparation of Final Report			
Special Consultant	1.0	2,000	2,000
TOTAL			\$ 10,000

Work Item II.D.3

Program Evaluation and Review

Objective of the Work Item

It is the purpose of this work item to review and evaluate the work accomplished in Phase II of the Comprehensive State Planning Program. The work will be reviewed in terms of end-product utility, compatibility to approach between the various elements of the program, and consistency of element objectives with the overall development policies of the State of Iowa.

A second objective of this work is to determine the need and the character of additional substantive and procedural requirements to assure the sequencing of activities to be carried out in Phase III of the Comprehensive State Planning Program.

Work to be Done

The work to be performed in this work item includes:

- A critical evaluation of work performed during Phase II planning and programming operations paying particular attention to the maintenance of consistent overall approach and the relationship between short-term decisions for specific projects, intermediate development program design and long-term planning responsibilities and goals.

- An evaluation of the utility of work accomplished and a review of program accomplishments as related to program schedules, anticipated targets and overall program objectives.
- An examination and identification of existing program gaps and of additional substantive and procedural requirements necessary for a smooth and effective transition into Phase III programming activities.

To undertake this work several leading experts in the particular areas included in Phase II programs will be solicited to participate in a series of round-robin seminar discussions. Participants in these sessions will review work items pertinent to their respective specialities in light of approach, structure and achievements, and will evaluate each work item with respect to the goals and objectives of the overall program.

Product of the Work

The product of this work will be individual critiques prepared by experts in each area of study undertaken. Each paper will review work accomplished with respect to the substantive and procedural content of the work item, program accomplishments as opposed to anticipated targets and schedules, the relationship between the work item and the overall Phase II program and will recommend requirements and procedures necessary to effectuate the transition of the work to Phase III activities.

An overall critique, prepared by the Principal Project Consultant, or other consultants selected by the Director, will tie together the individual papers with respect to Phase II continuity, accomplishments and interrelationships. The critique will also summarize the substantive and procedural recommendations to assure a smooth and effective transition into the following year's operations.

Relationship to Other Work Items

This work item will relate directly to all work accomplished in Phase II programming. Its evaluatory function will focus on all pertinent elements of the program and will serve as a transitional mechanism in designing the scope and content of Phase III programs.

Resources Required

Experts in appropriate substantive program areas will be solicited and retained to participate in a seminar-type discussion of Phase II programming. The areas of expertise will include public administration, practitioners in comprehensive planning and programming, planning-programming-budgeting-system design and operation, policy formulation and execution (e.g. officials from the Bureau of the Budget, officials from selected federal agencies).

The experts will serve as special consultants, working with and for the Director of the Office for Planning and Programming.

The Principal Project consultant will participate in the seminar by providing guidance, advice and information to the participants with respect to Phase II operations.

Estimated Time and Cost

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.D.3</u>			
Program Evaluation and Review			
Design and Preparation of Conference			
Staff	1.0	\$1,000	\$1,000
Conference Participation and Preparation of Final Reports			
Staff	.5	500	
Special Consultant	1.75	3,500	4,000
TOTAL			\$5,000

Work Item II.D.4

Program Coordination and Policy Guidance

Objective of the Work Item

The function of this Work Item is twofold: (1) to provide expert professional guidance to the staff of the Office of Planning and Programming in the conduct of the overall work program, and (2) to provide for overall management and administration of the program.

Work to be Done

Work to be undertaken by the Principal Project Consultant will include the following:

- Act as a policy consultant to the staff with respect to all aspects of the State Development Plan as they relate to:
 - (a) Methodology and content
 - (b) State and federal government structure, organization and practice
 - (c) Research and plan implementation
- Meet with the staff and other consultants to discuss the above matters
- Review work as it progresses and advise the Director of Planning and Programming with respect to work done by staff and consultants

and on modification of work content, scheduling, and related projects.

- Provide advice and assistance to the Director of Planning and Programming in the following areas:
 - In programming the work -- distinguishing between those elements to be undertaken by the staff, those to be undertaken by staff of other public agencies; and those to be undertaken by consultants.
 - In the design and execution of specific portions of the work program, including selection of appropriate data, contract negotiation and administration.
 - In coordinating work performed under contract by participating contractors, either public agency personnel or consultants.
 - In preparing appropriate status reports on the progress of the Comprehensive State Planning Program.
 - In deliberating major policy questions effecting future planning efforts, working with all appropriate private and public interests.

- In developing plan implementation measures and future program recommendations.
- In providing professional advice and assistance in the overall administration of the planning and programming process.

Product of the Work

The reports and products accomplished in the several work items in Phase II of the State Planning and Programming Process will be subject to in-progress supervision, review and evaluation by the Principal Project Consultant. In addition, advice, guidance and assistance will be provided to the Director of the Office of Planning and Programming, and all other appropriate personnel in the Governor's Office. Status reports, as appropriate, will also be prepared by the Principal Project Consultant, describing progress of the overall development program.

The Principal Project Consultant will also provide professional advice and assistance in the overall administration and coordination of the planning and programming process.

Relationship to Other Work Items

The Principal Project Consultant provided for herein will necessarily be a direct participant in all program work items in order to provide the guidance and effect the coordination required.

Resources Required

A Principal Project Planning Consultant will be retained to work with the Director of the Office of Planning and Programming in the performance of this work to assure continuous program coordination and to provide professional advice, guidance and assistance to appropriate staff members and participating special consultants.

Estimated Time and Costs

	Estimated Man Months	Estimated Costs	Estimated Total Costs
<u>Work Item II.D.4</u>			
Program Coordination and Policy Guidance			
Review of Progress of Comprehensive State Planning Program			
Special Consultant	4.0	\$ 7,000	\$ 7,000
Program Coordination			
Special Consultant	2.5	5,000	5,000
Contingent Activities			
Staff	3.0	3,000	3,000
TOTAL			\$15,000

PHASE II PLANNING STUDIES

For

CONTINUING THE STATE PLANNING AND PROGRAMMING PROCESS

For

THE STATE OF IOWA

This work program calls for the conduct of various planning studies that are essential to the continuing development of a statewide comprehensive planning and programming process for the State of Iowa. In studies now being accomplished in Phase I of the statewide comprehensive planning program, a number of urgent and basic planning needs have been identified. These needs generally relate to the refinement and extension of economic and population data and trend projections previously accumulated and carried out; development of methods and procedures for, and the formulation of statewide policies in selected functional areas; creation of procedures and supporting organizations within the structure of state government for effectuation of comprehensive planning and programming; and the delineation of formal instruments of communication and coordination to be used by policy makers and administrators in effectuating the evaluating and implementation of the outputs of the comprehensive planning and programming process.

The work program contemplated in this application will serve a variety of purposes. First, it will provide refined and more complete information necessary to all departments and agencies of the state government in the performance of their

planning activities. Secondly, it will expedite the implementation of the statewide planning and programming process through the development of machinery for articulating, implementing, and evaluating plans and policies. Thirdly, it will serve as a means for improving staff capabilities in the performance of comprehensive planning and programming activities. Fourth, it will initiate certain functional planning studies where definite policy needs have been identified and where basic information is currently available. These studies will be integrated with the various planning studies now under way as well as being integrated with and providing the basis for subsequent planning activities on the part of the State of Iowa. A detailed description of the overall statewide comprehensive planning program is to be found in the application for Urban Planning Assistance Funds (Iowa Project P-58) dated June 7, 1966.

The Phase II planning studies will consist of work in four general areas. These are:

- A. Basic Governmental Planning Requirements
- B. Planning for Comprehensive State Development
- C. Procedures and Organization for Planning and Programming
- D. The State Development Planning Process

Details of the work to be performed in each of these areas are described in the narratives for each individual work item.

It is anticipated that this work will be accomplished over a twelve-month period with tangible results of specific work items generated at various intervals during this period.

The network diagram on the succeeding page illustrates the timetable for accomplishing this work.

OFFICE FOR PLANNING AND PROGRAMMING

STAFFING

Title of Position	Annual Salary Rate	Time To Be Assigned to Project	Number of Positions	
			Filled	Vacant
Director of Planning & Programming	15,840 - 18,900	90	1	0
Information Specialist	12,420 - 14,640	90	1	0
Senior Planner	12,420 - 14,640	90	2	1
State Economist	15,000	100	1	0
Associate Planner	10,500 - 11,700	90	0	1
Assistant Planner	8,700 - 9,900	90	0	1
Junior Planner	6,890 - 8,090	90	1	1
Secretary			2	1

ADDITIONAL INFORMATION

As explained in the narrative description of the Phase II planning studies on pages 76 and 77, this program will continue to develop and refine the continuing statewide planning program.

CHECKPOINT PROCEDURES

Each proposed work item will be reviewed and evaluated as to content, applicability and utility for Iowa, and for policy and procedural implementation by the planning agency staff, the Director for the Office for Planning and Programming, and the steering and other functional committees described in the Urban Planning Assistance Grant Application (Iowa P-58) dated June 1, 1966.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
URBAN PLANNING ASSISTANCE PROGRAM

URBAN PLANNING PROJECT BUDGET

NAME OF PLANNING AGENCY

Governor of the State of Iowa

PROJECT NUMBER (if known)

BUDGET
NUMBER

INSTRUCTIONS: Submit original and 5 copies in support of initial or amendatory Application for Urban Planning Grant. Submit original and 3 copies for revised budget not requiring submission of application.

PROJECT PERIOD NO. OF MONTHS

Requested by
Ping. Agency 24

DATES OF PREVIOUS BUDGET APPROVALS (Complete only if this is a revised budget)

Approved
by HUD

Budget No. 1. _____, 19____ Latest
Approved Budget (No. _____), _____, 19____

LINE NO.	COST CLASSIFICATION	TO BE COMPLETED BY PLANNING AGENCY			TO BE COMPLETED BY HUD
		USE ONLY FOR REVISED BUDGETS		INITIAL OR REVISED BUDGET REQUESTED	BUDGET APPROVED BY HUD
		LATEST APPROVED BUDGET	ADJUSTMENT (+ or -)		
		(a)	(b)	(c)	(d)
1	SALARIES AND WAGES, PLANNING AGENCY'S PERSONNEL (Including all employee benefit contributions)	\$	\$	\$107,000	\$
2	SERVICES BY TECHNICAL CONSULTANTS			114,000	
3	SERVICES BY MUNICIPAL OR COUNTY PUBLIC AGENCIES				
4	SERVICES BY OTHER PUBLIC AGENCIES			29,000	
5	TRAVEL (Except travel included in lump-sum contracts under Item 2 above)			2,500	
6	REPRODUCTION AND PUBLICATION (Essential project reports and documents)			25,000	
7	OTHER EXPENSES - Subtotal (Specify)				
	a.				
	b.				
	c.				
8	SUBTOTAL	\$	\$	\$ 277,500	\$
9	PROJECT INSPECTION FEE			927	
10	TOTAL URBAN PLANNING PROJECT BUDGET (Line 8 plus 9)	\$	\$	\$ 278,427	\$

Approval of the Urban Planning Project Budget in the amounts and for the project period shown above is hereby requested.

8-10-67
Date

Frank M. Covington
Signature of Authorized Officer

Director, Office for
Planning and Programming

The Urban Planning Project Budget is hereby approved in the amounts and for the project period shown above. The

project shall be completed by _____, 19____.

The Planning Agency may exceed any of the amounts in Lines 1 through 7 by not more than 10 percent, PROVIDED such additional costs do not result in any change in the approved amount for Line 10.

The Planning Agency's staff or salaries as set forth in the Description of Work Program, Application Checklist Code UP 205, or in changes therein subsequently approved

by HUD, may not be increased without prior written approval of HUD, except for automatic salary increases under either civil service regulations or other official general personnel policies adopted by or applicable to the Planning Agency.

Signature

Title

Date

Supplement 1

SOURCES OF FUNDS

Phase II

1. <u>Contribution</u>	<u>Cash</u>	<u>Service</u>
a. Applicant	\$70,000.00	
b. Other Public Agencies		
Iowa Development Commission	0.00	\$ 1,000.00
State Comptroller	0.00	2,000.00
Dept. of Social Welfare	0.00	1,000.00
Dept. of Health	0.00	1,500.00
State Highway Commission	0.00	1,500.00
State Conservation Commission	0.00	500.00
Boards of Regents Institutions	0.00	15,000.00
2. Total Non Federal Cash Contribution	\$70,000.00	
3. Total Non Federal Service Contribution		\$ 22,500.00
4. Total Non Federal Contribution		\$ 92,500.00
5. Federal Grant Requested		\$185,000.00
6. Total Anticipated Cash and Services		\$277,500.00

State of Iowa
OFFICE
State Comptroller
Des Moines

MARVIN R. SELDEN, JR., C.P.A.
COMPTROLLER

September 1, 1967

Mr. John P. McCollum
Regional Director
Region IV
Department of Housing and Urban Development
Room 1500
360 N. Michigan Avenue
Chicago, Illinois 60601

Dear Mr. McCollum:

As the State of Iowa's principal fiscal and budgetary officer, this is to certify that the funds necessary to provide the services indicated by the agencies of the State of Iowa, as per the attached "Source of Funds" breakdown, have been budgeted for each of the agencies as indicated, and will be available in the total amount of \$92,500.00 to support the planning program as authorized in this application. Individual letters of agreement with each of the designated agencies will be accomplished upon your final approval of this application.

There is also attached hereto a staffing organization chart for the state's Office for State Planning and Programming.

Sincerely yours,

Marvin R. Selden, Jr.
State Comptroller

ADDITIONAL EXPENSES

TRAVEL

Travel from Des Moines to points within state, average round trip distance 200 miles, at \$0.10 per mile, 34 trips	\$ 680.00
Per Diem 24 days @ \$16.00	384.00
Local travel (for regional Reconnaissance) estimate 940 miles at \$0.10 per mile, for 16 regions	940.00
Between Des Moines and Chicago, 4 trips, 2 men, @ \$46.00	368.00
Per Diem 8 days @ \$16.00	128.00
	<hr/>
TOTAL	\$2,500.00

ESTIMATED REPRODUCTION AND PUBLICATION COSTS

<u>Work Item</u>	<u>No. Copies</u>	<u>No. Pages</u>	<u>Type of Reproduction</u>	<u>No. Maps</u>	<u>Est. Cost</u>
II.A.1	200	50	Multilith	0	\$ 250
II.A.2	200	100	"	0	500
II.A.3	500	300	Offset	24	15,000
II.B.1	200	50	Multilith	0	250
II.B.2	350	200	"	10	3,100
II.C.1	50	50	"	0	75
II.C.2	50	50	"	5	125
II.C.3	250	100*	Offset	30	5,200
II.C.4	50	50	"	10	100
II.D.1	50	50	"	0	75
II.D.2	200	50	"	16	250
II.D.3	50	50	"	0	75
TOTAL					\$25,000

* 5 sets of 6 pages each