

**TABLE OF CONTENTS**

**Opportunities Industrialization Center**

Definitions . . . . .	17-478-1
OIC boards. . . . .	17-478-2
Eligibility . . . . .	17-478-3
Criteria for distribution of funds . . . . .	17-478-4
Limits of assistance . . . . .	17-478-5
Program priorities . . . . .	17-478-6
Fiscal accountability of an opportunities industrialization center . . . .	17-478-7
Civil rights. . . . .	17-478-8
Process to defund an opportunities industrialization center . . . . .	17-478-9



## Opportunities Industrialization Center

### Sec. 17-478-1. Definitions

(a) “Commissioner” means the Commissioner of the State Department of Human Resources.

(b) “Department” means the Connecticut State Department of Human Resources.

(c) “Economically disadvantaged” means an individual whose income based on the total gross annual income, excluding assets, does not exceed 150% of the Federal Poverty Income Guidelines for the current year.

(d) “Opportunities Industrialization Center (OIC)” is an organization which provides a full range of comprehensive employment training programs that provide recruitment, counseling, remediation, motivational prejob training, vocational training, job development, job placement and other appropriate services enabling disadvantaged and under-skilled individuals to secure and retain employment at their maximum capacity. Such a center may be affiliate of the Opportunities Industrialization Centers of America, Incorporated or a community-based organization that provides comparable services.

(e) “Underemployed” means an individual working part-time but seeking full-time work; or working full-time but receiving wages below 150% of the Federal Poverty Income Guidelines established by the Commissioner of Human Resources, in cooperation with the Commissioners of Labor and Income Maintenance.

(f) “Unemployed” means an individual who is without a job, is available for work and is seeking full-time work.

(Effective November 20, 1986)

### Sec. 17-478-2. OIC boards

(a) Each Opportunities Industrialization Center shall administer its program through a board consisting of not more than fifty-one and not less than fifteen members who represent a cross-section of the community.

(b) The responsibilities of the board shall include, but not be limited to, the following:

(1) Appointment of the Executive Director of the agency;

(2) Determination of major personnel, fiscal, and program policies;

(3) Final approval of all program proposals and budgets;

(4) Enforcement of compliance with all conditions of all DHR grants;

(5) Determination of overall program plans and priorities, including the provisions for evaluating progress against performance;

(6) Determination of rules of procedure for the Board;

(7) Selection of officers and the Executive Committee of the Board.

(Effective November 20, 1986)

### Sec. 17-478-3. Eligibility

(a) An OIC may be eligible for program funding if at least 80% of the program participants are underemployed or unemployed. Such individuals may include those who have limited English-language proficiency or are displaced homemakers, school dropouts, teenage parents, handicapped older workers, veterans, offenders, alcoholics, or addicts.

(b) Priority shall be given to individuals who receive assistance from a town under Chapter 308 of the Connecticut General Statutes.

(Effective November 20, 1986)

**Sec. 17-478-4. Criteria for distribution of funds**

The criteria for distribution of funds shall include the following requirements:

(a) An OIC receiving State assistance shall submit a grant action request/program design and financing plan to their Board of Directors for approval.

(b) After the Board approves the plan, the OIC shall submit the grant action request/program design and financing plan to DHR for review and approval.

(c) An approved grant action request/program design and financing plan shall demonstrate that:

(1) The OIC has consulted with the Commissioners of Income Maintenance and Labor in the planning and operation of the program;

(2) The OIC involved residents in the region to be served by the program in the planning and operation of the program;

(3) The OIC involved the business community in the region to be served by the program in its development and operation;

(4) The OIC gave priority to persons who receive assistance from a town under chapter 308.

(d) The program receiving financial assistance shall have adequate internal administrative controls, accounting procedures, personnel standards, evaluation procedures, availability of inservice training and technical assistance programs and other policies as are necessary to promote the effective use of funds received under said sections.

(Effective November 20, 1986)

**Sec. 17-478-5. Limits of assistance**

(a) This is not an entitlement program.

(b) OIC allocations shall be based on the availability of State Funds and the availability of funding levels from other grant sources.

(c) DHR may also provide funding for the operation of an organization which provides research and development, management, staff salaries, and the recruitment of major sources of funding.

(d) DHR financial assistance to an OIC shall include, but not be limited to: rent, insurance, utilities and administrative salaries.

(e) An OIC shall have the authority to use DHR funds to pay for program expenses.

(f) Final funding allocations shall be determined by the Commissioner of Human Resources.

(Effective November 20, 1986)

**Sec. 17-478-6. Program priorities**

The priorities of a OIC may include, but not be limited to, the provision of the following services:

1. Recruitment
2. Counseling
3. Remediation
4. Motivational prejob training
5. Vocational training
6. Job development
7. Job placement

(Effective November 20, 1986)

**Sec. 17-478-7. Fiscal accountability of an opportunities industrialization center**

(a) An OIC shall deposit DHR funds in a bank or banks which are members of the Federal Deposit Insurance Corporation. The OIC Agency shall promptly deposit in a bank account all DHR funds received pursuant to an approved program funded by the Commissioner.

(b) The Commissioner may waive in writing the requirements of Section 17-478-7 (a) herein if he determines such waiver to be beneficial to the operation of the program based on previous administrative practice.

(c) The OIC shall maintain books, records, documents, program and individual service records and other evidence of its accounting and billing procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of this regulation. These records shall be subject at all reasonable times to monitoring, inspection, review or audit by authorized employees or agents of the Commissioner or the State or interested Federal agencies. The OIC shall collect fiscal statistical data and submit fiscal statistical reports at times and in the manner prescribed by the Commissioner. The OIC will retain all such books, records, other financial and program and individual services documents concerning this regulation for a period of three (3) years after a completed audit.

(d) In the event the Commissioner has advanced funds to the OIC Agency, the OIC shall at the end of the contract period, or earlier if the contract is terminated, pay back to the Commissioner, in full, any unexpended advanced funds; or such unexpended advanced funds may at the discretion of the Commissioner be carried over and used as part of the next advance if a new similar agreement with the OIC is executed. The same provisions will hold true with regard to any other monies owed to the Commissioner including audit exceptions. The OIC will remit to the Department of Human Resources that portion of such unexpended funds which is due and owing to the Department of Human Resources as determined by the Commissioner.

(e) There shall be a single annual audit for each DHR funded program administered by an OIC prepared by a reputable firm of independent certified public accountants no later than six months after the end of the program year.

(Effective November 20, 1986)

**Sec. 17-478-8. Civil rights**

All Opportunities Industrialization Centers shall comply with Federal, State and local civil rights laws.

(Effective November 20, 1986)

**Sec. 17-478-9. Process to defund an opportunities industrialization center**

An Opportunities Industrialization Center shall be defunded only if the Commissioner finds after adequate notice, a written statement of reasons and a hearing held in the community served by the agency that such agency has materially failed to comply with Chapter 312 of the Connecticut General Statutes and these regulations. The procedure to defund an Opportunities Industrialization Center is as follows:

(a) The Commissioner will inform the Executive Director of the Opportunities Industrialization Center in writing if he has reason to believe that the Opportunities Industrialization Center is in non-compliance with these regulations or Chapter 312 of the Connecticut General Statutes. The communication will advise the Opportunities Industrialization Center on what course of action will be required to come into compliance.

(b) The Opportunities Industrialization Center will have thirty (30) days to respond in writing to the requirements prescribed by the Commissioner.

(c) The failure or refusal of the Opportunities Industrialization Center to come into compliance with the policy as prescribed by the Commissioner within thirty (30) days of the initial communication will result in a notice sent by the Commissioner to the Chairman of the Board. This notice will inform the chairman that the Opportunities Industrialization Center is not in compliance and will contain a written statement of the specific reasons for the Commissioner's finding of noncompliance, and will outline what specific course of action will be required to come into compliance.

(d) If a best effort by the Opportunities Industrialization Center to come into compliance has not occurred within the second 30 day time period, the Commissioner will send a notice of his intent to hold an administrative hearing. This letter will be sent to the executive director and the chairman of the board by registered mail and will include the place and time for the hearing.

(e) The Commissioner's decision on the hearing will be provided within 90 days.

(f) If the decision of the Commissioner is adverse to the agency, the Commissioner may provide financial assistance to other public or private nonprofit agencies to aid them in establishing an Opportunities Industrialization Center in the area no longer served.

(Effective November 20, 1986)