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STATE OF MICHIGAN
COMMUNITY SERVICES BLOCK GRANT (CSBG)

STATE PLAN
FOR
FISCAL YEAR 2014

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

July 1, 2014

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I. FEDERAL FISCAL YEAR COVERED BY STATE PLAN & APPLICATION

The CSBG State Plan covers FY2014 (October 1, 2013 thru September 30, 2014).

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.
- 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.
- 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.

II. LETTER OF TRANSMITTAL

See following page.



STATE OF MICHIGAN
EXECUTIVE OFFICE
LANSING

RICK SNYDER
GOVERNOR

STEPHAN LEE
L. GOVERNOR

May 14, 2013

Jeannie Chaffin, Director
Office of Community Services Administration for Children and Family
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Chaffin:

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 Low Income Home Energy Assistance Program (LIHEAP). Maura D. Corrigan, Director, Michigan Department of Human Services, is authorized to certify any required federal assistances or other documents associated with the CFN Program, CSBG, and LIHEAP.

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

Director Maura D. Corrigan
Department of Human Services
235 S. Grand Avenue, Suite 1514
P.O. Box 30037
Lansing, MI 48008

Thank you for your consideration.

Sincerely,

Rick Snyder
Governor

cc: Maura D. Corrigan

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 29 CAAs, which provide services and resources to all of the state's 83 counties. For FY2014, a minimum of 90 percent of CSBG funds will be passed through to the 29 CAAs. Wayne Metro CAA is currently the interim provider for the City of Detroit.

■ 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 1.8 million volunteer hours each year from their communities and the private sector. (Based on Michigan's minimum wage rate of \$7.40/hour, the volunteer hours are valued in excess of \$13.3 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 have become 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. Public Sector Participation

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. Private Sector Participation

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, faith-based organizations 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: **Maura D. Corrigan, Director**

C. Public Hearing Requirements

1. Public Comment [Section 676(a)(2)(B)]: Notices were published in 3 newspapers across the state indicating that the FY2014 CSBG State Plan was available (posted) on the Department of Human Services website and that written comments could be submitted through July 18, 2013. (See Exhibit C - Notice of Public Comment) The Notice also indicated that the State Plan is available at Community Action Agencies throughout Michigan. The Notices were published in the following city newspapers:

Muskegon: Muskegon Chronicle
Oakland: The Oakland Press
Marquette: The Mining Journal

The Department of Human Services website published the Public Hearing notice on July 1, 2013. The Public Hearing was held on July 9, 2013 from 1:00 pm to 3:00 pm in Lansing Michigan (See Exhibit C – Notice of Public Comment)

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

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 FY2014 Department of Human Services budget appropriations that was approved on April 30, 2013.

House Appropriations Subcommittee

The House Appropriations Subcommittee reviewed and reported out the FY2014 Department of Human Services budget appropriations that was approved on May 15, 2013.

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 29 Michigan eligible entities (CAAs) and the state CAA association (Michigan Community Action Agency Association/MCAAA).

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) To consider religious organizations on the same basis as other non-governmental organizations to provide 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; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [679]

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: _____ Date: _____
Signature of Director of Designated Lead Agency

Title: Maura D. Corrigan, 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:

Mission Statement: Improving the quality of life in Michigan by providing services to vulnerable children and adults that will strengthen the community and enable families and individuals to move toward independence.

Vision Statement: Compassion. Protection. Independence.

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 E - 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)
- Low-Income Home Energy Assistance Program (LIHEAP) Crisis Assistance [Emergency deliverable fuel crisis assistance.]
- 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 to 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 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 State Housing Development Authority (MSHDA) funds [Migrant/Season Farm worker Funds providing emergency housing assistance]

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 29 CAAs which serve all 83 counties in the state. See Exhibit J - 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.

3. Distribution and Allocation of Funds For FY2014

All figures are based upon an estimated state allocation totaling \$23,235,979 (flat funding for FY2014).

(a) **Eligible Entity/CAA Allocation** (90% pass through) ..\$20,912,381

- Distributed to 29 CAAs
23 Private Non-Profit Agencies (represents 79% of total funds)
6 Public Agencies (represents 21% of total funds)
- See Exhibit F - Projected CAA Funding Schedule

(b) **Discretionary** (5%).....\$1,161,799

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 \$60,000
- CAA Projects (including Migrant and Tax) and T/TA Allocations \$1,101,799

Note: Discretionary and carry-forward funds will also support: Allocations to bring CAA funding levels up to a minimum amount of approximately \$175,000 (dependent on final FY 2014 allocations), CAA Projects and Other T/TA.

(c) State Administrative Costs (maximum 5%)\$1,161,799

TOTAL\$23,235,979

B. Funding Criteria and Distribution Formula

1. Application for Funding

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).

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. Programs are 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.

CAAs will consider religious organizations on the same basis as other non-governmental organizations to provide the assistance under CSBG programs, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; will not discriminate against an organization that provides assistance under, or applies to provide assistance under CSBG, on the basis that the organization has a religious character; not require a religious organization to alter its form of internal government except as provided under Section 678B of the Act or remove religious art, icons, scripture, or other symbols in order to be eligible to provide assistance under a CSBG program; and will ensure that no funds provided to a religious organization shall be expended for sectarian worship, instruction, or proselytization. [679]

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, 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 **125 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.

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

The funding allocations are based on the following historic formula. The state uses the income data from the 2010 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 19 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 is meeting with a committee to determine a minimum CAA funding level. 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 decided level. 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. 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 L).

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 \$60,000 for FY2014, 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 Michigan Department of Civil Rights to directly fund Native American tribes and tribal organizations. The Bureau will work with the Michigan Department of Human Services Community, Migrant, and Native American Affairs, Michigan 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 Migrant and Seasonal Farmworkers: To cover the summer months in FY13, the FY12 contracts were extended through September 30, 2013 with small increases in dollar amounts.
- Funding set aside for T/TA funds to CAAs will be disbursed two ways for FY2014:
 - Through a Request for Proposal process estimated at \$150,000. These funds will be awarded to provide services for CAAs to receive training and technical assistance.
 - 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 need.
- 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).

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.

- Michigan Benefit Access Initiative (MBAI):

A statewide stakeholder group of 40 nonprofits and state agencies researched innovative strategies for a streamlined benefits delivery system. An easy-to-access, online, benefit application and delivery system coupled with nonprofit outreach was developed.

Goals:

- Building a solid public-private partnership
 - Linking work supports and other services to benefits
 - Increasing financial stability for families
 - Improving nonprofit and government efficiency/value
- Pathways to Potential:

The Pathways to Potential is a Michigan Department of Human Services initiative that works within the community and within local businesses to spread the word about poverty and how it can be reduced. Three key community partners include schools, employer resource network, and public health partners. The collaborative efforts are integral to the reduction and prevention of poverty.

- 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.

In **FY13**, the Commission convened four Community Poverty Forums for the purpose of public input concerning public policies and programs to reduce poverty in the state of Michigan. BCAEO set aside funds to support this activity. As result of the statewide Community Poverty Forums across the state, the Commission will submit its report to the Governor . The Bureau is committed to supporting the statewide forums process every other year.

- 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 29 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. It was increased to 20% in 2010. In tax year 2012, EITC was slotted for elimination, but instead it was pared back to 6% of the filer's federal EITC. It was one of the few credits to survive tax reform.

As we continue to build on the Governor's initiative, to promote EITC and other tax credits available to the working poor, in **FY2013**, twenty-nine of our CAAs participated 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 in **FY2014** to support these activities and will work with MCAAA, the CAAs and others to identify additional resources to support these activities.

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.

In FY12, CAAs assisted 26,655 households with tax preparation assistance/filing, with Federal EITC credits of over \$7.7 M and state EITC credits of over \$1.5 M. The value of all credits reported was over \$19 M with overpayments/refunds exceeding \$18.9 M.

For the 2013 Income Tax Year (Activities in **FY2014**):

For those CAAs who have to directly renew/purchase 2013 income tax software, we are reimbursing this cost up to \$950.00 per agency. We also anticipate that our T/TA contract will include training to build on the agencies' expertise in using tax software, intra-agency networking and E-filing.

- ROMA Collaborative:

The ROMA Collaborative is made up of volunteers from the State agency, the CAA network, and MCAAA staff. The mission is to strengthen the capacity of the Community Action Agency network in the State of Michigan through the Results Oriented Management and Accountability (ROMA) principles to provide a realistic and accurate view of Community Action and those that benefit from the services provided.

Strategies:

- ROMA Collaborative **expands its leadership** in the CAA network to demonstrate and communicate the value and impact of ROMA.

- ROMA Collaborative **improves CAA's capacity** to service low-wealth clients by identifying, developing, and/or disseminating education and resources necessary for CAAs to improve their practices.
- ROMA Collaborative **establishes a uniform planning and reporting technology strategy** to strengthen processes in order to provide a realistic and accurate view of Community Action using a shared statewide database.
- ROMA Collaborative engages and expands the **ROMA professionals** that participates and contributes actively in the ongoing development of the CAA network.

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 (NASCSPP, 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 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 29 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 J - 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

5. Programmatic Assurances [676(b)]

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

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.

Addressing the Needs of Youth: [676(b)(2)]

CAAs work with partners to develop programs to address the needs of youth in the low-income communities throughout Michigan. Some examples are:

- Providing a Women, Infant and Children (WIC) Program.
- Purchasing supplies for Head Start classrooms.
- Summer Food Programs.
- Walking Clubs for Youths and Seniors to develop new friendships and increase self-esteem.
- Residential Centers that provide treatment for victims of abuse and neglect.
- Service clubs that provide activities and games for children.
- Youth Recreation and Education.

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 Partnership. Accountability. Training. Hope. (PATH) initiative, formerly call **JET** (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 PATH, 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 through permanent employment. Path places a strong emphasis on helping welfare applicants/recipients stay employed, gain skills, and advance. The goal is to help families find the resources they need to overcome obstacles and move up career ladders to self-sustaining, lasting employment.

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. 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 Licensing and Regulatory Affairs 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 an 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 29 CAAs and one Limited Purpose Agency (LPA). The DOE dollars are directly allocated to the state for WAP services. 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. As of April 1, 2013, the state's WAP can assist households with income at or below 200% of the poverty level established by the U.S. Department of Health and Human Services

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 (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 \$9 M for a fiscal year). **In FY13**, \$8 M in LIHEAP funds were available for WAP services for the period April 1, 2013 through June 30, 2014.

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 FY12 and FY13, the MDHS LIHEAP program office partnered with the Bureau to provide \$14 M for CAAs to provide deliverable fuel assistance throughout the state for the period September 15, 2011 through August 31, 2013. 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. 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 local organizations in a statewide effort to combat the causes of poverty through the work of the Voices for Action (V4A) Regional Network. The V4A network was formed as a result of the Voices for Action Poverty Summit in 2008. V4A is comprised of organizations and individuals in eight regions. Partners include state agencies, foundations, and universities. A complete list is available on the www.michigan.gov/poverty website.
- 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 “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 single point of entry to get information on critical services available and how to connect with providers.

G. 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 monitoring tools 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: Annual Monitoring 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: Comprehensive Monitoring 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.

Monitoring tools 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 statement of expenditure monitoring reviews starting in 2012. We have also piloted desk review monitoring.

- (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 Monitoring and Internal Controls 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 H - 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 Monitoring and Internal Controls whom 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 I)

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 H - 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, 2012.

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 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 I)

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

H. 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 Q - ROMA- National Performance Indicators)

Each CAA will report on the National 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. Agencies will use a statewide database for measuring and reporting outcomes.

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

For FY2012, the annual report was included in the state's FY2012 CSBG-IS (CSBG Information System Survey) submitted to the National Association for State Community Service Programs (NASCSPP) (See Exhibit K for CSBG-IS Database Reports). The report for **FY2013** will be included in the CSBG-IS report due to NASCSPP by March 31, 2014. 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 FY13 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 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 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Commission Roster
Exhibit E	Organization Charts: <ul style="list-style-type: none">• 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	CAA Audit Information
Exhibit I	Corrective Action - Termination or Reduction in Funding <ul style="list-style-type: none">• CSPM Item 501
Exhibit J	CAA Directory and Service Area Map
Exhibit K	CSBG-IS Database Reports
Exhibit L	Unexpended Funds – Carry-Forward Policy <ul style="list-style-type: none">• CSPM Item 507
Exhibit M	Environmental Tobacco Smoke Certification
Exhibit N	Lobbying--Contracts, Grants, Loans... Certification
Exhibit O	Debarment, Suspension....Certification
Exhibit P	Drug-Free Workplace....Certification
Exhibit Q	ROMA – National Performance Indicators

Designation of Lead Agency



STATE OF MICHIGAN
EXECUTIVE OFFICE
LANSING

RICK SNYDER
GOVERNOR

BRITANICA LEY
L. 00204630

May 14, 2013

Jeannie Chaffin, Director
Office of Community Services Administration for Children and Family
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Chaffin:

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 Low Income Home Energy Assistance Program (LIHEAP). Maura D. Corrigan, Director, Michigan Department of Human Services, is authorized to certify any required federal assistances or other documents associated with the CFN Program, CSBG, and LIHEAP.

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

Director Maura D. Corrigan
Department of Human Services
235 S. Grand Avenue, Suite 1514
P.O. Box 30037
Lansing, MI 48908

Thank you for your consideration.

Sincerely,

Rick Snyder
Governor

cc: Maura D. Corrigan

CSBG Points of Contact:

1. Director Maura D. Corrigan
Department of Human Services
235 S. Grand Avenue, Suite 1514
P.O. Box 30037
Lansing, MI 48909
Ph: 313-456-4887
Fax: 517-335-6101
dhsweb@michigan.gov

2. Nicole Dennis
Grant Management Section Manager
MDHS Budget and Grant Management Division
235 S. Grand Avenue, Suite 1514
P.O. Box 30037
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Ph: 517-241-2453
Fax: 517-373-4865
dennisn@michigan.gov
DHS-Grants@michigan.gov

3. Kris Schoenow
Acting Director
MDHS – Bureau of Community Action and Economic Opportunity
235 South Grand Avenue, Suite 204
Lansing, MI 48909
Ph: 517-373-8896
Fax: 517-335-5042
Schoenowk@michigan.gov
DHS-BCAEO@michigan.gov

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.

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 rescission 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.

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.

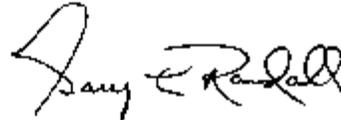
The People of the State of Michigan enact:

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

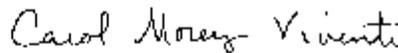
- (a) One-third are elected public officials. An elected public official may act through his or her representative.
- (b) One-third of the members are low income, elderly, or consumers with disabilities.
- (c) One-third of the members represent the private sector, including representatives of business 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



Notice of Public Hearing

Michigan Department of Human Services

Announces the Availability

Of the Fiscal Year 2014

Community Services Block Grant (CSBG) State Plan

The CSBG State Plan will be available for public review and comment at a public hearing to be held July 9, 2013 from 1:00 pm until 3:00 pm in the Grand Tower , 235 S. Grand Ave., Dempsey Room, Lansing, Michigan.

CSBG Public Hearing

July 9, 2013

1:00 p.m. – 3:00 p.m.

Grand Tower

235 S. Grand Ave, Room Dempsey Room

Lansing, Michigan

Written comments will accepted through July 18, 2013 to:

Kris Schoenow, Acting Director
Bureau of Community Action and Economic Opportunity
Department of Human Services
Suite 204
PO Box 30037
Lansing, MI 48909

DHS-BCAEO@Michigan.gov

Fax: (517)335-5042

NOTICE OF PUBLIC HEARING

Michigan Department of Human Services (DHS) announces the availability of the Fiscal Year 2014 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.

Public hearing for the CSBG State Plan will be held July 9, 2013 from 1p.m.-3 p.m. at the Grand Tower, 235 S. Grand Ave., Dempsey Room, Lansing, Michigan. The CSBG State Plan will be available for public comment beginning July 1, 2013, on the DHS website at www.michigan.gov/dhs. 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 18, 2013 and should be sent to Kris Schoenow, Acting Director, Bureau of Community Action and Economic Opportunity, Department of Human Services, Suite 204, PO Box 30037, Lansing, MI 48909, by email at DHS-BCAEO@michigan.gov, or by fax to 517-335-5042.

The SSBG State Plan is available for public review on the DHS website during July 2013. 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 SSBG reports are available for review and comment at local DHS offices throughout the state. Comments on the SSBG and LIHEAP State Plans will be received from July 16-31, 2013.

Public hearings for LIHEAP will be held July 18, 2013 from 10 a.m.-Noon at Cadillac Place, Conference Room L-150, 3040 W. Grand Blvd., Detroit Michigan and on July 19, 2013 from 10 a.m.-Noon at the Grand Tower, 235 S. Grand Ave., Dempsey Room, Lansing, Michigan. Written comments may be submitted to: Maura Corrigan, Director, Michigan Department of Human Services. P.O. Box 30037, Lansing, MI 48909.

REPLACE NEW SCREENSHOT



Department of Human Services



MICHIGAN.GOV
Michigan's Official Website

[Michigan.gov Home](#) | [DHS Home](#) | [Site Map](#) | [DHS Contacts](#) | [FAQ](#) | [Hotlines](#) | [Online Services](#) | 

State Plans & Federal Regulations

- [Chafee Foster Care Independence Program \(CFCIP\) Plan - FY 2001-2004](#) 
- [Child & Family Services State Plan \(CFSP\) - Annual Progress and Services Report - 2010](#) 
- [Child & Family Services State Plan \(CFSP\) - Annual Progress and Services Report - 2011](#) 
- [Child & Family Services State Plan \(CFSP\) for 2000-2005](#) 
- [Child & Family Services State Plan \(CFSP\) for 2010- 2014](#) 
- [Child & Family Services State Plan \(CFSP\) for 2010-2014 Addendum](#) 
- [DRAFT Community Services Block Grant \(CSBG\) State Plan for FY2011](#) 
- [Low Income Home Energy Assistance Program \(LIHEAP\) FY 2008, 2009, 2010, 2011, 2012 State Plans](#)
- [Low Income Home Energy Assistance Program \(LIHEAP\) FY 2009 State Plan Amendment](#) 
- [Low Income Home Energy Assistance Program \(LIHEAP\) FY 2010 State Plan](#) 
- [Low Income Home Energy Assistance Program \(LIHEAP\) FY 2012 State Plan](#) 
- [Low Income Home Energy Assistance Program \(LIHEAP\) FY 2013 State Plan](#) 
- [Temporary Assistance for Needy Families \(TANF\) State Plan 10/01/07 - 12/31/09 \(DRAFT\)](#) 
- [Temporary Assistance for Needy Families \(TANF\) State Plan 10/1/2005 - 12/31/2007](#) 
- [Temporary Assistance for Needy Families \(TANF\) State Plan January 1, 2010 - December 31, 2011](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2005-2006 State Plan Amendment for Supplemental Emergency Funds](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2006-2007 State Plan Amendment](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2007-2008 State Plan](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2007-2008 State Plan Amendment](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2008-2009 State Plan](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2009-2010 State Plan](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2010-2011 State Plan](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2011-2012 State Plan](#) 

Proposed State Plans

- [DRAFT Copy of Community Services Block Grant \(CSBG\) State Plan FY2013](#) 
- [Program Integrity Assessment Supplement for LIHEAP FY 2011 DRAFT](#) 
- [Title XX Social Services Block Grant \(SSBG\) FY 2012-2013 State Plan - DRAFT](#) 

Michigan Child & Family Services Review

- Commissions and Boards
- County Offices
- Measuring Performance
- Reports & Statistics**
- Reports
- Statistics
- Career Opportunities
- Legal & Policy
- Assistance Programs
- Abuse & Neglect
- Foster Care & Adoption
- Child Care
- Child Support
- Doing Business with DHS
- Newsroom
- Forms and Publications

EXHIBIT D

Commission on Community Action & Economic Opportunity

Member Roster

The Commission on Community Action and Economic Opportunity

Anne Armstrong Cusack, Chairperson

Member	Term Expires	Represents Public Sector
Anne Armstrong Cusack	June 21, 2014	Grand Rapids
Honorable Gregg P. Iddings	June 21, 2014	Britton
Honorable Kimberly F. Small	June 21, 2014	West Bloomfield

Member	Term Expires	Represents Private Sector
Frances C. Amos	June 21, 2014	Waterford
Dennis M. Echelbarger	June 21, 2014	Byron Center
Sheu-Jane Gallagher	June 21, 2014	Detroit

Member	Term Expires	Represents Community Action Agency or Low Income Sector
Jill Edwards-Sutton	June 21, 2014	Executive Director, Mid-Michigan Community Action Agency
Jessica M. Taylor	June 21, 2014	Executive Director, Chance for Life Organization , Detroit
Kimberly J. Ruiz	June 21, 2014	Bridges Out of Poverty Coordinator for the Monroe County
Douglas J. Williams	June 21, 2014	Clarkston

<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.

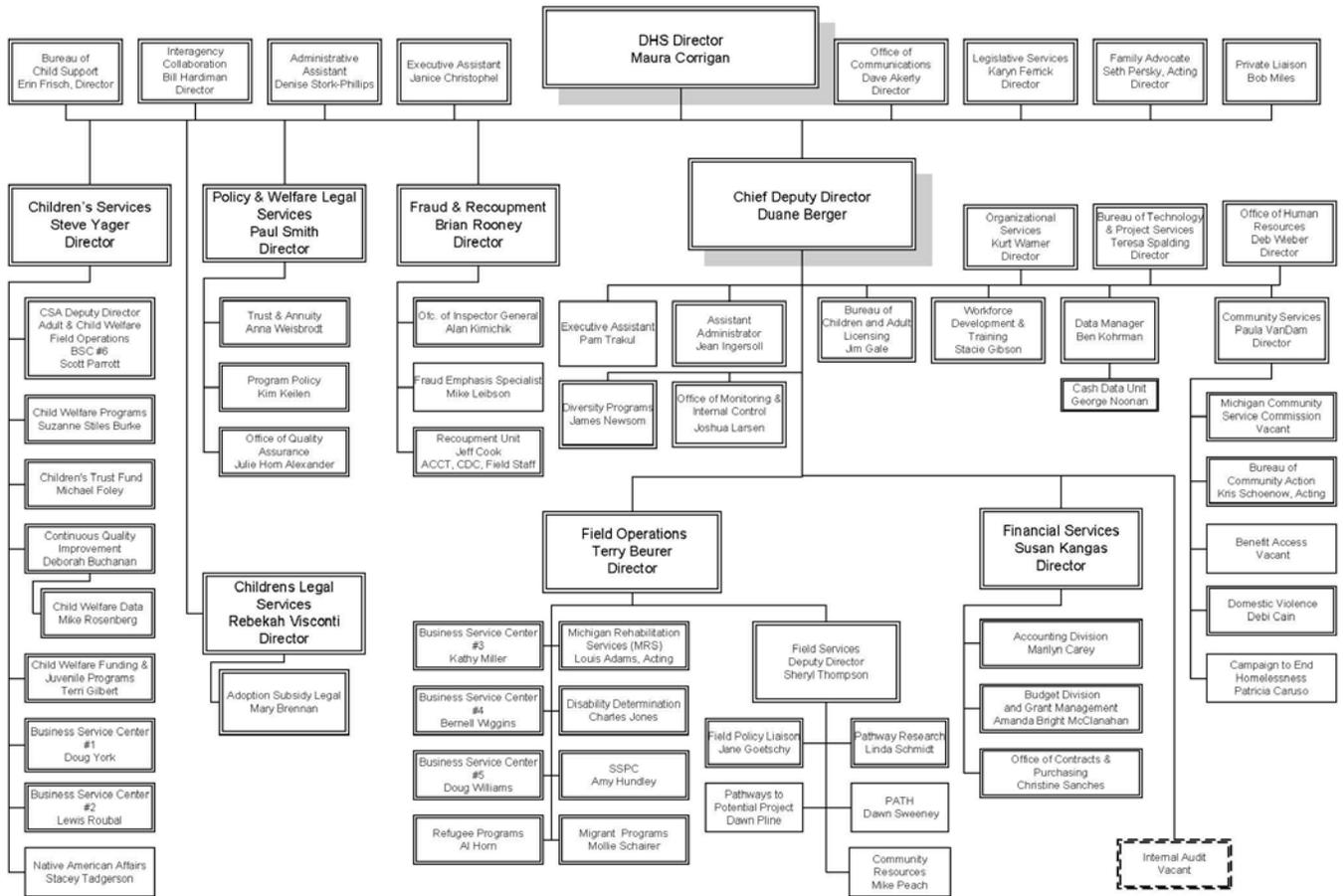
<Appointments are subject to Article V. Sec. 6 of the Michigan State Constitution of 1963.

<Pending board appointments.

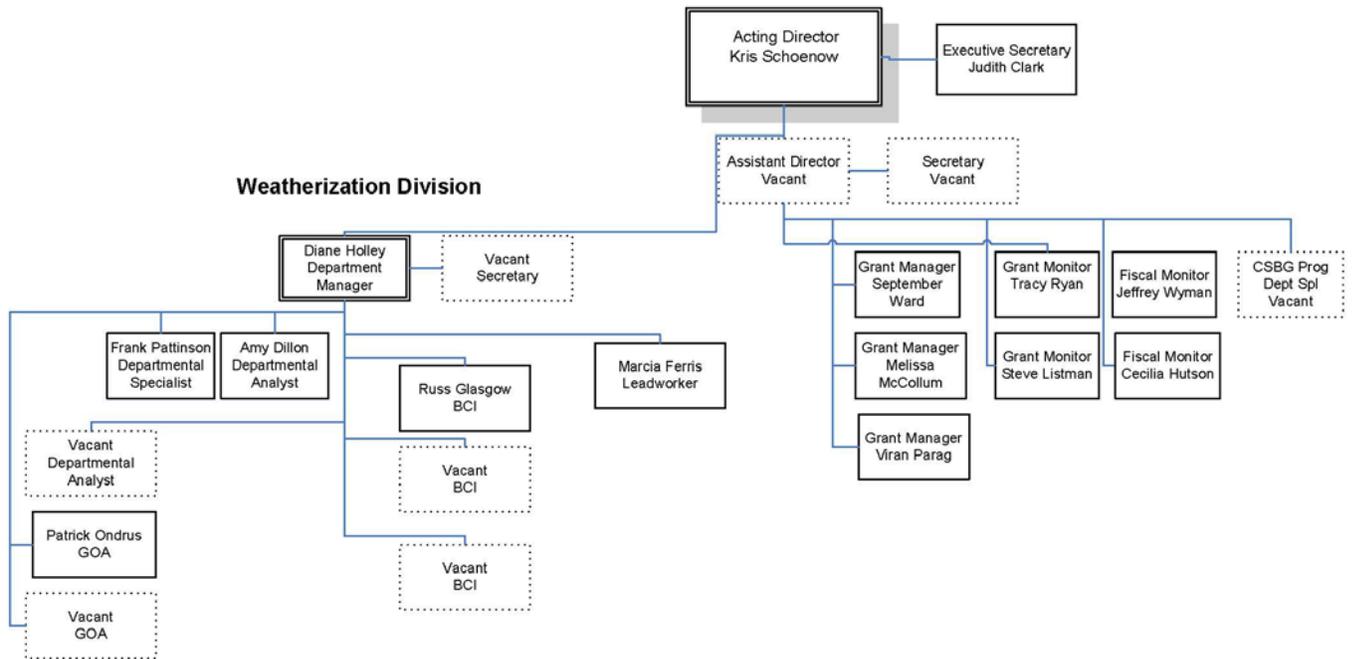
Organization Charts

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

Department of Human Services



Bureau of Community Action and Economic Opportunity



GOA = General Office Assistant

BCI = Building Code Inspector

Projected - CAA Funding Schedule

CAA 90% Funds Pass Through

FY 2014 CSBG Funding Levels
Planning Allocations as of 7/1/13
Allocations Based on Funding Formula Factors and 2010 Census Data
Using FY13 CSBG final allocation amounts

Community Action Agency	Contract Number	TOTAL CSBG-14 Funds Based on CSBG Formula (This does not include carry forward)	Discretionary amount added to raise up smaller agency allocations to \$175,000	TOTAL FUNDS AVAILABLE (Use this amount for CSBG-14 Planning Purposes)
ACSET-Community Action Agency	CSBG-13-41016	\$1,024,248		\$1,024,248
Alger-Marquette CAB	CSBG-13-52001	\$126,618	\$48,382	\$175,000
Allegan County RDC	CSBG-13-03002	\$194,364		\$194,364
Baraga-Houghton-Keweenaw CAA	CSBG-13-31001	\$157,112	\$17,888	\$175,000
CAA of South Central Michigan	CSBG-13-13005	\$584,728		\$584,728
Capital Area Community Services	CSBG-13-33004	\$1,001,908		\$1,001,908
Chippewa-Luce-Mackinac	CSBG-13-17006	\$137,748	\$37,252	\$175,000
Community Action Agency J,L,H	CSBG-13-38026	\$541,601		\$541,601
Dickinson-Iron CSA	CSBG-13-22008	\$75,850	\$99,150	\$175,000
EOC of St. Clair County	CSBG-13-74009	\$262,110		\$262,110
Eight CAP, Inc.	CSBG-13-59010	\$713,170		\$713,170
Five CAP, Inc.	CSBG-13-53011	\$269,062		\$269,062
Genesee County CARD	CSBG-13-25012	\$1,037,938		\$1,037,938
Gogebic-Ontonagon CAA	CSBG-13-27013	\$80,830	\$94,170	\$175,000
Human Development Commission	CSBG-13-79014	\$391,209		\$391,209
Kalamazoo County HDB	CSBG-13-39015	\$569,445		\$569,445
Macomb County CSA	CSBG-13-50017	\$1,024,248		\$1,024,248
Menominee-Delta-Schoolcraft CA	CSBG-13-21018	\$144,886	\$30,114	\$175,000
Mid-Michigan CAA	CSBG-13-18019	\$645,159		\$645,159
Monroe County Opportunity Pro	CSBG-13-58020	\$194,364		\$194,364
Muskegon-Oceana CAAP	CSBG-13-61021	\$513,212		\$513,212
Northeast MI CSA	CSBG-13-04022	\$455,269		\$455,269
Northwest MI CAA	CSBG-13-28023	\$524,055		\$524,055
Oakland-Livingston HSA	CSBG-13-63024	\$1,413,785		\$1,413,785
Ottawa County CAA	CSBG-13-70025	\$312,919		\$312,919
Saginaw County CAC	CSBG-13-73027	\$504,502		\$504,502
Southwest MI CAA	CSBG-13-11028	\$582,046		\$582,046
Washtenaw County ETCS	CSBG-13-81029	\$516,156		\$516,156
Wayne Metropolitan CAA - Detroit	CSBG-13-82002	\$2,762,949		\$2,762,949
Wayne Metropolitan CAA	CSBG-13-82030	\$1,650,894		\$1,650,894
TOTALS		\$20,912,381	\$326,956	\$21,179,338

Michigan Federally Recognized & Historic Tribes

and

M A P

FEDERALLY RECOGNIZED TRIBES

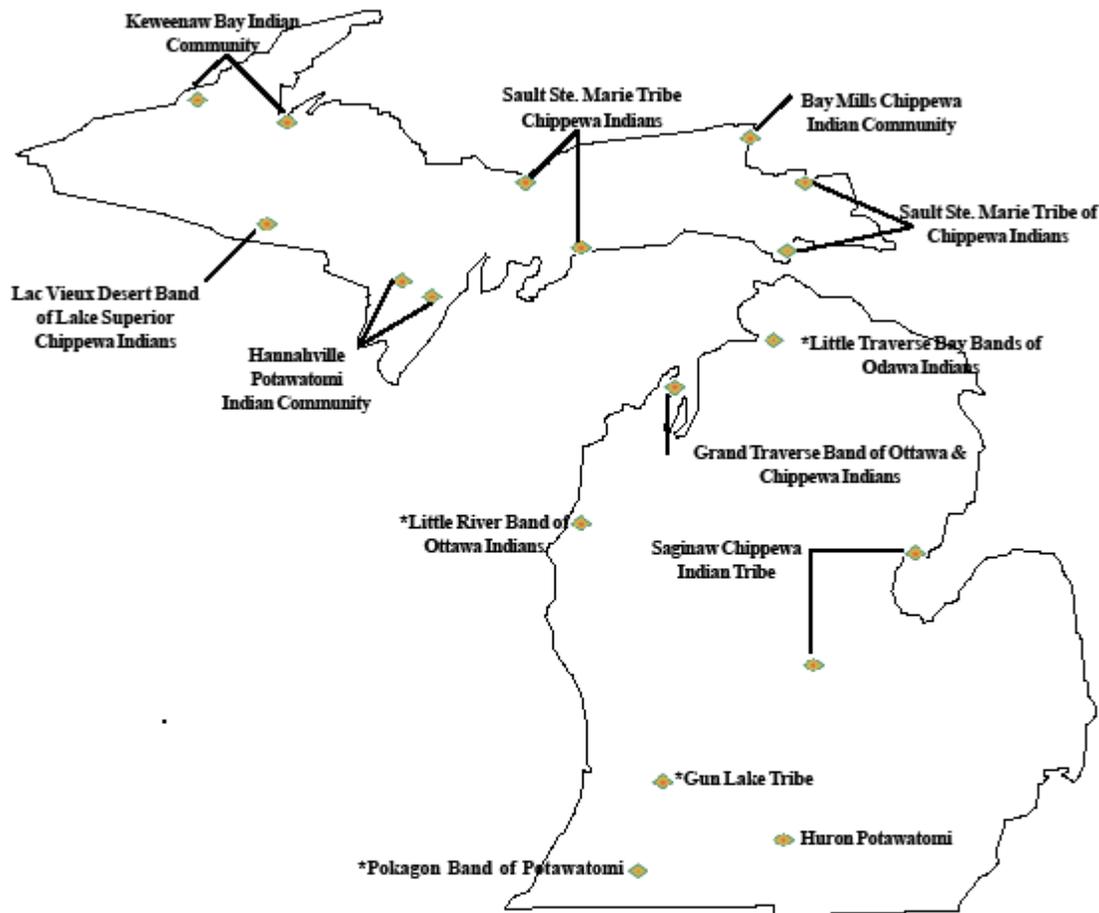
<p>Bay Mills Chippewa Indian Community 12140 W. Lakeshore Drive Brimley, MI 48715 (906) 248-3241</p>	<p>Grand Traverse Band of Ottawa & Chippewa Indians 2605 N.W. Bayshore Drive Suttons Bay, MI 49682 (231) 271-3538</p>
<p>Keweenaw Bay Indian Community 107 Beartown Baraga, MI 49908 (906) 353-6623</p>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

HISTORIC TRIBES

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

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

CAA Audit Information

CAA AUDIT INFORMATION

COMMUNITY ACTION AGENCY	Agency Federal ID	Agency Fiscal Yr.	Last Audit Period Ending Date	Date Rcvd or Review Completed
* Area Community Services Employment & Training Council – CAA	238-2631431	July—June	06/30/2012	2/14/13
Alger-Marquette Community Action Board	238-1797320	Oct—Sept	09/30/2010	10/7/2011
Allegan County Resource Development Committee, Inc.	238-1790220	Oct—Sept	09/30/2011	6/29/12
Baraga-Houghton-Keweenaw Community Action Agency, Inc.	238-1800879	Oct—Sept	09/30/2012	3/25/13
Community Action Agency of South Central Michigan	238-1794361	Jan—Dec	12/31/2011	6/28/12
Capital Area Community Services, Inc.	238-1791181	Oct—Sept	09/30/2010	11/23/10
Chippewa-Luce-Mackinac Community Action & Human Resources Authority, Inc.	238-1798626	Oct—Sept	09/30/2011	4/23/12
Community Action Agency (of Jackson, Lenawee, Hillsdale)	238-1803599	Oct—Sept	09/30/2012	4/15/13
Dickinson-Iron Community Services Agency	238-2889846	Oct—Sept	09/30/2010	4/8/11
Economic Opportunity Committee of St. Clair, Inc.	238-2284121	Oct—Sept	09/30/2012	4/30/13
EightCAP, Inc.	238-6111652	Oct—Sept	09/30/2012	3/4/13
FiveCAP, Inc.	238-1814318	Oct—Sept	09/30/2012	3/1/13
* Genesee County – Community Action Resource Department	238-6004849	Oct—Sept	09/30/2011	7/27/12
Gogebic-Ontonagon Community Action Agency	238-1802755	Oct—Sept	09/30/2011	3/9/12
Human Development Commission	238-1792679	Oct—Sept	09/30/2012	4/22/13
* Kalamazoo County – Human Development Bureau	238-6004860	Jan—Dec	12/31/2011	7/2/2012
* Macomb County – Community Services Agency	238-6004868	Jan—Dec	12/31/2009	12/07/2010
Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority	238-1795659	Oct—Sept	09/30/2012	4/1/13
Mid-Michigan Community Action Agency, Inc.	238-2056236	Oct—Sept	09/30/2012	4/12/13
Monroe County Opportunity Program	238-1814239	Oct—Sept	09/30/2010	10/17/2011
Muskegon-Oceana Community Action Against Poverty, Inc.	238-1802280	Oct—Sept	09/30/2011	1/26/12
Northeast Michigan Community Services Agency	238-1873461	Oct—Sept	09/30/2012	4/13/13
Northwest Michigan Community Action Agency	238-2027389	Oct—Sept	09/30/2012	2/14/13
Oakland-Livingston Human Services Agency	238-1785665	Jan—Dec	12/31/2011	9/28/12
* Ottawa County - Community Action Agency	238-6004883	Jan—Dec	12/31/2011	1/18/13
Saginaw County Community Action Committee, Inc.	238-1797894	Oct—Sept	09/30/2011	7/2/12
Southwest Michigan Community Action Agency	238-2415106	Oct—Sept	09/30/2011	12/20/12
* Washtenaw County - Employment Training & Human Services Group	238-6004894	Jan—Dec	12/31/2011	6/11/12
Wayne Metropolitan Community Action Agency	238-1976979	Oct—Sept	09/30/2010	7/14/11

* CAA is a Public Agency

Corrective Action – Termination or Reduction in Funding

CSPM Item 501

MICHIGAN FAMILY INDEPENDENCE AGENCY		Item 501	Page 1 of 6
Community Services Policy Manual	SUBJECT: Community Services Block Grant CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING		EFFECTIVE DATE 04/01/2012 ISSUE DATE 04/01/2012

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).

MICHIGAN FAMILY INDEPENDENCE AGENCY	Item 501	Page 2 of 6
Community Services Policy Manual	SUBJECT: Community Services Block Grant CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING	EFFECTIVE DATE 04/01/2012 ISSUE DATE 04/01/2012

- 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 statewide 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.

MICHIGAN FAMILY INDEPENDENCE AGENCY		Item 501	Page 3 of 6
Community Services Policy Manual	SUBJECT: Community Services Block Grant CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING		EFFECTIVE DATE 04/01/2012 ISSUE DATE 04/01/2012

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 BCAEO-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 BCAEO funded projects.
3. The agency's failure to properly account for BCAEO-administered funds and property.
4. The agency's lack of adequate general management systems to support BCAEO-funded programs.
5. The agency's demonstrated lack of capacity for effective service delivery of BCAEO-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).]

MICHIGAN FAMILY INDEPENDENCE AGENCY	Item 501	Page 4 of 6
Community Services Policy Manual	SUBJECT: Community Services Block Grant CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING	EFFECTIVE DATE 04/01/2012 ISSUE DATE 04/01/2012

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), BCAEO 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 BCAEO 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;

Examples of situations in which BCAEO may determine that technical assistance is not appropriate may include, but are not limited, to the following:

- A deficiency for which the State has previously provided technical assistance and the eligible entity has failed to institute corrective actions;
- Multiple, widespread, and/or repeated deficiencies that cannot feasibly be addressed through technical assistance;
- A deficiency that involves evidence of fraudulent reporting or use of funds, or other evidence or criminal wrongdoing.

MICHIGAN FAMILY INDEPENDENCE AGENCY	Item 501	Page 5 of 6
Community Services Policy Manual	SUBJECT: Community Services Block Grant CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING	EFFECTIVE DATE 04/01/2012 ISSUE DATE 04/01/2012

4. a) At the discretion of BCAEO (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 BCAEO; and

Examples of instances in which BCAEO may exercise discretion on whether a quality improvement plan is appropriate or necessary may include, but not limited to the following:

- A deficiency for which an eligible entity has previously instituted a corrective action plan and has repeated findings;
- A deficiency that involves evidence of fraudulent reporting or use of funds, or other evidence of criminal wrongdoing and therefore presents a risk requiring immediate action.

- 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. Hold a 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 community action agency.
- a) To obtain the floor (right to speak) an attendee must be the first to stand when the person speaking has finished and must be recognized by the BCAEO Director before speaking.
- b) All remarks must be contained to 2 to 5 minutes and is at the discretion of the BCAEO Director.
- c) Adequate accommodations will be secured to hold the public meeting. If the amount of attendees exceeds the room capacity, attendees will be given the opportunity to submit written comments.

MICHIGAN FAMILY INDEPENDENCE AGENCY	Item 501	Page 6 of 6
Community Services Policy Manual	SUBJECT: Community Services Block Grant <p style="text-align: center;">CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING</p>	EFFECTIVE DATE 04/01/2012 ISSUE DATE 04/01/2012

- d) Written public comments will also be accepted up to 7 days after the public meeting
- 6. 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.

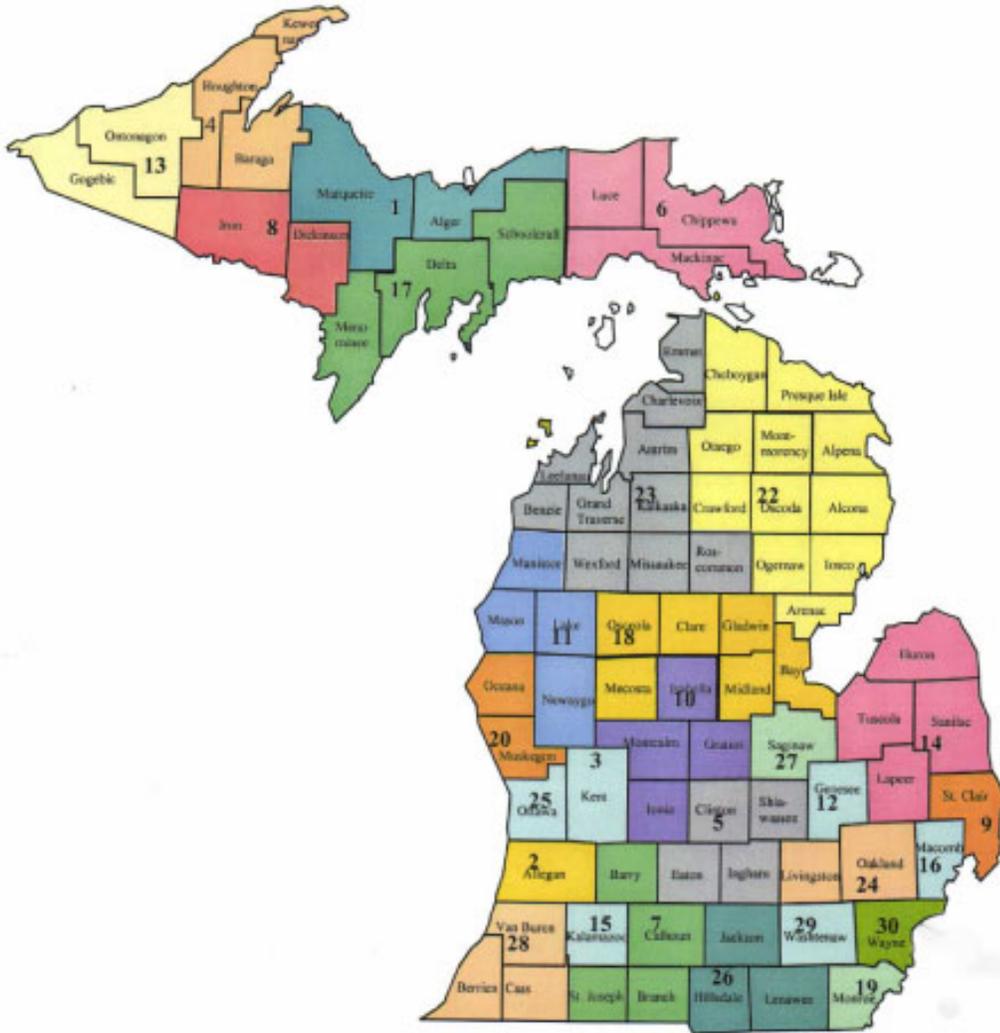
D) Review

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 BCAEO 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 BCAEO shall become final at the end of the 90th day.

CAA

Service Area Map

COMMUNITY ACTION AGENCIES



- | | |
|--|--|
| <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 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 Co Employment Training 30. Wayne Metropolitan Community Action Agency |
|--|--|

CSBG-IS FY2012 Database Reports

2013 CSBG HIGHLIGHTS

From the MI FY 2012 Community Services Block Grant Information System Survey

Michigan

CSBG NETWORK PARTICIPANTS

Michigan administers CSBG to
30 agencies in
100% of MI counties

65% of MI families were in
poverty, and
32% of MI families served were in
severe poverty

MI CSBG agencies provided services to
219,548 low-income individuals in
98,745 families

Vulnerable populations served by MI CSBG
agencies included:

54,234 children	25,967 people with disabilities	49,894 seniors	16,735 people who lacked health insurance
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Nationally, CSBG agencies provided services
to 18.7 million low-income individuals in
7.6 million families.

Out of the 47 million Americans in poverty,
the CSBG Network served 22% nationally.

CSBG NETWORK RESOURCES

For every \$1 of CSBG, the MI Network leveraged
\$4.85 from state, local, and private sources,
including the value of volunteer hours

\$1.31 State
\$1.01 Local
\$1.97 Private
\$0.56 Value of
Volunteer Hours
\$4.85

\$24,841,427 CSBG funds
supported the core activities of the
MI CSBG Network

The MI CSBG Network's funding totaled
\$383,504,549

Including all federal sources, the
MI CSBG Network leveraged
\$16.73 per \$1 of CSBG

2013 CSBG HIGHLIGHTS

From the MI FY 2012 Community Services Block Grant Information System Survey

CSBG Performance Outcomes for Michigan

The MI CSBG Network addressed 848,509 conditions of poverty that create barriers to economic security.

Barriers Addressed	These barriers were measured by:
25,354	Employment or Work Supports Low-income participants in CSBG Network employment initiatives obtained supports which reduced or eliminated barriers to initial or continuous employment, acquired a job, obtained an increase in employment income, or achieved "living wage" employment and benefits.
24,549	Economic Asset Enhancement and Utilization Low-income households achieved an increase in financial assets or financial skills as a result of CSBG Network assistance.
79,366	Child and Family Development Infants, children, youth, parents, and other adults participated in developmental or enrichment programs facilitated by the CSBG Network and achieved program goals.
227,592	Independent Living for Low-Income Vulnerable Populations Low-income vulnerable individuals received services from the CSBG Network and secured or maintained an independent living situation as a result.
86,836	Family Stability Low-income participants obtained supports which reduced or eliminated barriers to family stability through assistance from the CSBG Network.
336,558	Emergency Assistance Low-income individuals and families received emergency assistance from the CSBG Network.
51,370	Community Opportunities and Resources Community opportunities or resources were improved or expanded for low-income people as a result of CSBG Network projects or initiatives, or advocacy with other public and private agencies.
16,884	Community Empowerment Community members and low-income people mobilized to engage in activities that support and promote their own well-being and that of their community as a direct result of CSBG Network initiatives through maximum feasible participation.

Michigan

Selected Data Highlights by Agency

	Barriers Addressed	People Served	Children	Seniors	Volunteer Hours	\$ CSBG Allocation	\$Non-federal leveraged by \$1 CSBG	% in poverty
Alger-Marquette Community Action Board	7,043	3,883	966	1,649	0	\$315,485	\$4.80	74.0%
Allegan County Resource Department Committee, Inc.	2,415	4,810	1,540	1,031	27,544		#0lv/0l	68.7%
Area Community Services Employment and Training	61,813	40,255	987	697	8	\$1,268,976	\$1.12	59.0%
Baraga-Houghton-Keweenaw Community Action	3,056	1,691	433	534	681	\$209,125	\$1.21	59.5%
Capital Area Community Services, Inc.	14,765	18,253	5,608	4,801	122,795	\$1,169,668	\$2.64	63.3%
Chippewa-Luce-Mackinac Community Action and	183,782	1,070	368	196	0	\$220,950	\$14.29	59.2%
City of Detroit, Department of Human Services	46,676	4,070	994	1,621	215,038	\$4,300,509	\$3.01	81.6%
Community Action Agency of Jackson, Lenawee,	21,594	21,393	7,339	4,796	35,867	\$678,779	\$5.29	60.2%
Community Action Agency of South Central Michigan	19,773	4,522	1,702	888	208,300	\$873,982	\$3.89	63.8%
Dickinson-Iron Community Services Agency	2,802	1,611	352	733	28,202	\$267,846	\$3.83	52.0%
Economic Opportunity Committee of St. Clair County	3,364	5,447	761	890	33,395	\$291,676	\$3.85	57.0%
EightCAP, Inc.	3,845	6,426	2,179	1,538	189,079	\$685,905	\$10.27	61.1%
FiveCAP, Inc.	9,443	9,561	2,968	2,775	75,692	\$462,451	\$1.52	61.8%
Genesee County Community Action Resource	48,896	1,354	419	300	106,500	\$1,281,705	\$7.82	49.5%
Gogebic-Ontonagon Community Action Agency	36,891	2,498	487	1,127	11,794	\$218,208	\$7.17	54.4%
Human Development Commission	23,079	10,293	2,595	4,025	133,419	\$390,649	\$15.94	65.8%
Kalamazoo County Community Action Bureau	170	521	234	52	630	\$699,014	\$1.14	74.0%
Macomb County Community Services Agency	206,893	16,083	5,228	3,696	162,447	\$1,071,755	\$8.80	79.5%
Menominee-Delta-Schoolcraft Community Action	9,557	3,970	700	2,303	6,250	\$274,680	\$10.02	59.3%
Mid Michigan Community Action Agency, Inc.	18,891	18,755	6,091	5,193	57,424	\$902,687	\$2.69	61.2%
Monroe County Opportunity Program	15,333	9,833	1,921	2,190	4,363	\$296,901	\$4.57	78.3%
Muskegon Oceana Community Action Partnership, Inc.	1,293	1,520	569	276	423	\$599,905	\$0.20	66.3%
Northeast Michigan Community Service Agency	48,541	2,156	574	614	348,848	\$651,035	\$28.19	58.2%
Northwest Michigan Community Action Agency	12,053	3,779	1,391	601	0	\$528,283	\$5.60	59.6%

Printed On: 04/25/2013

NASCSP CSBG IS FY 2012

Michigan

Selected Data Highlights by Agency

	Barriers Addressed	People Served	Children	Seniors	Volunteer Hours	\$ CSBG Allocation	\$Non-federal leveraged by \$1 CSBG	% in poverty
Oakland-Livingston Human Services Agency	13,044	11,377	3,778	2,837	22,914	\$1,769,643	\$4.03	58.6%
Ottawa County Community Action Agency	6,889	2,893	1,080	346	780	\$397,960	\$0.82	48.3%
Saginaw County Community Action Committee, Inc.	4,666	3,270	770	1,118	4,704	\$694,869	\$0.46	62.0%
Southwest Michigan Community Action Agency	11,727	2,409	885	534	10,803	\$1,010,162	\$1.77	74.4%
Washtenaw County Employment, Training and	2,082	2,161	213	1,625	0	\$569,504	\$4.80	94.8%
Wayne Metropolitan Community Action Agency	8,133	3,684	1,102	1,008	22,002	\$1,614,060	\$3.62	56.8%
Total	848,509	219,548	54,234	49,894	1,829,902	\$23,716,372	\$4.85	64.9%

Printed On: 04/25/2013

NASCSP CSBG IS FY 2012

Unexpended Funds – Carry-Forward Policy

CSPM Item 507

A. MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 507	Page 81 of 2
Community Services Policy Manual	SUBJECT: Community Services Block Grant		<u>EFFECTIVE DATE</u>
	UNEXPENDED FUNDS – CARRY-FORWARD POLICY		10/01/13
			<u>ISSUE DATE</u>
			DRAFT

REFERENCES

The Community Services Block Grant (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.

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.

Note: Michigan’s definition of “eligible entity” is a CAA.

POLICY

Unexpended funds within 20 percent of a Grantee’s annual allocation (allocation includes any discretionary funds allocated to Grantee to bring its funding up to a minimum level) will be returned to the Grantee for carry forward.

Example: Grantee must spend 100 percent of any carry-in, plus 100 percent of any recaptured and redistributed funds, plus a minimum of 80 percent of their annual allocation to be eligible to carry forward unexpended funds.

Unexpended funds exceeding 20 percent will be recaptured and redistributed as noted below

Note: This policy does not apply to discretionary funds allocated to Grantees 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 (SOE) report. Final SOE reports must be submitted no later than December 31.
2. Recaptured funds will be distributed during the second 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 Grantees.

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: Maura D. Corrigan, Director
Organization: Michigan Department of Human Services

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: Maura D. Corrigan, Director
Organization: Michigan Department of Human Services

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: FY2013 CSBG

Signature: _____ Date: _____

Title: Maura D. Corrigan, Director
Organization: Michigan Department of Human Services

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 point 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).

(h) 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: Maura D. Corrigan, Director
Organization: Michigan Department of Human Services

EXHIBIT Q

R O M A

National Performance Indicators

BCAEO
ROMA Outcome Based Indicators
(Planning Stage) Documents
CAP Part II

ROMA Indicator Forms Checklist

(Check all that are included with plan)

Please submit a ROMA form(s) for each agency program with an outcome.

Agency Name:

- | | | | |
|---|--|------------------------------|-----------------------------|
| NPI 1.1: Employment | <i>(double-click on box to check it)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 1.2: Employment Supports | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 1.3: Economic Asset Enhancement & Utilization | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 2.1: Community Improvement and Revitalization | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 2.2: Community Quality of Life and Assets | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 2.3: Community Engagement | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 3.1: Civic Investment through Volunteerism | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 3.2: Community Enhancement through Maximum Feasible Participation | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 4.1: Expanding Opportunities through Community-Wide Partnerships | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 5.1: Agency Development | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 6.1: Independent Living | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 6.2: Emergency Assistance | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 6.3: Child and Family Development | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 6.4: Family Supports (Seniors, Disabled, and Caregivers) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NPI 6.5: Service Counts | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Family Agency Community

Goal 1: Low-income people become more self-sufficient.

Performance Indicator 1.1: Employment

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 1: Low-income people become more self-sufficient.

Performance Indicator 1.1: Employment

Outcome: Individuals get a job or become self-employed as a result of Community Action Assistance.

4. Planned Indicator and Projected Measure: *(fill out all that apply)*

Indicator #	# of Expected Clients Enrolled in Programs	# of Clients Expected to Achieve Outcome
A: Individuals who were unemployed will obtain a job.		
B: Individuals will maintain a job for at least 90 days.		
C: Individuals will obtain an increase in employment income and/or benefits.		
D: Individuals will achieve “living wage*” employment income and/or benefits.		

**Each agency must define what constitutes a “living wage” and appropriate benefits in their area.*

5. List your agency’s Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency’s tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 1: Low-income people become more self-sufficient.

Performance Indicator 1.2: Employment Supports

Agency Program Name:

Is FACSPRO used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPRO Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 1: Low-income people become more self-sufficient.

Performance Indicator 1.2: Employment Supports

Outcome: Barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action for low-income participants.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	# of Expected Clients Enrolled in Programs	# of Clients Expected to Achieve Outcome	Indicator #	# of Expected Clients Enrolled in Programs	# of Clients Expected to Achieve Outcome
A: Obtain skills/competencies required for employment.			G: Obtain health care services for themselves and/or family member.		
B: Complete ABE/GED & received certificate or diploma.			H: Obtain and/or maintained safe & affordable housing.		
C: Complete post-secondary education program & obtained certificate or diploma.			I: Obtain food assistance.		
D: Enroll children in before or after school programs.			J: Obtain non-emergency LIHEAP energy assistance.		
E: Obtain care for child or other dependent.			K: Obtain non-emergency WX energy assistance.		
F: Obtain access to reliable transportation and/or driver's license.			L: Obtain other non-emergency energy assistance.		

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 1: Low-income people become more self-sufficient.

Performance Indicator 1.3: Economic Asset Enhancement and Utilization

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 1: Low-income people become more self-sufficient.

Performance Indicator 1.3: Economic Asset Enhancement and Utilization

Outcome: Low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance.

4. Planned Indicator and
Projected Measure: *(fill out all that apply)*

Indicator #	# of Expected Clients Enrolled in Programs	# of Clients Expected to Achieve Outcome
A. Participants in tax preparation programs will qualify for any type of Federal or State tax credit.		
B. Participants will obtain court-ordered child support payments.		
C. Participants will enroll in telephone lifeline and/or energy discounts with the assistance of the agency.		
D. Participants will demonstrate the ability to complete & maintain a budget for over 90 days.		
E. Participants will open an Individual Development Account (IDA) or other savings account.		
F. Participants will increase their savings through IDA or other savings accounts.		
G. Participants in an assets development program will capitalize a small business with accumulated savings.		
H. Participants in an assets development program will pursue post-secondary education with accumulated savings.		
I. Participants in an assets development program will purchase a home with accumulated savings.		
J. Participants in an assets development program will purchase other assets with accumulated savings.		

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 2: The conditions in which low-income people live are improved.

Performance Indicator 2.1: Community Improvement and Revitalization

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 2: The conditions in which low-income people live are improved.

Performance Indicator 2.1: Community Improvement and Revitalization

Outcome: Increase in, or safeguarding of, threatened 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.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	Number of Expected Projects or Initiatives	Number of Expected Opportunities and/or Community Resources Preserved or Increased
A. Jobs will be created or saved from reduction or elimination in the community.		
B. Accessible “living wage*” jobs will be created, or saved, from reduction or elimination in the community.		
C. Safe and affordable housing units will be created in the community.		
D. Safe and affordable housing units in the community will be preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy.		
E. Accessible safe and affordable health care services/facilities for low-income people are created or saved from reduction or elimination.		
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination.		
G. Accessible before and after school program placement opportunities for low-income families will be created or saved from reduction or elimination.		
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, will be available to low-income people, including public or private transportation.		
I. Accessible or increased educational training placement opportunities, or those that are saved from reduction or elimination, will be available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.		

*Each agency must define what constitutes a “living wage” and appropriate benefits in their area.

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 2: The conditions in which low-income people live are improved.

Performance Indicator 2.2: Community Quality of Life and Assets

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 2: The conditions in which low-income people live are improved.

Performance Indicator 2.2: Community Quality of Life and Assets

Outcome: The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy.

4. Planned Indicator and
Projected Measure: *(fill out all that apply)*

Indicator #	Number of Expected Program Initiatives or Advocacy Efforts	Number of Community Assets, Services, or Facilities Preserved or Increased
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 in or preservation of neighborhood quality of life resources.		

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 2: The conditions in which low-income people live are improved.

Performance Indicator 2.3: Community Engagement

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 2: The conditions in which low-income people live are improved.

Performance Indicator 2.3: Community Engagement

Outcome: The number of community members working with Community Action to improve conditions in the community is increased. Access to community resources is improved.

4. Planned Indicator and
Projected Measure: *(fill out all that apply)*

Indicator #	Total Expected Contribution by the Community
A. Number of community members mobilized by Community Action that will participate in community revitalization and anti-poverty initiatives.	
B. Number of volunteer hours that will be donated to the agency (This should be ALL volunteer hours)	

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 3: Low-income people own a stake in their community.

Performance Indicator 3.1: Civic Investment through Volunteerism

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 3: Low-income people own a stake in their community.
Performance Indicator 3.1: Civic Investment through Volunteerism

Outcome: The community will be enhanced through maximum participation of volunteers.
Services are provided in the community through the aid of volunteers.

4. Planned Indicator and
Projected Measure: *(fill out all that apply)*

Indicator #	Number of Expected Volunteer Hours
Number of volunteer hours donated by low-income individuals to Community Action. (This should only be low-income volunteers.)	

5. List your agency's Measurement Tools: *(See reference chart in guide)*
6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:
 Yes No *(double-click on box to check it)*
- If NO, list the correct tasks needed

Family Agency Community

Goal 3: Low-income people own a stake in their community.

Performance Indicator 3.2: Community Enhancement through Maximum Feasible Participation

Agency Program Name:

Is FACSPRO used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPRO Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency
Services Employment
Health Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 3: Low-income people own a stake in their community.
 Performance Indicator 3.2: Community Enhancement through Maximum Feasible Participation

Outcome: Low income people will be mobilized as a direct result of Community Action initiatives to engage in activities that support and promote their own well-being and that of their community.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	Expected number of Participants
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 home 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.	

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

Performance Indicator 4.1: Expanding Opportunities through Community-Wide Partnerships

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment
Health Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

Performance Indicator 4.1: Expanding Opportunities through Community-Wide Partnerships

Outcome: The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes will be maintained or improved.

3. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	Expected Number of Organizational Partnerships
A. Non-Profit	
B. Faith-Based	
C. Local Government	
D. State Government	
E. Federal Government	
F. For-Profit Business or Corporation	
G. Consortiums/Collaborations	
H. Housing Consortiums/Collaborations	
I. School Districts	
J. Institutions of post-secondary education/training	
K. Financial/Banking Institutions	
L. Health Service Institutions	
M. State-wide associations or Collaborations	

4. List your agency's Measurement Tools: *(See reference chart in guide)*

5. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 5: Agencies increase their capacity to achieve results.

Performance Indicator 5.1: Agency Development

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment

Health Housing Income Management Linkages Nutrition Self-

Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 5: Agencies increase their capacity to achieve results.

Performance Indicator 5.1: Agency Development

Outcome: The number of human capital resources available to Community Action that increases the agency's capacity to achieve family and community outcomes is maintained or increased.

4. Planned Indicator and
Projected Measure: *(fill out all that apply)*

Indicator #	Number of Expected Resources in Agency
A. Number of Certified Community Action Professionals	
B. Number of Nationally Certified ROMA Trainers	
C. Number of Family Development Trainers	
D. Number of Child Development Trainers	
E. Number of Staff Attending Trainings	
F. Number of Board Members Attending Trainings	
G. Hours of Staff in Trainings	
H. Hours of Board Members in Trainings	

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.1: Independent Living

Agency Program Name:

Is FACSPRO used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPRO Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment
Health Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.1: Independent Living

Outcome: Vulnerable individuals receiving services from Community Action will maintain an independent living situation as a result of those services.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	Number of Vulnerable Individuals Expected to Live Independently
A. Senior Citizens*	
B. Individuals with Disabilities 0-17	
B. Individuals with Disabilities 18-54	
B. Individuals with Disabilities 55-over	

**Seniors can be reported twice, once under Senior Citizens and again if they are disabled under individuals with Disabilities, ages 55-over.*

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.2: Emergency Assistance

Agency Program Name:

Is FACSPRO used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPRO Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment
Health Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.2: Emergency Assistance

Outcome: Vulnerable individuals receiving services from Community Action will maintain an independent living situation as a result of those services.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	# of Clients Expected to Seek Assistance	# of Clients Expected to Receive Assistance	Indicator #	# of Clients Expected to Seek Assistance	# of Clients Expected to Receive Assistance
A: Emergency Food			G: Emergency protection from violence.		
B: Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources.			H: Emergency legal assistance.		
C: Emergency rent or mortgage assistance.			I: Emergency transportation.		
D: Emergency car or home repair (i.e. structural, appliance, heating system, etc.)			J: Emergency Disaster Relief.		
E: Emergency Temporary Shelter.			K: Emergency Clothing.		
F: Emergency Medical Care.					

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed

Family Agency Community

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.3: Child and Family Development

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency

Services Employment
Health Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.3: Child and Family Development

Outcome: Infants, children, youth, parents, and other adults participating in developmental or enrichment programs will achieve program goals.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	# of Expected Clients Enrolled in Programs	# of Clients Expected to Achieve Outcome
A1. Parents and other adults will learn and exhibit improved parenting skills.		
A2. Parents and other adults will learn and exhibit improved family functioning skills.		
IC1. Infants & children will obtain age appropriate immunizations, medical, and dental care.		
IC2. Infant & child health and physical development will be improved as a result of adequate nutrition.		
IC3. Children participate in pre-school activities will develop school readiness skills.		
IC4. Children who participate in pre-school activities will be developmentally ready to enter Kindergarten or 1 st Grade.		
Y1. Youth will improve health and physical development.		
Y2. Youth will improve social/emotional development.		
Y3. Youth will avoid risk-taking behavior or a defined period of time.		
Y4. Youth will have reduced involvement with criminal justice system.		
Y5. Youth will increase academic, athletic, or social skills for school success.		

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed;

Family Agency Community

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.4: Family Supports (Seniors, Disabled, and Caregivers)

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency Services
Employment
Health Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.4: Family Supports (Seniors, Disabled, and Caregivers)

Outcome: Barriers to family stability are reduced or eliminated for low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers.

4. Planned Indicator and
 Projected Measure: *(fill out all that apply)*

Indicator #	Number of Expected Clients Enrolled in Program(s)	Number of Clients Expected to Achieve Outcomes
A. Enroll children in before or after school programs.		
B. Obtain care for child or other dependent.		
C. Obtain access to reliable transportation and/or driver's license.		
D. Obtain health care services for themselves and/or family members.		
E. Obtain and/or maintain safe and affordable housing.		
F. Obtain food assistance.		
G. Obtain non-emergency LIHEAP energy assistance.		
H. Obtain non-emergency WX energy assistance.		
I. Obtain other non-emergency energy assistance. (State/local/private energy programs. Do not include LIHEAP or WX.)		

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed;

Family Agency Community

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.5: Service Counts

Agency Program Name:

Is FACSPro used with this program? Yes No *(double-click on box to check it)*

If Yes, please list: FACSPro Agency Name: System Program Name:

CSBG Service Category: *(Only fill out for CSBG-funded activities)* Education Emergency Services
Health Employment Housing Income Management Linkages Nutrition Self-Sufficiency

1. Describe the Problem, Need, or Situation:

Was this problem, need, situation listed above determined through a Community Needs Assessment? Yes No *(double-click on box to check it)*

2. List the Activity along with a description, that addresses the need identified above:

Selection Rationale: Why has the agency selected/continued this program/activity?

3. Partnerships: Describe specific rolls with other human service agencies, faith-based organizations, and partnerships:

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Performance Indicator 6.5: Service Counts

Outcome: The number of services provided to low-income individuals and/or families will be maintained or improved.

4. Planned Indicator and
Projected Measure: *(fill out all that apply)*

Indicator #	Number of Expected Services
A. Food Boxes	
B. Pounds of Food	
C. Units of Clothing	
D. Rides Provided	
E. Information and Referral Calls	

5. List your agency's Measurement Tools: *(See reference chart in guide)*

6. Confirm your agency's tasks, that are associated with this goal, are correct and listed in FACSPRO:

Yes No *(double-click on box to check it)*

If NO, list the correct tasks needed;