

INITIATION OF STATE ACTIVITY AND STAFF TIME COMMITMENTS

As we begin the process of initiating contact with representatives from 20 additional states over the course of the summer, it may be helpful to consider in general what type of a staff commitment has to be made for each state. Thus, from the time of the first overtures toward a state to the time of the 2nd year operational grant, we have to calculate that we will be spending the following amount of time with that state.

<u>Period</u>	<u>Staff Time (days)</u>		
	<u>#1</u>	<u>#2</u>	<u>#3</u>
Preliminary to Washington Meeting	3	-	-
Washington Meeting	3	3	3
Follow-up Activities:			
Program Design Request Period	2	2	2
Program Design Proper	5	5	5
Operational Grant Period:			
1st Year Operations	6	6	6
2nd Year Proposal	3	3	3

STAFF TIME COMMITMENTS--DETAILED

Preliminary to Washington Meeting:

Uncover potential invitees through research and personal contact; communicate with these potential invitees (approximately 10-15) to determine who among them should come to the Washington meeting and who can come; send letters of invitation to the chosen few from WBE.

1 person - 3 days

Washington Meeting:

Prepare essentials for the meeting by accumulating appropriate documents, assembling sound and light show, and reviewing material in the state's file; meet with the state representatives for $1\frac{1}{2}$ days (with the possibility of extension into the afternoon of the 2nd day).

3 people - 3 days each

Follow-up Activities:

Program Design Request Period.--Receive and process program design request; respond to the request by telephone or letter; recommend to WBE that it be funded; consult with grants office on technical details; acknowledge award to grantees; prepare material for Council (if over \$10,000); maintain telephone and correspondence liaison with grantees; write political letters; write homily letters; continue miscellaneous correspondence.

2 people - 2 days each

Program Design Proper.--Visit the state at least 2 times--once at the time of the first state committee or state advisory committee meeting and again later in the design period; maintain communications via telephone and letters; receive, process, and comment on the 3-month preliminary progress report; receive, process, and review proposal; correspond with state group to correct deficiencies and omissions; process resubmitted proposal; forward copies of the proposal to the outside panelists; review panel replies; prepare material for submission to the Council.

3 people - 5 days each

Operational Grant Period:

1st Year Operations.--Visit the state at least 2 times for the purpose of liaison and evaluation; continue communications via telephone and letters; review evaluation material; write state report from staff perspective.

3 people - 6 days each

2nd Year Proposal.--Provide guidelines to the state committee; review and comment on 2nd year proposal to correct deficiencies and omissions; process resubmitted proposal; forward copies of the proposal to the outside panelists; review panel replies; prepare material for submission to the Council.

3 people - 3 days each