

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 301	Page 1 of 3
Community Services Policy Manual	SUBJECT: Allocations and Plan Instructions  <b>COMMUNITY SERVICES BLOCK GRANT</b>		EFFECTIVE DATE 10/01/16  ISSUE DATE 06/28/16

## REFERENCES

- The CSBG Act, P.L. 97-35 of 1981, as amended by the Coates Human Services Reauthorization Act of 1998.
- The CSBG Act, as amended by the Human Service Amendments of 1994 (P.L. 103-152)
- CSBG & ROMA Guide
- CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG

## PURPOSE

This item provides guidelines and instructions for preparation and submittal of the FY2017 CSBG Community Action Plan (CAP).

The **FY2017** CSBG planning (estimated) allocations are based on the State's **FY2016** CSBG funding level. For initial planning purposes, \$23,515,322 will be available in CAA 90% formula funds for distribution for the period October 1, 2016 through September 30, 2017.

Unexpended FY2016 CSBG 90% formula funds are not to be included in the initial CAP expenditure plan. As indicated in CSPM Item 507 – Unexpended Funds – Carry- Forward Policy, after MDHHS/BCAEO completes final closeout activities for the fiscal year, agencies will be notified concerning the carry-forward amounts for each agency and the plan amendment process.

In addition to the 90% formula funds, smaller CAAs will receive Discretionary funds to meet the minimum funding level of \$175,000.

- **FY2017 CSBG Discretionary Funds to Meet the Minimum Funding Level:** Discretionary funds will be distributed to bring agencies up to the minimum \$175,000 funding level. This will be part of the regular CSBG allocation.

**NOTE:** All other CSBG Discretionary funding will be distributed by NFA as part of the CSBG Discretionary Competitive Process.

## POLICY

CAAs shall prepare and submit an FY2017 CSBG CAP in accordance with the attached Guidelines. Plans must be submitted electronically by **August 5, 2016**.

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### **SUBMITTAL PROCESS**

Send your completed CSBG CAP electronically as an attachment to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) Mail Box by the due date.

Questions regarding the CSBG CAP should be directed to your grant manager. The main number for BCAEO is (517) 373-8896.

### **Attachments**

- Attachment A: CSBG Application – *New Access database format for FY17*
- Attachment B: CSBG Expenditure Plan
- Checklist for BCAEO Plans
- CSBG & ROMA Guide

**FY 2017 CSBG Funding Levels**  
**Planning CAA Allocations as of 10/1/16**  
**Effective: October 1, 2016 through September 30, 2017**

Community Action Agency	Contract #  Year 4	Total FY2017 Formula Allocation <i>*Includes Discretionary increase for smaller agencies</i>
ACSET-Community Action Agency	CSBG-14-41016	\$1,154,488
*Alger-Marquette CAB	CSBG-14-52001	\$175,000
Community Action of Allegan County	CSBG-14-03002	\$216,439
*Baraga-Houghton-Keweenaw CAA	CSBG-14-31003	\$175,000
Blue Water Community Action	CSBG-14-74009	\$293,014
CAA of South Central Michigan	CSBG-14-13005	\$657,682
Capital Area Community Services	CSBG-14-33004	\$1,129,237
*Chippewa-Luce-Mackinac CAHRA	CSBG-14-17006	\$175,000
Community Action Agency J,L,H	CSBG-14-38026	\$608,934
*Dickinson-Iron CSA	CSBG-14-22008	\$175,000
Eight CAP, Inc.	CSBG-14-59010	\$802,866
Five CAP, Inc.	CSBG-14-53011	\$300,872
Genesee County CARD	CSBG-14-25012	\$1,169,963
*Gogebic-Ontonagon CAA	CSBG-14-27013	\$175,000
Human Development Commission	CSBG-14-79014	\$438,941
Kalamazoo County CAA	CSBG-14-39015	\$640,407
Macomb Community Action	CSBG-14-50017	\$1,154,488
*Menominee-Delta-Schoolcraft CA	CSBG-14-21018	\$175,000
Mid-Michigan CAA	CSBG-14-18019	\$725,989
Monroe County Opportunity Pro	CSBG-14-58020	\$216,439
Muskegon-Oceana CAAP	CSBG-14-61021	\$576,845
Northeast MI CSA	CSBG-14-04022	\$511,350
Northwest MI CAA	CSBG-14-28023	\$589,102
Oakland-Livingston HSA	CSBG-14-63024	\$1,594,797
Ottawa County CAA	CSBG-14-70025	\$350,446
Saginaw County CAC	CSBG-14-73027	\$566,999
Southwest MI CAA	CSBG-14-11028	\$654,651
Washtenaw County OCED	CSBG-14-81029	\$580,172
Wayne Metropolitan CAA	CSBG-14-82030	\$7,783,468
<b>TOTALS</b>		<b>\$23,767,589</b>

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Community Services Policy Manual	SUBJECT: Allocations and Plan Instructions  <b>CSBG Allocation Amendment COMMUNITY SERVICES BLOCK GRANT</b>		EFFECTIVE DATE 4/7/16  ISSUE DATE 4/7/16

## REFERENCES

- CSPM Item 301– FY2016 CSBG Allocations and Plan Instructions
- CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG
- The CSBG Act (42 U.S.C. 9901 et seq.) as amended

## PURPOSE

This item provides instructions for preparation and submittal of a modification/amendment to the FY2016 CSBG Community Action Plan (CAP).

## ALLOCATIONS

The FINAL FY2016 CSBG State allocation has been released. Please note that although full year allocation amounts have been provided, up to 1% of the total funding for FY 2016 remains subject to potential reallocation based on the Secretary's authority to transfer funding within HHS's discretionary accounts. Any reductions to the total grant allocation for FY 2016 would be reflected in the fourth quarter grant award.

## POLICY

CAAs shall prepare and submit a modification/amendment to their FY2016 CSBG CAP in accordance with the following guidelines. **Amended plans are due by April 22, 2016.**

## PLAN MODIFICATION SUBMISSION REQUIREMENTS

- REVISED CSBG Application – *Optional*

Only submit a revision if changes are being made to: *revise* a current description, *include* activities not previously identified in the original plan or to *remove* activities that were included in the original plan. We encourage agencies to work from (make changes to) their current approved CSBG Application rather than developing a new document. If necessary, this document can be emailed by your grant manager upon request.

**NOTE: If you are making a change, please highlight the change.**

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- REVISED Expenditure Plan – **Mandatory**

CAAs shall submit a revised 12-month expenditure plan for the amount of funds identified in the attached CSBG Allocation Chart. We encourage agencies to use their most current expenditure document if possible.

Please use the amount under Column F on the allocation chart.

- Equipment Waiver Request Form - DHS-4328 – *If Applicable*

MDHHS/BCAEO will accept waiver requests to purchase “equipment” (single item costing \$5,000 or more) during the CAA’s amendment process. **The equipment identified must be appropriate to meet the needs of the activities/project for which it will be utilized.** Written waivers will be granted on a case-by-case basis. Requests must demonstrate the benefits to be realized by the CSBG income-eligible population.

- Complete all items of information, secure appropriate signatures and attach all required information. The waiver request package may be submitted electronically as a PDF file.

### SUBMITTAL PROCESS

Plans shall be submitted by the required due date, electronically as an attachment, to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) mailbox.

Attachments:

CSBG14 (year 3) FY16 Final Allocation Chart with FY15 CF and 3<sup>rd</sup> quarter increase

# FISCAL YEAR 2016 COMMUNITY SERVICES BLOCK GRANT

Final CAA Allocations as of 3rd Quarter 4.1.16

Effective: October 1, 2015 through September 30, 2016

Community Action Agencies	(A) FY16 Planning Allocation for the 90% Funds	(B) FY15 CarryForward	(C) (C=A+B) TOTAL FUNDS AVAILABLE**	(D) 3rd Quarter increase	(E) FY16 Final Allocation	(F) FY16 total Allocation including CarryForward (C+D)**
ACSET-Community Action Agency	\$1,086,104	\$ 1,136,568	\$ 2,222,672	\$ 67,145	\$ 1,153,249	\$ 2,289,817
Alger-Marquette CAB**	\$175,000	\$ 77,788	\$ 252,788	\$ (35,263)	\$ 139,737	\$ 252,788
Allegan County RDC	\$204,848	\$ 78,443	\$ 283,291	\$ 11,381	\$ 216,229	\$ 294,672
Baraga-Houghton-Keweenaw**	\$175,000	\$ -	\$ 175,000	\$ (833)	\$ 174,167	\$ 175,000
Blue Water Community Action	\$276,787	\$ 74,996	\$ 351,783	\$ 15,933	\$ 292,720	\$ 367,716
CAA of South Central MI	\$619,377	\$ 62,884	\$ 682,261	\$ 37,611	\$ 656,988	\$ 719,872
Capital Area Community Services	\$1,062,381	\$ -	\$ 1,062,381	\$ 65,644	\$ 1,128,025	\$ 1,128,025
Chippewa-Luce-Mackinac**	\$175,000	\$ 12,431	\$ 187,431	\$ (22,696)	\$ 152,304	\$ 187,431
Community Action AgencyJ,L,H	\$573,579	\$ 11,424	\$ 585,003	\$ 34,714	\$ 608,293	\$ 619,717
Dickinson-Iron CSA**	\$175,000	\$ 878	\$ 175,878	\$ (92,586)	\$ 82,414	\$ 175,878
Eight CAP, Inc.	\$755,770	\$ 283,977	\$ 1,039,747	\$ 46,242	\$ 802,012	\$ 1,085,989
Five CAP, Inc.	\$284,170	\$ 347,268	\$ 631,438	\$ 16,400	\$ 300,570	\$ 647,838
Genesee County CARD*	\$1,100,641	\$ -	\$ 1,100,641	\$ 68,066	\$ 1,168,707	\$ 1,168,707
Gogebic-Ontonagon CAA**	\$175,000	\$ 5,028	\$ 180,028	\$ (86,963)	\$ 88,037	\$ 180,028
Human Dev Commission	\$413,879	\$ -	\$ 413,879	\$ 24,608	\$ 438,487	\$ 438,487
Kalamazoo County HDB*	\$603,147	\$ 214,595	\$ 817,742	\$ 36,585	\$ 639,732	\$ 854,327
Macomb County CSA*	\$1,086,104	\$ -	\$ 1,086,104	\$ 67,145	\$ 1,153,249	\$ 1,153,249
Menominee-Delta-Schoolcraft**	\$175,000	\$ 37,848	\$ 212,848	\$ (14,637)	\$ 160,363	\$ 212,848
Mid Michigan CAA	\$683,548	\$ 72,617	\$ 756,165	\$ 41,672	\$ 725,220	\$ 797,837
Monroe County Opportunity	\$204,848	\$ -	\$ 204,848	\$ 11,381	\$ 216,229	\$ 216,229
Muskegon-Oceana CAP	\$543,434	\$ 119,232	\$ 662,666	\$ 32,806	\$ 576,240	\$ 695,472
Northeast Michigan CSA	\$481,904	\$ 271,884	\$ 753,788	\$ 28,913	\$ 510,817	\$ 782,701
Northwest Michigan CAA	\$554,948	\$ 128,888	\$ 683,836	\$ 33,535	\$ 588,483	\$ 717,371
Oakland-Livingston HSA	\$1,499,754	\$ -	\$ 1,499,754	\$ 93,321	\$ 1,593,075	\$ 1,593,075
Ottawa County CAA*	\$330,742	\$ 188,860	\$ 519,602	\$ 19,347	\$ 350,089	\$ 538,949
Saginaw County CAC	\$534,184	\$ 111,479	\$ 645,663	\$ 32,221	\$ 566,405	\$ 677,884
Southwest Michigan CAA	\$616,529	\$ 40,110	\$ 656,639	\$ 37,431	\$ 653,960	\$ 694,070
Washtenaw Co ETCS Group*	\$546,559	\$ -	\$ 546,559	\$ 33,004	\$ 579,563	\$ 579,563
Wayne Metro CAA	\$7,338,734	\$ 1,056,953	\$ 8,395,687	\$ 461,224	\$ 7,799,958	\$ 8,856,911
<b>TOTALS</b>	<b>\$ 22,451,971</b>	<b>\$ 4,334,151</b>	<b>\$ 26,786,122</b>	<b>\$1,063,351</b>	<b>\$23,515,322</b>	<b>\$ 28,102,451</b>

\* Public Agencies

\*\* : There is a minimum CAA funding level of \$175,000. If an agency's formula allocation does not meet this level, the state will allocate additional dollars (from CSBG-Discretionary Funds or State Admin carry forward) to bring the funding up to \$175,000.

**FY 2015 CSBG Funding Levels  
 Planning CAA Allocations as of 10/1/14  
 Effective: October 1, 2014 through September 30, 2015**

Community Action Agency	Contract # Year 2	Total FY2015 Formula Allocation
ACSET-Community Action Agency	CSBG-14-41016	\$ 1,076,342
Alger-Marquette CAB	CSBG-14-52001	\$ 175,000
Allegan County RDC	CSBG-14-03002	\$ 203,194
Baraga-Houghton-Keweenaw CAA	CSBG-14-31003	\$ 175,000
Blue Water Community Action	CSBG-14-74009	\$ 274,471
CAA of South Central Michigan	CSBG-14-13005	\$ 613,908
Capital Area Community Services	CSBG-14-33004	\$ 1,052,837
Chippewa-Luce-Mackinac CAHRA	CSBG-14-17006	\$ 175,000
Community Action Agency J,L,H	CSBG-14-38026	\$ 568,533
Dickinson-Iron CSA	CSBG-14-22008	\$ 175,000
Eight CAP, Inc.	CSBG-14-59010	\$ 749,047
Five CAP, Inc.	CSBG-14-53011	\$ 281,785
Genesee County CARD	CSBG-14-25012	\$ 1,090,746
Gogebic-Ontonagon CAA	CSBG-14-27013	\$ 175,000
Human Development Commission	CSBG-14-79014	\$ 410,301
Kalamazoo County HDB	CSBG-14-39015	\$ 597,829
Macomb County CSA	CSBG-14-50017	\$ 1,076,342
Menominee-Delta-Schoolcraft CA	CSBG-14-21018	\$ 175,000
Mid-Michigan CAA	CSBG-14-18019	\$ 677,490
Monroe County Opportunity Pro	CSBG-14-58020	\$ 203,194
Muskegon-Oceana CAAP	CSBG-14-61021	\$ 538,664
Northeast MI CSA	CSBG-14-04022	\$ 477,701
Northwest MI CAA	CSBG-14-28023	\$ 550,073
Oakland-Livingston HSA	CSBG-14-63024	\$ 1,486,187
Ottawa County CAA	CSBG-14-70025	\$ 327,929
Saginaw County CAC	CSBG-14-73027	\$ 529,500
Southwest MI CAA	CSBG-14-11028	\$ 611,087
Washtenaw County ETCS	CSBG-14-81029	\$ 541,761
Wayne Metropolitan CAA - Detroit	CSBG-14-82002	\$ 5,536,021
Wayne Metropolitan CAA	CSBG-14-82030	\$ 1,735,658
<b>TOTALS</b>		<b>\$ 22,260,600</b>

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## 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.
- CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG

## PURPOSE

To provide guidelines and instructions to Community Action Agencies (CAAs) for submitting requests for Community Services Block Grant (CSBG) Discretionary funds.

A portion of the state's CSBG Discretionary funds have been set aside specifically for projects and initiatives to address needs identified by local CAAs. Projects must eliminate a cause or condition of poverty, to promote self-sufficiency or to promote community revitalization in the CAA's service area.

Discretionary funds may also be used in the event of a declared emergency at the state or federal level and shall be used only to provide emergency services to low income individuals and families in the designated disaster area. MDHHS BCAEO has the discretion for use of CSBGD funds for declared emergencies and relief efforts.

### Grantee Requests for Disaster Relief Funds

If funding is available, BCAEO will consider all requests from Grantees for disaster relief funds that meet the outlined criteria. The requests must include the following components:

- Overview of disaster
- Date disaster was declared a federal or state disaster
- Additional funding requested, if applicable
- How CSBG funds will be utilized to enhance disaster relief funds in the federal or state defined disaster area.

Grantees must submit requests to the MDHHS-BCAEO@michigan.gov mailbox. Once submitted, BCAEO will review the request.

### Funding for Disaster Planning and Relief

If BCAEO approves a Grantee disaster relief plan, an agency can dedicate current year allocation and funding to the identified disaster area, and serve that area as priority over other areas.

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The CSBG FY2017 Discretionary Planning Allocation:

- Small Agency \$175,000 Minimum Amount:** A portion of CSBG Discretionary funds will be used to assist small agencies (included as part of the CSBG allocation) in receiving a minimum amount of CSBG funding.
- Native American (CSBG-N) Organizations:** A portion of CSBG Discretionary funds will be allocated to eligible native American organizations based upon the ratio of low-income native Americans to the total state low-income population as measured by the most recent and available United States bureau of census poverty population data. Two current Native American Agreements were extended for one year.
- Training and Technical Assistance Contract:** A total of \$150,000 will be allocated to the Michigan Community Action Agency Association Training and Technical Assistance Contract. This may increase as needed.
- CAA Discretionary Projects:** For FY17, BCAEO will use the same competitive process as last year to allocate CSBG Discretionary funding. CAAs will submit Concept Papers outlining the project requests and the need for CSBG Discretionary funding. Awardees will be asked to submit CSBGD Plans and budgets to BCAEO.

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## POLICY

### Agencies Eligible for Funds

All Community Action Agencies can apply for funding in FY2017.

### Allowable Activities & Topics

Goals and expected results must be measurable. Grantees must conduct an evaluation of the projects funded with CSBG discretionary funds to determine the project's success and to plan for other permanent funding for projects that will be continued after the initial pilot project has been completed.

The CSBG State Plan separates Discretionary funding under the following **topics**: Training and Technical Assistance (T/TA), Statewide Coordination Among Eligible Entities, Asset Building, Innovative Programs, and Other Projects. Agencies will be expected to choose which topic their project falls under.

The Grantee agrees to use Community Services Block Grant Discretionary (CSBG-D) funds for one or more of the following activities as described in the Service Plan, including:

- a. Fund statewide initiatives and innovative pilot projects that address a community need and/or assist low-income persons to overcome barriers to attaining self-sufficiency,
- b. Asset-building programs,
- c. The development of new, community-based partnerships directly related to one of the Family or Community ROMA Goals (Goals 1 & 6 and Goals 2 & 3 respectively);
- d. Projects that support a sustainable system of continuous quality improvement in agency management and performance, including client case management/bundling services;
- e. Capacity building (specific to staff and/or governing board members); or
- f. Support summer jobs for youth (see IM 126 <http://www.acf.hhs.gov/programs/ocs/resource/im-no-126-use-of-csbg-funds-to-support-summer-jobs-for-youth>); or
- g. Homelessness projects ( see IM 135 [http://www.acf.hhs.gov/sites/default/files/ocs/im\\_135\\_csbg\\_federal\\_matching\\_requirements\\_hud\\_mckinney\\_vento\\_0.pdf](http://www.acf.hhs.gov/sites/default/files/ocs/im_135_csbg_federal_matching_requirements_hud_mckinney_vento_0.pdf))
- h. Refugee Resettlement projects (see Dear Colleague Letter [http://www.acf.hhs.gov/sites/default/files/ocs/dcl\\_csbg\\_partnership\\_with\\_the\\_office\\_of\\_refugee\\_resettlement\\_6\\_20\\_2014.pdf](http://www.acf.hhs.gov/sites/default/files/ocs/dcl_csbg_partnership_with_the_office_of_refugee_resettlement_6_20_2014.pdf))

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- i. Technology needs to strengthen infra-structure and/or reporting needs. Provide training and/or technical assistance to agency staff.
- j. Provide funds for entities providing services to low-income migrant seasonal farm worker and Native American populations;
- k. Disaster relief to areas of the State impacted by natural or man-made disasters,

The Grantee must notify MDHHS in advance of any proposed change of activities described in the Service Plan. Any modification to the Service Plan must be approved by MDHHS prior to any change in Grantee services/activities.

Administrative Limits

The Grantee shall limit administrative expenses to fifteen percent of the Grantee’s allocation amount. Administrative costs of the CSBGD funds are restricted to wages and fringes for administrative staff.

Administrative staff is defined as core staff that administers and manages central office and centralized functions of the Grantee.

Unallowable Use or Expenditure of Funds

The Grantee shall not use grant funds for the following:

- a. Purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.
- b. Leasing of space, buildings and/or other assets not associated with a CSBG purpose or allowable activity.
- c. Political activity such as:
  - Any partisan or non-partisan activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office;
  - Any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any such election; or
  - Any voter registration activity.
- d. The purchase of “equipment” without prior MDHHS approval.

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### Reporting Requirements

**Expenditures Report:** A Statement of Expenditures (SOE) for the CSBG Discretionary funded portion of the Agreement must be submitted monthly to report expenditures and to trigger reimbursement payments. These reports are due within 30 calendar days following the end of each month.

**Discretionary Report:** Separate Reports are no longer required. Discretionary activities should be rolled up into the CSBG Annual Report.

**Tax Report:** Separate Reports are no longer required. Discretionary activities should be rolled up into the CSBG Annual Report.

**CSBG Annual Report:** Discretionary activities shall be reported in the CSBG Annual Report each year. See CSPM 504 for more information.

### **Tax Assistance:**

Funds will be utilized to enhance or facilitate the Grantee's ability to provide free Income Tax Return Preparation Assistance and/or to promote EITC filing by low-income Michigan citizens.

### Client Service Eligibility

Individuals or households that are eligible for any service being provided by the Grantee will be eligible for free income tax preparation assistance services. Grantees must maintain client eligibility documentation for the service the client was, or is, eligible for, using FACSPRO.

Client eligibility should include documentation that the client is income eligible for CSBG or is receiving, or is eligible to receive, a CAA service; such as, Head Start, Weatherization, day care, transportation, food or utility assistance, etc. In addition, agencies are required to keep information on clients served as well as an indication/notation identifying what agency program or service the client (household or household member) is, or would be, eligible for in the FACSPRO system. ("Would be" meaning they are not a current client but would meet eligibility requirements if they applied for a program/service identified at the time the tax preparation assistance was provided.)

If a tax assistance customer cannot be readily identified as a current CAA client, the agency may want to develop a simple one-page eligibility determination form, similar to what has been used to determine eligibility under the past TANF-E program (the DHS-3043), to determine service eligibility. The form could include the CAA's program services and household income eligibility levels for 100%, 125%, 150% and 200% of poverty.

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### Monitoring

MDHHS staff will conduct a sample review of the agency's client services and eligibility documentation. If an agency did not maintain proper documentation during the contract/program period, the agency will need to go back to its program records, develop a list, and enter it into FACSPRO. If such documentation is not available when the program is monitored, this may result in disallowed costs and the subsequent finding would require return of the funds expended under the CSBG Agreement.

### **Discretionary Funding:**

#### Match Funds

The funding requirement is 80/20, with 80% of the overall project budget coming from CSBG-D funds and 20% (minimum) coming from match funds or in-kind resources as identified by the agency.

**Federal funds usually cannot be used to match other federal funds.**

#### Client Service Eligibility

Eligibility for direct services to clients, or for recipients benefiting from the project activities, must be based on the CSBG income eligibility requirements outlined in CSPM Item 208 – Poverty Income Guidelines and 502 – CSBG Income Eligibility Guidelines. This applies to that portion of the project being funded with CSBG funds. If, for example, a project is 60 percent funded by CSBG, at least 60 percent of the services or benefits must go to persons meeting the CSBG income guidelines.

## **APPLICATION INSTRUCTIONS**

The Awardee will be sent a CSBG Discretionary Application Packet and shall prepare and submit a complete application in accordance with the following instructions, which must include the budget.

**Applications must be submitted in a timely manner and not later than (*This will be determined once the concept paper due date is completed*).**

The following elements must be included in the application:

1. **Service Plan:** The Service Plan must support the costs identified in the budget. The Service Plan incorporates all of the CSBG discretionary activities. Please complete the entire Service Plan.
2. **Budget:** The CSBG Discretionary budget, must be used.

Expenditures included in the budget must be allowable under CSBG and all costs must be pertinent to the intended service. For the Line Item Definitions, and a description of Allowable Costs and

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Unallowable Costs, please refer to CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG.

Please show the total cost for each portion of the CSBG discretionary funds under the appropriate tabs. These totals will roll up into the Summary page of the budget. All normal operating costs should be paid out of the 90% CSBG funds.

**ADMIN** costs are limited to 15% of the Agreement amount. ADMIN costs are restricted to wages and fringes for central administrative staff (finance, personnel, etc.). These should be shown in the Admin column.

1. **Wage and Fringe costs:** Administrative staff is defined as staff who administer and manage the central office and centralized functions of the agency – this does not include “Program Managers.”

If you have Admin staff that will be working within the project in a Non-Admin role, you will need to list the position(s) with its dual titles when budgeting these costs as Non-Admin.

**Example :** Fiscal Director/Tax Prep.

2. **Occupancy:** List all occupancy costs here.
3. **Communication:** Tax Program - E-Filing fees are considered Direct Program costs. E-filing fees (example: through TaxWise – Universal Tax Systems, Inc.), should be identified under the Communication line item.

Agencies that have been designated by the IRS as a VITA or a TCE will not be charged E-filing fees from those designated sites.

4. **Supplies:** Tax Program - Direct Program costs budgeted for the purchase of computers or printers are limited as follows: Computer – maximum cost of \$1500, Printer – maximum cost of \$200. The need for these items must be addressed in the Service Plan.
5. **Equipment:** This is only allowable for Discretionary projects.
6. **Transportation:** List costs for travel here: (lodging, meals, mileage), including any cost for T/TA travel.
7. **Consultants/Professional Services:** List subcontractors and detail here. If the subcontract is over \$25,000, be sure to submit a copy of the subcontract (or draft template.)
8. **Specific Assistance to Individuals:** Include all specific assistance to individuals here. Please list out services, e.g., utility payments, gas cards, medical assistance, rent, food, etc.

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Community Services Policy Manual	SUBJECT: Allocations and Plan instructions  <b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b>		EFFECTIVE DATE 10/1/2016  ISSUE DATE 7/14/16

9. **Miscellaneous:**

- Indirect Costs - All mathematical calculations supporting the cost must be included in the budget.
- Registration fees may be listed here (describe costs)

**SUBMITTAL PROCESS**

Reports and Plans shall be submitted electronically, in the original format, by **September 15, 2016** to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) mailbox. You may wish to copy your grant manager.

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## REFERENCES

- The Community Services Block Grant (CSBG) Act, P.L. 97-35 of 1981, as amended by the Costs Human Services Reauthorization Act of 1998.
- CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG

## PURPOSE

To provide guidelines and instructions to Community Action Agencies (CAAs) for submitting amendments for Community Services Block Grant (CSBG) Discretionary funds.

A portion of the state's CSBG Discretionary funds have been set aside specifically for projects and initiatives to address needs identified by local CAAs. Projects must eliminate a cause or condition of poverty, to promote self-sufficiency or to promote community revitalization in the CAA's service area.

The CSBG FY2014 Discretionary Planning Allocation:

- **Small Agency \$175,000 Minimum Amount:** A portion of CSBG Discretionary funds will be used to assist small agencies (included as part of the CSBG allocation) in receiving a minimum amount of CSBG funding.
- **Native American (CSBG-N) Organizations:** A portion of CSBG Discretionary funds will be allocated to eligible native American organizations based upon the ratio of low-income native Americans to the total state low-income population as measured by the most recent and available United States bureau of census poverty population data. DHS' Intent to Bid (ITB) process will be used to select projects and organizations.
- **Training and Technical Assistance Contract:** An amount will be allocated to a Training and Technical Assistance Contract. DHS' Intent to Bid (ITB) process will be used to select the Training and Technical Assistance entity.
- **CAA Discretionary Project Bundle (CSBG-M, CSBG-T, CSBG-D, & Training and Technical Assistance (T&TA)):** A portion of CSBG Discretionary funds will be awarded to each CAA using a single discretionary application packet under the CSBG No Dollar Grant Agreement. Each agency will receive a base amount of \$21,828 to be used for migrant services, tax preparation activities, innovative projects, and T&TA. Each agency will allocate an amount needed for each project in the bundle totaling the base amount. The T&TA will be capped at \$5,000.

**Additional CSBG Discretionary Dollars:** Additional CSBG Discretionary funds are being allocated to the agencies. BCAEO encourages agencies to use these funds to offset the administrative costs for the

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deliverable fuel program. Any costs spent directly on helping clients (intake, supplies, etc.) can be listed under DHS Direct Program. However, this will not impact the 15% administrative cap on the discretionary funds.

## POLICY

### Agencies Eligible for Funds

All Community Action Agencies are eligible for funding in FY2014.

### Allowable Activities

Goals and expected results must be measurable. Grantees must conduct an evaluation of the projects funded with CSBG discretionary funds to determine the project's success and to plan for other permanent funding for projects that will be continued after the initial pilot project has been completed.

The Grantee agrees to use Community Services Block Grant Discretionary (CSBG-D) funds for one or more of the following activities as described in the Service Plan, including:

- a. Innovative pilot projects that address a community need,
- b. Provide services to address emergency needs,
- c. Provide services to support self-sufficiency,
- d. Support summer jobs for youth and related services,
- e. Provide outreach and referral services,
- f. Provide services to migrant or seasonal farm workers,
- g. To enhance, or facilitate the Grantee's ability to provide free income tax preparation assistance and/or to promote Earned Income Tax Credit (EITC) filing by low-income Michigan citizens
- h. Provide training and/or technical assistance to agency staff.
- i. Provide administrative assistance for the deliverable fuel program.

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The Grantee must notify DHS in advance of any proposed change of activities described in the Service Plan. Any modification to the Service Plan must be approved by DHS prior to any change in Grantee services/activities.

Administrative Limits

The Grantee shall limit administrative expenses to fifteen percent of the Grantee’s allocation amount. Administrative costs of the CSBGD funds are restricted to wages and fringes for administrative staff.

Administrative staff is defined as core staff that administers and manages central office and centralized functions of the Grantee.

Unallowable Use or Expenditure of Funds

The Grantee shall not use grant funds for the following:

- a. Purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.
- b. Leasing of space, buildings and/or other assets not associated with a CSBG purpose or allowable activity.
- c. Political activity such as:
  - Any partisan or non-partisan activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office;
  - Any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any such election; or
  - Any voter registration activity.
- d. The purchase of “equipment” without prior DHS approval.

Reporting Requirements

**Expenditures Report:** A Statement of Expenditures (SOE) for the CSBG Discretionary funded portion of the Agreement must be submitted monthly to report expenditures and to trigger reimbursement payments. These reports are due within 30 calendar days following the end of each month. ***The CSBGD SOE will include Discretionary, Migrant, Tax, and T/TA.***

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**Discretionary and Migrant Report:** A combined Programmatic Narrative Report (DHS-129), reflecting the effectiveness of activities performed under the Agreement, must be submitted by October 15, 2014 for the period of October 1, 2013 through September 30, 2014.

**Tax Report:** A Narrative Report (DHS-304), reflecting the activities performed under the Agreement, is due by July 15 of each year. BCAEO will extract the programmatic portion of the tax report for each agency from FACSPRO on a quarterly basis. Agencies must ensure data is available in FACSPRO each month by the fifth day of the following month.

### **Migrant Funding:**

A migrant is a person who:

- Works or seeks work in agriculture or a related seasonal industry; and
- Moves away from his usual home to a temporary residence as a condition of employment or because the distance from his usual home is greater than 50 miles.

A seasonal farm worker is a person who:

- Works in agriculture or a related seasonal industry; and,
- Is not required to be absent overnight from his permanent place of residence.

### Client Service Eligibility

Recipients of services must meet CSBG income requirements (see CSPM Item 502) and have income at or below 125% of the federal poverty guidelines (see CSPM Item 208).

### **Tax Assistance Funding:**

Funds will be utilized to enhance or facilitate the Grantee's ability to provide free Income Tax Return Preparation Assistance and/or to promote EITC filing by low-income Michigan citizens.

### Client Service Eligibility

Individuals or households that are eligible for any service being provided by the Grantee will be eligible for free income tax preparation assistance services. Grantees must maintain client eligibility documentation for the service the client was, or is, eligible for, using FACSPRO.

Client eligibility should include documentation that the client is income eligible for CSBG or is receiving,

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or is eligible to receive, a CAA service; such as, Head Start, Weatherization, day care, transportation, food or utility assistance, etc. In addition, agencies are required to keep information on clients served as well as an indication/notation identifying what agency program or service the client (household or household member) is, or would be, eligible for in the FACSPRO system. ("Would be" meaning they are not a current client but would meet eligibility requirements if they applied for a program/service identified at the time the tax preparation assistance was provided.)

If a tax assistance customer cannot be readily identified as a current CAA client, the agency may want to develop a simple one-page eligibility determination form, similar to what has been used to determine eligibility under the past TANF-E program (the DHS-3043), to determine service eligibility. The form could include the CAA's program services and household income eligibility levels for 100%, 125%, 150% and 200% of poverty.

Monitoring

DHS staff will conduct a sample review of the agency's client services and eligibility documentation. If an agency did not maintain proper documentation during the contract/program period, the agency will need to go back to its program records, develop a list, and enter it into FACSPRO. If such documentation is not available when the program is monitored, this may result in disallowed costs and the subsequent finding would require return of the funds expended under the CSBG Agreement.

**Discretionary Funding:**

Cash Match

Due to the reduction of CSBG Discretionary dollars, there will not be a cash match requirement unless extra Discretionary funds become available. If that occurs, further instruction from BCAEO will follow.

Client Service Eligibility

Eligibility for direct services to clients, or for recipients benefiting from the project activities, must be based on the CSBG income eligibility requirements outlined in CSPM Item 208 – Poverty Income Guidelines and 502 – CSBG Income Eligibility Guidelines. This applies to that portion of the project being funded with CSBG funds. If, for example, a project is 60 percent funded by CSBG, at least 60 percent of the services or benefits must go to persons meeting the CSBG income guidelines.

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## APPLICATION INSTRUCTIONS

The Grantee shall prepare and submit an updated application in accordance with the following instructions, which must include the budget.

**Applications must be submitted in a timely manner and not later than April 1, 2014.**

The following elements may be included in the application:

1. **Service Plan (Optional if changing services or deliverables):** The Service Plan must support the costs identified in the budget. The Service Plan now incorporates all of the CSBG discretionary activities. Please complete the entire Service Plan.
2. **Budget (Mandatory):** The CSBG Discretionary budget, CM-469.xls must be used.

Expenditures included in the budget must be allowable under CSBG and all costs must be pertinent to the intended service. For the Line Item Definitions, and a description of Allowable Costs and Unallowable Costs, please refer to CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG.

Please show the total cost for each portion of the CSBG discretionary funds under the appropriate tabs. These totals will roll up into the Summary page of the budget. All normal operating costs should be paid out of the 90% CSBG funds.

**ADMIN** costs are limited to 15% of the Agreement amount. ADMIN costs are restricted to wages and fringes for central administrative staff (finance, personnel, etc.). These should be shown in the Admin column.

1. **Wage and Fringe costs:** Administrative staff is defined as staff who administer and manage the central office and centralized functions of the agency – this does not include “Program Managers.”

If you have Admin staff that will be working within the project in a Non-Admin role, you will need to list the position(s) with its dual titles when budgeting these costs as Non-Admin.

**Example :** Fiscal Director/Tax Prep.

2. **Occupancy:** List all occupancy costs here.

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3. **Communication:** Tax Program - E-Filing fees are considered Direct Program costs. E-filing fees (example: through TaxWise – Universal Tax Systems, Inc.), should be identified under the Communication line item.

Agencies that have been designated by the IRS as a VITA or a TCE will not be charged E-filing fees from those designated sites.

4. **Supplies:** Tax Program - Direct Program costs budgeted for the purchase of computers or printers are limited as follows: Computer – maximum cost of \$1500, Printer – maximum cost of \$200. The need for these items must be addressed in the Service Plan.
5. **Equipment:** This is only allowable for Discretionary projects.
6. **Transportation:** List costs for travel here: (lodging, meals, mileage), including any cost for T/TA travel.
7. **Consultants/Professional Services:** List subcontractors and detail here. If the subcontract is over \$25,000, be sure to submit a copy of the subcontract (or draft template.)
8. **Specific Assistance to Individuals:** Include all specific assistance to individuals here. Please list out services, e.g., utility payments, gas cards, medical assistance, rent, food, etc.
9. **Miscellaneous:**
  - Indirect Costs - All mathematical calculations supporting the cost must be included in the budget.
  - Registration fees may be listed here(describe costs)

## SUBMITTAL PROCESS

Reports and Plans shall be submitted electronically, in the original format, by the due date to the DHS-BCAEO Mail Box with a copy to your grant manager. E-mail addresses are as follows:

DHS-BCAEO Mail Box	<a href="mailto:DHS-BCAEO@michigan.gov">DHS-BCAEO@michigan.gov</a>
Viran Parag	<a href="mailto:ParagV@michigan.gov">ParagV@michigan.gov</a>
Melissa McCollum	<a href="mailto:McCollumM@michigan.gov">McCollumM@michigan.gov</a>
Karen Williams	<a href="mailto:WilliamsK14@michigan.gov">WilliamsK14@michigan.gov</a>
Amy Dillon	<a href="mailto:DillonA1@michigan.gov">DillonA1@michigan.gov</a>

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 304	Page 4 of 5
Community Services Policy Manual	SUBJECT: Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 04/20/15  ISSUE DATE 04/08/15

**REFERENCES**

Department of Energy Weatherization Program Notice 15-1

**PURPOSE**

The Department of Human Services is allocating Department of Energy (DOE) funds, based on the DOE Weatherization Program Notice information. If applicable, Carryover funds will be distributed to Local Weatherization Operators (LWOs) at a later date, if applicable.

**POLICY**

LWOs are to prepare and submit the Weatherization Assistance Program (WAP) Service Plan in accordance with the following directions.

**DOE WAP SERVICE PLAN INSTRUCTIONS**

**I. SUBMISSION OF PLAN**

A. The plan must include the following in order:

1. DOE WAP SERVICE PLAN, Attachment A

Mandatory plan attachments include (not required to attach if in FACSPRO):

- a. Grantee Organizational Chart reflecting all positions budgeted to the Weatherization program should be uploaded into FACSPRO.
- b. Subcontractor agreements if \$25,000 or above.
- c. Updated Standard Accord form should be uploaded into FACSPRO; not applicable to public agencies.

2. DOE Electronic Budget (CM-468-DOE), Attachment B

- a. Include the Equipment Waiver form, if applicable.
- b. If using an Indirect Cost Rate, the most current approved rate letter should be uploaded into FACSPRO.
- c. Weatherization Unit Production Schedule and County Unit Production Schedule (now part of the budget)
- d. Goal Summary (now part of budget)

B. Grantees are to submit the Service Plan electronically to the DHS-BCAEO@michigan.gov mailbox by the required due date of **May 1, 2015**.

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**II. ALLOCATION - FUNDS**

The allocation chart at the end of this item shows DOE WAP individual local agency allocations. Funding is based upon the availability of federal resources.

DOE continues to advise they expect 100% production and 100% expenditure of all funds. In response, the DOE state plan indicates that DHHS retains the right to adjust the contract amount for Grantees not meeting production and expenditure projections. To ensure we meet these expectations, we will regularly review production and expenditures using the Statement of Expenditures and Programmatic reports submitted.

DHHS staff will survey local agencies in the first half of the program year to ascertain whether or not each Grantee can meet the projected production. Any Grantee not expecting to spend funds or not meeting the projected production as indicated on the Production Schedule submitted with their DOE plan, will be contacted to discuss their allocation.

**III. PROGRAM PERIOD**

Grantees are to plan budgets for the 12 month period from July 1 through June 30.

**IV. ALLOWABLE EXPENDITURES**

Grantees will develop plans using the expenditure and program guidelines in this package. Allowable expenditures by budget category are located in the Community Service Policy Manual (CSPM) Item 402.2, DOE Cost Categories.

**V. FISCAL REPORTING**

**Expenditure Reports:** The Statement of Expenditures, DHS-4326-DOE, will be used in accordance with the CSPM Item 401.2. Receipt and approval of the monthly report will trigger reimbursement payments (minus recoupment of a portion of the initial advance, if any).

**VI. VEHICLES**

Both DHHS and DOE must approve purchases prior to taking any action to purchase and/or lease vehicles. Agencies must complete the DHS-551 for all equipment purchase and/or vehicle lease requests.

**VII. GOALS SUMMARY**

The client goals are as follows:

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Families with Children: Grantees may determine goal (percentage) based on data for their service area.

Elderly households: Grantees may determine goal (percentage) based on data for their service area.

Disabled households: Grantees may determine goal (percentage) based on data for their service area.

High Residential Energy User: See CSPM Item 611.

High Energy Burden: Households that pay 20% or more of their total household income toward annual energy costs.

### VIII. LIABILITY INSURANCE

Grantees are required to maintain sufficient liability coverage for DOE funded activities. Liability insurance must cover the DOE required lead activities. DOE requires that all contractors, contractor crews and all local agency staff who work on a home be trained in Lead Safe Work (LSW) practices. Local agencies are responsible to make sure contractors have liability insurance for lead.

Local Weatherization program managers should check the agency's insurance policies to make sure policies don't contain a clause that prohibits work in homes with lead-based paint.

**Effective PY09**, DOE no longer requires Pollution Occurrence Insurance (POI), but still strongly recommends POI. Liability insurance, including POI, must be charged to the Liability Insurance line item in the budget. If a local agency chooses NOT to hold POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization or there is disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the contract and must be covered by another funding mechanism.

### IX. SERVICE PLAN

The DOE WAP Service Plan, Attachment A, must include the following elements:

A completed DOE WAP Service Plan. The plan includes a summary narrative which provides a description of the major aspects of the methods of program operation. Complete Sections I – V and include all requested attachments.

Section I: Agency Information

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Grantees must provide the service areas the agency provides WAP services to and a list of all agency sites where program services are offered.

#### Section II: Program Operations

Grantees must demonstrate sufficient year-round staffing to respond to weatherization program issues in a timely matter. Identify specifically any decisions to fulfill production goals in less than 12 months and/or planned lay-offs of staff for any period of time.

#### Section III: Basic Service Delivery Mechanism & Program Structure

Answer the following:

- outreach/intake system
- program operations
- use of crews/private contractors
- energy audit/quality control (QC) inspection procedures
- technical requirements
- description of blower door testing protocol
- method of installing measures
- client education plan
- T/TA plan
- Program oversight requirements
- TWP
- Retrofitting Michigan SWS Field guide
- WAP policy

#### Section IV: Other Program Information

Answer items A – I completely.

A copy of your agency organizational chart must be uploaded in FACSPRO. The chart must reflect all positions budgeted to the DOE WAP.

#### Section V: Equipment Purchase Requirements

List any equipment items you are requesting to purchase. Complete and attach the DHS-551, Equipment Purchase Request, for all equipment purchases and any vehicle purchase/lease request.

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Community Services Policy Manual	SUBJECT: Allocation and Plan Instructions  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) WEATHERIZATION ASSISTANCE PROGRAM (WAP)</b>		EFFECTIVE DATE 10/1/2016  ISSUE DATE 8/2/2016

## REFERENCES

- Weatherization Assistance Program (WAP)16 Agreement
- Community Services Policy Manual (CSPM)
- Low Income Home Energy Assistance Plan (LIHEAP) State Plan

## PURPOSE

To provide LWOs with policy guidelines and service plan instructions regarding the use of LIHEAP funds. The U.S. Department of Health and Human Services (HHS) has allocated LIHEAP funds to Michigan, of which a portion has been made available to WAP Grantees.

## POLICY

Grantees are required to administer this grant following U.S. HHS LIHEAP regulations and U.S. Department of Energy (DOE) WAP regulations. **Note:** See CSPM 600 and CSPM 700 Series.

## SERVICE PLAN INSTRUCTIONS

The following items must be submitted to the Michigan Department of Health and Human Services (MDHHS) for review and approval of the LIHEAP WAP Plan:

- The LIHEAP WAP Plan
- Electronic Budget

**Note:** The budget includes a “Client Education” category and all expenses related to the agency’s client education plan should be recorded here.

- DHS-4321 Unit Production Plan
- Agency Organizational Chart reflecting all positions budgeted to LIHEAP. This should be updated in FACSPRO.
- Copy of Grantee Insurance showing compliance with contract requirements.

## SUBMITTAL PROCESS

Plans shall be submitted by the required due date electronically as an attachment to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) mailbox. You may copy your Grant Manager.

**NOTE:** Plans that are submitted directly to Grant Managers will be returned for submittal to the MDHHS mailbox.

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<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>LCA-LIHEAP</b>		EFFECTIVE DATE 9/1/2016 ISSUE DATE 7/26/2016

## REFERENCE

Low Income Home Energy Assistance Plan (LIHEAP) State Plan  
LIHEAP Crisis Assistance (LCA) Agreements

## PURPOSE

To provide guidelines and instructions for the preparation and submittal of the Low Income Home Energy Assistance Program: Crisis Assistance (LCA-LIHEAP) Service Plan for deliverable fuel assistance.

## POLICY

Grantees shall prepare and submit an FY17 LCA-LIHEAP Service Plan by **August 10, 2016**.

### Funding Period

The funding period will be **the date of the NFA** through **August 31, 2017**. All unexpended funds will lapse at the end of the funding period.

### Allocation of Funds

Funds are allocated using historical data that reflects each Grantee service area's relative percentage of deliverable fuel need, including the propane crisis.

### Coordination

The use of these funds should be coordinated with local agencies, to the extent possible. Coordination should include, to the extent feasible, procedures which foster maximum participation by eligible persons who are in need, and minimize duplication of services.

### Maximum Amounts (LCA-LIHEAP CAP)

Grantees must adhere to program year household assistance caps as outlined in CSPM 1101.

### Cost Category Limitations

This grant has specific assistance and administrative line items. Grantees must not exceed the allowable administrative limits.

The allowable administrative limit is 7% of the total grant dollars that a Grantee spends. Grantees are responsible for tracking administrative funds when grant dollars are redistributed.

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<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>LCA-LIHEAP</b>		EFFECTIVE DATE 9/1/2016 ISSUE DATE 7/26/2016

### **Allowable Services**

Deliverable heating fuel assistance is the only allowable service under this LCA-LIHEAP fund. Deliverable heating fuel includes non-metered heating fuel such as:

- Propane
- Fuel Oil
- Coal
- Wood
- Kerosene
- Heating Fuel pellets

Charges for heating fuel delivery, special trip charges, storage tank (pig) installation, delivery, rental, fees to lock in lower rate for deliverable fuel for the crisis season (there is a \$100.00 CAP for this type of fee), pre-purchase of propane from participating vendors, and other related charges are also allowable under this LCA-LIHEAP fund.

### **Vendor Payments (LCA-LIHEAP)**

Energy assistance payments must be paid to the deliverable fuel provider and cannot be paid to a landlord or client. An eligible client whose bill is in the landlord's name can be assisted as long as payment for the deliverable fuel is made directly to the deliverable fuel provider. The Grantee must document this information in the client's file.

### **SUBMITTAL PROCESS**

Send your completed LCA-LIHEAP Service Plan electronically as an attachment to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) Mail Box by the due date.

Questions regarding the LCA Plan should be directed to your grant manager. The main number for BCAEO is (517) 373-8896.

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Community Services Policy Manual	SUBJECT: Allocations and Program Requirements  <b>DELIVERABLE FUEL PROGRAM</b> <b>LCA-MEAP funding</b>		EFFECTIVE DATE <b>10.1.14</b>  ISSUE DATE <b>7.25.14</b>

**REFERENCE**

Public Act 615 of the Michigan Public Acts of 2012

**PURPOSE**

To provide program requirements to CAAs that will intervene in energy crisis situations and provide energy assistance program services that will help eligible low-income households meet home energy costs for their primary residence through payment or partial payment of energy bills. Energy assistance programs must include services that will enable participants to become or move toward becoming self-sufficient, including assisting participants in paying their energy bills on time, assisting participants in budgeting for and contributing to their ability to provide for energy expenses, and assisting participants in utilizing energy services to optimize on energy efficiency.

**POLICY**

Grantees are required to administer this grant following the Public Act 615 of the Michigan Public Acts of 2012. The Community Services Policy Manual (CSPM) will prevail when the manual has policy that contains requirements different from the Michigan Energy Assistance Program (MEAP) regulations.

**Funding Period**

The funding period will be the signature date of the NFA through August 31, 2015. All unexpended funds will lapse at the end of the funding period. The allocation chart below identifies the amount LCA-MEAP Funds.

**Allocation of Funds**

Funds are allocated using historical data that reflects each CAA service area’s relative percentage of deliverable fuel need.

**Reallocation of Funds**

The BCAEO will review funding periodically to analyze the needs of CAAs and to determine reallocations, if necessary.

**CSPM Items**

**Cost Category Limitations** - See CSPM Item 402.4

**Reporting Requirements** - See CSPM Item 1002

**Eligibility Requirements** - See CSPM Item 1003

**Program Requirements** – See CSPM Item 1004

**Asset Testing** – See CSPM Item 1005

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**SUBMITTAL INSTRUCTIONS**

Please send the completed LCA-MEAP Service Plan electronically by **August 22, 2014**, to the [DHS-BCAEO@michigan.gov](mailto:DHS-BCAEO@michigan.gov) mailbox.

Questions regarding the Plan should be directed to your grant manager. The main number for BCAEO is (517) 373-8896.

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LCA-MEAP PY15 Allocation Chart		
COMMUNITY ACTION AGENCIES	Total Allocation	Allowable Admin
ACSET-Community Action Agency	\$240,100	\$19,208.00
Alger-Marquette Community Action Board	\$187,600	\$15,008.00
Allegan County Resource Development Committee	\$91,700	\$7,336.00
Baraga-Houghton-Keweenaw CAA, Inc.	\$224,000	\$17,920.00
Community Action Agency of J,L,H	\$260,400	\$20,832.00
CAA of South Central MI	\$231,000	\$18,480.00
Capital Area Community Services	\$519,400	\$41,552.00
Chippewa-Luce-Mackinac CA & HRA	\$170,800	\$13,664.00
Dickinson-Iron Community Services Agency	\$101,500	\$8,120.00
Blue Water Community Action	\$214,200	\$17,136.00
Eight CAP, Inc.	\$450,800	\$36,064.00
Five CAP, Inc.	\$262,500	\$21,000.00
Genesee County Community Action Resource Dept	\$43,400	\$3,472.00
Gogebic-Ontonagon CAA	\$154,700	\$12,376.00
Human Development Commission	\$276,500	\$22,120.00
Kalamazoo County Human Development Bureau	\$71,400	\$5,712.00
Macomb County Community Service Agency	\$44,100	\$3,528.00
Menominee-Delta-School CAA & HRA	\$219,100	\$17,528.00
Mid Michigan CAA	\$949,900	\$75,992.00
Monroe County Opportunity Program	\$35,700	\$2,856.00
Muskegon-Oceana Community Action Partnership	\$148,400	\$11,872.00
Northeast Michigan Community Service Agency	\$541,100	\$43,288.00
Northwest Michigan CAA	\$665,700	\$53,256.00
Oakland-Livingston Human Service Agency	\$106,400	\$8,512.00
Ottawa County CAA	\$31,500	\$2,520.00
Saginaw County Community Action Committee	\$115,500	\$9,240.00
Southwest Michigan CAA	\$579,600	\$46,368.00
Washtenaw Co ETCS Group	\$46,900	\$3,752.00
Wayne Metropolitan CAA	\$16,100	\$1,288.00
<b>Total</b>	<b>\$7,000,000</b>	<b>\$560,000.00</b>

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Community Services Policy Manual	SUBJECT: Allocations and Program Requirements  <b>LIHEAP EMERGENCY WEATHERIZATION</b> <b>LIHEAP funding</b>		EFFECTIVE DATE 4/1/2016  ISSUE DATE 4/1/2016

## REFERENCE

LIHEAP Agreements

## PURPOSE

To provide program requirements to LIHEAP WAP Grantees that will intervene in emergency crisis situations and provide assistance program services that will help eligible low-income households to meet immediate needs brought on by a state or federal declared crisis.

## POLICY

Grantees are required to administer this grant following the LIHEAP WAP agreements. The Community Services Policy Manual (CSPM) will prevail when the manual has policy that contains requirements different from the agreement.

## Funding Period

The funding period will be the signature date of the NFA through September 30 of the DHHS fiscal year. All unexpended funds will lapse at the end of the funding period. The allocation chart below identifies the amount of LIHEAP Emergency WAP Funds.

## Allocation of Funds

Funds are allocated as available by request from the Grantee when an emergency has been declared as outlined in CSPM 704.

## SUBMITTAL INSTRUCTIONS

Please send the completed LIHEAP Emergency WAP Service Plan electronically to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) mailbox.

Questions regarding the Service Plan should be directed to your grant manager. The main number for BCAEO is (517) 373-8896.