

GOVERNMENT OF GUAM
Office of the Governor
Agaña, Guam

EXECUTIVE ORDER NO. 57

WHEREAS, on August 20, 1964, President Lyndon B. Johnson signed into law the Economic Opportunity Act of 1964 (PL 88452), which has for its purpose the implementation of human and financial resources of the Nation to combat poverty in the United States and its Territories, and

WHEREAS, President Johnson has said: "There are millions of Americans - one-fifth of our people - who have not shared in the abundance which has been granted to most of us and on whom the gates of opportunity have been closed", and

WHEREAS, it is necessary for maximum efficiency, economy, and coordination to designate a sole Territorial agency that will administer, supervise, and conduct the War on Poverty, including the development of Community Action Program, excepting those programs specifically delegated to other agencies by the Act, within the Territory of Guam, and

WHEREAS, it is also necessary to insure the maximum participation of all citizenry in developing policies and programs in combating poverty within this Territory, and

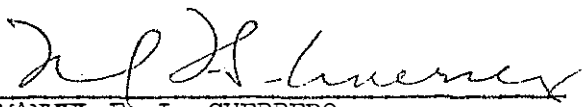
WHEREAS, if these problems are not solved through a massive and coordinated attack on poverty through the maximum employment of Territorial resources these problems will further spawn delinquency, poverty and disease, and

WHEREAS, the task of eliminating poverty within our shores is not the exclusive responsibility of the government but a common responsibility shared by the entire segment of this island community, and


WHEREAS, individual participation and voluntary contribution and efforts are encouraged to stimulate and strengthen the War on Poverty,

NOW, WHEREFORE, I, Manuel F. L. Guerrero, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam hereby ordered as follows: (1) A Commission on Economic Opportunity is hereby created within the Office of the Governor with all the powers and authority to enter into an agreement with the Federal government for the purpose of administering and conducting programs authorized under the Economic Opportunity Act of 1964, and (2) it is directed that all agencies of the government assigned program and supporting responsibility shall cooperate with the Commission and its designated officers - in administering and implementing the Anti-Poverty Program, (3) It is further ordered that the attached Administrative Plan of the Commission is approved and promulgated this date.

Issued at Agana, Guam on May 28, 1965.


MANUEL F. L. GUERRERO
Governor of Guam

COUNTERSIGNED:


DENVER DICKERSON
Secretary of Guam

TERRITORY OF GUAM
Economic Opportunity Commission
Administrative Plan

I. General Provisions

A. Territorial Agency--Statement of Responsibility

1. The Governor by Executive Order No. _____ has established the Economic Opportunity Commission as the sole Territorial Agency responsible for administering, supervising, and conducting the Anti-Poverty program of the Territory of Guam, except those programs specifically delegated to other agencies by the Act, and has the authority and power to contract with the Federal government under the Economic Opportunity Act of 1964.

a. To render technical information and assistance to government agencies, community action group, and the community organizations.

2. Where on-going agencies of the Government of Guam are assigned program responsibility for purposes of planning and programming Anti-Poverty Programs, the Economic Opportunity Commission through its designated officer has the authority to coordinate the Anti-Poverty efforts of all agencies and departments.

Task groups are formed to develop program areas delineated in the Economic Opportunity Act; operates under the supervision of the Commission.

3. The Commission will receive and disburse Federal funds under the authority of the Economic Opportunity Act of 1964, and in accordance with OEO standards.

4. No political subdivision currently exists within the Territory of Guam, and there is no plan to establish a separate Anti-Poverty applicant agency within the Territory within the immediate future.

Thus, Anti-Poverty programs and Federal financial assistance under Public Law 88-452 will be sought for the entire political jurisdiction of the Territory of Guam, and will be equitably applied throughout, without exception and wherever applicable.

5. The Commission will assist and supervise the establishment of Community Action Programs throughout the Territory.

B. Legal Basis

1. Policy and legal basis on which the Commission functions are Public Law 88-452, commonly known as the Economic Opportunity Act of 1964, and Executive Order No. _____ signed by the Governor on _____

C. Executive Review

1. The Assistant Secretary (Federal Programs) is the principal advisor to the Governor on all matters pertaining to the War on Poverty for Guam and performs technical review of programs requiring executive veto or approval.

D. Organization and Function

1. The Economic Opportunity Commission shall have the responsibility for promulgating and approving a Territorial plan which shall include broad policies and procedures for carrying out the purposes of the Act.

2. The Coordinator of the Economic Opportunity Program shall represent the Commission and exercises executive direction in the day-to-day administration and supervision of the Anti-Poverty program.

3. The Commission is authorized to create and fill positions deemed necessary to carry out approved projects.

4. To ensure maximum participation of the disadvantaged citizenry in program and policy development for Community Action, citizen advisory committees are established in each of the villages and municipalities under the chairmanship of the village commissioner.

E. Administrative Support

1. Administrative support, to whatever extent necessary, is obtained from the Departments of Labor and Personnel, Finance, Attorney General and from those departments assigned Anti-Poverty responsibility.

II. Financial Provisions

A. Source and Custody of Funds

1. The Treasurer of Guam is designated the authorized official who will receive and be responsible for custody of Federal funds paid to the Territory under Public Law 88-452 and local funds appropriated by the Guam Legislature, for the Poverty program. Such funds will be disbursed on warrants signed by the chairman of the Commission or his designee.

B. Disbursement Procedures

1. The Government of Guam will comply with the Office of Economic Opportunity, regulations and standards regarding Federal funds, incurring obligations and making payments. All funds of the Government of Guam are appropriated and administered under an annual budget and fiscal program for periods commencing July 1st of each year and terminating with the close of business June 30th of the next succeeding year.

C. Maintenance of Accounts

1. The Commission will maintain such books, records, papers, and supporting material as will serve to permit accurate determination of the status of the Federal contribution.

D. Merit System

1. Title V, Chapter 1, of the Government Code of Guam and the Personnel Rules and Regulations, will be made applicable to employees hired under this plan.

E. Staffing

1. Positions in the Economic Opportunity Commission for which contributions are requested are full-time positions in the classified service. The Coordinator serves as the Executive Secretary under the Commission. Members of the Commission who are not employees of the Government of Guam, shall receive per diem allowance of \$10 during attendance at each Commission meeting or business.

F. Reports

1. The Commission will make reports, when requested, in such form and contents as the Director, OEO, may require.

EXHIBIT "B"

TERRITORY OF GUAM
Economic Opportunity Commission

The Economic Opportunity Commission as established by Executive Order shall consist of ^{twelve} (13) members, one of whom shall be elected Chairman, representing a cross-section of the business, government, social, fraternal and religious organizations in Guam. Three members will be appointed by the Governor of Guam; one by the Speaker of the Legislature; one each by the Presidents of the Chamber of Commerce, Guam Rotary Club, Guam Women's Club, Bishop of Guam, one representing the Protestant churches, the Chief Commissioner of Guam, and two representing the program beneficiaries.

The Commission shall meet regularly on bi-weekly intervals at such place and time as the Chairman may designate. The Chairman may also call special meetings of the Commission.

The Coordinator of the Economic Opportunity Program serves as the Executive Secretary of the Commission.

EXHIBIT "C"

Amount requested under the Technical Assistant Grant, Section 209 (b) of Title II, A, of the Economic Opportunity Act.

Off-island travel -	\$3,000.00
Conference and training	
Contractual Services:	3,000.00
Communication	
Telephone	
Office Supplies	1,000.00
Office Equipment	2,000.00
Commission Expense	<u>2,500.00</u>
Total	\$11,500.00

Local share of 10% will be in cash or "in kind" basis. Amount "in kind" cost includes the following:

1. Office space \$350 per month times 12 months	\$4,200.00
(including utilities but excluding telephone)	
2. Administrative vehicle, \$100 per month times	1,200.00
12 months	<hr/>
Total "in kind" contribution	\$5,400.00

EXHIBIT "D"

Positions for which technical assistance grant under Title II, A, are requested are as follows:

<u>POSITION TITLE</u>	<u>NO. PERSONS</u>	<u>SALARY RANGE MINIMUM</u>	<u>SALARY RANGE MAXIMUM</u>	<u>PAY RANGE</u>
Coordinator of Programs	1	\$10,712.00	\$13,312.00	46
Community Action Program Officer	1	7,800.00	9,672.00	39
Accountant III	1	6,032.00	7,488.00	33
Administrative Secretary	1	5,092.00	6,292.00	29
Account Clerk	1	4,264.00	5,304.00	25
Cost for full fiscal year		\$33,900.00		

FUNCTIONAL STATEMENT(1) Assistant Secretary (Federal Program)

Responsible for review of Federal programs applicable to Guam for policy compliance. Advises the Governor on all matters pertaining to the War on Poverty and recommends veto or approval of programs. Maintains liaison with the Commission.

(2) Economic Opportunity Commission

Is the sole Territorial agency responsible for administering, conducting, and coordinating Anti-Poverty programs of Guam, except those programs specifically delegated to other agencies by the Act, with government agencies, poverty task groups, and other Federal agencies. Gives technical and logistical assistance and information to Community Action groups.

(3) Coordinator

Devotes full-time to the Anti-Poverty Program, responsible for the day-to-day administration and coordination of the program and supervises the work of the Poverty staff.

(4) Task Groups

Task Group I - Responsible for developing plans and programs for (Title I) Youth Corps, under the supervision of the Commission.

Task Group II - Responsible for the development of plans and programs for Community Action (Title II-A) under the supervision of the Commission.

Task Group III - Responsible for the development of plans and procedures including assistance required under Titles III and IV. Maintains liaison with Home Farmers Administration and the Small Business Administration.

Task Group IV - Responsible for developing plans and programs for the implementation of Titles II-B and VI under the direction of the Commission.

(5) Education Training Specialist (To be contracted)

Responsible for technical assistance to Task Groups, especially I and IV. Recommends and performs program evaluation on matters dealing with the Education and Training of youths. Assists village organizations in combating poverty.

(6) Community Action Program Officer (Full-time)

Responsible for technical assistance to Task Groups, especially II and III. Recommends for implementation of Community Action programs. Performs evaluation of programs. Assists village organization in combating poverty.

(This position has no counterpart in the Government of Guam classification)

(7) Social Service Specialist (Full-time) (To be contracted)

Responsible for technical assistance to Task Groups, especially IV and II, on matters dealing with recipients of public assistance and the disadvantaged citizenry. Assists village organizations in combating poverty.

(8) Accountant III (Full-time)

Responsible for the maintenance of accurate accounts of the receipt and expenditures of funds allocated to the Commission under the Economic Opportunity Act of 1964, and such other funds as may be appropriated by the Legislature.

Additionally, he shall be responsible for all requisitions, job orders, including the payment of bills authorized by the Commission and shall have custody of all Commission properties.

(9) Account Clerk (Full-time)

The Account Clerk shall assist the Accountant in the discharges of his duties numerated above and shall perform other duties as required.

(10) Administrative Secretary (Full-time)

Performs secretarial and office work and other duties as required.


JUN 30 1969

AMENDMENT TO ADMINISTRATIVE PLAN

Section E, paragraph 1 (STAFFING) of the Administrative Plan attached to Executive Order No. 65-7, dated May 28, 1965, is hereby amended to read as follows:

"Positions in the Economic Opportunity Commission for which contributions are requested are full time positions in the classified service with the exception of the Executive Director. The Executive Director shall be appointed by the Governor at the request of the Economic Opportunity Commission chairman, and shall serve in the unclassified service. The Executive Director serves as the Executive Secretary under the Commission."

Approved and promulgated this 30th day of June, 1969.


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TERRITORY OF GUAM
Office of the Governor

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ECONOMIC OPPORTUNITY COMMISSION

