JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

ISMAEL AHMED
DIRECTOR

September 8, 2010

The Honorable Bill Hardiman, Chair
Senate Appropriations Subcommittee on DHS
State Capitol Building
Lansing, MI 48909

The Honorable Dudley Spade, Chair
House Appropriations Subcommittee on DHS
State Capitol Building
Lansing, MI 48909

Dear Senator Hardiman and Representative Spade:

Section 1101 of Public Act 129 of 2009 (Enrolled Senate Bill 248) requires the Department of Human Services to submit the proposed use and distribution plan for community services block grant funds for the 2011 fiscal year. Within 5 working days, the plan will be posted to this site:

http://www.michigan.gov/dhs/0,1607,7-124-5458_7695_8368---,00.html

If you have any questions please contact Susan Kangas, chief administrative officer, at 517-373-7787.

Sincerely,

Ismael Ahmed

Ismael Ahmed

c: Senate Appropriations Subcommittee on DHS
House Appropriations Subcommittee on DHS
Senate and House Fiscal Agencies
State Budget Director

STATE OF MICHIGAN

COMMUNITY SERVICES BLOCK GRANT (CSBG)

STATE PLAN

FOR

FISCAL YEAR 2011

MICHIGAN DEPARTMENT OF HUMAN SERVICES
Bureau of Community Action & Economic Opportunity

August 6, 2010

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I. FEDERAL FISCAL YEAR COVERED BY STATE PLAN & APPLICATION

The CSBG State Plan covers FY2011 (October 1, 2010 thru September 30, 2011.

INTRODUCTION - Federal Overview

The enactment of the Community Services Block Grant (CSBG) [through the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35] replaced the following eight categorical programs and shifted the administrative responsibility to the states: Local Initiative, Community Food and Nutrition, Senior Opportunities and Services, State Agency Assistance, Community Economic Development, National Youth Sports, Housing and Community Development and the Rural Development Loan Fund.

The purpose for which states are authorized to use CSBG funds, as stated in the law, as amended, is "to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act). Major provisions of the CSBG Act, as amended, include the following:

- States are required to use the block grant funds to implement programs that may have a measurable and potentially major impact on the causes of poverty such as: to assist people who lack adequate employment, education, and housing; to assist in meeting emergency needs; and to remove obstacles and solve problems which block the achievement of self-sufficiency.

- At the inception of CSBG, there was a funding pass-through provision that required 90 percent of the state's allotment be allocated to FY 1981 Community Services Administration (CSA) designated community action agencies (CAAs), "Community Action Programs," or organizations serving seasonal or migrant farmworkers. In December 1981, this provision was amended to include CSA-designated limited purpose agencies (LPAs) which in FY 1981 served the general purposes of a CAA.

Subsequent enactment of the Coats Human Services Reauthorization Act of 1998 amended the CSBG Act to continue the 90 percent pass-through provision to these existing eligible entities or to newly designated organizations that meet the requirements as described in the amended Act.

The CSBG Act, as amended, defines eligible entities as being:

(a) An eligible entity described in section 673(1) that was in effect on the day before the Reauthorization Act of 1998 (*which would include the following – as paraphrased*);

- *Any CAA which maintained its CAA designation in FY 1981 (or any CAA which came into existence during FY 1982 as a direct successor in interest to) and did not subsequently lose its designation for compliance reasons.*

- *Any LPA designated under Title II of the EOA for FY 1981 which served the general purposes of a CAA and did not subsequently lose its designation for compliance reasons.*

- *Any grantee which received financial assistance under Section 222(a)(4) of the EOA in FY 1981.*

- *Any organization which received an FY 1984 grant from a state which actually obtained a waiver from HHS in FY 1984.*

- *An organization other than a presently eligible entity properly designated by the Governor to serve a previously or currently unserved area.*

(b) Or is designated by the process described in section 676A of the Reauthorization Act of 1998 (including an organization serving migrant or seasonal farmworkers) that is so described or designated; and

(c) That has a triparte board or other mechanism described in subsection (a) or (b), as appropriate, of section 676B of the Reauthorization Act of 1998.

- Procedures are to be established for planning, public participation, applications, and coordination which states must meet in order to qualify for block grant assistance.

- States are allowed to use up to 5 percent of their block grant funds for state administrative expenses.

II. LETTER OF TRANSMITTAL

See following page.

JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

ISMAEL AHMED
DIRECTOR

August 10, 2010

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
307 L'Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447

Subject: State of Michigan – FY2011 Community Services Block Grant (CSBG) Application

Enclosed are two copies of the Fiscal Year 2011 CSBG application for funding effective October 1, 2010 through September 30, 2011. The enclosed plan was prepared in accordance with the CSBG Amendments of 1998 and the CSBG Program Information Memorandum No. 121.

Lead Agency and Information for Notice of Award:

Mr. Ismael Ahmed, Director
Michigan Department of Human Services
235 S. Grand Avenue
P.O. Box 30037 Phone: (517) 373-2000
Lansing, Michigan 48909 Fax: (517) 335-6101

Contact Person:

Ms. Stacie Gibson, Director
Bureau of Community Action and Economic Opportunity
Michigan Family Independence Agency
235 S. Grand Avenue – Suite 204
P.O. Box 30037 Phone: (517) 241-8054
Lansing, Michigan 48909 Fax: (517) 335-5042

If you have any questions regarding this plan, please contact Ms. Gibson.

Sincerely,

Ismael Ahmed

cc: Stacie Gibson
Cathy Scarborough

III. EXECUTIVE SUMMARY

A. CSBG State Legislation

In 1981, the state policy makers, cognizant of the problems facing Michigan's disadvantaged population, enacted the "Michigan Economic and Social Opportunity Act of 1981" (Public Act 230 of 1981). This legislation was amended in 2003 and in 2006. (See Exhibit B.)

- The Act created a state agency (currently the Bureau of Community Action & Economic Opportunity) to administer the CSBG Program, provided for the designation of community action agencies (CAAs) and prescribed the powers, duties and responsibilities of the Bureau, a Commission on Community Action & Economic Opportunity and the CAAs.

  Excerpts from P.A. 230, as amended, include: "...the bureau shall serve as a statewide advocate for social services and economic opportunities for low income persons..." "The commission shall provide an opportunity for low income persons to actively participate in the development of policies and programs to reduce poverty." "...A community action agency shall serve as a primary advocate for the reduction of the causes, conditions, and effects of poverty and shall provide social and economic opportunities that foster self-sufficiency for low income persons..."

- Eligible Entities/CAAs

  Federal law, under the amended CSBG Act, requires that not less than 90 percent of the funds made available to a state shall be used to make grants to eligible entities as defined in the Act. The law does not specify the method to be used in allocating funds to these entities/subgrantees.

  In Michigan, the current eligible entities are the 30 community action agencies (CAAs) which provide services and resources to all of the state's 83 counties. For FY2011, a minimum of 90 percent of CSBG funds will be passed through to the 30 CAAs.

  ■ CAAs and their Mission

  Community Action was the cornerstone of the Economic Opportunity Act of 1964 and CAAs were formed as the catalysts to bring about Community Action. They were created by local communities to develop local solutions to poverty problems and to enable those communities to address the barriers to self-sufficiency encountered by their low-income citizens. CAAs bring together local citizens, including low-income persons, to provide the community with a voice regarding the opportunities that will best help all of their members to be self-sufficient, productive and contribute to community life.

In Michigan, CAAs accomplish these tasks through the participation of low-income citizens, their advocacy efforts, their programs of service and the statewide support of over 2.5 million volunteer hours each year from their communities and the private sector. (Based on Michigan's minimum wage rate of $7.15/hour, the volunteer hours are valued in excess of $17 million.) With respect to their increasing vision and role in their communities: They are the largest service provider for senior citizen programs, operate nearly 40% of all Head Start programs, are the largest emergency food provider network, are the largest provider of energy conservation programs, and provide immediate crisis assistance for families for shelter, food, heat, health care, transportation, etc. They are also becoming increasingly involved in the development, rehabilitation and repair of low-income housing.

While the operation of low-income programs is a major CAA activity, it is not their primary purpose. The CAA is a local decision-maker, linking community residents, the systematic assessment of local needs, community-wide response, and service delivery. It is this commitment to our communities and their residents that distinguishes CAAs from other human service agencies.

Hence, their effectiveness can be measured not only by the services which they directly provide but, more importantly, by the improvements and changes they achieve in the community's attitudes and practices toward the poor, elderly, and handicapped and in the allocation and focusing of public and private resources for anti-poverty purposes.

The CAAs' mission involves a balance between strengthening communication and cooperation on the one hand and coming to grips with serious problems and deeply felt differences on the other. CAAs address critical issues and deal with unpleasant realities. In performing their role as an advocate for their constituency, CAAs must carefully choose the issues on which they take stands and the tactics employed so as to maximize the chances for success.

The overall image of CAAs in the community should be that of a positive voice for their constituency. In all of their activities, CAAs should strive constantly to reduce the isolation of the population they serve and to improve communications with the community at large. CAAs' ultimate responsibility should not be to simply speak for their constituency but to assist them to effectively speak directly for themselves. It is the responsibility of CAAs to provide their constituency with the support and assistance necessary to participate meaningfully in the affairs that affect their lives.

■ Local Participation in the CAA Decision-Making Process

To carry out their mission effectively, CAAs work with three significant sectors in the community: consumer/low-income, public, and private.

1. Consumer Sector Participation

   The consumer sector includes the low-income, elderly, and handicapped. CAAs' plans and programs must be developed and implemented with the maximum feasible participation of the residents of the areas and members of the groups served. Such participation is essential to ensure that community changes and improvements which CAAs promote are in fact responsive and relevant to the low-income citizens to whom they are addressed. It is, therefore, central to CAAs' mission to strengthen the self-help capability of the consumer sector and to provide it the opportunity and support to participate effectively--through both the CAA and its neighborhood and target area organizations, and in CAA or non-CAA programs which affect its interests.

2. The Public Sector

   Regardless of whether a CAA is a public or private nonprofit agency, its effectiveness depends heavily on its ability to work closely with, and enlist the support of, state and local public officials and agencies. CAAs shall inform the state, units of government and appointed bodies, private agencies, organizations and citizens of the nature and extent of poverty within their respective service areas. No community can be fully responsive to the needs of the consumer sector without the active participation and cooperation of its duly elected or appointed officials. In this regard, it is also essential that CAAs develop a close-working partnership with MDHS local offices and local representatives of other state and federal agencies serving the same population.

3. The Private Sector

   The consumer and public sectors cannot succeed without the resources of the private sector. Therefore, CAAs must enlist the support and participation of business, labor, religious and civil rights groups, public and private social service agencies, health and welfare councils, civic and service organizations, foundations, universities and private citizens.

■ CAA Local Planning Process

In developing strategies and plans, CAA officials must take into account areas of greatest community needs, availability of resources and the CAA's strengths and limitations. CAAs must establish realistic, attainable objectives (consistent with

their mission) expressed in concrete terms which permit the measurement of results.

To the extent feasible, CAAs shall coordinate their plans with those of other agencies and institutions responsible for poverty-related programs and assist such agencies and institutions in developing their own plans and carrying out their own missions. While the operation of programs is a principal CAA activity, it is not the CAA's primary purpose. CAA programs must serve the larger purpose of mobilizing resources and bringing about greater institutional sensitivity. This critical link between service delivery and improved community response distinguishes CAAs from other antipoverty agencies. Using their programs as a base, CAAs have become a focal point for increased community concern and greater community commitment to reduce poverty.

B. Designation of Lead Agency to Administer the CSBG Program

Designated State Lead Agency:
Michigan Department of Human Services (MDHS)
(See Exhibit A)

Director/Administrator of Lead Agency:
Ismael Ahmed, Director

C. Public Hearing Requirements

1. Public Comment [Section 676(a)(2)(B)]: Notices were published in 5 newspapers across the state indicating that the FY2011 CSBG State Plan was available (posted) on the Department of Human Services website and that written comments could be submitted through July 21, 2011. (See Exhibit C - Notice of Public Comment) The Notices were published in the following city newspapers on July 2, 2010:

Detroit:	The Detroit Free Press/News
Detroit:	The Michigan Chronicle
Grand Rapids:	Grand Rapids Press
Lansing:	Lansing State Journal
Marquette:	The Mining Journal

The Notice also indicated that the Sate Plan is available at Community Action Agencies throughout Michigan.

2. Legislative Hearings [Section 676(a)(3)]:

NOTE: The CSBG Budget appropriation is part of the Department of Human Services (DHS) Budget process.

Senate Appropriations Subcommittee
The Senate Appropriations Subcommittee reviewed and reported out the FY2011 Department of Human Services budget appropriations on March 25, 2010.

House Appropriations Subcommittee
The House Appropriations Subcommittee reviewed and reported out the FY2011 Department of Human Services budget appropriations on May 13, 2010.

3. Public Inspection of State Plan [Section 676(e)(2)]: The state plan was posted on the DHS public web site and distributed to the 30 Michigan eligible entities (CAAs), the state CAA association (Michigan Community Action Agency Association/MCAAA) and the Michigan Department of Civil Rights (which covers American Indian Affairs).

IV. STATEMENT OF FEDERAL and CSBG ASSURANCES

CSBG Programmatic and Administrative Assurances
and
Other Administrative Certifications

As part of the annual or biennial application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S. C. 9901 et seq.) (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act -

A. PROGRAMMATIC ASSURANCES

1) Funds made available through this grant or allotment will be used:

a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:

(I) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) secure and retain meaningful employment;

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) make better use of available income;

(v) obtain and maintain adequate housing and a suitable living environment;

(vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships

with local law enforcement agencies, which may include participation in. activities such as neighborhood or community policing efforts;

b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after school child care programs; and

c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]

2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]

3) To provide information provided by eligible entities in the State, including:

a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State:

b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

c) a description of how funds made available through grants made under Section 675C(a) will be coordinated with other public and private resources; and,

d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. ['676(b)(4)]

5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.['676(b)(8)]

9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.['676(b)(12)]

13) To provide information describing how the State will carry out these assurances. ('676(b)(13)] (This is the Narrative CSBG State Plan)

B. ADMINISTRATIVE ASSURANCES

The State further agrees to the following, as required under the Act:

1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A(b)]

2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. ['675C(a)(1) and (2)]

3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. ['675C(a)(3)]

4) To spend no more than the greater of $55,000 or 5 percent of its grant received under Section 675A or the State allotment received under Section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]

5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675C. regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. ['675C(c)]

6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a)(2)(B)]

7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]

8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. ['676(a)(3)]

9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]

10) To conduct the following reviews of eligible entities:

    a) full onsite review of each such entity at least once during each three year period;

    b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;

    c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;

    d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]

11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

    a) inform the entity of the deficiency to be corrected;

    b) require the entity to correct the deficiency;

    c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;

    d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;

    e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]

12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 6781)(a)(1) and 678D(a)(2) of the Act.

13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]

14) To participate, by October 1, 2001, and ensure that all eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].

15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.

16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.

17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. ['678F(b)]

18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. ['678F(c)]

19) Section 679. Operational Rule.

"(a) Religious Organizations Included as Nongovernmental Providers.--For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.

(b) Religious Character and Independence.--

(1) In general.--A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.

(2) Additional safeguards.--Neither the Federal Government nor a State or local government shall require a religious organization—
(A) to alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section 676B; or ``
(B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a). ``

(3) Employment practices.--A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, programs described in subsection (a).

(c) Limitations on Use of Funds for Certain Purposes.--No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.

(d) Fiscal Accountability.--
(1) In general.--Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.
(2) Limited audit.--Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

(e) Treatment of Eligible Entities and Other Intermediate Organizations.--If an eligible entity or other organization (referred to in this subsection as an `intermediate organization'), acting under a contract, or grant or other agreement, with the Federal Government or a State or local government, is given the authority under the contract or agreement to select nongovernmental organizations to provide assistance under the programs described in subsection (a), the intermediate organization shall have the same duties under this section as the government.”

C. OTHER ADMINISTRATIVE CERTIFICATIONS

The State also certifies the following:

1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A- 110 and A- 122) shall apply to a recipient of community services block grant program funds.

2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.

_____

Signature of Administrator/Director of Designated Lead Agency Date

Title: Ismael Ahmed, Director
Organization: Michigan Department of Human Services

V. THE NARRATIVE STATE PLAN

A. Administrative Structure

1. State Administrative Agency

(a) Mission and Responsibilities of the Lead Agency:

The Michigan Department of Human Services (MDHS), formerly the Michigan Family Independence Agency, was designated the Lead Agency for the CSBG program in 1995.

MDHS Mission & Vision - The MDHS assists children, families and vulnerable adults to be safe, stable and self-supporting. We will: Reduce poverty - Help all children have a great start in life - Help our clients achieve their full potential.

MDHS is Michigan's public assistance, Child and Family welfare agency and is responsible for all state and federal public assistance benefit programs in the state, including: Family Independence Program (FIP), Day Care Services, Child Support, Foster Care, Juvenile Delinquency, Adult and Children's Protective Services, Food Stamps/Food Assistance, Medical Assistance, Low Income Home Energy Assistance Program, State Disability Assistance, State Emergency Relief and Employment and Training.

The CSBG Program is administered through the MDHS' Bureau of Community Action & Economic Opportunity. (See Exhibit F - MDHS and Bureau Organization Charts) The Bureau serves as a statewide advocate for social and economic opportunities for low-income persons. (See Exhibit B - PA 230 of 1981, as amended.)

The programs the Bureau administers fit well with the overall mission of MDHS and include (but not necessarily limited to):

- Community Services Block Grant (CSBG)
- DOE Weatherization Assistance Program (WAP)
- Low-Income Home Energy Assistance Program (LIHEAP)
  [Weatherization services which supplement the DOE WAP and emergency deliverable fuel crisis assistance.]
- Temporary Assistance for Needy Families (TANF)
  [Federal funds earmarked by MDHS for CAAs to provide assistance to TANF-eligible households.]
- Michigan Public Service Commission (MPSC)
  [Weatherization services which supplement the DOE WAP as well as support Client Education focused on energy conservation activities.]

- Also see: Statewide Initiatives, under D. and Leveraged Funds, under G.

Bureau responsibilities include, but are not limited to:

- working within and outside MDHS to develop programs and initiatives that assist low-income families and individuals become self-sufficient;
- developing state plans, program policies, guidelines and requirements and program monitoring tools;
- reviewing local agency funding plans and applications for compliance with policy and regulations and developing grants and contracts awarding funds;
- routinely providing technical assistance to grantees regarding annual plans and budget development, compliance with policies and regulations, discretionary fund applications and reporting requirements;
- assisting CAAs develop new program areas with discretionary funds;
- negotiating and developing discretionary contracts;
- conducting annual, or biennial comprehensive, on-site monitoring reviews and reports for each grantee;
- monitoring, review and approval of monthly grantee/contractor expenditure reports;
- supporting CAAs in understanding of ROMA;
- compiling statewide data for required grantor reports.

(b) Goals and Objectives:

The goals of the state of Michigan's CSBG program are to assist low-income persons and families to achieve self-sufficiency and to assist communities in reducing poverty. The target population, for direct CSBG services, includes those individuals and families with incomes at or below 200 percent of the federally established poverty level. These goals are to be accomplished by providing support for services, initiatives and community activities having a measurable and potentially major impact on the causes of poverty in Michigan.

CSBG funds are used at the local level in combination with a variety of funding sources. These resources include but are not limited to:

State Resources

- ✓ Michigan School Readiness/Pre-School Program
- ✓ Office on Services to the Aging
- ✓ MI ENROLLS – MAXIMUS (Medicaid Clients, Enrollment in Health Plan)
- ✓ Emergency and Temporary Shelter Grants (Michigan State Housing Development Authority)

- ✓ State Emergency Services (SER) funds [from local MDHS offices]
- ✓ Michigan Public Service Commission (MPSC) funds [Low-Income Energy Efficiency Funds providing weatherization services, emergency heat and utility assistance and energy conservation education]

Federal Resources

- ✓ Federal Head Start
- ✓ DOE Low-Income Home Weatherization Assistance Program
- ✓ HHS Low-Income Home Energy Assistance Program
- ✓ United States Depart. of Agriculture Commodity Food Distribution
- ✓ Federal and State Housing programs
- ✓ Community Development Block Grants
- ✓ FEMA and TEFAP
- ✓ TANF, Food Assistance Program and Employment & Training Programs
- ✓ HUD Homeless and Shelter Programs
- ✓ Special HHS grants
- ✓ Assets for Independence Act Rural Development Funds

Local, Public and Private Resources

- ✓ United Ways
- ✓ Foundations
- ✓ Faith Based Organizations
- ✓ Local Community Walk-for-Warmth
- ✓ Local Units of Government
- ✓ Utility Companies
- ✓ Local Businesses
- ✓ Volunteers, etc.

2. Eligible Entities

The current eligible entities in Michigan are the 30 CAAs which serve all 83 counties in the state. See Exhibit L - Community Action Agency Directory and Service Area Map which includes the name, address and city/county geographic area for each CAA.

Eligible Entity Designation Process [676A]

The state will follow the guidelines for designating new eligible entities found in the HHS/ACF/OCS CSBG Memorandum Transmittal No. 42, Dated April 10, 2000 - Subject: Statutory requirements for designation priority of private nonprofit organizations over political subdivisions as eligible entities in unserved areas. All CAAs have been notified in writing concerning these designation requirements. (See Exhibit I - Designating New Eligible Entities)

3. Distribution and Allocation of Funds For FY2011

All figures are based upon an estimated state allocation totaling $25,637,903 (flat funding for FY2011).

(a) **Eligible Entity/CAA Allocation** (90% pass through)..$23,074,113

- Distributed to 30 CAAs
  - 23 Private Non-Profit Agencies (represents 51% of total funds)
  - 7 Public Agencies (represents 49% of total funds)

- See Exhibit G - Projected CAA Funding Schedule

(b) **Discretionary** (5%) $1,281,895

These funds will be utilized for various discretionary purposes including the following (projected set-aside amounts). Also see D. State Use of Retained Funds.

• Native American Projects	128,189
• Migrant Services Projects	195,000
• CAA T/TA Allocations….	210,000
• CAA Projects and Other T/TA	298,706
• Statewide EITC Outreach & Tax Preparation Assistance.....	450,000

Note: Discretionary and State Admin carry-forward funds will also support: Allocations to bring CAA funding levels up to a minimum of $150,000, CAA Projects and Other T/TA.

(c) State Administrative Costs (maximum 5%) $1,281,895

TOTAL.....$25,637,903

B. Funding Criteria and Distribution Formula

1. Application for Funding (CAP)

All eligible entities (CAAs) requesting CSBG funds submit a Community Action Plan (CAP) in the format prescribed by the state. Projected allocation amounts, program requirements, plan criteria, and other pertinent data are distributed annually as a CSBG item update in the MDHS' Community Services Policy Manual (CSPM). CAAs are required to include a copy of their latest Community Needs Assessment [676(b)(11)] (the state recommends that CAAs conduct an assessment every 3 years). The CSBG CSPM update is distributed 30 to 60 days prior to the plan submission date.

Since the state is not notified of its allotment until after the CAA plans are due, the CAA plans address the expenditure of funds as identified in a "projected" allocation chart. The CAAs amend their plans during the second quarter of the year based on "final" allocations; the amended plans also incorporate the CAA's prior year carry-forward dollars. Carry forward is identified by the state/Bureau after its September 30 year-end closeout procedures are concluded.

The state has designated the following program categories/activities that may be supported with CSBG funds: **Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages with Other Programs, Self-Sufficiency, Health and Central Agency Administration**. These categories match those included in the annual state-wide CSBG-IS Survey report submitted to the National Association for State Community Services Programs (NASCSP). There are no funding/budgeting restrictions concerning the amount of funds an agency may plan to spend under any of these program categories.

All CAA plans must demonstrate a planning process that incorporates participation of the target client groups, other social service agencies and coordination with local governments. The work program is reviewed for consistency with the proposed expenditure plan.

CAAs are given the option of conducting at least one local public hearing or providing for a public comment period to allow low-income persons, community organizations and other interested parties the opportunity to participate in formulating the agencies' community action plans. CAAs provide documentation in their plans that such a hearing or comment period was scheduled and maintain a record of all testimony and/or comments received.

2. Program Rules/Requirements

The annual CSBG Grant Agreements include general provisions that the CAA must abide by in order to receive funds. The provisions cover issues such as: audit requirements, insurance coverage, compliance with state and federal laws and regulations, confidentiality, termination, submission of board minutes, etc. It also includes the following assurances/documents: Governing Board Assurances; Certification Regarding Lobbying; and Certification Regarding Debarment, Suspension and other Responsibility Matters - Primary Covered Transactions. A signed Agreement must be on file prior to disbursing funds at the beginning of each CSBG program year (October 1).

Community Services Policy Manual (CSPM): For purposes of providing direction to grantees, the Bureau maintains and continually updates the MDHS CSPM, which specifies policy and procedural requirements for all programs (CSBG, DOE, LIHEAP, TANF, etc.). The CSPM covers, but is not limited to: conditions to receive funding, funding formula, definitions, program policy, client application and eligibility requirements, reporting requirements, fiscal accountability, performance standards and measurements, penalties for misuse of funds, appeal processes, affirmative action requirements and other applicable state and federal requirements.

3 Poverty Income Guidelines

Unless otherwise notified by HHS, income eligibility for direct CSBG services will be determined based on **200 percent** of the most recent poverty income criterion published in the Federal Register by the federal Department of Health and Human Services (HHS). Grantees and contractors will follow the income eligibility criteria as updated in the CSPM. Note: The change to 200 percent (from 125 percent) is consistent with the provisions in the FY2009 American Reinvestment and Recovery Act (ARRA).

4. CAA Funding Allocation Methodology (90% Pass Through)

The funding allocations are based on the following historic formula. Note: The state uses the income data from the 2000 Census to distribute funds under item "b."

Funding Formula

(a) A base allocation of $25,000 for each CAA.

(b) Remaining Funds:

- **84 percent**: Based on each CAA's relative share of the number of persons with income below 125% of the poverty level.

- **10 percent**: Based on each CAA's relative share of the excess number of persons with income below 125% of the poverty level. Excess poverty is defined as the number of persons with income below 125% of the poverty level in excess of the statewide average of 14 percent.

- **6 percent**: Based on each CAA's relative share of the extreme poverty level. Extreme poverty is defined as the number of persons with income 125% of the poverty level in excess of 25 percent.

Minimum Funding Level: The state has set a minimum CAA funding level of $150,000. Therefore, if an agency's formula allocation does not meet this level, the state will allocate additional dollars to bring the agency's funding up to $150,000. These additional dollars will come from the 5% Discretionary funds.

5. Funding Agreements and Use of Carry-Over Balances

Grant Agreements and Grant Awards (Notice of Funds Available/NFAs), are processed after review and approval of the CAA's Community Action Plan (CAP) and receipt of all required supporting documents. The initial awards are based on the total CSBG funds expected to be allocated to the State for the given fiscal year. The awards are amended in the second quarter of the fiscal year to reflect the final/true allocation amounts (based on the actual State allocation) and the inclusion of allowable prior-year carry forward. An initial payment (cash advance) is processed after a Grant Agreement and NFA has been signed by MDHS. Subsequent payments are generated upon receipt of monthly expenditure reports/billing statements.

C. Distribution and Use of Restricted Funds

1. Restricted Funds [675C(a)]

The state has designated the following program categories/activities that may be supported with CSBG funds: **Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages with Other Programs, Self-Sufficiency, Health and Central Agency**

Administration (these categories include programs for youth and seniors).

2. Recapture and Redistribution of Unobligated Funds [676C(a)(3)]

As stated in the CSBG Reauthorization, "**...A State may recapture and redistribute funds distributed to an eligible entity...that are unobligated at the end of a fiscal year if such unobligated funds exceed 20% of the amount so distributed to such entity for such fiscal year**."

Bureau policy indicates that each CAA's annual grant will be closed out as of September 30 each year and unexpended funds exceeding 20% of an agency's annual allocation will be recaptured and distributed in the following year. The recapture and distribution process/policy is described in CSPM Item 507 – Unexpended Funds - Carry-Forward Policy. (See Exhibit M).

Exception to carry-forward limitations for FY2010: To correspond with the following Federal CSBG Appropriation language, the carry-forward limitations identified in CSPM Item 507 have been suspended for FY2010 funding. Hence, agencies will be allowed to carry forward their FY2010 unspent grant funds into FY2011.

> "... That to the extent Community Services Block Grant funds are distributed as grant funds by a State to an eligible entity as provided under the Act, and have not been expended by such entity, they shall remain with such entity for carryover into the next fiscal year for expenditure by such entity consistent with program purposes:…"

D. State Use of Retained/Discretionary Funds [675C(b)]

The state utilizes discretionary funds for three (3) areas: On-Going Statewide Commitments, Discretionary Projects, and Statewide Initiatives.

1. On-Going Statewide Commitments include:

- Funding set aside, approximately $128,189 for FY2011, for Native American organizations for program activities to benefit low-income tribal member and/or Native American households:

  The CSBG Act provides certain Native American tribes and tribal organizations the option of applying for funding directly from the federal government or through the state.

  The State CSBG Office has a long history of collaborating with the Office of Native American Affairs to directly fund Native American tribes and tribal organizations and the legislature has enacted legislation supporting this action. The Bureau will work

with the American Indian Affairs Office, in the Department of Civil Rights, and various tribal groups in the development of plans for the implementation of programs and the distribution of state CSBG discretionary funds for selected recognized tribal groups and organizations. (See Exhibit G - List of Michigan Federally Recognized and Historic Tribes and Map)

- Funding for Migrant Services to provide emergency and supportive services to Migrants and Seasonal Farmworkers: Note: In FY10, CAAs could apply for up to $15,000 for a one-year Migrant Services contract with services to be provided between May 1, 2010 and April 30, 2011. Fourteen CAAs applied for and received funding. For **FY2011**, we anticipate setting aside $195,000 for Migrant Services contracts.

- Funding set aside for T/TA funds to CAAs through an allocation process is estimated at $210,000 ($7,000 for each of the 30 CAAs will be included in the annual CSBG grant process). These funds enable the CAAs to seek training and technical assistance through MCAAA.

- Funding is also set aside, included under CAA Projects & Other T/TA, to support specific CAA T/TA needs as identified by the Bureau.

2. Discretionary Projects and Technical Assistance:

The state sets aside a portion of the CSBG discretionary funds for application by CAAs for community and neighborhood-based initiatives and capacity building projects. This set aside also provides for small Technical Assistance contracts to meet local needs specifically identified by the CSBG office. Discretionary fund awards require a 25% non-CSBG match. (Example: $20,000 – CSBG and $5,000 – Match.) Of major interest are projects where CSBG is used:

- As seed money to bring in other funds.
- For pilot projects, testing projects on an agency basis that have the potential of being replicated by other agencies.

These funds may also be used for:

- Innovative projects that address a community.
- The development of new, community-based partnerships directly related to one of the "Family" or "Community" ROMA Goals.
- Projects that support a sustainable system of continuous quality improvement in agency management and performance, including client case management systems.

- Capacity building directly related to agency goals, staff development and/or governing board structure, role and legal responsibility.
- Technology needs to strengthen infra-structure and/or reporting needs (such as financial, client tracking and/or reporting software, system hardware and training).

In FY10: Due to the influx of CSBG ARRA Funds, as well as the accompanying and necessary activities related to the CSBG ARRA funding and reporting process, the discretionary contract process occurred late in the fiscal year. Ten CAAs received contracts, awards totaling $173,908, for various activities for the period of September 1, 2010 through August 31, 2011.

3. Statewide Initiatives:

Funding statewide initiatives is one of the ways in which we can serve as an advocate for social and economic opportunities for low income persons across the state. It is the expectation that these funding efforts will ultimately result in increased services and/or increased CAA capacity that will be supported with non-CSBG funds in the future.

- Statewide Community Forums:

Per Public Act 230, the Commission for Community Action and Economic Opportunity (Commission) is charged with identifying strategies to reduce poverty and making recommendations to the Governor, legislature, congress and federal offices. PA 230 also requires the Commission to convene public meetings for the purpose of providing low-income and other persons the opportunity to comment upon public policies and programs to reduce poverty in the state of Michigan.

As result of the first statewide Poverty Summit and Community Poverty Forums across the state, in 2009 the Commission submitted its first report to the Governor "Alleviating Poverty in Michigan: Report and Recommendations to Governor Granholm and the Michigan Legislature." The Bureau is committed to supporting the statewide forums process every other year.

In **FY10,** the Commission convened six Community Poverty Forums for the purpose of public input concerning public policies and programs to reduce poverty in the state of Michigan. The comments have been compiled and the Commission will engage a process for review and next steps. BCAEO set aside funds to support this activity.

- EITC (Earned Income Tax Credit) Program:

The Governor's initiative in 2004 (**Michigan Statewide Earned Income Tax Credit Coalition Initiative**), to promote the EITC (earned income tax credit) and other tax credits available to the working poor, has solidified the role and capacity of CAAs across the state to provide free income tax preparation assistance and to promote and assist low-wage earners to file for state and federal credits. Inherent in the process at the local level is the collaboration between CAAs and existing VITA (Volunteer Income Tax Assistance) coalitions, including becoming a VITA partner or becoming a recognized VITA site. Currently, over a third of our thirty CAAs are either a VITA or TCE site and this number continues to increase.

In 2006, as result of the Governor's initiative, Michigan enacted a state-level EITC for low to moderate income working families. Michigan is one of twenty-two states, plus the District of Columbia, that have a state EITC. **Note**: For tax year 2008, the first year that Michigan workers could receive the EITC credit, the credit was equal to 10% of their federal EITC amount. Although the initial plan was to increase the state EITC to 20% in the second year, current state resources could not support an increase. Hence, for tax year 2009, the credit continued at the rate of 10% of the federal amount.

As we continue to build on the Governor's initiative, to promote EITC and other tax credits available to the working poor, in **FY2011**, all thirty of our CAAs will participate in providing free income tax preparation activities and in EITC outreach and education activities across the state. Also, with over two-thirds of our CAAs having the capacity to *E-File* (electronically file) tax returns, many CAAs can facilitate quicker refunds. This capability helps decrease the number of our low-income families seeking out paid tax preparers just because they provide E-File services.

The CAA network has moved beyond the initial focus of promoting tax credits and providing no-cost tax preparation assistance. Several CAAs have been expanding their service delivery system and some are including financial asset counseling. In addition, some agencies have garnered additional funds for specific services in their communities.

We are pleased with the efforts and accomplishments of the CAA network and plan to continue financial support (with Discretionary funds) in **FY2011** to support these activities and will work with MCAAA, the CAAs and others to identify additional resources to support these activities.

Following is a description of the FY10 EITC activities.

CSBG-T-10 Program (CSBG Tax Preparation Assistance):

- For agencies that did not qualify for free TaxWise income tax software supplied by the IRS, the Bureau set aside CSBG discretionary funds to reimburse the cost of their tax program software.
- We also allocated discretionary funds, contracts totaling $716,000, to the CAAs to support the statewide Tax Prep Assistance and EITC Outreach program for the period January 1, 2010 – June 30 2010. Also, a CAA financial manager, through coordination and support of MCAAA, provided EITC and advanced software training to the CAA network.

The CAA program reports for FY10 have not yet been compiled. However, it is expected that the number of households assisted and the EITC credits will exceed those reported in the prior year. Note: **In FY09**, CAAs assisted over 20,000 households with tax preparation assistance/filing, with Federal EITC credits of over $4m and state EITC credits of over $300,000. The value of all credits reported was over $11m with overpayments/refunds exceeding $12m.

For the 2010 Income Tax Year (Activities in **FY2011**):

- For those CAAs who have to directly renew/purchase 2010 income tax software, we are reimbursing this cost up to $969.20 per agency. We are also setting aside FY11 CSBG discretionary funds, estimated at $450,000, to support CAA outreach, education and tax preparation assistance activities. We also anticipate that MCAAA will again support additional training to build on the agencies' expertise in using tax software, intra-agency networking and E-filing.

E. Use of Administrative Funds [675(b)(2)]

The Bureau will utilize 5% of the state allocation for the following administrative expenses:

- Salaries and Fringe Benefits for CSBG staff.
- Space and communication costs for CSBG staff.
- Travel costs: For monitoring visits to 30 CAAs and non-CAA discretionary fund recipients; for CSBG staff participation and training at national conferences (sponsored by NASCSP, CAP, etc.) and other relevant seminars and meetings; for CSBG staff to provide training and technical assistance and to conduct workshops; etc.
- Supplies, meeting materials and expenses, printing and postage costs for CSBG activities.
- Costs associated with a statewide client tracking and reporting system
- Other miscellaneous costs including conference/seminar fees for Bureau staff and Bureau membership in national organizations (NASCSP, CAP, etc.).
- Activities supporting the work of the Bureau's Commission on Community Action and Economic Opportunity, including: travel costs; conference fees; the cost of consultant and professional speakers/presentations; a report on the 2010 Poverty Forums; etc.
- MDHS administrative costs allocated to the Bureau.

F. State Community Services Program Implementation [676(b)(2)]

1. Program Overview

(a) Description of the CAA Service Delivery System:

The 30 CAAs serve the state's 83 counties through a combination of central, county and satellite offices and home visits as points of access for services. Since their service areas range from 1-11 counties, and their funding base and number of programs vary significantly, each agency has developed a service delivery system unique to its community's needs and financial resources. However, common to all agencies is: their networking, coordination and collaboration with local public and private emergency service providers in meeting clients emergency needs; their assessment of client non-emergency needs and the effective coordination of CAA and local area services for maximum benefit to the client; and the delivery of services in such a way as to foster self-sufficiency rather than dependency.

A description of the geographical area served and a listing of eligible entities/CAAs (grantees) and services areas is included in Exhibit L - Community Action Agency Directory and Service Area Map.

(b) Linkages that have been developed to fill identified gaps in services: [676(b)(3)(B)]

The CAAs actively participate in local networking and planning organizations, including multi-purpose collaborative bodies, human service coordinating bodies, continua of care, workforce development boards, etc. As participants, they take an active role in identifying gaps in services and join together with community leaders and service providers in planning and developing methods of getting services where they are needed.

(c) Coordination with other public and private resources: [676(b)(3)C)]

Since most of our CAAs use a major portion of their CSBG funds to support the under-funded management costs of their direct service programs, as well as for central operational/administrative costs (vs providing direct monetary services with CSBG), the coordination of public and private resources is one of their most outstanding characteristics. They coordinate the vast majority of their programs with public and private resources and have both verbal and written agreements concerning coordination, referrals, exchange of information, specific services to be provided, funding, volunteers, etc. Examples of public resources include: hospitals and health care providers; law-enforcement and courts; schools and juvenile offices; local MDHS (welfare) offices; transit and housing development authorities; public utilities; commissions on aging; Work First and One Stop centers; Federal grantors; etc.

Examples of private resources include: volunteers, mentoring and literacy coalitions; child and senior care providers; farm worker and migrant services organizations; energy and transportation providers; churches, food pantries and Gleaners; Foundations; Walk For Warmth, Urban Leagues, United Way, Red Cross, Salvation Army; and banks and lending institutions; etc.

(d) Innovative Community and Neighborhood-based Initiatives

See item V.D.2. - Discretionary Projects.

2. Community Needs Assessments: [676(b)(11)

The CAA annual CAP instructions require that the agency submit a copy of its latest Community Needs Assessment. The state recommends that CAAs conduct an assessment every 3 years.

3. Tripartite Boards: [676B & 676B(b)]

The annual CSBG grant agreements incorporate the requirement that each CAA/eligible entity shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation and evaluation of the program to serve low-income communities. Compliance is reviewed during regular monitoring visits.

4. State Charity Tax Program: [675C]

Not applicable

G. Programmatic Assurances [676(b)]

Use of Funds for Stated Purposes: [676(b)(1) & (2)]

The state will ensure the use of CSBG funds for the purposes enumerated in Section 676(b) by the use of the following means:

- Publish grantee/contractor plan requirements which include guidelines specifically setting out the purposes of CSBG funds and mandated plan elements. Each CAA will conduct activities under one or more of the following program categories: **Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages with Other Programs, Self-sufficiency, Health, and Central Agency Administration (core central staff, facilities, equipment and centralized functions of the agency).** Typical programs and services vary from agency to agency.

- Review CAA plans and discretionary contract applications to determine compliance with the purpose of CSBG funds.

- Establish reporting requirements, review submitted reports and monitor grantees/contractors.

Coordination with Welfare Reform: [676(b)(3)]

CAAs' participation in the state's welfare reform efforts has continued to increase. For the past several years, DHS (through the legislative budget process) has earmarked a portion of its TANF funds to support CAA activities for TANF eligible households. Receipt of these funds require that the CAA coordinate efforts with their local DHS and Michigan Works! Agencies in

providing case management and supportive services. A number of CAAs are also operating Individual Development Account programs, which assist households in moving further along the road to self-sufficiency.

Also, under the 2006 **JET initiative** (jobs, education & training) – increasing economic opportunity and reducing poverty through jobs, education, and training – CAAs are a resource to partner and/or collaborate with local DHS offices and Michigan Works! Agencies to assist clients with supportive services and, where available, to play an active role in training activities. Under JET, instead of just "find a job – any job," the emphasis is on a comprehensive approach to connect families with the kinds of jobs, education and training that can help them achieve self sufficiency.

Michigan's CAAs are the largest network of human service providers outside of state government and are playing an active role in welfare reform through their collective and individual efforts including:

- Their common goal of self-sufficiency for low-income households and collaboration of services with local MDHS offices;
- Participation in local collaborative bodies and decision making;
- Providing case management and supportive services (such as extended day care, transportation, skills enhancement, etc.) for Work First and Welfare-to-Work program participants;
- Collaborating with local resources while delivering weatherization and home repair services in efforts to minimize energy costs for clients and maximizing their spendable income; and
- Six CAAs are also funded by (or are associated with or part of a larger entity funded by) the Michigan Department of Career Development which administers the state's Job Training and Opportunities Funds and operates the Welfare-to-Work, Work First and Employment and Training programs.

Emergency Nutrition Services: [676(b)(4)]

The annual CSBG grant agreements incorporate requirements that agencies provide emergency services as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. Note: In Michigan, CAAs are the largest network of social services outside of state government and the largest emergency food provider network in the state. Many of the CAAs are TEFAP (Temporary Emergency Food Assistance Program) and CSFP (Commodity Supplemental Food Program) service providers.

Coordination and Linkages between governmental and other social services programs for effective delivery and non-duplication: [676(b)(5)]

Most CAAs are participants in the local Emergency Service Provider Network and/or local Continuum of Care; this participation fosters optimum coordination of services at the local level.

In addition, the following activities promote and require linkages and coordination of services across the state: Michigan CAAs operate nearly 40% of the Head Start programs; these programs require coordination with various child and family support services and Work First programs. As the largest senior services provider, CAAs work closely with their local Area Offices on Aging. As the largest emergency food provider, CAAs coordinate and network with their area emergency food providers including churches, food coalitions, Gleaners, Red Cross Food Banks, The Salvation Army, The United Way, etc.

Coordination of Employment and Training activities: [676(b)(5)]

In Michigan, federal workforce development programs are administered by the Department of Labor & Economic Growth and workforce development services are administered locally through 25 Workforce Development Boards. These boards represent the private sector as well as local government agencies, education, social services, labor, community-based organizations and other groups affecting workforce development in a community. Through this private-public partnership, Michigan's workforce development system -- **Michigan Works!** -- delivers employment and training programs across the state. The Michigan Works! Agencies (MWAs) oversee a wide variety of programs designed to prepare youth, unskilled adults and dislocated workers for entry into the labor force and to help individuals who are disadvantaged or who face serious barriers to employment obtain the training necessary to get and keep a job.

Six CAAs in Michigan are part of a larger organization, or are associated with another organization, that is a MWA. These CAAs can provide direct supportive and referral services to their clients who are eligible for the employment and training programs offered by the MWA(s). In addition, several CAAs have entered into agreements with their local MWAs to provide specific services for low-income persons participating in their education and training programs. Many CAAs are involved in the provision of transportation, including direct transportation and car donation, financing and repair programs. Others have developed programs that provide case management, career training or job opportunities. CAAs that use CSBG funds for employment and training activities enter into a Memorandum of Understanding with their local MWA as required by the Workforce Investment Act.

Coordination between anti-poverty programs: [676(b)(6)]

As established in Public Act 230, the Bureau, within the MDHS, serves as a statewide advocate for social and economic opportunities for low income persons. Within this framework, the Bureau shall coordinate state activities designed to reduce poverty…administer the Weatherization Assistance Program…and to seek additional resources for antipoverty strategies.

The Low-Income Home Energy Assistance Program (LIHEAP) Crisis component (through State Emergency Relief/SER energy services) is administered by local MDHS offices and the maintenance component through the state's Department of Treasury through the Home Heating Credit/HHC program. Some CAAs assist MDHS with the SER crisis component (by providing SER payments) through contracts with local county offices and others coordinate and refer clients to the county offices for SER funds. Also, CAAs assist clients with their HHC applications during their yearly tax preparation assistance programs.

In addition to the CSBG Program, the Bureau also administers the state Weatherization Assistance Program (WAP), funded with DOE, LHEAP and MPSC dollars, through the thirty CAAs and two Limited Purpose Agencies (LPAs). The DOE dollars are directly allocated to the state for WAP services. The LIHEAP dollars are allocated to the WAP by the MDHS' LIHEAP Program Office (up to a maximum of $9m per State Statute) based on an amount not expected to be utilized for SER and HHC activities. The MDHS applies for state MPSC energy funds for weatherization services and these funds are administered by the Bureau as well. (See "Additional Leveraged Funds"). The CAAs have developed referral relationships with their local DHS offices for WAP services and work with several local and state resources to collaborate and coordinate for maximum service benefits. Note: As of April 1, 2009, the state's WAP can assist households with income based on the higher of 200% of poverty or 60% of State Median Income.

Note: Due to the expertise CAA staff have gained through the weatherization program, an increasing number of agencies are moving into state and federally-funded low income housing programs, rehabbing existing housing or partnering with experienced housing developers to produce new housing. An increasing number of CAAs are also becoming involved in housing support services, such as credit counseling, homeownership training, Individual Development Account programs, etc.

Additional leveraged funds at the state level include:

- MPSC (Michigan Public Service Commission)
  LIEE (Low-Income Energy Efficiency) Funds for
  Weatherization & Client Education:

  For FY10, the Bureau, through MDHS, was awarded a $10.3m MPSC grant which was allocated to agencies for weatherization and client education activities for the period November 1, 2009 through September 30, 2010. The energy conservation portion of the program, which includes replacement of appliances (with energy star models) was expanded to include replacement of window air conditions and dehumidifiers as well as installation of microwave ovens and motion sensors. In addition, service eligibility was expanded to households with income up to 250% of poverty. Note: Agencies also have the ability to develop energy education initiatives with local schools and some CAAs have done so.

We continue to work within the MDHS as an advocate to apply for MPSC LIEE funds to support the state's Weatherization Program.

- LIHEAP (Low-income Home Energy Assistance Program):

  As noted above, the amount of LIHEAP funds to be utilized for WAP services is identified by the MDHS LIHEAP program office (not to exceed $9m for a fiscal year). **In FY09**, $3m in LIHEAP funds were available for WAP services for the period May 24, 2009 through September 30, 2009. In August of 2009, MDHS allocated an additional $6m for services to continue through September 30, 2010.

  The Bureau will continue to work with the LIHEAP program office to maximize the level of LIHEAP funding available for weatherization services.

- LIHEAP Crisis Assistance (LCA) – Utility Assistance:
  For FY09 and FY10, the MDHS LIHEAP program office partnered with the Bureau to provide $3m for CAAs to provide deliverable fuel assistance throughout the state for the period February 1, 2009 through September 30, 2009. In August 2009, MDHS allocated an additional $2.5m for CAAs to continue to provide these services through September 30, 1010. Note: The CAAs accepted these funds with the understanding that there was no allowance for administrative costs. These funds help fill a critical funding gap and enable CAAs to provide emergency fuel assistance to their clients.

  The Bureau will continue to work within the MDHS as an advocate to identify funds that can be allocated to the CAA network for fuel assistance.

Coordination of programs and forming partnerships: [676(b)(9)]

The annual CSBG grant agreements incorporate requirements to, at the maximum extent possible, coordinate programs and form partnerships with other organizations serving low-income residents. **Note**: The CAAs have historically developed partnerships with a multitude of public and private service providers and describe those relationships in their annual CAP.

Some Examples:

- CAAs partner with their local Continuum of Care provider(s) and Multi-Purpose Collaborative Bodies to coordinate services.
- CAAs partner with local faith-based organizations, United Way, Salvation Army, etc. to identify and pool resources and/or to coordinate referrals.
- CAAs have formed partnerships with other service providers, financial institutions and foundations while administering IDA programs.

- Seventeen CAAs have worked with the Michigan State Housing Development Authority (MSHDA) to be identified as Certified Homeownership Counselors for MSHDA programs.
- CAAs are becoming active partners, or lead agency, in local VITA Coalitions.
- CAAs are linking up with the newly established "Michigan 2-1-1" system to identify their agency-wide programs and services. This statewide system coordinates the link/connection between individuals and families in need with the appropriate community-based organizations and governmental agencies. 2-1-1 is the new single point of entry to get information on critical services available and how to connect with providers.

H. Fiscal Control and Monitoring

1. State Program Monitoring [678B(a)]

In addition to the review/monitoring noted below, all grants, agreements, contracts and the CSPM require grantees to submit monthly expenditure reports within 30 days following the end of the month. All pass-through awards are closed out and reconciled after September 30 each year in order to determine final agency expenditures and allowable carry-forward. Grantees are also required to submit programmatic reports on either a quarterly,semi-annual or annual basis depending on the type of award.

(a) On-site review of each eligible entity at least once during each 3-year period: The monitoring process is a continuing activity throughout the fiscal year and the Bureau updates the CSBG/WX Monitoring Guides annually. The monitoring process includes two levels of review, an Annual level review and a Comprehensive level review. Each CAA receives an annual monitoring visit; however, every other year a comprehensive review is conducted.

Annual Level: The Annual Monitoring Guide incorporates review of client eligibility determination, allowable costs for each of our contract programs [4-8 programs], federal and state policies, and follow up of any prior year findings.

Comprehensive Level: The Comprehensive Monitoring Guide provides for a more comprehensive review aimed at assessing the overall health of the agency. This review incorporates areas found in the "Standard Monitoring Principles and Practices" that was developed by NASCSP. Therefore, it also covers agency procedures, procurement, personnel policies, board requirements and functions, staff interviews, coordination with other local organizations, etc. and lasts from 3-5 days.

Monitoring reports are issued following each visit and include administrative recommendations and findings, with follow-up responses required. T/TA is provided, or provided for, as necessary.

Note: Our Monitoring Guides and processes continue to evolve from year-to-year based on our experiences, federal and state requirements and staff training opportunities. For example: We have developed supplemental monitoring criteria the FY09 ARRA funds.

(b) On-site review of each newly designated entity after one year of funding: An onsite review of a newly designated entity would be included in the regular annual monitoring process or sooner if circumstances warranted.

(c) Follow-up reviews for entities that fail to meet the requirements established by the State: As noted above, all CAAs are monitored on an annual basis. Additional visits are made as deemed necessary when concerns surface regarding financial and/or management issues. Also, the monitoring process includes review of issues from the prior year's monitoring report that were unresolved or identified for follow-up.

(d) Other reviews as appropriate: Additional on-site reviews are conducted when specific concerns are identified that require attention, review, discussion or T/TA. In addition to the annual monitoring process, staff from the MDHS Office of Internal Audit division perform periodic financial management reviews in coordination with, or at the request of, the Bureau or MDHS.

(e) Audit reviews: All CAA grant and contract agreements require agencies to follow the audit report requirements in the Single Audit Act (OMB A-133 or A-128) and to follow the appropriate OMB financial and administrative circulars pertinent to their organization structure. (See Exhibit I- CAA Audit Information, which identifies when the last audit was received by MDHS and the period covered by the audit.)

CAAs are required to submit copies of their A-133 audits to MDHS Office of Internal Audit who reviews and issues findings and administrative recommendations as necessary. The Bureau (program office) requests and reviews relevant corrective action plans from the CAAs, prepares necessary MDHS Management Decision Letters and performs necessary follow-up.

2. Corrective Action, Termination and Reduction of Funding
[676(b)(8); 676(c); 678C]

If the State determines, on the basis of a final decision in a review pursuant to section 678B, that an eligible entity has failed to comply with the terms of an agreement, or the State plan, to provide services under the CSBG Act or to meet appropriate standards, goals and other requirements established by the State, **the State will follow the procedures found in Section 678C(a)(1),(2),(3) and (4) to allow the entity to correct the deficiency**

prior to initiating hearing procedures for termination or reduction of funding. The steps and procedures are outlined in MDHS's CSPM Item 501 - Corrective Action - Termination or Reduction in Funding. (See Exhibit J)

3. Fiscal Controls, Audit and Withholdings

Fiscal Controls [678D(a)(1)]: Fiscal control and fund accounting procedures have been established which assure the proper disbursal of, and accounting for, federal funds paid to the state under this subtitle--including procedures for monitoring the assistance provided under this subtitle. Monthly expenditure reports are required of all CSBG grantees/contractors. All grantees/contractors are required to submit audit reports according to the requirements of the Single Audit Act (OMB A-133 or A-128) and to follow the appropriate OMB financial and administrative circulars pertinent to their organizational structure. (See Exhibit I - CAA Audit Information)

Audit [678(a)(2)]: The Bureau is subject to periodic fiscal and program audits by the state Auditor General (AG) in accordance with the Single Agency Audit Act. The most recent audit issued by the AG was for the two-year period ended September 30, 2008. The audit for the two-year period October 1, 2008 through September 30, 2010 will begin in July 2010.

4. Assurances

(a) Cooperation with Federal Investigations [676(b)(7) and 678D]:

Cooperation will be provided for all federal investigations undertaken in accordance with Section 678D. This requirement is also incorporated either specifically or by reference in all grantee master agreements.

(b) Termination or reduction in proportional funding [676(b)(8)]:

No eligible entity funded in the previous fiscal year shall have its existing or future CSBG funding terminated or reduced without notification of the cause(s) and the opportunity for a due process hearing [in accordance with Section 678C(b)]. The procedures for notification and due process hearings are described in MDHS's CSPM Item 501 - Corrective Action - Termination or Reduction in Funding. (See Exhibit J)

(c) Adequate Representation on the Board [676(b)(10)]

The CSBG grant agreements incorporate the requirement that the agency establish procedures for a low-income individual, community organ-

ization, or religious organization, (or its respective representatives), to petition for adequate representation if it feels it is inadequately represented on the Board.

I. Accountability and Reporting Requirements

1. Results Oriented Management and Accountability (ROMA):

The state will review performance toward meeting the six (6) CSBG National Goals utilizing the National Performance Indicators (developed within the Community Services Network) as well as performance targets identified at the state level. (See Exhibit L - ROMA/Planning and Reporting for the National Performance Indicators)

Each CAA will report on the National Indicators, as well as additional State Sub-Indicators, that are applicable to their agency's programs. ROMA planning (identifying performance targets) will be included as part of the CAA Community Action Plan. As appropriate, agencies will apply the Milestones method for measuring and reporting outcomes.

2. Annual Report: [678E(a)(2)]

For FY2009, the annual report was included in the state's FY2009 CSBG-IS (CSBG Information System Survey) submitted to the National Association for State Community Service Programs (NASCSP). The report for **FY2010** will be included in the CSBG-IS report due to NASCSP by March 31, 2010. This will include:

(a) Performance Objectives
(b) Program Accomplishments and Activities
(c) Comparison of Planned and Actual Expenditures for Prior Fiscal Year
(d) Profile of Participants Served
(e) Statistical Report on CSBG Program Services/Categories
(f) Training and Technical Assistance Provided by the State

In addition to the specific T/TA activities to be included in the FY09 report, please note that: Training and technical assistance is an on-going collaborative effort between the Bureau, MCAAA and the agencies/CAAs. This occurs at three (3) levels.

· Structured training at the MCAAA Quarterly Conferences:

Each conference includes a number of training opportunities, with training tracks designed to address the needs of the agencies and/or as identified by the Bureau or MCAAA. Training is designed to address CAA Executive Directors, Board Chairs and Members and CAA staff. The training curriculum is designed by a committee that includes

representatives from MCAAA, the Bureau and the CAAs. The Quarterly Conferences provide for: Discussion, education and/or training on various subjects, such as Pathways to Excellence, action steps to address poverty in Michigan, ROMA, Human Resources, Finance, etc.; program specific updates and training (for example: Weatherization and EITC); and skills and education enhancement in various areas such as grant writing, health and nutrition, leadership development, strategic planning, ROMA planning and reporting, marketing, housing programs, audit requirements, and other areas too numerous to mention. Trainers include a combination of contracted specialists, MCAAA and Bureau staff and experts from within the CAA network.

- Emergency or Specific T/TA, coordinated by MCAAA: This training is provided to address specific situations, in response to an identified need or emergency situation. As each situation is unique, resources needed may include: peer-to-peer, outside contractors, community members, Bureau staff, etc.

- On-going T/TA provided by the Bureau's fiscal analyst, monitors and grant managers: On-going T/TA is provided both during the monitoring visits and as needed on a day-to-day basis by phone or in person. Significant problems that are identified as a result of the state-wide monitoring reviews are subsequently addressed through a structured training program or technical assistance activities.

VI. APPENDICES

Exhibit A	Designation of Lead Agency
Exhibit B	Michigan Economic and Social Opportunity Act – Act 230 of 1981 ■ As amended through 2003 ■ As amended in 2006 – House Bill No. 5258
Exhibit C	Notice of Public Hearing/Public Comment Period
Exhibit D	Commission on Economic Opportunity and Community Action ■ Commission Roster
Exhibit E	Organization Charts: ■ Michigan Department of Human Services ■ Bureau of Community Action & Economic Opportunity
Exhibit F	Projected - CAA Funding Schedule
Exhibit G	Michigan Federally Recognized & Historic Tribes and Map
Exhibit H	Designating New Eligible Entities ■ Department of Health and Human Services/OCS IM 42
Exhibit I	CAA Audit Information
Exhibit J	Corrective Action - Termination or Reduction in Funding ■ CSPM Item 501
Exhibit K	CAA Directory and Service Area Map
Exhibit L	ROMA – National Performance Indicators
Exhibit M	Unexpended Funds – Carry-Forward Policy ■ CSPM Item 507
Exhibit N	Environmental Tobacco Smoke Certification
Exhibit O	Lobbying--Contracts, Grants, Loans... Certification
Exhibit P	Debarment, Suspension....Certification
Exhibit Q	Drug-Free Workplace….Certification

EXHIBIT A

Designation of Lead Agency

STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

OFFICE OF THE GOVERNOR
LANSING

JOHN D. CHERRY, JR.
LT. GOVERNOR

November 14, 2007

Ms. Josephine B. Robinson, Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Robinson:

The Michigan Department of Human Services (DHS) is designated as the lead agency for the Community Food and Nutrition (CFN) Program, Community Services Block Grant (CSBG), and the Low Income Home Energy Assistance Program (LIHEAP). Mr. Ismael Ahmed, Director, Michigan Department of Human Services, is authorized to certify any required federal assurances or other documents associated with the CFN Program, CSBG, and LIHEAP.

All Michigan grant award letters for the above programs should be sent to:

Mr. Ismael Ahmed
Michigan Department of Human Services
235 S. Grand Avenue, Suite 1514
PO Box 30037
Lansing, Michigan 48909

Sincerely,

Jennifer M. Granholm
Governor

c: Ismael Ahmed

EXHIBIT B

P.A. 230 of 1981

As Amended through 2003

AND

As Amended in 2006 – House Bill No. 5258

MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981
Act 230 of 1981

AN ACT to create a bureau of community services and a commission on economic and social opportunity within a state department to reduce the causes, conditions, and effects of poverty and promote social and economic opportunities that foster self-sufficiency for low income persons; to provide for the designation of community action agencies; and to prescribe the powers and duties of the department, the bureau, the commission, and the community action agencies.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

The People of the State of Michigan enact:

400.1101 Short title.

Sec. 1. This act shall be known and may be cited as the "Michigan economic and social opportunity act of 1981".

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

Compiler's note: For transfer of authority, powers, duties, functions, and responsibilities established under the Michigan economic and social opportunity act and transferred by Executive Order 1993-4 from the department of labor to the Michigan jobs commission and continued by Executive Order 1994-26 within the Michigan jobs commission to the department of social services, see E.R.O. No. 1995-1, compiled at § 408.49 of the Michigan Compiled Laws.

400.1102 Meanings of words and phrases.

Sec. 2. For purposes of this act, the words and phrases defined in sections 3 and 4 have the meanings ascribed to them in those sections.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1103 Definitions; B to D.

Sec. 3. (1) "Bureau" means the bureau of community action and economic opportunity created in section 5.
(2) "Chief elected official" means a chairperson of a county board of commissioners, a county executive, a city mayor, a township supervisor, a village president, or his or her designee.
(3) "Commission" means the commission on community action and economic opportunity created in section 6.
(4) "Community action agency" means an agency designated pursuant to section 8.
(5) "Community social and economic programs" means those programs provided under section 675 of the community services block grant act, subtitle B or title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9904.
(6) "Department" means the family independence agency or another department or agency designated by the governor to receive and distribute community services block grant funds under the community services block grant act, subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9901 to 9924.
(7) "Director" means the director of the department.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1104 Definitions; E to S.

Sec. 4. (1) "Executive director" means the chief administrator of the bureau.
(2) "Low income person" means a person who is a member of a household that has a gross annual income that is equal to or less than the poverty standard for the same size household.
(3) "Poverty standard" means the federal poverty guidelines published annually in the federal register by the United States department of health and human services under its authority to revise the poverty line under section 673(2) of subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9902.
(4) "Service area" means the geographical area served by a community action agency.
(5) "State program budget" means state funds, federal block grants, and federal categorical grants that the legislature appropriates annually for community social and economic programs.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1105 Bureau of community action; creation; appointment of executive director; powers and duties of bureau.

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Sec. 5. The bureau of community action and economic opportunity is created within the department. The director shall appoint an executive director who is a member of the state classified service or the state career executive service, as established and approved by the civil service commission. Under the supervision of the department, the bureau shall serve as a statewide advocate for social and economic opportunities for low income persons and shall do all of the following:
(a) Coordinate state activities designed to reduce poverty and implement community social and economic programs.
(b) Cooperate with agencies of the state and federal government and other public agencies, nonprofit private agencies, and nonprofit organizations in reducing poverty and implementing community social and economic programs.
(c) Receive and expend funds for any purpose authorized by this act.
(d) Provide assistance to units of local government for the purpose of establishing and operating a community action agency.
(e) Designate community action agencies pursuant to section 8.
(f) Provide technical assistance to community action agencies to improve program planning, program development, administration, and the mobilization of public and private resources. In implementing this subdivision, the department shall contract, when warranted by geographical and other factors or when warranted to meet the requirements of section 15, with public agencies, nonprofit private agencies, or nonprofit organizations.
(g) Enter into necessary contracts with community action agencies for the purpose of coordinating community social and economic programs and other programs and services designated by the bureau and for which funding is appropriated by the legislature.
(h) Contract with public agencies, nonprofit private agencies, or nonprofit organizations for demonstration programs and other services necessary to implement this act.
(i) Conduct performance assessments of the activities and programs of community action agencies.
(j) Establish, in cooperation with community action agencies, an educational and public information program designed to increase public awareness regarding the nature and extent of poverty in this state and regarding existing community social and economic programs.
(k) Evaluate state statutes and programs relevant to the reduction of poverty and recommend appropriate changes to the governor and the legislature.
(*l*) Submit reports to the governor, the legislature, the state congressional delegation, and other appropriate federal officials regarding the needs, problems, opportunities, and contributions of low income persons; the effectiveness of existing state or federal policies and programs; and recommended actions to improve economic and social opportunities for low income persons.
(m) Administer the weatherization assistance program created pursuant to 10 C.F.R. part 440. The bureau shall administer the weatherization assistance program in a manner that provides that public agencies, nonprofit private agencies, and nonprofit organizations are eligible and shall have the opportunity for funding for each portion of a program that a community action agency may undertake.
(n) Serve as an advocate within the executive branch to remove administrative barriers to self-sufficiency services and to seek additional resources for antipoverty strategies.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1106 Commission on community action and economic opportunity; creation; appointment, qualifications, and terms of members; chairperson; executive secretary; vacancies; per diem compensation; reimbursement of expenses; quorum; commission action; meetings.

Sec. 6. (1) A commission on community action and economic opportunity is created within the department. The commission shall provide an opportunity for low income persons to actively participate in the development of policies and programs to reduce poverty.
(2) The commission shall consist of 6 to 15 members appointed by the governor by and with the advice and consent of the senate. The commission shall be comprised of equal numbers of elected public officials, private sector members, and low income individuals or as nearly equal in number as possible. At least 1/3 of the commission members shall be community action agency representatives as either staff or board members. The governor shall designate the chairperson of the commission. The chairperson shall serve at the will of the governor. The executive director or designee of the commission shall serve as executive secretary to the commission.

(3) The term of office of each member shall be 3 years. Vacancies on the commission shall be filled in the same manner as the original appointment for the remainder of the unexpired term.
(4) A member of the commission may receive per diem compensation and reimbursement of actual and necessary expenses while acting as an official representative of the commission. The per diem compensation of the commission and the schedule for reimbursement of expenses shall be established annually by the legislature.
(5) A majority of the commission constitutes a quorum. Except as otherwise provided by rule, action may be taken by the commission by vote of a majority of the members present at a meeting. The commission shall meet not less than 4 times a year. A meeting of the commission may be held anywhere within this state.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1107 Duties of commission.

Sec. 7. The commission shall serve as a statewide forum concerning state policies and programs to reduce poverty and to address the needs and concerns of low income people in this state. The commission shall do all of the following:
(a) Convene a state forum every 2 years that includes representatives from the public, private, nonprofit, and low income sectors to analyze poverty trends and make recommendations to reduce poverty.
(b) Convene public meetings to provide low income and other persons the opportunity to comment upon public policies and programs to reduce poverty.
(c) Advise the executive director concerning the designation or recision of a designation of a community action agency.
(d) Review and comment upon the annual program budget request before its submittal to the governor and the legislature pursuant to section 10.
(e) Advise the governor, the legislature, the state congressional delegation, and other appropriate federal officials of the nature and extent of poverty in the state and make recommendations concerning needed changes in state and federal policies and programs.
(f) Advise the director and the governor at least annually concerning the performance of the bureau in fulfilling its requirements as prescribed by this act.
(g) Participate with the bureau to implement a public education program designated to increase public awareness regarding the nature and extent of poverty in this state.
(h) Receive reports from the bureau on strategies to reduce poverty and make recommendations based on those reports to the governor.
(i) In coordination with community action agencies and the commission, establish an education and public information program designed to increase public awareness regarding the nature and extent of poverty in this state and regarding existing community social and economic programs.
(j) Evaluate state statutes and programs relevant to the reduction of poverty and recommend appropriate changes to the governor and the legislature.
(k) Submit reports to the governor, the legislature, the congressional delegation, and other appropriate federal officials regarding the needs, problems, opportunities, and contributions of low income persons and the effectiveness of existing state and federal policies and programs, and recommend actions to improve economic and social opportunities for low income persons.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1108 Designating or rescinding designation of community action agency; procedures; continuation of community action agency designated by community services administration; rescission of designation.

Sec. 8. (1) Except as required to meet the requirements of section 15, the executive director shall designate community action agencies to fulfill the requirements of this act in the service areas governed by 1 or more units of local government. A community action agency designated by the executive director may be 1 of the following:
(a) A public office or agency of a unit of local government that is designated as a community action agency by the chief elected official of that unit of government.
(b) A public office or agency that is designated as a community action agency by the chief elected officials of a combination of 2 or more units of local government.
(c) A nonprofit private agency serving 1 or more units of local government approved by the chief elected official of the unit of local government that includes the service area, or if more than 1 unit of local government is included in the service area, by the chief elected officials of the county or counties in which the local governments are located and of at least 2/3 of the cities, villages, and townships in the service area that have a population of not less than 100,000.

(d) A public or private nonprofit agency designated by 1 or more native American tribal governments that have been established pursuant to state or federal law.
(2) Before designating or rescinding the designation of a community action agency, the executive director shall do all of the following:
(a) Consult with the director.
(b) Consult with the chief elected official of each county and of each city, village, or township with a population of not less than 100,000 within the existing or proposed service area.
(c) Hold at least 1 public meeting in the service area to provide low income and other citizens living within the service area the opportunity to review and comment upon the strengths and weaknesses of the existing or proposed community action agency.
(d) Consult with and obtain the advice of the commission on the proposed action.
(3) Notwithstanding subsections (1) and (2), each community action agency that has been designated by the community services administration pursuant to the economic opportunity act of 1964, Public Law 88-452, 78 Stat. 508, and that is in operation on the effective date of the 2003 amendatory act that amended this section shall continue as a community action agency.
(4) The executive director may rescind the designation of a community action agency for cause. In implementing this subsection, the executive director shall follow the procedures set forth in subsection (2) and the procedures set forth in the community services block grant act, subtitle B of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9901 to 9924.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1109 Community action agency; duties; permissible activities.

Sec. 9. A community action agency shall serve as a primary advocate for the reduction of the causes, conditions, and effects of poverty and shall provide social and economic opportunities that foster self-sufficiency for low income persons. A community action agency may engage in activities necessary to fulfill the intent of this act, including, but not limited to, the following:
(a) Informing this state, units of local government, private agencies and organizations, and citizens of the nature and extent of poverty within the service area.
(b) Developing, administering, and operating community social and economic programs to reduce poverty within the service area.
(c) Providing a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or in the service areas of the community.
(d) Providing activities designed to assist low income participants, including the elderly poor, to secure and retain meaningful employment; to attain an adequate education; to make better use of available income; to obtain and maintain adequate housing and a suitable living environment; to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment-related assistance; to remove obstacles and solve problems which block the achievement of self-sufficiency; to achieve greater participation in the affairs of the community; and to make more effective use of other programs related to the purposes of this section.
(e) Providing on an emergency basis for the provision of supplies and services, nutritious food items, and related services necessary to counteract conditions of starvation and malnutrition among the poor.
(f) Providing and establishing linkages between governmental and other social services programs to assure the effective delivery of services to low income individuals.
(g) To encourage the use of entities in the private sector of the community in efforts to reduce poverty.
(h) Conducting pilot and demonstration projects with innovative approaches to reduce poverty, improve services, and utilize resources.
(i) Providing and advocating for training and technical assistance to public and private agencies, community groups, and units of local government to better define human problems, to improve services, and to facilitate citizen participation, including that of low income persons.
(j) Increasing interagency coordination and cooperation in serving low income persons. If possible, community action agencies shall enter into partnership and collaboration with other organizations to meet economic self-sufficiency goals.
(k) Entering into contracts with federal, state, and local public and private agencies and organizations as necessary to carry out the purposes of this act.
(*l*) Mobilizing federal, state, and local public and private financial resources and material and volunteer resources to reduce poverty and increase social and economic opportunities.

(m) Mobilizing community involvement from private and nonprofit sectors, including, but not limited to, businesses, economic and job development organizations, nonprofit faith-based communities, technical colleges and institutions of higher education, and the public sector, including, but not limited to, townships, cities, counties, and this state to address issues of poverty. Community action agencies shall coordinate with welfare-to-work strategies and implement strategies that increase household income and assets that lead to long-term economic self-sufficiency.
(n) Serving populations with barriers to self-sufficiency such as individuals and families with low incomes, senior citizens, young children, homeless persons, physically and developmentally disabled persons, low wage workers, and adults without literacy skills or basic education or adequate skills needed for the workplace.
(o) Engaging in any other activity necessary to fulfill the intent of this act.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1110 Distribution of funds.
Sec. 10. Distribution of funds to community action agencies shall meet federal requirements.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1111 Community action agency; establishment of governing board of directors; qualifications and selection of members.
Sec. 11. A community action agency shall establish a governing board of directors that consists of the following:
(a) One-third are elected public officials. An elected public official may act through his or her representative.
(b) One-third of the members are low income, elderly, or consumers with disabilities.
(c) One-third of the members represent the private sector, including representatives of business and industry, agriculture, labor, and religious and civic organizations.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 1998, Act 76, Imd. Eff. May 4, 1998;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

400.1112 Repealed. 2003, Act 123, Imd. Eff. July 29, 2003.
Compiler's note: The repealed section pertained to establishment of board of directors for community action agency.

400.1113 Interagency agreements; purpose; renewal.
Sec. 13. The bureau shall develop interagency agreements with agencies of other departments providing services to low income persons. The agreements shall specify methods of interagency planning and coordination of services. The agreements shall be renewed annually.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1114 Conducting business at public meeting; notice; availability of writings to public.
Sec. 14. (1) The business which the commission, a community action agency board of directors, or a community action agency advisory board may perform shall be conducted at a public meeting held in compliance with Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended.
(2) A writing prepared, owned, used, in the possession of, or retained by the commission, the bureau, the department, or a community action agency created pursuant to this act in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, as amended, being sections 15.231 to 15.246 of the Michigan Compiled Laws.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1115 Existing agencies and organizations performing services described in act; eligibility to receive funds; continuation of services.
Sec. 15. A public agency, nonprofit private agency, or nonprofit organization in existence and performing 1 or more of the services described in this act for which federal or state funds were expended, if eligible to receive the funds, shall receive those funds to enable the public agency, nonprofit private agency, or nonprofit organization to continue to perform those services.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1116 Rules.
Sec. 16. The department shall promulgate rules to implement this act pursuant to the administrative

procedures act of 1969, Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.315 of the Michigan Compiled Laws. The department shall consult with and receive the advice of the commission before promulgating a rule under this act.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1117 Effectiveness report.

Sec. 17. Before January 1, 1986, the department shall submit to the senate and house committees that have the responsibility for labor matters a report covering the effectiveness of the bureau, the commission, and the community action agencies in reducing poverty and promoting social and economic opportunities for low income persons under this act.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1118 Appropriation of funds from general fund not required; condition.

Sec. 18. The legislature shall not be required to appropriate funds from the general fund for the continued performance of the provisions of this act, if federal funding for coordinating community social and economic programs and other programs and services as designated by the bureau and funded by the community development block grant is eliminated.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1119 Proposed use and distribution of funds provided under omnibus budget reconciliation act of 1981; public hearings; approval or disapproval of bureau plan.

Sec. 19. The legislature shall conduct public hearings on the proposed use and distribution of funds to be provided pursuant to section 675 of the omnibus budget reconciliation act of 1981, 42 U.S.C. 9902, and shall approve or disapprove by concurrent resolution adopted by a majority of the members elected and serving in each house the bureau's plan for distribution of funds.
History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

400.1120 Repealed. 2003, Act 123, Imd. Eff. July 29, 2003.

Compiler's note: The repealed section pertained to effective date of act.

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Act No. 80
Public Acts of 2006
Approved by the Governor
March 23, 2006

Filed with the Secretary of State
March 24, 2006

EFFECTIVE DATE: March 24, 2006

STATE OF MICHIGAN

93RD LEGISLATURE

REGULAR SESSION OF 2006

Introduced by Reps. Caul, Moolenaar, Booher, Proos, Baxter, Stewart, Miller, Vander Veen, Green, Ball, Palsrok, Tobocman, Shaffer and Casperson

ENROLLED HOUSE BILL No. 5258

AN ACT to amend 1981 PA 230, entitled "An act to create a bureau of community services and a commission on economic and social opportunity within a state department to reduce the causes, conditions, and effects of poverty and promote social and economic opportunities that foster self-sufficiency for low income persons; to provide for the designation of community action agencies; and to prescribe the powers and duties of the department, the bureau, the commission, and the community action agencies," by amending section 11 (MCL 400.1111), as amended by 2003 PA 123.

The People of the State of Michigan enact:

Sec. 11. (1) A community action agency shall establish a governing board of directors that consists of the following:

(a) One-third are elected public officials. An elected public official may act through his or her representative.

(b) One-third of the members are low income, elderly, or consumers with disabilities.

(c) One-third of the members represent the private sector, including representatives of business and industry, agriculture, labor, and religious and civic organizations.

(2) A community action agency may establish term limits for members of its board of directors in the community action agency's bylaws. An administrative rule that purports to establish term limits for a member of a community action agency board of directors is void.

This act is ordered to take immediate effect.

Clerk of the House of Representatives

Secretary of the Senate

Approved _____

_____
Governor

EXHIBIT C

Notice of Public Hearing

NOTICE OF PUBLIC HEARING

Michigan Department of Human Services announces the availability of the Fiscal Year 2011 Community Services Block Grant (CSBG) State Plan, Low Income Home Energy Assistance Program (LIHEAP) State Plan, and the Title XX Social Services Block Grant (SSBG) State Plan.

The **CSBG** state plan will be available for public comment beginning July 12, 2010, on the DHS Web site at www.michigan.gov/dhs, under News, Publications & Information. It will also be available for review at Community Action Agency offices throughout Michigan. Comments on the CSBG state plan will be accepted through July 21, 2010 and should be sent to Stacie Gibson, Director, Bureau of Community Action and Economic Opportunity, Department of Human Services, Suite 204, PO Box 30037, Lansing, MI 48909 or by fax to 517-335-5042.

The **SSBG** state plan is available for public review on the DHS Web site during July 2010. Comments on the SSBG state plan may be posted to the electronic mailbox (DHS-SSBGMail@michigan.gov) designated for this purpose.

In accordance with federal requirements, the **LIHEAP** state plan and **Title XX** reports are available for review and comment at local DHS offices through the state. Comments on the SSBG and LIHEAP state plans will be received from July 12-31, 2010.
Public hearings for LIHEAP will be held July 12, 2010 from 10 a.m.-Noon at Cadillac Place, Conference Room L-150, 3040 W. Grand Blvd., Detroit Michigan **and on July 13, 2010** from 10 a.m.-Noon at the Grand Tower, 235 S. Grand Ave., Dempsey Room, Lansing, Michigan. Written commends may be submitted to: Ismael Ahmed, Director, Michigan Department of Human Services. P.O. Box 30037, Lansing, MI 48909

EXHIBIT D

Commission on Community Action & Economic Opportunity

Member Roster

The Commission on Community Action and Economic Opportunity

Mr. John K. Stephenson, Chairperson

Member	Term Expires	Represents Public Sector
William A. Reder, of Auburn	June 21, 2011	Auburn City Commissioner Board Chair, Mid Michigan Community Action Agency

Member	Term Expires	Represents Private Sector
Trina R. Shanks, PhD, of Detroit	June 21, 2011	Assistant Professor of Social Work University of Michigan
Sonia M. Harb, of Dearborn	June 21, 2011	Area Director of Workforce Development and Youth Education for the Arab Community Center for economic and Social Services (ACCESS)
Daniel J. Piepszowski, of Detroit	June 21, 2011	Vice President of Programs for New Detroit, Inc.

Member	Term Expires	Represents Community Action Agency or Low Income Sector
William J. Dubord, of Escanaba	June 21, 2011	Executive Director, Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority
Gary W. Gilbert, of Mecosta	June 21, 2011	Special Projects Director Mid Michigan Community Action Agency
Donald E. Jones, of Pleasant Ridge	June 21, 2011	Senior Consultant to New Economy Initiative of Southeast Michigan
Alexandria F. Kiel, of Detroit	June 21, 2011	Student
Marsha A. Kreucher, of Jackson	June 21, 2011	Chief Executive Officer, Community Action Agency of Jackson, Lenawee, Hillsdale
John K. Stephenson, of Interlochen	June 21, 2011	Executive Director, Northwest Michigan Community Action Agency

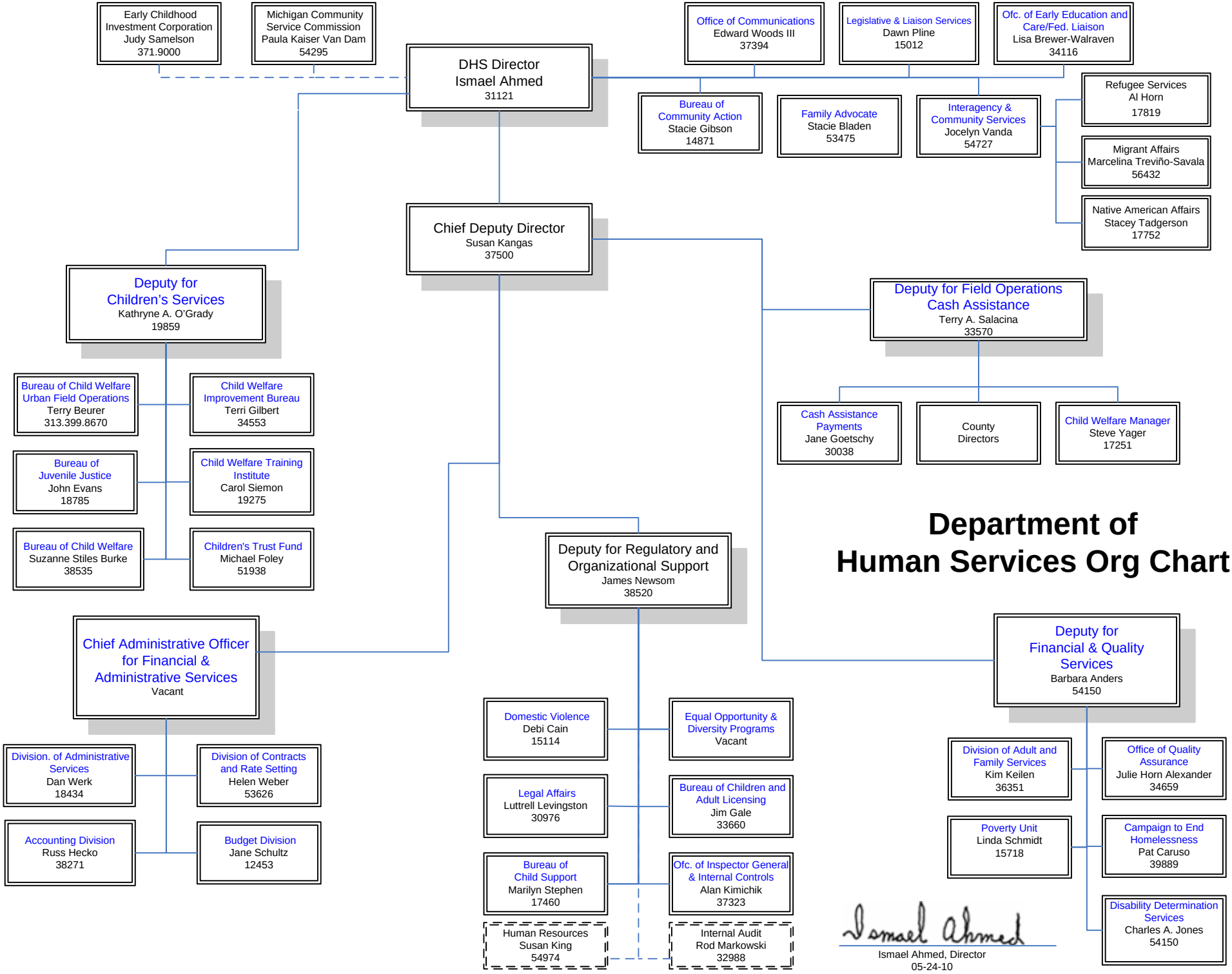
<The Commission on CA&EO provides an opportunity for low-income persons to actively participate in the policies and programs to reduce poverty.
<At least 1/3 of Commission members shall be CAA representatives as either staff or Board members.
<Appointments are subject to Article V. Sec. 6 of the Michigan State Constitution of 1963.

EXHIBIT E

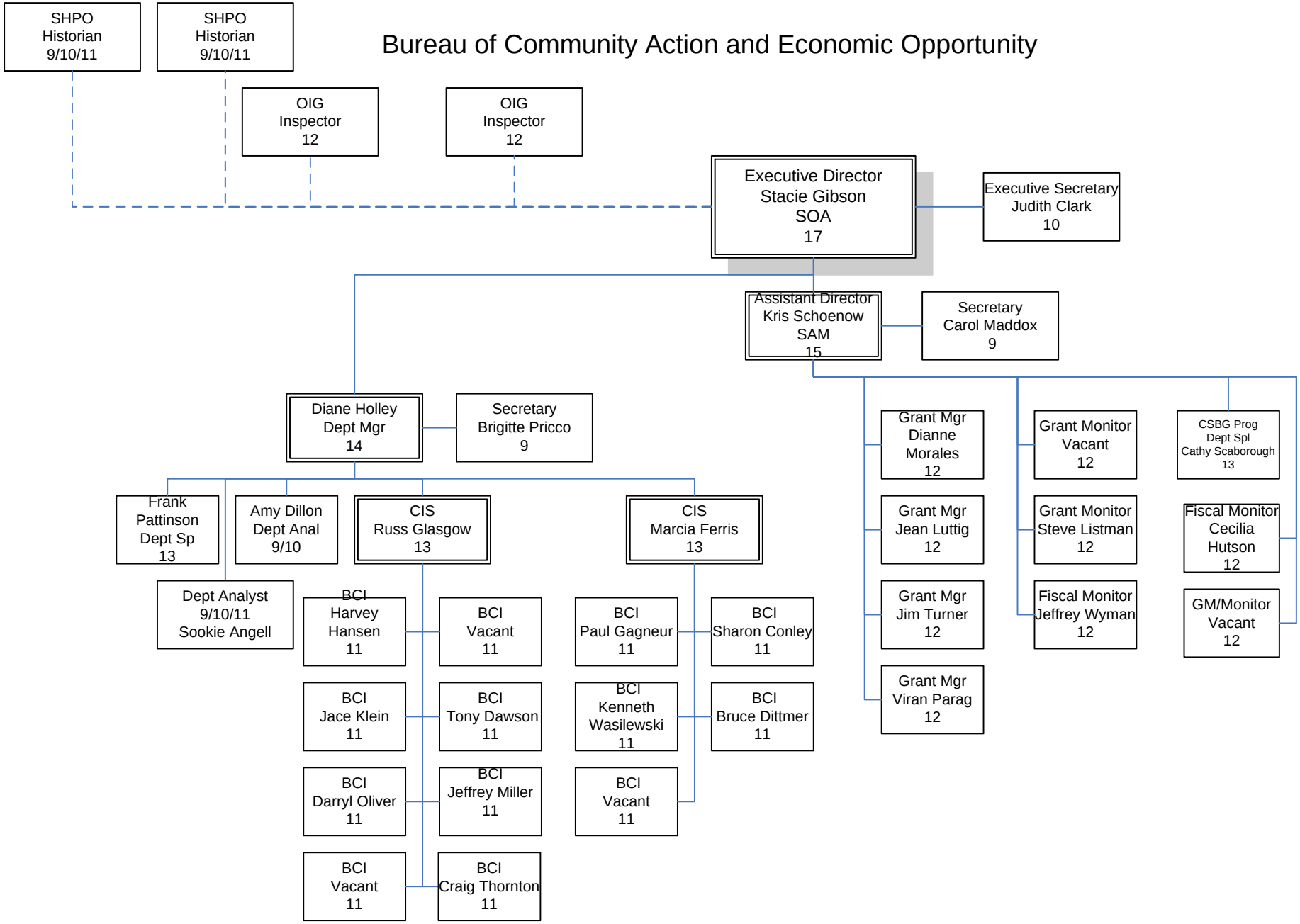
Organization Charts

Michigan Department of Human Services
and
Bureau of Community Action & Economic Opportunity

Department of Human Services Org Chart



Bureau of Community Action and Economic Opportunity



BCI = Building Code Inspector

CIS = Code Inspector Supervisor

GM=Department Analyst

LTA = Limited Term Appointment

EXHIBIT F

Projected - CAA Funding Schedule

CAA 90% Funds Pass Through

COMMUNITY SERVICES BLOCK GRANT
PROJECTED - CAA FUNDING SCHEDULE
October 1, 2010 -- September 30, 2011

COMMUNITY ACTION AGENCY	ALLOCATION
ACSET - Community Action Agency *	$981,365
Alger-Marquette Community Action Board	$183,166
Allegan County Resource Development Committee, Inc.	$175,018
Baraga-Houghton-Keweenaw CAA, Inc.	$184,238
Community Action Agency of South Central Michigan	$610,070
Capital Area Community Services, Inc.	$1,082,225
Chippewa-Luce-Mackinac Community Action HRA, Inc.	$173,299
Community Action Agency of Jackson, Lenawee, Hillsdale	$493,806
Detroit - Department of Human Services *	$7,006,197
Dickinson-Iron Community Services agency	$102,576
Economic Opportunity Committee of St. Clair County, Inc.	$268,779
EightCAP, Inc.	$585,425
FiveCAP, Inc.	$297,287
Genesee County Community Action Resource Department *	$1,154,913
Gogebic-Ontonagon Community Action Agency	$90,499
Human Development Commission	$383,056
Kalamazoo County Human Development Bureau *	$546,335
Macomb County Community Services Agency *	$868,851
Menominee-Delta-Schoolcraft CAA & HRA	$180,487
Mid-Michigan Community Action Agency, Inc.	$762,499
Monroe County Opportunity Program	$212,523
Muskegon-Oceana Community Action Partnership, Inc.	$498,383
Northeast Michigan Community Service Agency	$551,470
Northwest Michigan Community Action Agency	$509,902
Oakland-Livingston Human Service Agency	$1,337,658
Ottawa County Community Action Agency *	$268,779
Saginaw County Community Action Committee, Inc.	$604,780
Southwest Michigan Community Action Agency	$716,512
Washtenaw County Employment Training & Com Ser Group *	$587,568
Wayne Metropolitan Community Services Agency	$1,656,446
TOTAL CAA DISTRIBUTION BY FORMULA	**$23,074,113**

*** Public Agencies**

Note 1. 90% Funds based on tentative FY11 CSBG State Allocation of $25,637,903 (Flat Funding)

Note 2. There is a minimum CAA funding level of $150,000. If an agency's formula allocation does not meet this level, the state will allocate additional dollars (from CSBG-Discretionay Funds or State Admin carry forward) to bring the funding up to $150,000.

EXHIBIT G

Michigan Federally Recognized & Historic Tribes

and

M A P

FEDERALLY RECOGNIZED TRIBES

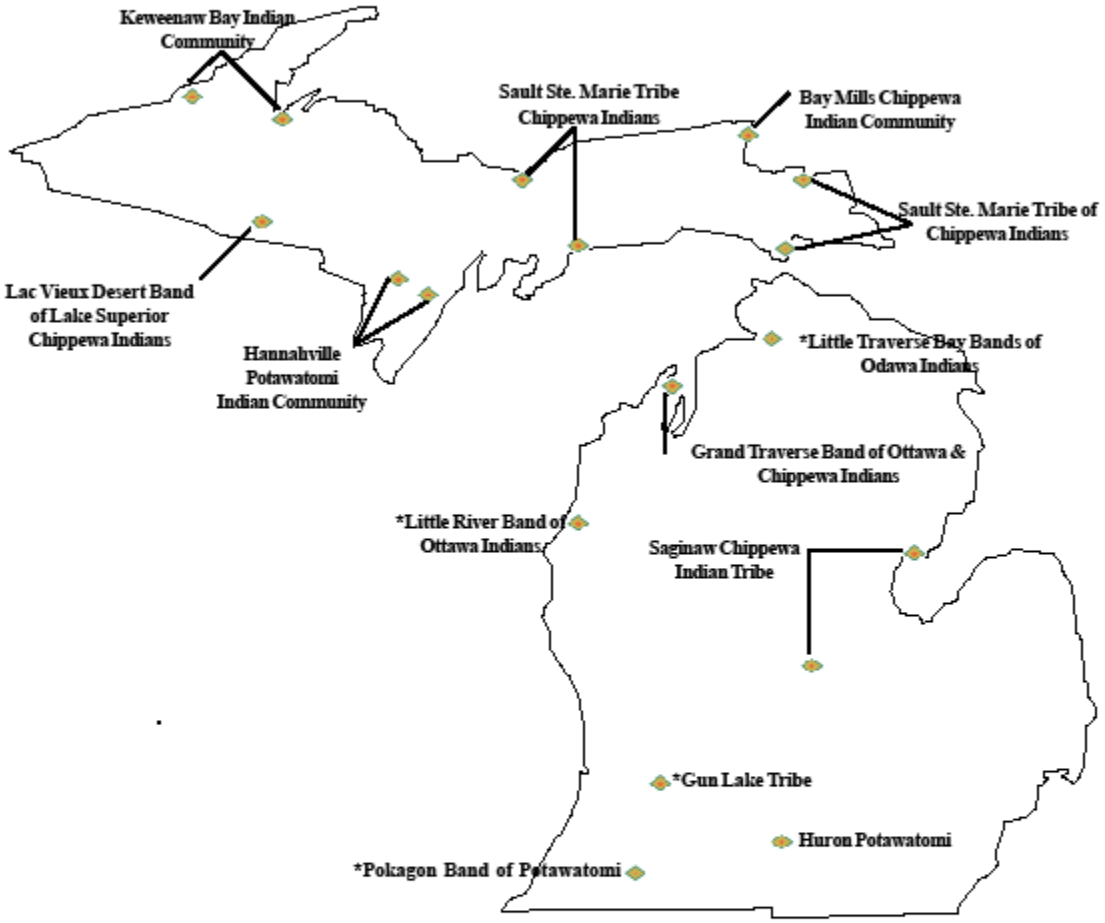
Bay Mills Chippewa Indian Community 12140 W. Lakeshore Drive Brimley, MI 48715 (906) 248-3241	Grand Traverse Band of Ottawa & Chippewa Indians 2605 N.W. Bayshore Drive Suttons Bay, MI 49682 (231) 271-3538
Keweenaw Bay Indian Community 107 Beartown Baraga, MI 49908 (906) 353-6623	Lac Vieux Desert Band of Lake Superior Chippewa Indians PO Box 249, Choate Road Watersmeet, MI 49969 (906) 358-4477
Saginaw Chippewa Indian Tribe 7070 E. Broadway Mt. Pleasant, MI 48848 (517) 775-4000	Pokagon Band of Potawatomi 901 Spruce Dowagiac, MI 49047 (616) 782-8998
Little Traverse Bay Band of Odawa Indians 915 Emmet Street Petoskey, MI 49770 (231) 348-3410	Little River Band of Ottawa Indians PO Box 314 Manistee, MI 49660 (231) 723-8288
Sault Ste. Marie Tribe of Chippewa Indians 523 Ashmun Street Sault Ste. Marie, MI 49783 (906) 635-6050	Nottawaseppi Huron Potawatomi 2221 1½ –Mile Rd. Fulton, MI 49052 (616) 729-5151
Hannahville Potawatomi Indian Community N-14911 Hannahville, B-1 Road Wilson, MI 49896 (906) 466-2932	Gun Lake Tribe Match-e-be-nash-she-wish Band of Potawatomi Indians of Michigan 1743 142nd Avenue, PO Box 218 Door, MI 48323 (616) 681-8830

HISTORIC TRIBES

Burt Lake Band of Ottawa & Chippewa Indians 6461 E. Brutus Rd., PO Box 206 Brutus, MI 49716 (231) 529-2005	Grand River Band of Ottawa Indians 1251 Plainfield, N.E., PO Box 2937 Grand Rapids, MI 49501 (616) 458-8759
Swan Creek Black River Confederated Ojibwa Tribes of Michigan 1220 Court Street Saginaw, MI 48602 (517) 799-0006	Mackinac Band of Chippewa & Ottawa Indians PO Box 371 Hessel, MI 49745 (906) 484-2921

FEDERALLY RECOGNIZED AMERICAN INDIAN TRIBES

** City or Township of Tribal office Represents Reservation Area*



Information Compiled By:

Donna Budnick, American Indian Affairs Specialist
Florine Davis, Partnership Administrative Support
Sheila Hursey, Communications Assistant
Molly Meshigaud, American Indian Affairs Intern
Formatted & Designed by LaKeila Turner, Public Information Intern

EXHIBIT H

Designating New Eligible Entities

U.S. Department of Health and Human Services - IM 42

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Information Memorandum

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade S.W.
Washington, D.C. 20447

APR 3 4 2000

Transmittal No. 42 **Date: April 10, 2000**

To: State Community Services Block Grant Directors and State Associations of Community Action Agencies.

Subject: **Statutory requirements for designation priority of private nonprofit organizations over political subdivisions as eligible entities in unserved areas.**

Purpose: This memorandum restates the new statutory requirement that States designate a qualified private nonprofit organization over a political subdivision to serve as an eligible entity for receipt of CSBG funds, pursuant to the Community Services Block Grant Act of 1998.

References: Community Services Block Grant Act of 1998, 42 USC § 9909 (1999).

Policy Summary

The CSBG reauthorization in 1998 changed the requirements for how a State considers different types of organizations in designating an "eligible entity" for an unserved geographic area.

Specifically, the statute now compels a State to seek a qualified private nonprofit organization as the first option for designation. 42 USC § 9909(a)(1). Only in circumstances where no such private nonprofit organization can qualify may a State consider designating a political subdivision or public organization. 42 USC § 9909(c). <u>If a qualified private nonprofit organization exists, a political subdivision may not be designated</u>.

Therefore, in designating a new eligible entity, a State must first solicit applications from –

(1) private nonprofit organizations within the unserved area that could be capable of providing a range of services and meeting the requirements of the CSBG Act;

(2) private nonprofit organizations that are already eligible entities in an area contiguous with or within reasonable proximity to the unserved area.

In this first round of review, a State may not consider a political subdivision or an organization other than a private nonprofit organization, even if such a subdivision or public organization already serves as an eligible entity or receives CSBG funds. Only when the State cannot identify a viable private nonprofit organization may it then designate a political subdivision.

Inquiries

For Internet access to this and other CSBG information memoranda, please see the CSBG website at: "http://www.acf.dhhs.gov/programs/ocs/csbg/html/10htm".

Please address questions to:

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade SW, Suite 500 West
Washington, DC 20447
(202) 401-9343 [main phone]
(202) 401-5718 [fax]

Margaret Washnitzer, DSW
Director
Division of State Assistance

EXHIBIT I

CAA Audit Information

CAA AUDIT INFORMATION

COMMUNITY ACTION AGENCY	Agency Federal ID Number	Agency Fiscal Yr.	Last Audit Period Ending Date (month & year)	Date Report was Received by MFIA
* **Area Community Services Employment & Training Council** – CAA	238-2631431	July—June	06/30/2009	03/25/2010
Alger-Marquette Community Action Board	238-1797320	Oct—Sept	09/30/2008	03/09/2009
Allegan County Resource Development Committee, Inc.	238-1790220	Oct—Sept	09/30/2009	06/30/2010
Baraga-Houghton-Keweenaw Community Action Agency, Inc.	238-1800879	Oct—Sept	09/30/2008	03/30/2009
Community Action Agency of South Central Michigan	238-1794361	Jan—Dec	12/31/2009	06/01/2010
Capital Area Community Services, Inc.	238-1791181	Oct—Sept	09/30/2008	08/25/2009
Chippewa-Luce-Mackinac Community Action & Human Resources Authority, Inc.	238-1798626	Oct—Sept	09/30/2009	03/25/2010
Community Action Agency (of Jackson, Lenawee, Hillsdale)	238-1803599	Oct—Sept	09/30/2009	05/26/2010
*** City of Detroit** – Department of Human Services	238-6004606	July—June	06/30/2009	06/30/2010
Dickinson-Iron Community Services Agency	238-2889846	Oct—Sept	09/30/2009	06/14/2010
Economic Opportunity Committee of St. Clair, Inc.	238-2284121	Oct—Sept	09/30/2009	06/01/2010
EightCAP, Inc.	238-6111652	Oct—Sept	09/30/2009	03/31/2010
FiveCAP, Inc.	238-1814318	Oct—Sept	09/30/2009	02/26/2010
*** Genesee County** – Community Action Resource Department	238-6004849	Oct—Sept	09/30/2009	07130/2010
Gogebic-Ontonagon Community Action Agency	238-1802755	Oct—Sept	09/30/2009	03/03/2010
Human Development Commission	238-1792679	Oct—Sept	09/30/2009	07/08/2010
*** Kalamazoo County** – Human Development Bureau	238-6004860	Jan—Dec	12/31/2009	07/02/2010
*** Macomb County** – Community Services Agency	238-6004868	Jan—Dec	12/31/2008	10/07/2009
Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority	238-1795659	Oct—Sept	09/30/2009	02/19/2010
Mid-Michigan Community Action Agency, Inc.	238-2056236	Oct—Sept	09/30/2009	04/09/2010
Monroe County Opportunity Program	238-1814239	Oct—Sept	09/30/2008	08/19/2009
Muskegon-Oceana Community Action Against Poverty, Inc.	238-1802280	Oct—Sept	09/30/2009	01/25/2010
Northeast Michigan Community Services Agency	238-1873461	Oct—Sept	09/30/2009	05/26/2010
Northwest Michigan Community Action Agency	238-2027389	Oct—Sept	09/30/2009	02/11/2010
Oakland-Livingston Human Services Agency	238-1785665	Jan—Dec	12/31/2009	07/02/2010
*** Ottawa County** - Community Action Agency	238-6004883	Jan—Dec	12/31/2009	06/22/2010
Saginaw County Community Action Committee, Inc.	238-1797894	Oct—Sept	09/30/2009	05/06/2010
Southwest Michigan Community Action Agency	238-2415106	Oct—Sept	09/30/2008	07/23/2009
*** Washtenaw County** - Employment Training & Human Services Group	238-6004894	Jan—Dec	12/31/2009	04/19/2010
Wayne Metropolitan Community Action Agency	238-1976979	Oct—Sept	09/30/2009	03/17/2010

*** CAA is a Public Agency**

EXHIBIT J

Corrective Action – Termination or Reduction in Funding

CSPM Item 501

ISSUANCES AFFECTED:

REFERENCES

- The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998
  - -- Section 676(b) State Application and Plan
  - -- Section 676(c) Funding Termination or Reductions
  - -- Section 678C. Corrective Action; Termination and Reduction of Funding
- PA 230 of 1981
- Community Action Program (CAP) Administrative Rules, R 400.19101—R 400.19606

PURPOSE:

To establish policy and procedures for Corrective Action, Termination or Reduction in funding under the CSBG Program.

BACKGROUND:

- Section 676(b)(8) of the Act requires that :

> …any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that **cause** exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).

Note: Michigan's definition of "eligible entity" is a community action agency (CAA).

- Section 676(c) of the Act states that – For the purposes of making a determination in accordance with subsection (b)(8), with respect to:

  1. **A Funding Reduction -- the term 'cause' includes:**

     a) a statewide redistribution of funds to respond to
        - the results of the most recently available census or other appropriate data;
        - the designation of a new eligible entity; or
        - severe economic dislocation; or

     b) the failure of an eligible entity to comply with the terms of an agreement or a State plan, or to meet a State requirement, as described in section 678C(a).

  2. **A Termination -- the term 'cause' includes** the failure of an eligible entity to comply with the terms of an agreement or a State plan, or to meet a State requirement, as described in section 678C(a).

- Section 678C(a) of the Act requires that states follow specific steps when issuing Corrective Action or imposing a Reduction or Termination in funding. Those steps have been incorporated into the following policy. Note: A determination to terminate the designation or reduce the funding of a CAA is reviewable by the Secretary of the federal Department of Health and Human Services (HHS).

POLICY:

A) Cause for a statewde redistribution of CSBG funds includes the state's response to:

1. The results of the most recently available census or other appropriate data;

2. The establishment of a new eligible entity; and

3. Severe economic dislocation.

B) Pursuant to the CAP Administrative Rules (R 400.19408), cause for reducing the allocation to an agency or terminating funding to an agency includes the state's response to:

1. The agency's governing board failure to exercise sufficient authority or leadership to ensure that FIA-administered funds are expended in accordance with applicable regulations, laws, or contractual obligations.

2. The agency's administrative leadership failure to demonstrate that it has the administrative knowledge and skills required to ensure that the agency's fiscal, personnel, program, or property management systems are adequate to support FIA-funded projects.

3. The agency's failure to properly account for FIA-administered funds and property.

4. The agency's lack of adequate general management systems to support FIA-funded programs.

5. The agency's demonstrated lack of capacity for effective service delivery of FIA-funded programs.

6. The agency having liabilities which significantly exceed its assets.

7. The agency filing for bankruptcy.

8. The agency's failure to make substantive improvement in problem areas identified in an audit or monitoring reports.

9. The agency's failure to meet performance objectives.[Pursuant to the Act, Section 678C(a).]

C) Procedure:

If the state determines, on the basis of a final decision in a review pursuant to section 678B (Monitoring of Eligible Entities) of the Act, that a CAA has failed to comply with the terms of an agreement, or the State plan, to provide CSBG services or to meet appropriate standards, goals, and other requirements established by the State (see B above), FIA shall , pursuant to section 678C of the Act —

1. Inform the CAA of the deficiency to be corrected;

2. Require the CAA to correct the deficiency;

3. a) Offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the Secretary of HHS a report describing the training and technical assistance offered; or

   b) If FIA determines that such training and technical assistance are not appropriate, prepare and submit to the Secretary of HHS a report stating the reasons for this determination;

4. a) At the discretion of FIA (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), allow the CAA to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by FIA; and

   b) Not later than 30 days after receiving from the CAA a proposed quality improvement plan pursuant to subparagraph a), either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and

5. After providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the CSBG funding of the CAA unless the entity corrects the deficiency.

D) Review:

Pursuant to Section 678C, a determination to terminate the designation or reduce the funding of a CAA is reviewable by the Secretary of HHS. The Secretary shall, upon request, review such determination. The review shall be completed not later than 90 days after the Secretary receives from FIA all necessary documentation relating to the determination to terminate the designation or reduce the funding. If the review is not completed within 90 days, the determination of FIA shall become final at the end of the 90th day.

EXHIBIT K

CAA Directory

and

Service Area Map

COMMUNITY ACTION AGENCIES (CAAs)
See the Attached MAP

MAP No.	AGENCY
1	**Alger-Marquette Community Action Board** Mr. Earl Hawn, Executive Director 1125 Commerce Drive, Marquette Michigan 49855 phone: 906-228-6522fax: 906-228-6527 E-Mail: www.ehawn@amcab.org www.amcab.org Service area: counties of Alger, Marquette
2	**Allegan County Resource Development Committee, Inc.** Mr. Edward Hillary, Executive Director 323 Water Street, Allegan, Michigan 49010 phone: 269-673-5472 fax: 269-673-3795 E-Mail: ehillary@ardc.com Service area: county of Allegan
3	**Area Community Services Employment and Training Council** - **Community Action Agency** Ms. Beverly Drake, Director Ms. Karen Tolan, Associate Director - CAA 144 East Fulton Street, Grand Rapids, Michigan 49503 phone: 616-336-4100 fax: 616-336-4118 E-Mail: bdrake@acset.org Service area: county of Kent
4	**Baraga-Houghton-Keweenaw Community Action Agency, Inc.** Ms. Jean LaBerge, Executive Director 926 Dodge St., Houghton, Michigan 49931 phone: 906-482-5528, **FAX:** 906-482-5512 E-Mail: bhkcaa@att.net Service area: counties of Baraga, Houghton, Keweenaw
5	**Capital Area Community Services, Inc.** Mr. Ivan Love, Jr., Executive Director 101 East Willow Street, Lansing, Michigan 48906 Phone: 517-482-6281 Fax: 517-482-7747 E-Mail: iwlove@cacs-inc.org Service area: counties of Clinton, Eaton, Ingham, Shiawasee
26	**Community Action Agency of Jackson, Lenawee, Hillsdale** Ms. Marsha Kreucher, Executive Director P.O. Drawer 1107, 1214 Greenwood, Jackson, Michigan 49204 phone: 517-784-4800 fax: 517-784-5188 or 517-784-6815 E-Mail: mkreucher@caajlh.org Website: www.caajlh.org Service area: counties of Hillsdale, Jackson, Lenawee

COMMUNITY ACTION AGENCIES (CAAs)
See the Attached MAP

MAP No.	AGENCY
7	**Community Action Agency of South Central Michigan** Ms. Nancy MacFarlane, Executive Director P.O. Box 1026, 175 Main Street, Battle Creek, Michigan 49016 phone: 269-965-7766 fax: 269-965-1152 E-Mail: nancym@caascm.org Service area: counties of Branch, Barry, Calhoun & St. Joseph Co.
6	**Chippewa-Luce-Mackinac Community Action and Human Resources Authority, Inc.** Mr. Ronald J. Calery, Executive Director P.O. Box 70, 524 Ashman Street, Sault Ste. Marie, MI 49783 Phone: 906-632-3363 FAX: 906-632-4255 e-mail: execdir@clmcaa.com Service area: counties of Chippewa, Luce, Mackinac
21	**City of Detroit, Department of Human Services** Ms. Shenetta Coleman, Executive Director 5031 Grandy Street, Detroit, Michigan 48211 phone: 313-852-5628 fax: 313-852-4837 E-Mail: Colemas@dhs.ci.detroit.mi.us Service area: County of Wayne – City of Detroit only
8	**Dickinson-Iron Community Services Agency** Mr. Jeff Heino, Executive Director Crystal Lake Community Center 800 Crystal Lake Boulevard, Iron Mountain, Michigan 49801 phone: 906-774-2256 fax: 906-774-2257 E-Mail: jheino@dicsami.org Service area: counties of Dickinson, Iron
9	**Economic Opportunity Committee of St. Clair County** Ms. Melinda Johnson, Executive Director 302 Michigan Street, Port Huron, Michigan 48060 phone: 810-982-8541 fax: 810-982-7233 E-Mail: Johnson.melinda@caascc.org Service area: county of St. Clair
10	**EightCAP, Inc** Mr. John Van Nieuwenhuyzen, President P.O. Box 368, Greenville, Michigan 48838 Phone: 616-754-9315 Fax: 616-754-9310 E-Mail: johnvan@8cap.org Service area: counties of Gratiot, Ionia, Isabella, Montcalm
11	**FiveCAP, Inc.** Ms. Mary Trucks, Executive Director 302 North Main Street, P.O. Box 37, Scottville, Michigan 49454 phone: 231-757-3785 fax: 231-757-9669 E-Mail: fivecap@fivecap.org Service area: counties of Lake, Manistee, Mason, Newaygo

12	**Genesee County Community Action Resource Department** Mr. Steve Walker, Executive Director 605 N. Saginaw Street, Flint, Michigan 48503 Phone: 810-762-4900 Fax: 810-768-4667 E-Mail: swalker@co.genesee.mi.us Service Area: County of Genesee
13	Gogebic-Ontonagon Community Action Agency Ms. Carolynne Carlson, Executive Director 100 Mill Street, Bessemer, Michigan 49911 Phone: 906-667-0283 Fax: 906-663-0356 E-Mail: carlsonc@gocaa.org Service area: Counties of Gogebic, Ontonagon
14	**Human Development Commission** Ms. Lori Offenbecher, Executive Director 429 Montague Avenue, Caro, Michigan 48723 phone: 989-673-4121 fax: 989-673-2031 E-Mail: lorio@hdc-caro.org Service area: counties of Huron, Lapeer, Sanilac, Tuscola
15	**Kalamazoo County Community Action Bureau** Mr. Miguel Rodriguez, Executive Director P.O. Box 42, 3299 Gull Road, Nazareth, Michigan 49074-0042 phone: 269-373-5314 fax: 269-373-5132 E-Mail: MLRodr@kalcounty.com Service area: county of Kalamazoo
16	**Macomb County Community Services Agency** Mr. Frank Taylor, Executive Director VerKuilen Building, 21885 Dunham Road, Suite 10, Clinton Township, Michigan 48036-1030 phone: 586-469-6999 fax: 586-469-5530 E-Mail: julie.hintz@co.macomb.mi.us Service area: county of Macomb
17	**Menominee-Delta-Schoolcraft Community Action Agency and Human Resource Authority** Mr. William Dubord, Executive Director 507 First Avenue North, Escanaba, Michigan 49829-3998 phone: 906-786-7080 fax: 906-786-9423 E-Mail: wdubord@mdscaa.org Service area: counties of Delta, Menominee, Schoolcraft
18	**Mid Michigan Community Action Agency, Inc.** Ms. Jill Sutton, CEO, Executive Director 1574 East Washington Road 48622 phone: 989-386-3805 fax: 989-386-3277 E-Mail: jsutton@mmcaa.org Service area: Bay, Clare, Gladwin, Mecosta, Midland, Osceola

19	**Monroe County Opportunity Program** Ms. Stephanie Kasprzak, Executive Director 1140 S. Telegraph Road, Monroe, Michigan 48161-4006 phone: 734-241-2775 fax: 734-457-0630 Web Site: Http:monroecountyop.org e-mail: skasprzak@monroecountyop.org Service area: county of Monroe
20	**Muskegon-Oceana Community Action Against Poverty, Inc.** Mr. Kenneth Shelton, Executive Director 1170 W. Southern, Muskegon, Michigan 49441 Phone: 231-725-9499 Fax: 231-722-1959 e-mail: Krsheltonsr@aol.com Service area: counties of Muskegon, Oceana
22	**Northeast Michigan Community Service Agency** Mr. John Swise, Executive Director 2375 Gordon Road, Alpena, Michigan 49707 phone: 989-356-3474 fax: 989-354-5909 E-Mail: swisej@nemcsa.org Service area: counties of Alcona, Alpena, Arenac, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle
23	**Northwest Michigan Community Action Agency** Mr. John Stephenson, Executive Director 3963 Three Mile Road, Traverse City, Michigan 49686-9164 phone: 231-947-3780 fax: 231-947-4935 E-Mail: jstephenson@nmcaa.org Service area: counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Missaukee, Roscommon, Wexford
24	**Oakland Livingston Human Services Agency** Mr. Ron Borngesser, Executive Director, CEO P.O. Box 430598, 2nd Floor, 196 Cesar E. Chavez, Pontiac, Michigan 48343-0598 phone: 248-209-2603 fax: 248-209-2645 E-Mail: claudiab@olhsa.org Service area: counties of Livingston, Oakland
25	**Ottawa County Community Action Agency** Mr. Bill Raymond, Executive Director 12251 James Street, Suite 300, Holland, Michigan 49424-9661 phone: 616-393-5601 fax: 616-393-5612 E-Mail: braymond@co.ottawa.mi.us Service area: county of Ottawa
27	**Saginaw County Community Action Committee, Inc.** **Ms. Lillie Williams, Executive Director** 2824 Perkins, Saginaw, Michigan 48601 phone: 989-753-7741 fax: 989-753-2439 E-Mail: liwilliams@saginawcac.org Service area: county of Saginaw

28	**Southwest Michigan Community Action Agency (SMCAA)** Mr. Arthur Fenrick Executive Director 185 E. Main St, 2nd Floor, Benton Harbor, Michigan 49022 phone: 800-334-7670 269-925-9077 fax: 269-925-9271 E-Mail: afenrick@smcaa.com Service area: counties of Berrien, Cass, Van Buren
29	**Washtenaw County Employment Training & Human Services Group** Ms. Patricia Denig, Director Employment Training and Community Services P.O. Box 915, 555 Towner, Ypsilanti, Michigan 48197-0915 phone: 734-484-6610 fax: 734-484-7271 E-Mail: denigp@ewashtenaw.org service area: county of Washtenaw
30	**Wayne-Metropolitan Community Action Agency** Mr. Louis Piszker, Executive Director 2121 Biddle, Suite 102, Wyandotte, Michigan 48192 phone: 734-246-2280 fax: 734-246-2288 E-Mail: lpiszker@waynemetro.org Service area: county of Wayne – excluding the City of Detroit

COMMUNITY ACTON AGENCIES IN MICHIGAN
Service Area Map

1. Alger-Marquette Community Action Board	17. Menominee-Delta-Schoolcraft Community Action Agency
2. Allegan County Resource Development Committee	18. Mid-Michigan Community Action Agency
3. ACSET – Community Action Agency	19. Monroe County Opportunity Program
4. Baraga-Houghton-Keweenaw Community Action Agency	20. Muskegon-Oceana Community Action Partnership
5. Capital Area Community Services Agency	21. City of Detroit - Department of Human Services
6. Chippewa-Luce-Mackinac Community Action & Human Resource Authority	22. Northeast Michigan Community Services Agency
7. Community Action Agency of South Central Michigan	23. Northwest Michigan Community Action Agency
8. Dickinson-Iron Community Services Agency	24. Oakland-Livingston Human Services Agency
9. Economic Opportunity Committee of St. Clair County	25. Ottawa County Community Action Agency
10. EIGHTCAP	26. Community Action Agency - JLH
11. FIVECAP	27. Saginaw County Community Action Committee
12. Genesee County Community Action Resource Department	28. Southwest MI Community Action Agency
13. Gogebic-Ontonagon County Community Action Agency	29. Washtenaw County Employment Training & Human Services Group
14. Human Development Commission	30. Wayne Metropolitan Community Action Agency
15. Kalamazoo County Community Action Bureau	
16. Macomb County Community Services Agency	

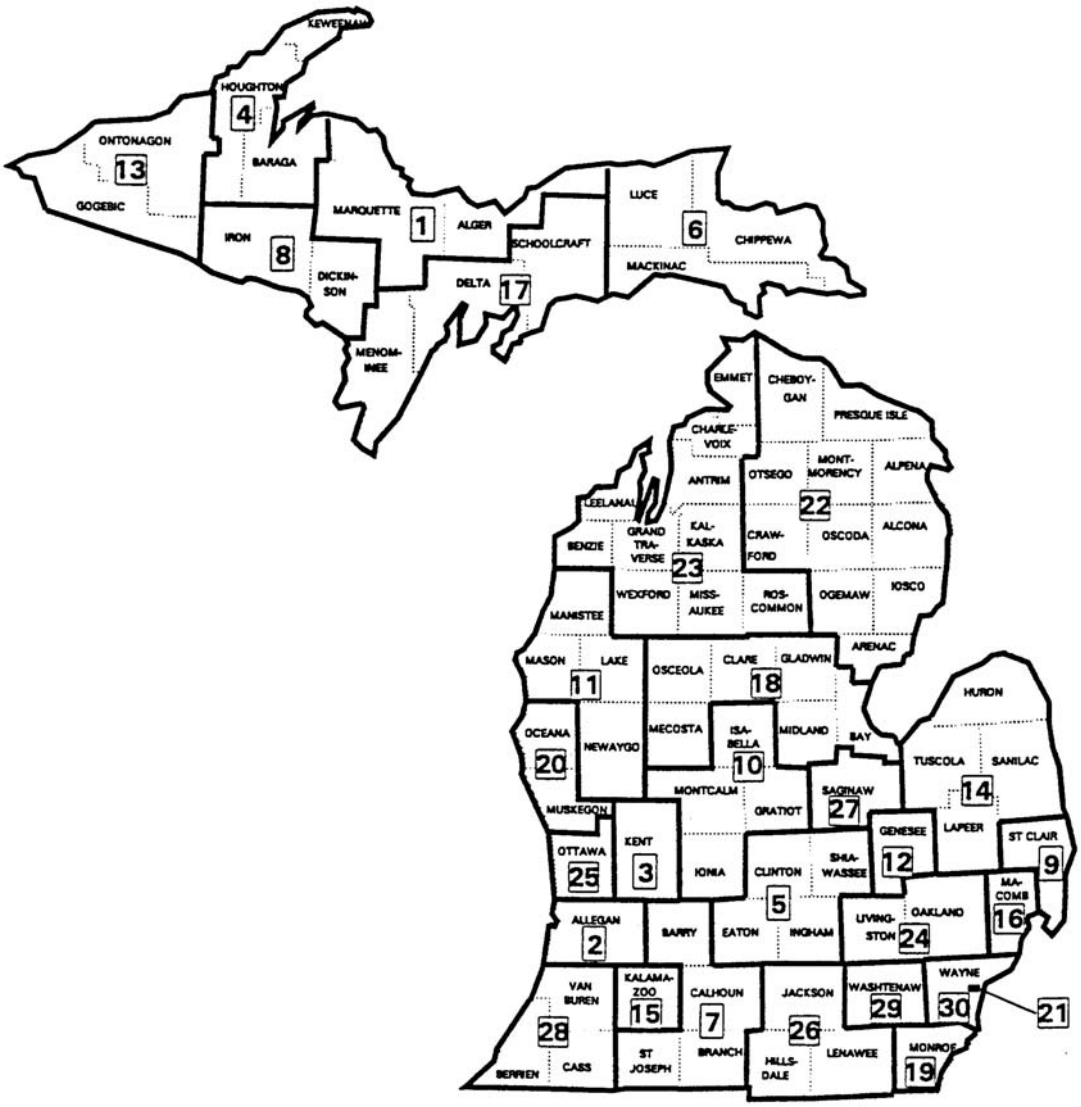


EXHIBIT L

R O M A

National Performance Indicators

"AT – A – GLANCE"

Planning and Reporting Requirements
For
National Performance Indicators

This Document Also Includes
State Performance Indicators and State Measures

Use This Document
As A Planning & Reporting Requirements Tool

For FY2011 ROMA Planning
And
For FY2010 ROMA Reporting

There are no changes. Clarifications are noted in bold print.

Attachment: The State NPI Housing Program Summary

Michigan Department of Human Services
Bureau of Community Action and Economic Opportunity

Updated August 1, 2010

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Goal 1: Low-Income People Become More Self-Sufficient

-National Performance Indicator 1.1 – Employment ***(See page 13 in the Manual.)***

The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed as measured by one or more of the following outcome measures:

A. Unemployed and obtained a job.
B. Employed and maintained a job for at least 90 days

C. Employed and obtained an increase in employment income and/or benefits.
D. Achieved "living wage" employment and/or benefits.

What to Report: For each applicable program, report the number of participants in the program, the number of participants expected to achieve the outcome during the report period and the actual number of participants achieving the result during the report period.

National Performance Indicator 1.2 – Employment Supports ***(See page 19 in the Manual.)***

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action as measured by one or more of the following outcome measures:

NOTE: This indicator is for services to individuals who are employable or employed – Helping families as they prepare for or retain employment. (Agencies do not have to document that the service was "in order to gain or maintain employment" as that wording has been removed from the measures below. It is also possible to plan/report some indicators/services here that are also provided under 6.2-Emergency Services.)

DO NOT INCLUDE services here that are included under the indicator 6.4 which is where you will plan/report supports to those who are unable to work.

A. Obtained skills/competencies required for employment.
B. Completed ABE/GED and received certificate or diploma.
C. Completed post-secondary education program and obtained certificate or diploma.
D. Enrolled children in "before" or "after" school programs.
E. Obtained care for child or other dependant.
F. Obtained access to reliable transportation and/or driver's license. ***[Including auto payments, insurance or maintenance.]***
G. Obtained health care services for themselves or a family member.
H. Obtained safe and affordable housing.
I. Obtained food assistance.
J. Obtained non-emergency LIHEAP "energy" Assistance. ***[Such as utility or fuel assistance / non-WX.]***
K. Obtained non-emergency WX assistance. ***[All WX regardless of funding source]***
L. Obtained OTHER non-emergency energy assistance (State/local/private energy programs). ***[Do not include LIHEAP "energy" assistance or any WX assistance.]***
*M. OTHER: Obtained assistance with clothing/uniforms, or tools, etc.**
*N. OTHER: Obtained assistance with testing or certification costs.**
O. OTHER: Agency must define measure.
**These are additional State level breakout of "OTHER".*

What to Report: For each of the above outcomes, report an unduplicated count of the number of participants in programs with that outcome, and the number who achieve the outcome during the reporting period. This should include successful referrals of participants to "partnering" agencies when the service by the partner has been documented.

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization
(See page 25 in the Manual.)

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following outcome measures:

A. ENHANCEMENTS:

1. *Number and percent of participants in tax preparation programs who **qualify for** any type of Federal or State **tax credit** and the **expected** aggregated dollar amount **of credits**. (Report "credits" only.)*

2. *Number and percentage of participants who obtained court-ordered child support **payments** and the expected annual aggregated dollar amount of **payments**. (Report "payments" only.)*

3. *Number and percentage of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings. (Report "savings" only.)*

4. *State Measure: Energy Savings: Number and percent of participants practicing at least three (3) Energy Saving Techniques. (It is expected that participants will utilize less energy and will realize savings in dollars not spent on energy costs.)*

5. *State Measure: Other Discount Savings Programs: Number and percentage of participants in (*describe program*) and the expected aggregated dollar amount of savings.*

6. *OTHER: Agency must define measure.*

B. UTILIZATION:

1. *Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days.*

2. *Number and percent of participants opening an Individual Development Account (IDA) or other savings account.*

3. *Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings.*

4. *Of participants in a Community Action asset development program (IDA and others):*
   a. Number and percent capitalizing a small business due to accumulated savings.
   b. Number and percent pursuing post-secondary education due to savings.
   c. Number and percent purchasing a home due to accumulated savings.
   d. Number and percent of participants purchasing other assets with accumulated savings.

5. *OTHER: Agency must define measure.*

What to Report: For each applicable program, report the number of participants in the program, the number of participants expected to achieve the outcome during the report period and the actual number of participants achieving the result during the report period. In addition, where applicable, the aggregated dollars amounts of payments, credits or savings.

Goal 2: The Conditions in Which Low-Income People Live are Improved

National Performance Indicator 2.1 – Community Improvement and Revitalization
(See page 30 in the Manual.)

Increase in, or safeguarding of, opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following outcome measures:

A. Jobs created, or saved, from reduction or elimination in the community. (Also report jobs under 2.4.)

B. Accessible "living wage" jobs created or saved from reduction or elimination in the community.

C. Safe and affordable housing units created in the community.

D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy.

E. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.

F. Accessible safe and affordable childcare or child development placement opportunities for low-income families created, or saved from reduction or elimination.

G. Accessible "before" school and "after" school program placement opportunities for low-income families created, or saved from reduction or elimination..

H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.

I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy and life skill training, ABE/GED, and post-secondary education.

J. "State" Measure: Safe and affordable housing units are maintained in the community for low-income People, the disabled and/or seniors, through direct management of a housing project/complex.

What to Report: For each applicable program, report the Number of Projects or Initiatives and the Number of Opportunities and/or Community Resources Preserved or Increased.

National Performance Indicator 2.2 -- Community Quality of Life and Assets
(See page 36 in the Manual.)

The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:

A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.

B. Increase in the availability or preservation of community facilities.

C. Increase in the availability or preservation of community services to improve "public" health and safety.

D. Increase in the availability or preservation of commercial services within low-income neighborhoods.

E. Increase or preservation of neighborhood quality-of-life resources.

What to Report: For each applicable program initiative or agency advocacy effort, report the number of community assets, services or facilities preserved or increased.

National Performance Indicator 2.3 -- Community Engagement
(See page 40 in the Manual.)

The number of community members working with Community Action to improve conditions in the community.

A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives.

B. Number of volunteer hours donated to the agency. (This will be ALL volunteer hours.)

What to Report: Report the number of persons mobilized and the number of volunteer hours donated.

National Performance Indicator 2.4 – Employment Growth from ARRA Funds
(See page 42 in the Manual.)

The total number of jobs created or saved, at least in part by ARRA funds, in the community.

A. Jobs created at least in part by ARRA funds.
B. Jobs saved at least in part by ARRA funds.

What to Report: Report the number of jobs created or saved. Note: These numbers should also be reported under 2.1 A.

Goal 3: Low-Income People Own a Stake in Their Community

National Performance Indicator 3.1 – Community Enhancement through Maximum Feasible Participation: ***(See page 44 of the Manual.)***

The number of volunteer hours donated to Community Action by low-income individuals.

A. The number of volunteer hours donated by LOW-INCOME individuals to Community Action. (ONLY low-income individuals.)

What to Report: Report the number of hours donated by LOW-INCOME community volunteers in service to agency programs.

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation
(See page 45 in the Manual.)

The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following outcome measures:

A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy- setting through Community Action efforts.

B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance.

C. Number of low-income people purchasing their own homes in their community as a result of Community Action assistance.

D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action.

What to Report: For each applicable area, report the number of low-income persons mobilized as a direct result of Community Action.

Goal 4: Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships
(See page 48 in the Manual.)

The number of organizations, both public and private, Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

A. Non-Profit
B. Faith Based
C. Local Government
D. State Government
E. Federal Government
F. For-Profit Business or Corporation
G. Consortiums/Collaboration
H. Housing Consortiums/Collaboration
I. School Districts
J. Institutions of post secondary education/training
K. Financial/Banking Institutions
L. Health Service Institutions
M. State-wide associations or collaborations
N. OTHER: Describe type of organizations.

What to Report: Report the number of organizations for each category/type with which Community Action works to promote family and community outcomes. Include those organizations that the agency funds or is funded by, organizations through MOUs, referral organizations, etc. Do not include typical "vendor" relationships.

Goal 5: Agencies Increase Their Capacity to Achieve Results

National Performance Indicator 5.1 – Agency Development:
(See page 51 in the Manual.)

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following.

A. *Number of C-CAPs (Certified Community Action Professionals)*
B. *Number of ROMA Trainers (Certified)*
C. *Number of Family Development Trainers (Certified)*
D. *Number of Child Development Trainers (Certified)*

E. *Number of staff attending ALL TRAININGS. (A non-duplicative count.)*
F. *Number of Board Members attending trainings. (A non-duplicative count.)*

G. *HOURS of staff spent in trainings (ALL TRAININGS).*
H. *HOURS of Board Members spent in trainings.*

I. OTHER: "Certified Trainers" not listed above under A—D. Identify the certified trainer title.

What to Report: Number of persons or hours respectively.

"STATE" Performance Indicator 5.2 – Value of Volunteer Hours

Breakdown of volunteer hours donated to the CAA:

A. Non-professional Services @ ***$7.40/hour*** *(Michigan's minimum wage rate effective 7/01/08.)*
B. Professional Services (e.g., medical, dental, legal, etc.) at professional rate.

What to Report: Hours and rates for total hours reported under Indicator 2.3, B.

"STATE" Performance Indicator 5.3 – CAA Impact on Michigan's Economy

A. Number of CAA Employees
B. Gross Annual Compensation

What to Report: Number of employees and total compensation.

"STATE" Performance Indicator 5.4 – Agency Capacity Building and Quality Improvement

Agencies engage in capacity building and quality improvement as measured by one or more of the following measures/sub-indicators.

A. Agency financial stability and reporting process is strengthened through new financial system upgrades.

When to Report: Only report new financial systems or upgrades that occurred in the fiscal year being reported.

B. Agency program reporting is strengthened through client tracking, or network systems, development or upgrades.

When to Report: Only report if changes occurred in the fiscal year being reported.

C. Agency performance is strengthened through staff development and/or training.

When to Report: This is not meant for overall on-going staff training. Only report activities where you can identify a positive change in staff performance related to a specific training experience/curriculum in the fiscal year being reported.

D. Agency performance in meeting client needs is improved or expanded through enhanced case management initiatives.

When to Report: Only report if changes occurred in the fiscal year being reported.

E. Agency programs become more effective and relevant by conducting, and implementing recommendations from, Community Needs Assessments and/or public forums.

When to Report: Only report for the year in which the changes were implemented. Example: Community Needs Assessment occurred in FY10 and changes will not be implemented until FY11. Only report this outcome in FY11.)

F. Agency boards FORMALLY review agency programs through an INTERNAL ORGANIZATION ASSESSMENT PROCESS.

When to Report: Only report for the year in which the organizational assessment occurred.

G. Agency boards conduct FORMAL STRATEGIC PLANNING INITIATIVES.

When to Report: Only report for the year in which the strategic planning initiative occurred.

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.1 – Independent Living
(See page 54 in the Manual.)

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:

A. Senior Citizens (Disabled seniors may be reported twice, once under "A." and again under "B., ages 55" and over.)

B. Individuals with Disabilities (by age group):

Ages: 0-17
Ages: 18-54
Ages: 55-0ver

C. OTHER groups: Identify specific barrier(s) being addressed in the measure language. (See page 56 in the Manual.)

What to Report: Report the count of the number of seniors and/or individuals with disabilities who continue to live independently during the reporting period as a result of receiving one or more services from the agency.

National Performance Indicator 6.2 – Emergency Assistance
(See page 57 in the Manual.)

The number of low-income individuals served by Community Action that sought emergency assistance and the number of those individuals for which assistance was provided, including such services as:

A. Emergency Food (examples: individuals accessing TEFAP, Food Pantries, Soup Kitchens).
B. Emergency FUEL or UTILITY payments funded by LIHEAP or other public and private funding sources.
C.-1 Emergency Payments for Rent or Mortgage.
C.-2 Emergency Payments to vendors to prevent 'FORECLOSURE."
D. Emergency Car or Home Repair (appliances, heating systems, minor repairs, non-CSBG structural repairs, etc.)
E. Emergency Temporary Shelter
F. Emergency Medical Care
G. Emergency Protection from Violence
H. Emergency Legal Assistance
I. Emergency Transportation (bus tokens, taxi vouchers, loaned auto, van service, or some other form of transportation)
J. Emergency Disaster Relief
K. Emergency Clothing
L. OTHER: A Specific definition for "other" must be included when reporting under "Other".

What to Report: For each of the above areas, report an unduplicated count of the number of "individuals" seeking assistance and the number of "individuals" receiving that type of assistance during the reporting period.

National Performance Indicator 6.3 – Child and Family Development ***(See page 63 in the Manual.)***

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following measures/sub-indicators:

A. INFANTS AND PRE-SCHOOL CHILDREN –

1. *Infants and children obtain age appropriate immunizations, medical and dental care.*
2. *Infant and child health and physical development are improved as a result of adequate nutrition.*
3. *Children participate in pre-school activities to develop school readiness skills.*
4. *Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.*

5. *State Measure: Infants and/or pre-school children participating in nutritional programs* ***focused on Childhood and Family Obesity*** *who gain/experience better nutritional family habits. (For specific nutritional program activities other than those generally conducted under Head Start.)*

6. *"OTHER" - define measure when planning/reporting.*

B. YOUTH –

1. *Youth improve physical health and development.*
2. *Youth improve social/emotional development.*
3. *Youth avoid risk-taking behavior for a defined period of time.*
4. *Youth have reduced involvement with criminal justice system.*
5. *Youth increase academic, athletic or social skills for school success. (Activity does not have to relate to before or after-school programs.)*

6. *State Measure: School age Youth participating in nutritional programs* ***focused on Childhood and Family Obesity*** *who gain/experience better nutritional family habits. (For specific nutritional program activities other than those generally conducted under Head Start.)*

7. *"OTHER" - define measure when planning/reporting.*

C. PARENTS AND OTHER ADULTS –

1. *Parents and other adults learn and exhibit improved parenting skills.*
2. *Parents and other adults learn and exhibit improved family functioning skills.*

3. *State Measure: Parents or other Adults participating in nutritional programs* ***focused on Childhood and Family Obesity*** *who gain/experience better nutritional family habits. (For specific nutritional program activities other than those generally conducted under Head Start.)*

4. *"OTHER" - define measure when planning/reporting.*

National Performance Indicator 6.3 – Child and Family Development [continuation]

D. "STATE" Measure - FAMILY MAINTENANCE: (Safety-Net services that demonstrate an increase in the ability of a family/household to function, to maintain a safe and stable household situation, with assistance, and in the context of "supportive system.")

1. *Medical Care Enrollment and/or Counseling (state measure): Number of participants enrolling in Health Care Plans, accessing Health Care Providers and/or accessing Health Benefit Counseling.*

   1-A Michigan Enrolls: Number of Medicaid recipients enrolled in a health care plan and have access to health care providers as result of CAA assistance. [CAA Field Enrollment Counselors provide Medicaid clients with health plan information, identify available doctors in the plans and help enroll clients in the plan of their choice.]

   1-B Michigan Medical Assistance Program (MMAP): Number of seniors who accessed free comprehensive health-benefit counseling services, including guidance through the Medicare and Medicaid programs, as result of CAA assistance. [Highly trained and certified counselors empower beneficiaries to make informed health benefit decisions.]

   1-C Other Medical Enrollment or Counseling program: (Provide program title, description of activities and expected results – use format similar to A and B above.)

2. *Supplemental Food (state measure/sub): Number of households accessing nutritional food through a routine/planned supplemental food distribution process. (Programs such as: CSFP, MIC, EFP, WIC, Congregate Meals, Home Delivered Meals, Fresh Food Initiatives – food distribution not reported under indicator 6.2 Emergency Assistance, A. Food.) Note: Report unduplicated number of participants for each separate program.*

3. *Housing Subsidies, Vouchers or Certificates (state measure): Number of households maintaining stable housing with subsidies. (Example: Section 8 Vouchers and Subsidies, non-emergency programs/shelter not already reported under 6.2 Emergency Assistance, C. Temporary Shelter.)*

4. *Family Self-Sufficiency or Case Management (state measure): Number of households participating in structured counseling or case management activities who maintain a stable family, and/or stable housing (example: TANF Housing Eviction Prevention case management), environment.*

5. *Foreclosure Counseling or Case Management (state measure): Number of households participating in counseling or case management to resolve their housing crisis. Note: ROMA Plans may be written using the broad scope as written here or under a more defined scope as noted under A, B and C.*

   5-A Number of households facing foreclosure that participate in counseling or case management and maintain their present housing. (This includes foreclosure mitigation.)

   5-B Number of households facing foreclosure that participate in counseling or case management and are relocated to income appropriate stable housing.

   5-C Number of households facing foreclosure that participate in counseling or case management and are referred to another housing provider for assistance.

What to Report: For each applicable program/activity, report the number of participants (or households) in the activity, the number of participants (or households) expected to achieve the outcome during the report period and the actual number of participants (or households) achieving the result during the report period.

National Performance Indicator 6.4 – Family Supports – for Seniors, Disabled and Caregivers – Who are unable to work, especially seniors, adults with disabilities and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following.
(See page 70 in the Manual.)

A. Enrolled children in before or after school programs.
B. Obtained care for child or other dependant.

C. Obtained access to reliable transportation.
D. Obtained health care services for themselves or family member.
E. Obtained safe and affordable housing.
F. Obtained food assistance.

*G. Obtained non-emergency LIHEAP "energy" assistance. [**Such as utility or fuel assistance / non-WX.]***
*H. Obtained non-emergency WX assistance. **[All WX assistance regardless of funding source.]***
*I. Obtained non-emergency "energy" assistance (State/local/private energy programs.) **[Do not include LIHEAP "energy" assistance or any WX assistance.]***

J. "OTHER" - Agency must define measure.

What to report: Report the number of individuals seeking assistance and the number of individuals receiving assistance. Note: Do Not also report these activities under 1.2.

National Performance Indicator 6.5 – Service Counts –"Outputs"
(See page 75 in the Manual.)

The number of services provided to low-income individuals and/or families.

A. The number of Food Boxes distributed

B. The number of Pounds of Food distributed

C. The number of Units of Clothing distributed

D. The number of Rides Provided

E. The number of Information and Referral Calls

What to Report: Agencies should report the number of services and resources that are provided to meet immediate, short-term needs of low-income individuals and families.

CSBG-IS State NPI Housing Program Summary
(List developed in FY08 – Updated 8-01-10)

NPI	*Program Name*	*Description*
1.2.H	Housing Resource	Housing Search Assistance/Landlord Advocacy
1.2.H	Prisoner Re-entry Housing Program	Subsidized temporary housing
1.3.Ut.4.C	IDA	Home Purchase
2.1.C	Acquisition Development/Resale	Home purchase
2.1.C	Home Construction	New Home Construction
2.1.C	Home Purchase Rehabilitation	Home Purchase
2.1.C	LIHTC	Low-income Home Development
2.1.C	Neighborhood Impact Program	Home purchase
2.1.C	Rural Development 502	Homebuyer affordable loan
2.1.D	CDBG	Home Rehabilitation
2.1.D	Emergency Home Repair	CDBG
2.1.D	Homeowner Assistance	Single Family Homeowner Rehab
2.1.D	Home Purchase Rehabilitation	Home Rehabilitation
2.1.D	Home Repair\Rehab.	Home repairs
2.1.D	Housing Preservation	Home Owner Rehab
2.1.D	Neighborhood Improvement Program	Home Owner Rehab
2.1.D	Property Improvement Program	Homeowner/Landlord Affordable Loan
2.1.D	Rental Rehab	Rental Rehab
2.1.D	Single Family Home Rehab	Deferred, no interest for Home Rehab to HUD HQS
2.1.I	Homeownership Counseling	Prepare first time home buyers for home purchase
2.1.I	LINKS	Home Ownership Counseling
4.1	Homeless Continuum of Care	Participation in Regional Co Coalitions
4.1	Housing Technical Assistance	Community Program to increase financial resources for housing rehab/replacement (Agency Groups)
6.1.A *	Senior Citizen Apartments	Affordable Housing allowing Seniors to live independently
6.1.B	Permanent Supportive Housing	Home owner rehab for disabled
6.2.C	Homeless Prevention Program	Emergency vendor payments to keep people in their homes
6.2.C	TANF Housing	Housing Eviction Prevention – emergency vendor payment
6.2.E	Emergency Shelter	Emergency Shelter
6.3.D.3	Transitional Housing	Subsidized temporary housing up to 2 years
6.3.D.3	HARP-Homeless Assistance Recovery Program	Subsidies to maintain safe/stable housing (not time limited)
6.3.D.3	Homeless Assistance Recovery Program	Subsidized Housing with Case Management
6.3.D.3	Homeless Prevention Program	Voucher Payments
6.3.D.3	Housing Choice Voucher	Subsidized Housing
6.3.D.3	Section 8 Housing	Rental Assistance
6.3.D.3	Supportive Housing Program	Lease assistance and supportive services
6.3.D.3	Tenant Based Rental Assistance	Subsidized Housing with 2-year limit
6.3.D.4**	TANF Housing	Housing Eviction Prevention – case management

***For CAA Management of existing housing units** :
2.1.J.-State Measure/Sub-Indicator: Safe and affordable housing units are maintained in the community for low-income people, the disabled and/or seniors, through "direct management" of a housing project/complex.

****For CAA Housing case management**:
6.3.D.4.-State Measure/Sub-Indicator: Family Self-Sufficiency or Case Management: Number of households participating in structured counseling or case management activities who maintain a stable family, and/or stable housing, environment.

EXHIBIT M

Unexpended Funds – Carry-Forward Policy

CSPM Item 507

ISSUANCES AFFECTED:

REFERENCES The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998: Sec. 675C.(a), (3) Recapture and Redistribution of Unobligated Funds

PURPOSE:

To provide policy regarding the carry forward of unobligated/unexpended CSBG funds that are allocated to community action agencies (CAAs) by formula.

BACKGROUND

Sec. 675C.(a), (3) "Recapture and Redistribution of Unobligated Funds" provides that a state may recapture funds, distributed to an eligible entity through a grant, that are unobligated/unexpended at the end of a fiscal year if such funds exceed 20 percent of the amount distributed to the entity for that fiscal year. It also allows the state to redistribute the recaptured funds to other eligible entities.

POLICY:

Unexpended funds within 20% of an agency's annual allocation (allocation includes any discretionary funds allocated to an agency to bring its funding up to a minimum level) will be returned to the CAA for carry forward. **For Example**: An agency must spend 100% of any carry-in, plus 100% of any recaptured and redistributed funds, plus a minimum of 80% of their annual allocation to be eligible to carry forward unexpended funds.

Unexpended funds exceeding 20% will be recaptured and redistributed as noted below. This policy takes effect beginning with FY2000 unexpended funds.

Note: This policy does not apply to discretionary funds allocated to agencies for T/TA activities; unexpended T/TA funds may not be carried forward.

1. The amount of funds to be recaptured will be determined based on the fiscal year's **final** September 30 Statement of Expenditures report. Final reports must be submitted no later than December 31.

2. Recaptured funds will be distributed during the 2nd quarter of the following fiscal year when the fiscal year's final allocations are made (based on receipt of the final state allotment from HHS) and allowable carry-forward is returned to the agencies.

3. Recaptured funds will be distributed as follows:

- **Recaptured funds totaling less than $20,000:** Such funds will be added to the final amount identified each fiscal year to be distributed to all agencies by formula. The regular funding allocation formula will then be applied to the total funds to be distributed and the resulting amounts will become the formula allocations for that fiscal year.

- **Recaptured funds totaling $20,001—$200,000:** Such funds will be distributed equally to agencies who have spent 100% of their prior year's allocation, carry-in, and any recaptured funds.

- **Recaptured funds exceeding $200,000:** FIA will determine a distribution formula to include agencies who spent between 90—100% of their prior year's allocation, 100% of their carry-in, and 100% of any recaptured funds.

EXHIBIT N

Environmental Tobacco Smoke Certification

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee.

The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Signature: _____ Date: _____

Title: Ismael Ahmed, Director
Organization: Michigan Department of Human Services

EXHIBIT O

Lobbying–Contracts, Grants, Loans...Certification

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature _____ Date: _____

Title: Ismael Ahmed, Director
Organization: Michigan Department of Human Services

EXHIBIT P

Debarment, Suspension...Certification

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND

OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters
--Primary Covered Transactions

Instructions for Certification
1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the

eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

****

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant Number: FY2011 CSBG

Signature: _____ Date: _____
Title: Ismael Ahmed, Director
Organization: Michigan Department of Human Services

EXHIBIT Q

Drug-Free Workplace Certification

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1)The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Street: 235 South Grand Avenue
City: Lansing,
County: Ingham
State: Michigan 48909

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

Signature: _____ Date: _____

Title: Ismael Ahmed, Director
Organization: Michigan Department of Human Services