

WHEREAS, it is public policy in the State of Iowa that a continuous and coordinated planning and programming function be maintained within the state government; that a planning and programming agency be located in the executive branch for that purpose; and that this agency shall direct, advise, consult, coordinate and harmonize the planning and programming activities within the state government and shall promote more coordinated and effective planning at all levels of government within the state,

NOW, THEREFORE, I, Harold E. Hughes, Governor of Iowa, do hereby order and direct that the Office for Planning and Programming and all other state agencies and departments carry out this policy within the framework of the purposes and guidelines hereinafter set forth:

Article I            NEED FOR PLANNING AND COORDINATION

The many new and complex programs affecting the development of the physical, economic, and human resources of the state that have been enacted by the U. S. Congress and the Iowa General Assembly over the past several years have made abundantly clear the need for more effective instruments for planning and coordination. In groping for solutions, the federal government and the several state governments have learned something of the character of the planning and coordination that is needed:

- Effective coordination must take place where the action is; that is at the level of state and local governments;
- Coordination is an executive responsibility;
- Coordination can be best achieved at the stage where the action is being planned; and
- Coordination is a continuing process.

Article II            ORGANIZATION FOR PLANNING AND COORDINATION

The instrument for achieving improved planning and coordination in Iowa state government is an executive-based comprehensive planning unit which has been designated as the Office for Planning and Programming and placed within the Office of the Governor. The director of the planning unit, appointed by and serving at the pleasure of the Governor, is assisted by a professional staff. The resources of the planning unit are amplified by the use of private consultants and by drawing upon the talents of selected staff within the various state agencies and universities.

Article III            SHARED RESPONSIBILITIES FOR PLANNING AND PROGRAMMING

The creation of an Office for Planning and Programming is not intended to provide a substitute for, or to diminish the responsibilities of, the various state agencies with respect to development of program plans. Rather, the creation of such an office and the development of a comprehensive state planning program is intended to improve the capacity of the state government to coordinate the development of the physical, economic, and human resource programs and to promote a more efficient and economic utilization of resources, including those provided by the federal government.

When a state plan is arrived at, it must be done through cooperation and coordination between the Office for Planning and Programming and all other agencies. The Office will serve as the bridge between the various agencies and the comprehensive state plan. At this stage, coordination becomes imperative instead of merely useful.

Following is a brief and generalized statement of the role and responsibilities of the Office for Planning and Programming and that of the various state agencies:

Responsibilities of the Office for Planning and Programming.

In brief, the basic responsibilities of the Office for Planning and Programming are to:

1. Provide leadership in the development and institutionalization of planning and programming in Iowa state government and provide assistance to the Office of the Comptroller in connection with the development of a budgetary expression of plans and programs.

2. Assemble, organize, evaluate, and classify existing data and to perform necessary basic research on population and economic factors in order to provide a common data base for all state planning.
3. Assist the top state decision makers in the articulation of goals and objectives of state development.
4. Identify state problems and opportunities.
5. Propose and test alternative approaches to solving problems and realizing opportunities.
6. Assist in resolving conflicts which may develop between plans and programs of the various agencies and to advise the Governor and other interested parties about plans which conflict with overall state goals and objectives.
7. Review all federal grant-in-aid applications for the purpose of coordination at the highest level, and provide technical assistance to grant-in-aid applicant agencies.
8. Recommend and assist in the submission, by affected state agencies, of federal grant-in-aid applications to develop state programs.

Responsibilities of Individual State Agencies. The responsibilities of the several state agencies, with respect to planning and programming, are to:

1. Maintain close liaison with the Office for Planning and Programming through agency directors and their designated planning officers.
2. Develop program plans which describe in detail the methods and resources to be applied within each program to meet state policy objectives.
3. Base program plans on the common economic and population data and other pertinent information and assumptions developed by the Office for Planning and Programming.
4. Maintain relevant data to support agency programs for purposes of planning and budgeting.
5. With respect to federal grant-in-aid applications, all state agencies shall:
  - (a) Give notice to the Office for Planning and Programming of their intent to apply to the federal government for funds.
  - (b) Provide the Office for Planning and Programming with a copy of all official grant-in-aid applications, along with a copy of any program plan developed to meet federal requirements, prior to submission to the federal government. Sufficient time shall be allowed for the Office for Planning and Programming to submit comments to the Governor.
  - (c) Notify the Office for Planning and Programming of the approval or disapproval by the federal government of any such application and/or program plans immediately after receipt thereof.

Responsibilities of the Office of Comptroller. The role of the Office of the Comptroller remains essentially unchanged with respect to the analysis and preparation of the Governor's budget, forecasting of revenues, and supervising the execution of the approved budget.

The Office of the Comptroller and the Office for Planning and Programming maintain a close relationship in carrying out their respective responsibilities. To illustrate, in most instances the Office of the Comptroller will analyze agency budget requests within the context of the comprehensive state plans developed by the Office for Planning and Programming.

Article IV FEDERAL-STATE-LOCAL COORDINATION

The state comprehensive planning program will also provide a framework for regional, metropolitan, local, and other planning within the state, and for interstate regions and areas. The principal means of pro-

viding this framework is through the adjustment to a regional or metropolitan scale of data and forecasts developed at the state level.

In addition, many federal programs encourage or require the establishment of multi-county, metropolitan, interstate, special purpose, and other types of planning and development areas and districts. The Office for Planning and Programming is the agency which will take the initiative in delineating coordinated, multi-purpose planning and development districts.

Executive Order Number Six, relating to the Office for State Planning and Programming and issued by me on November 7, 1966, is hereby repealed and this Executive Order shall be in full force and effect in lieu thereof.

S E A L

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 24th day of August in the year of our Lord one thousand nine hundred sixty-seven.

Harold E. Hughes  
GOVERNOR