



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



ISMAEL AHMED
DIRECTOR

September 18, 2007

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 301 of Public Act 345 of 2006 (Enrolled Senate Bill 5796) requires the Department of Human Services to submit the proposed use and distribution plan for community services block grant funds. That report is attached.

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

Sincerely,

Ismael Ahmed

Enclosures

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

ELECTRONIC COPY

STATE OF MICHIGAN
COMMUNITY SERVICES BLOCK GRANT (CSBG)
STATE PLAN
FOR
FISCAL YEAR 2008

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

August 2007

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*not included in Electronic Copy

I. FEDERAL FISCAL YEAR COVERED BY STATE PLAN & APPLICATION

The CSBG State Plan covers FY2008 (October 1, 2007 thru September 30, 2008).

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 tripartite 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



MARIANNE UDOW
DIRECTOR

August 21, 2007

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 Branch Manager
307 L'Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447

Subject: State of Michigan – FY2008 Community Services Block Grant (CSBG) Application

Enclosed are two copies of the Fiscal Year 2008 CSBG application for funding effective October 1, 2007 through September 30, 2008. The enclosed plan was prepared in accordance with the CSBG Amendments of 1998 and the CSBG Program Information Memorandum No. 101.

Lead Agency and Information for Notice of Award (effective 09/01/07):

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

Contact Person:

Mr. Dwayne A. Haywood, Director
Bureau of Community Action and Economic Opportunity
Michigan Family Independence Agency
235 S. Grand Avenue – Suite 1314
P.O. Box 30037
Lansing, Michigan 48909
Phone: (517) 241-7911
Fax: (517) 335-5042

If you have any questions regarding this plan, please contact Dwayne Haywood.

Sincerely,

Marianne Udow
Director

cc: Dwayne A. Haywood
Stacie Gibson

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 (Public Act 123 of 2003). (See Exhibit B - House Bill No. 4502)

- 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 FY2008, 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 (volunteers hours valued in excess of \$13 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)
[previously named the Michigan Family Independence Agency]
(See Exhibit A)

Director/Administrator of Lead Agency:

Marianne Udow, Director (Through August 31, 2007)
Ismael Ahmed, Director (Beginning September 1, 2007)

C. Public Hearing Requirements

1. Public Hearing [Section 676(a)(2)(B)]: Notices were published in 5 newspapers across the state indicating that Public Hearings would be held (in Lansing, on July 17, 2007 and in Detroit, on July 18, 2007) on the proposed use of CSBG funds for FY 2008 and that written comments could be submitted between July 12 and July 31, 2007. (See Exhibit D - Notice of Public Hearing) The Notices were published in the following city newspapers on July 11, 2007:

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

No comments were received.

2. Legislative Hearings [Section 676(a)(3)]: Reviews occurred as follows:

Senate Appropriations Subcommittee

The CSBG program and related appropriations (FY2008 recommended) were reviewed during the Overview of the of the DHS Budget presentation held on February 21, 2007, in Lansing.

House Appropriations Subcommittee

The CSBG program and related appropriations (FY2008 recommended) were reviewed during the Overview of the DHS Budget presentation held on April 12, 2007, in Lansing.

3. Public Inspection of State Plan [Section 676(e)(2)]: Copies of the state plan, including the public hearing notice, were distributed to the Michigan Legislature, to the 30 Michigan eligible entities (CAAs), the state CAA association (Michigan Community Action Agency Association/MCAAA) and the Michigan American Indian Affairs office, within the Department of Civil Rights. (See Exhibit D)

IV. STATEMENT OF FEDERAL and CSBG ASSURANCES

See Exhibit C

- CSBG Programmatic Assurances
- CSBG Administrative Assurances
- Other Administrative Certifications

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 2003)

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 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;
- ❖ providing for ROMA and outcome measurement training activities;
- ❖ 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 125 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
- ✓ Community Food and Nutrition
- ✓ TANF, Food Assistance Program and Employment & Training Programs

- ✓ HUD McKinney funds
- ✓ 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 FY2008

All figures are based upon an estimated state allocation totaling \$23,174,917 (flat funding for FY2008).

(a) **Eligible Entity/CAA Allocation** (90% pass through)..\$20,857,425

- 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%)\$1,158,746

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

- Allocations to Bring CAA Funding Levels
 - Up to Minimum \$150,000 \$121,200
- Native American Projects 115,870
- Migrant Services Projects 120,000
- CAA T/TA Allocations.... 90,000
- CAA Projects and Other T/TA * 100,376
- Statewide EITC Outreach & Tax Preparation Assistance..... 300,000
- Statewide Training Contract 137,900
- Statewide Peer-to-Peer Contract..... 160,900
- Statewide Poverty Summit & Forums * .. 12,500

*FY07 discretionary carry-forward funds will also support CAA Projects, Other T/TA and the Statewide Poverty Summit & Forums.

(c) State Administrative Costs (maximum 5%)\$1,158,746

TOTAL.....\$23,174,918

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 (NASCSPP). 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

Master Agreement: Prior to MDHS entering into a funding agreement, each CAA must sign a Master Agreement (multi-year). The Master Agreement includes generic provisions that the CAA must abide by in order to receive funds (CSBG, DOE, LIHEAP, TANF, etc.). 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. The Master Agreement is amended by MDHS as needed, generally each fiscal year, and an up-to-date 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

Income eligibility for direct CSBG services will continue to be determined based on **125 percent** of the most recent poverty income criterion published in the Federal Register by the federal Department of Health and Human Services. Grantees and contractors will follow the income eligibility criteria as updated in the CSPM. Note: If the 2007 CSBG Reauthorization changes (broadens) the income eligibility limits, the Bureau will review and modify its policy as appropriate for the state.

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.” However, due to major population shifts between the 1990 and 2000 census, and the significant impact on CAA funding levels caused by the changes, the total impact of the funding level changes were phased in, equally, over a three-year period (FY2006 concluded the phase-in process).

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 N).

Exception to carry-forward limitations for FY2007: To correspond with the following Federal CSBG Appropriation language, the carry-forward limitations identified in CSPM Item 507 have been suspended for FY2007 funding. Hence, agencies will be allowed to carry forward their FY2007 unspent grant funds into FY2008.

“... 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 \$115,870) 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 Indian 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 H - 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 FY07, CAAs could apply for up to \$15,000 for a one-year Migrant Services program with services to be provided between May 1, 2007 and March 31, 2008. For FY08, we anticipate setting aside \$120,000 for Migrant Services.
- Funding set aside for T/TA funds to CAAs through an allocation process is estimated at \$90,000 (\$3,000 for each of the 30 CAAs will be included in the annual award process).
- For a contract to support statewide Training and Collaboration activities: Our current Training contract is with MCAAA, the CAA state association. The contract/purchase order can be renewed through May 15, 2008 at an approximate cost of \$137,900. This contract provides training for CAA staff in a variety of areas including: Executive Leadership Development, management issues, fiscal accountability, board member roles and responsibilities and ROMA. Training is primarily provided at four statewide Quarterly Training Conferences held throughout the year. MCAAA staff also work closely with the CAAs to assist with technology needs, including software review, website design and on-site technical assistance.
- For a contract to support statewide Peer-to-Peer training activities. Our current Peer-to-Peer training contract is with MCAAA. This contract/purchase order can be renewed through the period September 30, 2008 at an approximate cost to CSBG of \$160,000 with an additional \$26,000 from DOE funds for a total contract amount of \$186,000/year. The goal is to effectively use the peer-to-peer network to build CAA capacity with ongoing support in the form of training, technical assistance, information and resources. We will continue to focus on ROMA planning, implementation and reporting and the CSBG-IS reporting requirements, but will also include other topics as requested by the network or the Bureau. Resources will be made available to the network in the form of peer training, travel cost support, electronic database support and distribution of information and announcements. The contract also provides for development and maintenance of a peer trainer database and coordination of up to 85 peer training sessions per year.

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. Discretionary awards will not exceed \$20,000 and no agency may receive discretionary funds for two consecutive years. Discretionary fund awards require 20% non-CSBG matching funds (80% CSBG + 20% non-CSBG = 100% of Budget). Of major interest are projects where CSBG is used:

- as seed money to bring in other funds, or
- 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 to:

- assist agencies resolve identified operational and/or management compliance issues, as well as
- support costs to update an agency's fund accounting system or to support program management technology needs which will strengthen infra-structure and reporting capability.

This set aside also provides for small Technical Assistance contracts to meet local needs specifically identified by the CSBG office.

During FY 2007, CAAs received discretionary funds to support several activities and community-based initiatives, including:

- Literacy/Self Sufficiency: To support English as a Second Language and Adult Basic Education for culturally diverse clients.
- Community & Economic Development: Support for a consultant to work with the CAA and a community corporate partner to identify potential economic development projects for the Gateway community.
- Technology Infrastructure: Upgrade financial accounting systems to meet current needs. [contract pending]
- Youth Development: Support for a Truancy Intervention Worker as part of a local School Success Liaison program. [contract pending] Support for a Teen Court Program where defendants are judged by their peers (juvenile diversion program aimed at keeping juveniles out of the court system). [contract pending]
- Service Expansion: To support architectural and planning costs for an additional county service center. To support architectural and planning costs for a new facility to relocate multiple programs/services at one site.

- Capacity Building: Support for a Community Development Manager who will conduct a Housing Counseling Program for potential first-time home owners and to work with local housing development service providers. To support Case Management training for CAA staff and to collaborate with local Michigan Works! Staff for similar training.
- Technical Assistance: To support training to utilize new financial accounting software. To support a back-up financial consultant as needed.

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.

- EITC (Earned Income Tax Credit) Program:

The Governor's initiative in 2004, 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 (12) of our thirty CAAs are either a VITA or TCE site and this number may increase.

Of very worthy note is that, as result of the Governor's initiative (Michigan Statewide Earned Income Tax Credit Coalition Initiative), in 2006 Michigan became one of seventeen other states, plus the District of Columbia, that have enacted state-level EITC for low to moderate income working families. The Bureau and the network hope to leverage additional State dollars to assist the CAAs in their efforts to promote the State EITC and to assist families in accessing these additional benefits.

As we continue to build on the Governor's initiative, to promote Federal and State EITC and other tax credits available to the working poor, twenty-nine of our thirty CAAs participate in free income tax preparation activities and/or in EITC outreach and education activities across the state. Twenty-two of our CAAs have the capacity to *E-File*

(electronically file) tax returns as well as stand-alone applications for credits.

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

- A CAA received various grants (including a Pilot EITC grant from HHS) to provide for coordination of the coalitions in their service area and in 2006 they developed a Best Practices Manual which is available to others in the state to improve their free tax assistance efforts.
- A CAA received a \$50,000 grant from HHS to promote asset development, free tax preparation and EITC to low-wage earners.

We are very proud of the CAAs' efforts and accomplishments and plan to continue financial support (with Discretionary funds) in FY2008 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 FY07 EITC activities.

CSBG-T-07 (CSBG Tax Preparation Assistance) Program:

- 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 \$283,500, to twenty-nine CAAs to support the statewide Tax Prep Assistance and EITC Outreach program. We again enlisted the assistance of a CAA financial manager to provide additional advanced software training to the CAA network. MCAAA provided financial support for the training process under their Peer-to-Peer contract.

Preliminary program reports indicate that some 13,704 households were assisted with free income tax preparation and tax credit application assistance. As result, these low-income households applied for state and federal credits totaling over \$8.2 million and were eligible for overpayments/refunds totaling over \$7.2 million.

For the 2007 Income Tax Year:

- We are currently working with the CAAs to reimburse the cost for renewing/purchasing their tax preparation software and plan to provide FY2008 CSBG discretionary funds to support their outreach,

education and tax preparation assistance activities. Also, MCAAA is working with a CAA financial manager to provide additional training to build on the agencies' expertise in using tax software, intra-agency networking and E-filing.

- As queried by NASCSP in May 2006, Michigan is very interested in working with the IRS to develop statewide free tax preparation and asset building services for the low-income in our state. Also, since the capacity to provide free *E-File* services is only available to VITAs or TCE providers, we encourage any efforts on HHS' part in working with the IRS to make free E-File services available to all CAAs. Not having this capacity is a factor in why some clients seek out paid preparers as they can secure "instant" refund benefits. We look forward to any support that can be provided by HHS and the IRS in this process.

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.
- Other miscellaneous costs including conference/seminar fees for Bureau staff.
- Development and distribution of a Bureau Annual Report.
- 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; 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)]

All CAA master 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 new 2006 **JET initiative** (jobs, education & training) – increasing economic opportunity and reducing poverty through jobs, education, and training – CAAs will be 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)]

All CAA/eligible entity master 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)]

Coordination of the state's anti-poverty programs and activities is managed at both the state and local levels. The Low-Income Home Energy Assistance Program (LIHEAP) emergency component is administered by local MDHS offices and the maintenance component through the state's Department of Treasury through the Home Heating Credit program. CAAs assist MDHS with the crisis component through the LCA-Deliverable Fuel program (see Leveraged Funds below). Applications for both of these components are available at CAAs.

The Bureau also administers the state Weatherization Assistance Program (WAP), funded with both DOE and LIHEAP 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 earmarked in the MDHS LIHEAP budget for WAP services through the Bureau (see "Additional Leveraged Funds"). The CAAs have developed referral relationships with their local MFIA offices for these services and work with several local and state resources to collaborate and coordinate for maximum service benefits.

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:

- LIHEAP Weatherization:
For several years, MDHS has identified LIHEAP funds for weatherization activities only through contingency funding. For instance: \$6 million in FY2004 LIHEAP contingency funds was made available for weatherization services for the 12-month period beginning September 1, 2004.

Major Achievement: During 2004, Bureau staff worked collaboratively with MDHS' legislative liaison, the Governor's office, MCAAA (our state association) and the weatherization network to secure LIHEAP funding that is more reliable and predictable. And, on September 22, 2004, Governor Granholm signed House Bill 5798 to amend the existing Home Heating

Credit legislation that governs how MDHS can spend LIHEAP funds. (See Background)

Background: Prior to HB 5798, MDHS was required to make a certification to the Michigan Department of Treasury at the beginning of each fiscal year making all LIHEAP funds available for the Home Heating Credit (HHC) except for what was to be used for administration and crisis assistance. This meant that funds could not be identified at the beginning of the year for weatherization and could only be made available in the event that contingency funding was released from the federal government later in the year.

HB 5798 allows the MDHS Director to identify up to \$9million from the initial LIHEAP appropriation for weatherization before making the HHC certification. Therefore, with this change, the Bureau anticipated a more consistent and reliable LIHEAP funding to the agencies. This would allow the state and the agencies to plan their weatherization activities more effectively.

FY2005, FY2006 and FY2007 LIHEAP Funds (Program Year/Production Period April 1 through March 30):

For FY2005, due to high-energy prices and the difficult economy, MDHS had to plan for costlier heating assistance resulting in fewer funds available for other services funded through LIHEAP. However, the Bureau did secure \$6 million in LIHEAP funds for weatherization. These funds were coordinated with the DOE program year funds and were distributed on April 1, 2005 with a combined funding of over \$21.7million.

For FY2006, with an anticipated increase in Home Heating Credit crisis needs, only \$3 million was allocated for Weatherization assistance. Combined with DOE funds of \$15.9 million, the state's Watherization Assistance Program was decreased to a lesser amount of \$18.9 million.

For FY2007, we expected to receive \$4 million in LIHEAP funds. However, with DHS anticipating an increase in meeting crisis needs, no funds were allocated for Weatherization Assistance. Therefore, the CAA/LPAs will operate their Weatherization Assistance Program without the assistance of LIHEAP funds. The agencies will operate their Weatherization programs with \$13,713,119 in DOE funds for the period April 1, 2007 through March 31, 2008.

The Bureau will continue to work with the DHS LIHEAP program office and the State Budget Office to maximize the level of LIHEAP funding available for weatherization.

- MPSC (Michigan Public Service Commission)
Weatherization & Client Education:

For FY06, the MDHS was awarded \$4,500,000 in Low Income Energy Efficiency (LIEE) Funds for weatherization and client education services. For the period of January 1, 2006 through August 31, 2006, CAAs/LPAs were allocated a total of \$4,435,000 to conduct these activities. Approximately 80% of funds were used for weatherization/energy efficiency measures (for 1,289 households) and 20% for client education about energy use and conservation (for 1,771 households).

NOTE: The FY06 grant also provided for an evaluation of statewide weatherization and client education activities. The evaluation results, covering activities for the period ended August 31, 2006, was presented to the state and the CAA/LPA network in January 2007. The evaluation provided indisputable facts on the outcomes and results of weatherization activities in the state including:

- At current utility prices, annual utility costs, for combined gas and electric, were reduced by nearly \$703,000 and the lifetime savings will grow to \$9.25 million with the savings far exceeding the initial costs. In addition, as families implement energy conservation techniques learned through the energy education process, it is expected that energy consumption will decrease further resulting in additional savings.
- The health and safety benefits alone are considerable when looking at the potential of lives being saved through repair and replacement of faulty gas appliances.
- In view of Michigan's energy burden/usage, 8th highest across the nation, with over \$18 billion leaving Michigan annually for the purchase of gas alone, it is critical to decrease energy usage wherever possible.
- The Weatherization program is not only a cost saving and safety net for the poor, it is an investment in Michigan's economy for years to come.

During FY07, MDHS was awarded a \$9 million grant and \$8,917,037 was allocated to agencies for weatherization and client education activities for the period January 1, 2007 through August 31, 2007. Note: Whereas DOE and LIHEAP client eligibility requirements are 150% of poverty, the LIEE requirements enable CAAs to serve clients at 200% of poverty. Agencies also have the ability to develop energy education initiatives with local schools and several have done so.

- TANF (Temporary Assistance for Needy Families):
For FY2007, MDHS earmarked \$2.350 million of federal Temporary Assistance to Needy Families (TANF) funds for CAAs to support non-assistance type activities focused on strengthening families in their communities. CAAs work with community partners, including local MDHS and workforce development agency offices, in identifying needs and

coordinating services as they develop plans for serving these clients. The CAAs have received TANF allocations consistently since FY01; beginning with \$1.9 million, increased to \$3 million in FY02 and reduced to \$2.35 million since FY03. Note: Due to current state budget issues, we do not know if similar TANF funds will be available to the CAAs for FY2008.

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

All CAA master 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.

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. The Bureau updates the CSBG/WX Monitoring Guides annually and each agency is visited yearly.

In FY06, the Bureau implemented a two-tiered system, with both a Annual and Comprehensive level monitoring, and the system was further refined for FY07. 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. 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. Under the new system, each CAA continues to receive an annual monitoring visit, however, every other year a comprehensive review is conducted.

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 will continue to evolve from year-to-year based on our experiences, federal and state requirements and staff training opportunities.

- (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 master 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 J - CAA Audit Information, which identifies when the last audit was received by MDHS and the period covered by the audit for each CAA.)

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 K)

3. Fiscal Controls, Audit and Withholdings

Fiscal Controls [678D(a)(1)]: Fiscal control and fund accounting procedures have been established which assure the proper disbursement 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 J - 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, 2002. The AG identified CSBG as a LOW RISK Type A program for the period October 1, 2002 through September 30, 2004; and in accordance with OMB Circular A-133, this period was not audited. The two-year period October 1, 2004 through September 30, 2006 has been audited by the AG. It is expected that the CSBG audit will be submitted to HHS no later than September 30, 2007.

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 K)

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

All CAA master agreements incorporate the requirement that the agency establish procedures for a low-income individual, community organization, 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 measure 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 M - ROMA/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 FY2006, the annual report was included in the state's FY2006 CSBG-IS (CSBG Information System Survey) submitted to the National Association for State Community Service Programs (NASCS). The report for FY2007 will be included in the CSBG-IS report due to NASCS by March 31, 2008. 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
- (f) Training and Technical Assistance Provided by the State*

*In addition to the specific T/TA activities to included in the FY07 report, please note that: Training and technical assistance is an on-going collaborative effort between the Bureau, MCAAA (supported by CSBG training contracts referenced in section D.1. Ongoing State Commitments) 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 and the Bureau: 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, staff from other areas within MDHS, 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. COMMUNITY FOOD AND NUTRITION PROGRAM

Should CFNP funds become available for FY2008, we are including the following information:

A. Statement of CFNP Assurances

See Exhibit C - CSBG Programmatic Assurances, CSBG Administrative Assurances and Other Administrative Certifications AND CFN Program Assurances

B. Proposed CFN Funding

The state proposes to use the FY2008 CFN grant to help meet the food and nutrition needs of low-income individuals and families in Michigan with a statewide plan of action. The MDHS will award FY2008 CFN funds to one or more public or private agencies. All funded activities will conform to one or more of the three legislatively mandated purposes of the CFN program:

- To coordinate existing private and public food assistance resources to better service low-income populations;
- To assist low-income communities to identify potential sponsors of child nutrition programs and to initiate new programs in underserved and unserved areas;
- To develop innovative approaches at the state and local levels to meet the nutrition needs of low-income people.

Activities will include:

- Projects that address childhood and family obesity in low-income families.
- Projects that specifically address youth nutrition and health eating habits.

C. List of CFNP Grantees for the Prior Program Year

Not applicable.

D. CFNP Accomplishments for the Prior Program Year

The State CFN Report for FY2005 funds was submitted to HHS/OCS on January 10, 2007. The state did not receive FY2006 or FY2007 funds.

VII. 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 CSBG Programmatic Assurances, CSBG Administrative Assurances and Other Administrative Certifications and CFN Program Assurances
- *Exhibit D Notice of Public Hearing
- *Exhibit E Commission on Economic Opportunity and Community Action
 - Commission Roster
- *Exhibit F Organization Charts:
 - Michigan Department of Human Services
 - Bureau of Community Action & Economic Opportunity
- Exhibit G Projected - CAA Funding Schedule
- *Exhibit H Michigan Federally Recognized & Historic Tribes and Map
- *Exhibit I Designating New Eligible Entities
 - CSBG IM 42
- *Exhibit J CAA Audit Information
- *Exhibit K Corrective Action - Termination or Reduction in Funding
 - CSPM Item 501
- Exhibit L CAA Directory and Service Area Map
- *Exhibit M ROMA – National Performance Indicators
- *Exhibit N Unexpended Funds – Carry-Forward Policy - CSPM Item 507
- *Exhibit O Environmental Tobacco Smoke Certification
- *Exhibit P Lobbying--Contracts, Grants, Loans... Certification
- *Exhibit Q Debarment, Suspension....Certification
- *Exhibit R Drug-Free Workplace....Certification

***not included in Electronic Copy**

Projected - CAA Funding Schedule
CAA 90% Funds Pass Through

**COMMUNITY SERVICES BLOCK GRANT
PROJECTED - CAA FUNDING SCHEDULE
October 1, 2007 -- September 30, 2008**

COMMUNITY ACTION AGENCY	ALLOCATION
ACSET - Community Action Agency *	886,402
Alger-Marquette Community Action Board	167,461
Allegan County Resource Development Committee, Inc.	160,122
Baraga-Houghton-Keweenaw CAA, Inc.	168,426
Community Action Agency of South Central Michigan	551,975
Capital Area Community Services, Inc.	977,247
Chippewa-Luce-Mackinac Community Action HRA, Inc.	158,574
Community Action Agency of Jackson, Lenawee, Hillsdale	447,256
Detroit - Department of Human Services *	6,312,994
Dickinson-Iron Community Services agency	94,873
Economic Opportunity Committee of St. Clair County, Inc.	244,573
EightCAP, Inc.	529,777
FiveCAP, Inc.	270,250
Genesee County Community Action Resource Department *	1,042,717
Gogebic-Ontonagon Community Action Agency	83,996
Human Development Commission	347,503
Kalamazoo County Human Development Bureau *	494,569
Macomb County Community Services Agency *	785,061
Menominee-Delta-Schoolcraft CAA & HRA	165,048
Mid-Michigan Community Action Agency, Inc.	689,269
Monroe County Opportunity Program	193,902
Muskegon-Oceana Community Action Partnership, Inc.	451,378
Northeast Michigan Community Service Agency	499,193
Northwest Michigan Human Services Agency	461,753
Oakland-Livingston Human Service Agency	1,207,317
Ottawa County Community Action Agency *	244,573
Saginaw County Community Action Committee, Inc.	547,210
Southwest Michigan Community Action Agency	647,848
Washtenaw County Employment Training & Com Ser Group *	531,707
Wayne Metropolitan Community Services Agency	1,494,451
TOTAL CAA DISTRIBUTION BY FORMULA	\$20,857,425

***Public Agencies**

Note 1. 90% Funds based on tentative FY08 CSBG State Allocation of \$23,174,917 (CSBG Flat Funding for FY2008)

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-Discretionary Funds) to bring the funding up to \$150,000.

**CAA Directory
and
Service Area Map**

**COMMUNITY ACTION AGENCIES (CAAs)
See the Attached MAP**

MAP No.	AGENCY
1	<p><u>Alger-Marquette Community Action Board</u> Mr. Earl Hawn, Executive Director 1125 Commerce Drive, Marquette Michigan 49855 phone: 906-228-6522 fax: 906-228-6527 E-Mail: www.ehawn@amcab.org www.amcab.org Service area: counties of Alger, Marquette</p>
2	<p><u>Allegan County Resource Development Committee, Inc.</u> 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</p>
3	<p><u>Area Community Services Employment and Training Council - Community Action Agency</u> 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: acset@nwd.org Service area: county of Kent</p>
4	<p><u>Baraga-Houghton-Keweenaw Community Action Agency, Inc.</u> Mr. Jerry Jackovac, Executive Director 926 Dodge St., Houghton, Michigan 49931 phone: 906-482-5528, FAX: 906-482-5512 E-Mail: bhkcaa@portup.com Service area: counties of Baraga, Houghton, Keweenaw</p>
5	<p><u>Capital Area Community Services, Inc.</u> 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</p>
26	<p><u>Community Action Agency of Jackson, Lenawee, Hillsdale</u> 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</p>
7	<p><u>Community Action Agency of South Central Michigan</u> 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: donm@caascsm.org Service area: counties of Branch, Barry, Calhoun & St. Joseph Co.</p>

**COMMUNITY ACTION AGENCIES (CAAs)
See the Attached MAP**

MAP No.	AGENCY
6	<p><u>Chippewa-Luce-Mackinac Community Action and Human Resources Authority, Inc.</u> 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: clmcaa@30below.com Service area: counties of Chippewa, Luce, Mackinac</p>
21	<p><u>City of Detroit, Department of Human Services</u> Ms. Shenetta Coleman, Executive Director 5031 Grandy Street, Detroit, Michigan 48211 phone: 313-852-5628 fax: 313-852-4837 E-Mail: haywood@dhs.ci.detroit.mi.us Service area: County of Wayne – City of Detroit only</p>
8	<p><u>Dickinson-Iron Community Services Agency</u> Ms. Patricia Christie, Executive Director Crystal Lake Community Center 800 Crystal Lake Boulevard, Iron Mountain, Michigan 49801 phone: 906-774-2256 fax: 906-774-2257 E-Mail: tchristie@chartermi.net Service area: counties of Dickinson, Iron</p>
9	<p><u>Economic Opportunity Committee of St. Clair County</u> Ms. Melinda Johnson, Executive Director 108 McMorran, Port Huron, Michigan 48060 phone: 810-982-8541 fax: 810-982-7233 E-Mail: eoc@bwb.net Service area: county of St. Clair</p>
10	<p><u>EightCAP, Inc</u> Mr. John Van Nieuwenhuyzen, President P.O. Box 368, Greenville, Michigan 48838 Phone: 616-754-9315 Fax: 616-754-9310 E-Mail: janl@iserv.net Service area: counties of Gratiot, Ionia, Isabella, Montcalm</p>
11	<p><u>FiveCAP, Inc.</u> 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</p>

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

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

Gogebic-Ontonagon Community Action Agency

Ms. Carolynne Carlson, Executive Director
320 East Aurora Street, Ironwood, Michigan 49938
Phone: 906-932-4200
Fax: 906 932-0271
E-Mail: gocaa@portup.com
Service area: Counties of Gogebic, Ontonagon

Human Development Commission

Ms. Mary Ann Vandemark, Executive Director
429 Montague Avenue, Caro, Michigan 48723
phone: 989-673-4121
fax: 989-673-2031
E-Mail: maryannv@hdc-caro.org
Service area: counties of Huron, Lapeer, Sanilac, Tuscola

Kalamazoo County Community Action Bureau

VACANT, Executive Director
P.O. Box 42, 3299 Gull Road, Nazareth, Michigan 49074-0042
CONTACT: Ms. Linda Vail Buzas, Director, Kalamazoo County Health and Community Services Dept.
phone: 269-373-5160
fax: 269-373-5363
E-Mail: lvbuza@kalcounty.com
Service area: county of Kalamazoo

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

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

Mid Michigan Community Action Agency, Inc.

Mr. Gary W. Gilbert, Executive Director
1141 North McEwan, Clare, Michigan 48617
phone: 989-386-3805
fax: 989-386-3277
E-Mail: ggilbert@mmcaa.org
Service area: Bay, Clare, Gladwin, Mecosta, Midland, Osceola

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](http://monroecountyop.org)
e-mail: jcaruso@monroecountyop.org
Service area: county of Monroe

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

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

Northwest Michigan Human Services 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: infosys@nmhsa.org
Service area: counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Missaukee, Roscommon, Wexford

Oakland Livingston Human Services Agency

Mr. Ron Borgmesser, 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

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

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

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: contact@smcaa.com
Service area: counties of Berrien, Cass, Van Buren

Washtenaw County Employment Training & Human Services Group

Ms. Tenda Rusher, 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: rushert@co.washtenaw.mi.us
service area: county of Washtenaw

Wayne-Metropolitan Community Action Agency

Mr. Perry Jones, Executive Director
2121 Biddle, Suite 102, Wyandotte, Michigan 48192
phone: 734-246-2280
fax: 734-246-2288
E-Mail: n/a
Service area: county of Wayne – excluding the City of Detroit

COMMUNITY ACTION AGENCIES IN MICHIGAN

Service Area Map

1. Alger-Marquette Community Action Board
2. Allegan County Resource Development Committee
3. ACSET – Community Action Agency
4. Baraga-Houghton-Keweenaw Community Action Agency
5. Capital Area Community Services Agency
6. Chippewa-Luce-Mackinac Community Action & Human Resource Authority
7. Community Action Agency of South Central Michigan
8. Dickinson-Iron Community Services Agency
9. Economic Opportunity Committee of St. Clair County
10. EIGHTCAP
11. FIVECAP
12. Genesee County Community Action Resource Department
13. Gogebic-Ontonagon County Community Action Agency
14. Human Development Commission
15. Kalamazoo County Community Action Bureau
16. Macomb County Community Services Agency

17. Menominee-Delta-Schoolcraft Community Action Agency
18. Mid-Michigan Community Action Agency
19. Monroe County Opportunity Program
20. Muskegon-Oceana Community Action Partnership
21. City of Detroit - Department of Human Services
22. Northeast Michigan Community Services Agency
23. Northwest Michigan Human Services Agency
24. Oakland-Livingston Human Services Agency
25. Ottawa County Community Action Agency
26. Community Action Agency - JLH
27. Saginaw County Community Action Committee
28. Southwest MI Community Action Agency
29. Washtenaw County Employment Training & Human Services Group
30. Wayne Metropolitan Community Action Agency

