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WORKS PROGRESS ADMINISTRATION
1734 New York Avenue, Washington, D. C.
HARRY L. HOPKINS, Administrator

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**PRELIMINARY STATEMENT
OF INFORMATION FOR SPONSORS**

OF

**WORKS PROGRESS
ADMINISTRATION PROJECTS**

June 15, 1935

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1234 New York Avenue, Washington, D. C.
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INFORMATION FOR SPONSORS OF WORKS PROGRESS ADMINISTRATION PROJECTS**

SECTION 1. Purpose of Circular.—This circular is issued as a preliminary statement to acquaint prospective sponsors with the principles and procedures to be followed in selecting Works Progress Administration projects under the Emergency Relief Appropriation Act of 1935. Information contained in this statement, and the forms included with it, are of a preliminary nature and subject to revision.

SEC. 2. The Work Relief Program.—It is the basic purpose of the work relief program to take persons off the relief rolls and to put them to useful work in the shortest time possible. It is intended, as far as possible, to have such persons engaged at their usual occupations. Accordingly, the program of employment embraces many fields of activity, and covers all parts of the Nation.

Public Resolution No. 11, Seventy-fourth Congress, the Emergency Relief Appropriation Act of 1935, provides for the financing of the program and establishes rules, regulations, and penalties for violations. The President is granted broad powers in its execution.

SEC. 3. Works Progress Administration.—On May 6, 1935, the President issued Executive Order No. 7034, establishing the Division of Applications and Information, the Advisory Committee on Allotment, and the Works Progress Administration. This order provides that the WORKS PROGRESS ADMINISTRATION shall be responsible to the President for the honest, efficient, speedy, and coordinated execution of the work relief program as a whole, and for the execution of that program in such a manner as to move from the relief rolls to work on projects or in private employment the maximum number of persons in the shortest time possible.

The Works Progress Administration has the following powers and duties: (1) To establish and operate a Division of Progress Investigation and to coordinate pertinent work of existing investigative agencies of the Government, so as to insure the honest execution of the work relief program. (2) With the approval of the President, to require uniform periodic reports of progress, recommend appropriate measures for eliminating delay, and recommend termination of projects if they do not economically afford the amount of employment warranting their continuance. (3) With the approval of the President, to prescribe rules and regulations to assure that as many persons employed on all work projects as is feasible shall be persons receiving relief, and to govern the selection of such persons. (4) To formulate and administer a system of uniform periodic reports of the employment on such projects of relief and non-relief persons. (5) To investigate wages and working conditions and to make and submit to the President such findings as will aid the President in prescribing working conditions and rates of pay on projects.

This Executive Order further provides that the Works Progress Administration shall *recommend and carry on small useful projects designed to assure a maximum of employment in all localities.*

The Order also assigns accounting, disbursing, and purchasing functions to the United States Department of the Treasury, and control over all allotment of funds for administrative expenses to the Bureau of the Budget.

SEC. 4. Fundamental Principles.—The President has announced that the following fundamental principles should be recognized in determining the eligibility of projects:

- (a) The projects should be useful.
- (b) Projects shall be of a nature that a considerable proportion of the money spent will go into wages for labor.

- (c) Projects which promise ultimate return to the Federal Treasury of a considerable proportion of the costs will be sought.
- (d) Funds allotted for each project should be actually and promptly spent and not held over until later years.
- (e) In all cases projects must be of a character to give preference of employment to those on the relief rolls.
- (f) Projects will be allocated to localities or relief areas in relation to the number of workers on relief rolls in those areas.
- (g) To move from the relief rolls to work on such projects or in private employment the maximum number of persons in the shortest time possible.

SEC. 5. **Types of Projects.**—Projects for which allotments may be made are grouped into two classes:

1. **FEDERAL PROJECTS.**—Such projects originate in departments or agencies of the Federal Government, and are financed and conducted entirely by the Federal Government. This classification includes projects sponsored by (a) Federal Emergency Agencies (such as Rural Electrification Administration, Resettlement Administration, Emergency Conservation Work Organization, Works Progress Administration) and (b) regular departments of the Federal Government (such as the War, Navy, and Agriculture Departments).
2. **NON-FEDERAL PROJECTS.**—Such Projects are initiated and conducted by a State, Territory, Possession—or any governmental subdivision or agency thereof—a municipality, the District of Columbia—or public bodies thereof—and are financed in whole or in part by the Federal Government making a loan or grant, or both.

SEC. 6. **Sponsors of Projects.**—A “sponsor” of a Works Progress Administration project is an authorized governmental agency (State, county, city, village, township, etc.) which offers a definite plan and procedure for the employment of persons on relief rolls under the conditions of the Act. A State, district, or local Works Progress Administration may, on its own initiative, sponsor work projects, where such action is not contrary to law.

Unofficial groups may not act as sponsors. Projects may not be sponsored by boards of trade, clubs, societies, churches, orphanages, veterans' organizations, or other private, sectarian, civic, or similar organizations. Such organizations may, however, cooperate unofficially with sponsors in the origination of proper proposals.

A project cannot properly be sponsored by a governmental agency if the work involved in, and required to complete, the project cannot lawfully be done by that governmental agency.

SEC. 7. Planning of Projects.—Projects must be planned with relation to the number, age, sex, and occupational characteristics of persons on relief within the locality where the proposed project would be executed. Projects should also be so planned that continuous work may be available for such persons. This will require coordination by the Works Progress Administration of all projects authorized and conducted under the Emergency Relief Appropriation Act of 1935.

Projects may include work relief projects previously submitted to Emergency Relief Administrations, and upon which work has not been started. One intention of this circular is to stimulate the preparation of plans for new projects which will meet the requirements of the new Works Program.

A project may cover more than one particular job, but all jobs included should be under the jurisdiction of the same sponsor, all of the same type, and, where sponsor's jurisdiction covers a large area, all in the same general location.

In formulating projects each governmental agency should confer with the local office of the Works Progress Administration (the local Emergency Relief Administration until such Works Progress Administration offices are established) for information concerning the number and occupations of persons on relief rolls who are to be put to work.

Governmental agencies should utilize the facilities of local and State planning boards in the formulation of projects.

SEC. 8. Character of Work.—The work involved in any project must be of such character and be conducted in such places, and by such methods and devices, as will meet the legal requirements concerning the expenditure of public funds.

No work project will be approved covering work for which local funds are currently appropriated, or work generally included in the normal governmental operations of sponsoring agencies (but not including expansion of physical facilities), or which would result in the displacement of regular employees of such agencies.

SEC. 9. Contributions.—The sponsoring governmental agency is expected to contribute equipment, materials, and services to the maximum amount possible. The priority of the project will depend in part on the amount of such contributions and the extent to which they increase the proportion of labor cost to the total Federal funds required for the project.

SEC. 10. Offices of the Works Progress Administration.—The Federal Works Progress Administration is establishing State, district, and local offices to carry out the responsibilities placed upon it by the President.

All questions relating to problems within the jurisdiction of the Works Progress Administration, as provided in the Executive order of May 6, 1935, should be directed to the appropriate office of the Works Progress Administration. Inquiries concerning procedure should be directed to the local or district offices of the Works Progress Administration (or Emergency Relief Administration if the former have not been established) in the areas in which it is intended to operate the projects. Do not inquire directly of the State Works Progress Administration concerning any projects except those of State-wide nature. In no case should a project proposal be submitted direct to Washington; the Washington office will simply refer the proposal back to the local, or district Works Progress Administration, with consequent delay.

SEC. 11. The Project Proposal.—Governmental agencies desiring to formulate Works Progress Administration projects should prepare their requests in conformance with the Project Proposal, W. P. A.

Form 301.* The attached copy of that form is tentative, and is furnished solely for guidance in preliminary planning for projects which will meet the requirements of the program. However, projects prepared in accordance with this tentative proposal form and the instructions in this circular can be readily adjusted to fit the procedures finally prescribed by the Works Progress Administration.

The Works Progress Administration will, from time to time, formulate working procedures for approved types of projects. The final project proposals shall be accompanied by a proposed working procedure or reference to an established working procedure where one has been issued. A proposed working procedure should describe briefly a typical project, indicate sponsor, plant and equipment needed, product, program or schedule, and merit of the proposed work.

SEC. 12. Preparation of the Project Proposal.—Except for the space indicated at top of the first page, the Project Proposal, W. P. A. Form 301, is to be completely filled in by the sponsor. All questions will be answered in detail and all analyses and schedules made out in full.

Item 1. Request.—Proper name of local Works Progress Administration and number of district may be obtained from the local Works Progress Administration. City, town, or village should be that of post office of sponsor.

Item 2. Location.—City, town, or village may be interpreted as including townships, crossroads, or any other definite location.

Item 3. Description.—Give a brief but concise description of the work proposed and the exact location of the project, as for example, in the case of sewer or water main construction, indicate general features of the proposed work as to size of pipes or mains, length of street or area location. Reference must be made to the working procedure with which the project is identified, as in last paragraph of Sec. 11, above.

Item 4. Summary of Costs.—This is to be made up from the detailed analyses on pages 3 and 4. Percentages should be based on the total at the foot of each column opposite "Total Cost of Project".

Item 5. Estimated Man-months will come from total at foot of column 4 of item 23 on page 3. Man-years will be 1/12 of this figure.

Item 7. Estimated Monthly Average of Persons.—Figures from 1 to 12 represent the months of operation of the project beginning with the first month during which it is in progress. Estimated monthly average number of persons to be employed daily on projects will be the totals under the corresponding months in item 27, page 5.

Item 8. Referral to Planning Agency.—City, county, and State planning agencies shall be consulted on all projects which affect plans and programs under the jurisdiction of such agencies. In all such cases the proposed project shall be submitted to the planning agency and its recommendations secured and entered under this item.

Item 9. Recommendations of Other Agencies.—Some projects will fall under the partial or technical jurisdiction of other agencies, as for example, a sewage disposal project which should be reviewed by the State department of health. In all appropriate cases projects should be submitted to such agencies and their recommendations secured and entered under this item.

*See page 11 et seq.

Item 12. Operation of Project under Previous Program.—The space for “Percent complete” calls for an estimate of the percentage of completion of the project at end of the program referred to, or, in the case of a program still in progress, the percentage of completion at date of this proposal.

Item 15. By Whom Superintended.—Give the name and title of person representing sponsor who will be directly in charge of the operation of the project.

Item 23. Labor Analysis:

Column 1. Occupational Types Needed.—In this column will be listed all occupation types required for the prosecution of the project. They should be placed under the proper headings, depending upon the degree of skill involved or upon the nature of the work, according to the suggested classification of skills (sec. 15). At the bottom of this column, under the subtitle of “Superintendence”, list only superintendents, foremen, and other persons required in its superintendence, and who are directly chargeable to this project. To facilitate entries in cost columns, separate lines should be used for labor which will be paid from funds furnished by sponsor and labor which will be paid from funds requested of the Works Progress Administration.

Columns 2, 3, and 4 indicate the number of man-months for each classification. This figure should agree with that obtained by multiplying the average number of workers by the number of months they will be needed. For estimating purposes a man-month may, for the present, be considered to consist of 130 hours of employment.

Column 5 indicates the monthly earnings rate for each classification. These rates, except for superintendence, and employees furnished by the sponsor, must agree with the Executive order by the President, dated May 20, 1935. For estimating purposes hourly rates should, for the present, be computed on the basis of 130 hours employment per month for each person employed. See section 14 for the schedule of monthly earnings, by regions, population of locality, and classes of work.

Columns 6, 7, and 8, provide for the amounts of money required for each classification. In column 6 enter all amounts which are to be financed from Federal funds. In column 7 enter all amounts to be financed by the sponsor, and in column 8, the total amount for each classification. Use additional sheets if needed to list all the occupations required.

Item 24. Equipment Analysis:

Column 1. List all major equipment, such as teams, trucks, power shovels, mixers, sewing machines, etc., which will be required for the prosecution of the project. Do not include small tools or sundry equipment, as these are to be carried on a separate application for a tool and sundry equipment project. Special tools furnished by sponsor may be listed, as for example, acetylene torch outfits, etc. Use separate lines for equipment, etc., furnished by sponsor and equipment requested of the Works Progress Administration.

Column 2. Indicate the capacity, size, rating, etc.

Column 3. The number of units or pieces of equipment required.

Column 4. Rental rates per unit will be shown by the hour, day, or week, etc., as indicated in column 5.

Column 5. Enter here the rental basis, whether by the hour, day, or week.

Column 6. Period of rental means the anticipated number of hours, days, or weeks (whichever is used for rental basis, col. 5) the equipment listed is to be used.

Columns 8, 9, and 10. Each total in column 10 will be the product of the number of units (col. 3), by the rate per unit (col. 4), and by the period of rental (col. 6).

If additional space is needed, use additional sheets.

Item 25. **Materials Analysis.**—All materials and supplies to be used directly on this project should be shown here in sufficient detail to identify them accurately. All projects should contemplate the use of safeguards and ample facilities for the safety and health of employees and the general public. Scaffolding, machinery guards, shoring, etc., should be included in the cost estimates of materials, if needed. Other facilities and supplies required (for example first-aid kits, goggles, drinking water containers, etc.) should also be included. Separate lines should be used for materials furnished by sponsor and materials requested of the Works Progress Administration.

Item 26. **Other Direct Costs.**—Include here all other items of cost which are directly chargeable to the project. They should be described accurately by separate classes, such as rights-of-way, travel, or rental of space required to conduct the project. Federal funds will not be available for the purchase of land. No land already owned by the sponsor may be listed as a contribution. Use separate lines for the items to be furnished by sponsor and the items requested of the Works Progress Administration.

Item 27. **Work Schedule.**—This table is to be filled in to show the average number of workers which will be employed each month from the first month of operation of the project to its completion, listed by types of workers, as indicated in the table. The totals in the right-hand column should agree with similar totals drawn from column 4, item 23, page 3.

Item 28. **Estimate of Cost by Items of Work.**—A separate estimate of cost will be made for each distinct operation or feature of work of the entire project. In the case of construction work, for example, the table is filled out in the same manner as a contract bid sheet, showing quantity, unit, item, unit price, and cost. The estimate must be for the entire project and not only for the portion to be financed by Federal funds. Correspondingly, the total must show entire cost, including sponsor's contribution and Federal funds, and must equal the total cost of project shown under column 4, item 4, page 1.

SEC. 13. **Analysis of Project for Tentative Eligibility.**—If detailed estimates with working plans and specifications are available they should be utilized in making the preliminary analysis of the project. Where plans have not reached this stage, projects should be estimated as accurately as possible, consistent with a reasonable expense in making such estimates, before proceeding with detailed specifications. These preliminary estimates may be based on costs of similar projects or on standard procedure of architects, engineers, and contractors in making preliminary estimates where complete drawings and specifications have not yet been prepared.

From such a preliminary estimate, using the Project Proposal form, an analysis can readily be made to determine the tentative eligibility of the project as contemplated in the Emergency Relief Appropriation Act. It is necessary—

1. That the labor cost from Federal funds (item 4, col. 2, subtotal (a) plus (b)) represent a major portion of the total Federal funds required (item 4, col. 2, total cost of project).
2. That the Federal expenditure per man-month (item 6) be kept low so that employment can be given to as many persons as possible.
3. That workers from relief rolls constitute at least 90 percent of the total number of persons working on the project. This should be tentatively determined by consulting Emergency Relief Administration officials in the locality.

If this analysis of the project shows that it fails to meet these conditions, the sponsor should confer with the local Works Progress Administration, which may assist by suggesting changes of design, specifications, etc.

This preliminary analysis of any project will assist in determining its suitability for more detailed presentation. The studies made on this basis will be directly applicable to the formal presentation of projects and will save much time on a detailed later study.

SEC. 14. **Schedule of Monthly Earnings.**—The Executive order of May 20, 1935, issued by the President, "Prescribing Rules and Regulations Relating to Wages, Hours of Work, and Conditions of Employment under the Emergency Relief Appropriation Act of 1935", (1) established the earnings of workers on projects financed in whole or in part from funds appropriated by the Emergency Relief Appropriation Act of 1935, according to various regions, degree of urbanization, and classes of work; (2) prescribed the hours of work; and (3) prescribed conditions of employment.

The following table shows the established rates of earnings for use in preparing project estimates:

SCHEDULE OF MONTHLY EARNINGS

Counties in which the 1930 population of the largest municipality was—		REGION I	REGION II	REGION III	REGION IV
<i>Over</i> <i>100,000</i>	Unskilled work.....	\$55	\$45	\$35	\$30
	Intermediate work.....	65	58	52	49
	Skilled work.....	85	72	68	68
	Professional and technical work.....	94	79	75	75
<i>50,000</i> <i>to</i> <i>100,000</i>	Unskilled work.....	52	42	33	27
	Intermediate work.....	60	54	48	43
	Skilled work.....	75	66	62	58
	Professional and technical work.....	83	73	68	64
<i>25,000</i> <i>to</i> <i>50,000</i>	Unskilled work.....	48	40	29	25
	Intermediate work.....	55	50	43	38
	Skilled work.....	70	60	56	50
	Professional and technical work.....	77	66	62	55
<i>5,000</i> <i>to</i> <i>25,000</i>	Unskilled work.....	44	35	24	22
	Intermediate work.....	50	44	36	32
	Skilled work.....	63	52	48	42
	Professional and technical work.....	69	57	53	46
<i>Under</i> <i>5,000</i>	Unskilled work.....	40	32	21	19
	Intermediate work.....	45	38	30	27
	Skilled work.....	55	44	38	35
	Professional and technical work.....	61	48	42	39

Regions include the following States:

- I. Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.
- II. Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Delaware, District of Columbia, Maryland, West Virginia.
- III. Arkansas, Kentucky, Louisiana, Oklahoma, Texas, Virginia.
- IV. Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee.

SEC. 15. **Suggested Classification of Skills.**—For purposes of estimating labor costs for the project, the following classification of skills is suggested:

UNSKILLED WORK.—Unskilled *manual* work includes operations of a simple routine nature which require little or no formal education or previous training or experience. Such work may require a good physique but does not expose the individual to any unusual hazard requiring special physical fitness or ability. The use of simple hand tools or equipment may be involved in unskilled work. Unskilled work is usually performed under close supervision.

Unskilled *non-manual* work includes routine office operations for which no special education or previous training and experience are necessary.

Examples:

Manual work: Building and construction laborers, charwomen, janitors, caretakers.

Non-manual work: Messengers, errand boys, office boys, bundlers, wrappers.

INTERMEDIATE WORK.—Intermediate *manual* work calls for a limited degree of skill and experience sufficient to enable the individual to proceed efficiently with his duties after a short breaking-in period. Such work may require an ability to use simple hand tools or operate power-driven tools, machines, or equipment on repetitive operations. This grade of work also includes apprentices and helpers to the skilled manual occupations and work of a simple routine nature which is performed under hazardous conditions of employment.

Intermediate *non-manual* work calls for certain minimum formal educational requirements, and some specific previous training. It includes the operation of repetitive office machines and other types of routine clerical work.

Examples:

Manual work: Blacksmiths' helpers, machinists' helpers, truck drivers, caisson workers.

Non-manual work: Calculating machine operators, typists, stenographers.

SKILLED WORK.—Skilled *manual* work requires considerable training and/or experience in performance, with a minimum of supervision. This grade of work includes that normally performed by journeymen mechanics who have served a standard apprenticeship and who can perform all the more important operations of their trades without special instruction or detailed supervision. Most work for which employees must be licensed by municipal, State, or Federal authority shall be considered skilled work as well as work for which employees are directly responsible and which is subject to inspection by authorized building and construction inspectors. Work which exposes employees to an unusual degree of physical hazard shall be considered skilled work. Skilled work involves the use of complex tools and equipment, judgment in the use of materials, and accuracy in performance of the work.

Skilled *non-manual* work requires considerable training and/or experience in addition to minimum formal educational requirements. Assistance to professional and technical persons and clerical work involving the assumption of responsibilities with a minimum of supervision are included in skilled work.

Examples:

Manual work: Carpenters, bricklayers, machinists, electricians, structural iron workers, printers, blasters on heavy engineering construction work.

Non-manual work: Laboratory technicians, secretaries, bookkeepers.

PROFESSIONAL AND TECHNICAL WORK.—Professional and technical work requires recognized professional or technical training in a specialized field of employment. It includes professional, scientific, and technical types of employment as well as work in the recognized fields of art.

Examples:

Expert accountants, actors, librarians, chemists, architects, physicians and surgeons, statisticians, engineers, (civil, mechanical, etc.).

SEC. 16. **Application of Schedule of Earnings.**—The Executive Order referred to under section 14 also provides that the monthly earnings are in the nature of a salary, and workers are to be paid for time lost due to weather conditions or temporary interruptions beyond the control of the worker. Deductions will be made for time lost because of voluntary absence, illness, completion or postponement of a project, or dismissal. The rates of earnings applicable to a city should apply to contiguous urban areas, even though they are not in the same county. Rates applicable in the largest city should in general apply throughout that county except as local circumstances warrant different rates. Adjustments may be made only by the Works Progress Administrator (at Washington, D. C.) or his representative.

The rates of earnings are to apply on all projects financed in whole or in part from the Emergency Relief Appropriation Act, except in the following cases of employes, which are governed by existing regulations:

- (a) Emergency conservation work;
- (b) Projects under the supervision of the Public Works Administration (P. W. A.);
- (c) Highway and grade crossing elimination work under the supervision of the Bureau of Public Roads and the State Highway Departments;
- (d) Permanent United States Government buildings;
- (e) Such projects as may be exempted by the Works Progress Administration;
- (f) Supervisory and administrative employes;
- (g) Work-relief projects under the supervision of State and local emergency relief administrations, until such projects are transferred to the new program.

SEC. 17. **Hours of Work.**—The Executive order of May 20, 1935, provides that, except in an emergency involving the public welfare or protection of the work already done, or in special cases where the circumstances prevent, or for administrative or supervisory employes, the maximum hours of work shall be:

- (a) Employees under the "Schedule of Monthly Earnings", not over 8 hours a day or 40 hours a week, to be determined by the Works Progress Administrator;
- (b) On projects supervised by the Public Works Administration, by the Bureau of Public Roads and State Highway Departments, and where exempted by the Works Progress Administrator, not over 8 hours a day and 130 hours a month for manual labor and 8 hours a day and 40 hours a week for clerical and nonmanual labor;
- (c) Where projects are remote and inaccessible, requiring camps or floating equipment, not over 8 hours a day and 40 hours a week;
- (d) On emergency conservation work and work relief under State and local emergency relief administrations, existing rules and regulations continue in force.

SEC. 18. **Conditions of Employment.**—The following conditions, prescribed by the Executive order, shall be observed on all projects:

- (a) No person under 16 years of age and no one whose age or physical condition makes employment dangerous for him or endangers the health or safety of others, may be employed. Handicapped persons may be employed on work suitable for their abilities;
- (b) No person may be employed who is currently serving a sentence to any penal or correctional institution;
- (c) Unless under specific exception by the Works Progress Administration, at least 90 percent of all persons working on a project shall be from the public relief rolls;
- (d) Only one member of a family group may be employed on the works program, except as specifically authorized by the Works Progress Administration;
- (e) Except as specifically provided, no person who is qualified by training or experience may be discriminated against on any grounds;
- (f) Working conditions must be conducive to safety and every effort shall be made to prevent accidents. (The sponsor is in no way relieved of responsibility in this matter);
- (g) Wages to be paid by the Federal Government may not be pledged or assigned.

WORKS PROGRESS ADMINISTRATION PROJECT PROPOSAL

Amount requested, \$ _____

W. P. A. Project No. _____

Amount approved, \$ _____

Serial No. _____ Date _____

(Sponsor is not to write above line)

Sponsor's proposal No. _____

Date of proposal _____

To: WORKS PROGRESS ADMINISTRATION OF _____
(Local) (District) (State)

1. Request is hereby made that the following proposal be reviewed and that a formal application be made for an allotment of funds for this project under the rules and regulations of the Works Progress Administration.

From: _____
(Sponsor) (City, town, village) (County) (State)

2. Location of project: _____
(City, town, village) (County) (State)

3. Description of project and character of work:

SPECIMEN

4. Summary of estimated costs:

Item of cost (1)	Federal funds (2)		Sponsor's contributions (3)		Total (4)	
	Amount (Dollars)	%	Amount (Dollars)	%	Amount (Dollars)	%
a. Labor:						
1. Unskilled.....						
2. Intermediate.....						
3. Skilled.....						
4. Professional and technical.....						
SUBTOTAL.....						
b. Superintendence.....						
SUBTOTAL (a) plus (b).....						
c. Material, equipment, and other costs:						
1. Material and supplies.....						
2. Equipment rentals.....						
3. Other direct costs.....						
SUBTOTAL (c) only.....						
TOTAL COST OF PROJECT.....		100		100		100

5. Estimated total man-months, _____; estimated total man-years, _____
6. Estimated Federal expenditure per man-month:
 Federal funds (column 2 of item 4) = \$ _____ × 12 = \$ _____ per man-year
 Estimated man-months (item 5)
7. Estimated average number of persons to be employed each month on project: (From item 27)
- | | | | | | |
|----------|----------|----------|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ | 10. _____ | 11. _____ | 12. _____ |
8. Has this matter been referred to a public planning agency? _____ What is its recommendation? _____
 Name of agency? _____
9. Recommendations of other agencies having partial or technical jurisdiction over project _____
10. Would this project be undertaken as a normal activity of the sponsor if Federal funds were not available? _____
11. Is the proposed work on public property? _____
 Does this project involve acquisition of (a) Land? _____, (b) Easements? _____ (c) Rights-of-way? _____
 Has this been done? _____ At what cost? \$ _____
12. Was this project operated under a previous program?
 (a) C. W. A. _____ Project No. _____ Percent complete _____
 (b) E. R. A. _____ Project No. _____ Percent complete _____
 (c) Other (specify) _____
13. Status of operating plans:
 (a) Are surveys completed? _____ If not, give completion date _____
 (b) Are preliminary plans completed? _____ If not, give completion date _____
 (c) Are final plans and specifications completed? _____ If not, give completion date _____
 (d) By whom were the plans and specifications prepared? _____
 (Name) (Title)
14. Upon approval, how long before work at site can start? _____
15. By whom will the work be superintended? _____
 (Name) (Title)
16. Estimated elapsed time from beginning of proposed work to its completion, _____ months.
17. Will the amount requested on this proposal complete the work described in this project? _____ If not, will the sponsoring agency assume responsibility for its completion? _____
18. Will operation or maintenance be required after project is completed? _____ If so, what provision has been made? _____
19. Will the utility of this project be dependent upon the completion of any other public or private work? _____ If so, explain. Use additional sheet if necessary _____
- 20.*Does this project involve: (a) Travel? _____ (b) Rental of space? _____
- 21.*If project involves compilation and tabulation of data, what provision has been made for its publication? _____
22. Justification: (A short, concise statement giving reason or necessity for the proposed project, including any comments or further statements about the nature of the work. Use additional sheet if necessary.)

*NOTE.—Questions 20 and 21 apply only to projects of a professional or service type.

23. Labor analysis:

- a. All labor needed should be listed under appropriate classifications.
- b. Monthly earning rates—except superintendence and labor furnished by sponsor—must agree with Executive Order, by the President, dated May 20, 1935.

Occupational types needed (1)	Man-months			Monthly earning rate (5)	Amount (dollars)		
	Male (2)	Female (3)	Total (4)		Federal funds (6)	Sponsor's contributions (7)	Total (8)
Unskilled:	x x x x	x x x x	x x x x x	x x x	x x x x x x	x x x x x x	x x x x x x x
Intermediate:	x x x x	x x x x	x x x x x	x x x	x x x x x x	x x x x x x	x x x x x x x
Skilled:	x x x x	x x x x	x x x x x	x x x	x x x x x x	x x x x x x	x x x x x x x
Professional and technical:	x x x x	x x x x	x x x x x	x x x	x x x x x x	x x x x x x	x x x x x x x
SUBTOTAL				x x x			
Superintendence:	x x x x	x x x x	x x x x x	x x x	x x x x x x	x x x x x x	x x x x x x x
SUBTOTAL				x x x			
TOTALS				x x x			

