

Michigan Department of Human Services

Announces the Availability

Of the Fiscal Year 2013

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 18, 2012 from 10:00 am until 11:00 am in the Grand Tower , 235 S. Grand Ave., Dempsey Room, Lansing, Michigan.

CSBG Public Hearing

July 18, 2012

10:00 a.m. – 11:00 a.m.

Grand Tower

235 S. Grand Ave, Room Dempsey Room

Lansing, Michigan

Written comments will accepted through July 27, 2012 to:

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Bureau of Community Action and Economic Opportunity
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STATE OF MICHIGAN
COMMUNITY SERVICES BLOCK GRANT (CSBG)

STATE PLAN
FOR
FISCAL YEAR 2013

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

Draft Plan July 12, 2012

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I. FEDERAL FISCAL YEAR COVERED BY STATE PLAN & APPLICATION

The CSBG State Plan covers FY2013 (October 1, 2012 thru September 30, 2013).

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.

III. EXECUTIVE SUMMARY

A. CSBG State Legislation

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

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

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

- Eligible Entities/CAAs

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

In Michigan, the current eligible entities are the 30 community action agencies (CAAs) which provide services and resources to all of the state's 83 counties. For FY2013, a minimum of 90 percent of CSBG funds will be passed through to the 30 CAAs.

■ CAAs and their Mission

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

In Michigan, CAAs accomplish these tasks through the participation of low-income citizens, their advocacy efforts, their programs of service and the statewide support of over 2.1 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 \$15.5 million.) With respect to their increasing vision and role in their communities: They are the largest service provider for senior citizen programs, operate nearly 40% of all Head Start programs, are the largest emergency food provider network, are the largest provider of energy conservation programs, and provide immediate crisis assistance for families for shelter, food, heat, health care, transportation, etc. They are also becoming increasingly involved in the development, rehabilitation and repair of low-income housing.

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

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

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

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

■ Local Participation in the CAA Decision-Making Process

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

1. Consumer Sector Participation

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

2. The Public Sector

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

3. The Private Sector

The consumer and public sectors cannot succeed without the resources of the private sector. Therefore, CAAs must enlist the support and participation of business, labor, 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 5 newspapers across the state indicating that the FY2013 CSBG State Plan was available (posted) on the Department of Human Services website and that written comments could be submitted through July 27, 2012. (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:

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

The Department of Human Services website published the Public Hearing notice on July 13, 2012. The Public Hearing was held on July 18, 2012 from 10:00 am to 11:00 am 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 FY2013 Department of Human Services budget appropriations that was approved on April 24, 2012.

House Appropriations Subcommittee

The House Appropriations Subcommittee reviewed and reported out the FY2013 Department of Human Services budget appropriations that was approved on May 2, 2012.

3. Public Inspection of State Plan [Section 676(e)(2)]: The state plan was posted on the DHS public web site and distributed to the 30 Michigan eligible entities (CAAs) 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) 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 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 Dept. of Agriculture Commodity Food Distribution
- Federal and State Housing programs
- Community Development Block Grants
- FEMA and TEFAP
- TANF, Food Assistance Program and Employment & Training Programs
- HUD Homeless and Shelter Programs
- Special HHS grants
- Assets for Independence Act Rural Development Funds

Local, Public and Private Resources

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

2. **Eligible Entities**

The current eligible entities in Michigan are the 30 CAAs which serve all 83 counties in the state. See Exhibit 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 FY2013

All figures are based upon an estimated state allocation totaling \$24,841,427 (flat funding for FY2013).

(a) **Eligible Entity/CAA Allocation** (90% pass through)..\$22,357,284

- Distributed to 30 CAAs
 - 23 Private Non-Profit Agencies (represents 53% of total funds)
 - 6 Public Agencies (represents 21% of total funds)
 - 1 New CAA TBD City of Detroit (represents 25% of total funds)
- See Exhibit F - Projected CAA Funding Schedule

(b) **Discretionary** (5%).....\$1,242,071

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..... 40,000
- Migrant Services Projects..... 195,000
- CAA T/TA Allocations. 210,000
- CAA Projects and Other T/TA 332,070
- Statewide EITC Outreach & Tax Preparation Assistance. 450,000

Note: Discretionary and carry-forward funds will also support: Allocations to bring CAA funding levels up to a minimum of \$175,000, CAA Projects and Other T/TA.

(c) State Administrative Costs (maximum 5%)\$1,242,071

TOTAL.....\$24,927,788

B. Funding Criteria and Distribution Formula

1. Application for Funding (CAP)

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

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

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

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

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

2. Program Rules/Requirements

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 has set a minimum CAA funding level of \$175,000. Therefore, if an agency's formula allocation does not meet this level, the state will allocate additional dollars to bring the agency's funding up to \$175,000. These additional dollars will come from the 5% Discretionary funds.

5. Funding Agreements and Use of Carry-Over Balances

Grant Agreements and Grant Awards (Notice of Funds Available/NFAs), are processed after review and approval of the CAA's Community Action Plan (CAP) and receipt of all required supporting documents. The initial awards are based on the total CSBG funds expected to be allocated to the State for the given fiscal year. The awards are amended in the second quarter of the fiscal year to reflect the final/true allocation amounts (based on the actual State allocation) and the inclusion of allowable prior-year carry forward. 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).

Exception to carry-forward limitations for FY2012: To correspond with the following Federal CSBG Appropriation language, the carry-forward limitations identified in CSPM Item 507 have been suspended for FY2012 funding. Hence, agencies will be allowed to carry forward their FY2012 unspent grant funds into FY2013.

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

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

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

1. On-Going Statewide Commitments include:

- Funding set aside, approximately \$40,000 for FY2013, 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: In FY12, CAAs could apply for up to \$15,000 for a one-year Migrant Services contract with services to be provided between June 1, 2012 and May 31, 2013. Twelve CAAs applied for and received funding. For **FY2013**, we anticipate setting aside \$195,000 for Migrant Services contracts.
- Funding set aside for T/TA funds to CAAs through an allocation process is estimated at \$210,000 (\$7,000 for each of the 30 CAAs will be included in the annual CSBG grant process). These funds enable the CAAs to seek training and technical assistance through Michigan Community Action Agency Association (MCAAA).
- Funding is also set aside, included under CAA Projects & Other T/TA, to support specific CAA T/TA needs as identified by the Bureau.

2. Discretionary Projects and Technical Assistance:

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

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

These funds may also be used for:

- Innovative projects that address a community 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 **FY10**, the Commission convened six Community Poverty Forums for the purpose of public input concerning public policies and programs to reduce poverty in the state of Michigan. BCAEO set aside funds to support this activity. As result of the statewide Community Poverty Forums across the state, the Commission submitted its report to the Governor "Promoting Economic Opportunity in Michigan: A Report to Governor Snyder and the Michigan Legislature from the Commission on Community Action and Economic Opportunity." 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 thirty CAAs are either a VITA or TCE site and this number continues to increase.

In 2006, as result of the Governor's initiative, Michigan enacted a state-level EITC for low to moderate income working families. Michigan is one of twenty-two states, plus the District of Columbia, that have a state EITC. **Note:** For tax year 2008, the first year that Michigan workers could receive the EITC credit, the credit was equal to 10% of their federal EITC amount. Although the initial plan was to increase the state EITC to 20% in the second year, current state resources could not support an increase. Hence, for tax year 2009, the credit continued at the rate of 10% of the federal amount. 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 **FY2012**, 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 (with Discretionary funds) in **FY2013** 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.
- We also allocated discretionary funds, contracts totaling \$580,000, to the CAAs to support the **statewide** Tax Prep Assistance and EITC Outreach program for the period January 15, 2012 – June 30 2012.

The CAA program reports for FY12 have not yet been compiled. However, it is expected that the number of households assisted and the EITC credits will exceed those reported in the prior year. In FY10, CAAs assisted 29,293 households with tax preparation assistance/filing, with Federal EITC credits of over \$8.7 M and state EITC credits of over \$1.7 M. The value of all credits reported was over \$23 M with overpayments/refunds exceeding \$27.9 M.

For the 2012 Income Tax Year (Activities in **FY2013**):

- For those CAAs who have to directly renew/purchase 2012 income tax software, we are reimbursing this cost up to \$950.00 per agency. We are also setting aside FY13 CSBG discretionary funds, estimated at \$450,000, to support CAA outreach, education and tax preparation assistance activities. We also anticipate that MCAAA will again support additional training to build on the agencies' expertise in using tax software, intra-agency networking and E-filing.

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

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

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

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

1. Program Overview

(a) Description of the CAA Service Delivery System:

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

A description of the geographical area served and a listing of eligible entities/CAAs (grantees) and services areas is included in Exhibit 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

G. Programmatic Assurances [676(b)]

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

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

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

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

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

Individual Development Account programs, which assist households in moving further along the road to self-sufficiency.

Also, under the **JET initiative** (jobs, education & training) – increasing economic opportunity and reducing poverty through jobs, education, and training – CAAs are a resource to partner and/or collaborate with local DHS offices and Michigan Works! Agencies to assist clients with supportive services and, where available, to play an active role in training activities. Under JET, instead of just “find a job – any job,” the emphasis is on a comprehensive approach to connect families with the kinds of jobs, education and training that can help them achieve self-sufficiency through permanent employment. JET 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 a MWA. These CAAs can provide direct supportive and referral services to their clients who are eligible for the employment and training programs offered by the MWA(s). In addition, several CAAs have entered into agreements with their local MWAs to provide specific services for low-income persons participating in their education and training programs. Many CAAs are involved in the provision of transportation, including direct transportation and car donation, financing and repair programs. Others have developed programs that provide case management, career training or job opportunities. CAAs that use CSBG funds for employment and training activities enter into a Memorandum of Understanding with their local MWA as required by the Workforce Investment Act.

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

As established in Public Act 230, the Bureau, within the MDHS, serves as a statewide advocate for social and economic opportunities for low income persons. Within this framework, the Bureau shall coordinate state activities designed to

reduce poverty...administer the Weatherization Assistance Program...and to seek additional resources for antipoverty strategies.

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

In addition to the CSBG Program, the Bureau also administers the state Weatherization Assistance Program (WAP), funded with DOE, LHEAP and MPSC dollars, through the thirty CAAs and 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, 2009, the state's WAP can assist households with income based on the higher of 200% of poverty or 60% of State Median Income.

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

Additional leveraged funds at the state level include:

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

For FY11, the Bureau, through MDHS, was awarded a \$10 M MPSC grant which was allocated to agencies for weatherization and client education activities for the period October 10, 2010 through September 30, 2011. The energy conservation portion of the program, which includes replacement of appliances (with energy star models) was expanded to include replacement of window air conditions and dehumidifiers as well as installation of microwave ovens and motion sensors. In addition, service eligibility was expanded to households with income up to 250% of poverty. Agencies also have the ability to develop energy education initiatives with local schools and some CAAs have done so.

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

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

As noted above, the amount of LIHEAP funds to be utilized for WAP services is identified by the MDHS LIHEAP program office (not to exceed \$9 M for a fiscal year). **In FY11**, \$15 M in LIHEAP funds were available for WAP services for the period September 1, 2010 through August 31, 2011.

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.

H. Fiscal Control and Monitoring

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

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

- (a) On-site review of each eligible entity at least once during each 3-year period: The monitoring process is a continuing activity throughout the fiscal year and the Bureau updates the 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, 2010.

4. Assurances

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

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

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

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

I. Accountability and Reporting Requirements

1. Results Oriented Management and Accountability (ROMA):

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

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

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

For FY2011, the annual report was included in the state's FY2011 CSBG-IS (CSBG Information System Survey) submitted to the National Association for State Community Service Programs (NASCS). The report for FY2012 will be included in the CSBG-IS report due to NASCS by March 31, 2013. 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 FY12 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
- As amended through 2003
 - As amended in 2006 – House Bill No. 5258
- Exhibit C Notice of Public Hearing/Public Comment Period
- Exhibit D Commission on Economic Opportunity and Community Action
- Commission Roster
- Exhibit E Organization Charts:
- Michigan Department of Human Services
 - Bureau of Community Action & Economic Opportunity
- Exhibit F Projected - CAA Funding Schedule
- Exhibit G Michigan Federally Recognized & Historic Tribes and Map
- Exhibit H CAA Audit Information
- Exhibit I Corrective Action - Termination or Reduction in Funding
- CSPM Item 501
- Exhibit J CAA Directory and Service Area Map
- Exhibit K ROMA – National Performance Indicators
- Exhibit L Unexpended Funds – Carry-Forward Policy
- 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

Designation of Lead Agency



STATE OF MICHIGAN
EXECUTIVE OFFICE
LANSING

RICK SNYDER
GOVERNOR

BRIAN CALLEY
LT. GOVERNOR

June 24, 2011

Yolanda J. Butler, Ph.D., Acting Director
Office of Community Services Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Butler:

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

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

Director Maura D. Corrigan
Department of Human Services
235 S. Grand Avenue, Suite 1514
P.O. Box 30037
Lansing, MI 48909

Sincerely,

Rick Snyder
Governor

cc: Maura D. Corrigan

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, Booker, Proos, Baxter, Stewart, Miller, Vander Veen, Green, Ball,
Falsrok, Tobocman, Shaffer and Casperson

ENROLLED HOUSE BILL No. 5258

AN ACT to amend 1961 PA 220, 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 2006 PA 128.

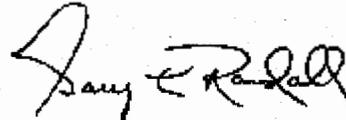
The People of the State of Michigan enact:

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

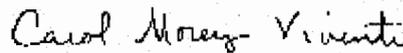
- (a) One-third are elected public officials. An elected public official may act through his or her representative.
- (b) One-third of the members are low income, elderly, or consumers with disabilities.
- (c) One-third of the members represent the private sector, including representatives of business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

(54)

Administrator/Director of Designated Lead Agency Date _____

EXHIBIT C

Notice of Public Hearing

Michigan Department of Human Services

Announces the Availability

Of the Fiscal Year 2013

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 18, 2012 from 10:00 am until 11:00 am in the Grand Tower , 235 S. Grand Ave., Dempsey Room, Lansing, Michigan.

CSBG Public Hearing

July 18, 2012

10:00 a.m. – 11:00 a.m.

Grand Tower

235 S. Grand Ave, Room Dempsey Room

Lansing, Michigan

Written comments will accepted through July 27, 2012 to:

Kris Schoenow, Assistant 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 2013 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 18, 2012, from 10 a.m.-11 a.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 16, 2012, 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 27, 2012, and should be sent to Kris Schoenow, assistant 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 2012. 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, 2012.

Public hearings for LIHEAP will be held July 25, 2012, from 10 a.m.-noon at the Grand Tower, 235 S. Grand Ave., Dempsey Room, Lansing, Michigan, and on July 26, 2012, from 10 a.m.-noon at Cadillac Place, Conference Room L-150, 3040 W. Grand Blvd., Detroit, Michigan. Written comments may be submitted to: Maura Corrigan, Director, Michigan Department of Human Services, P.O. Box 30037, Lansing, MI 48909.

EXHIBIT D

Commission on Community Action & Economic Opportunity

Member Roster

The Commission on Community Action and Economic Opportunity

Anne Armstrong Cusak, Chairperson

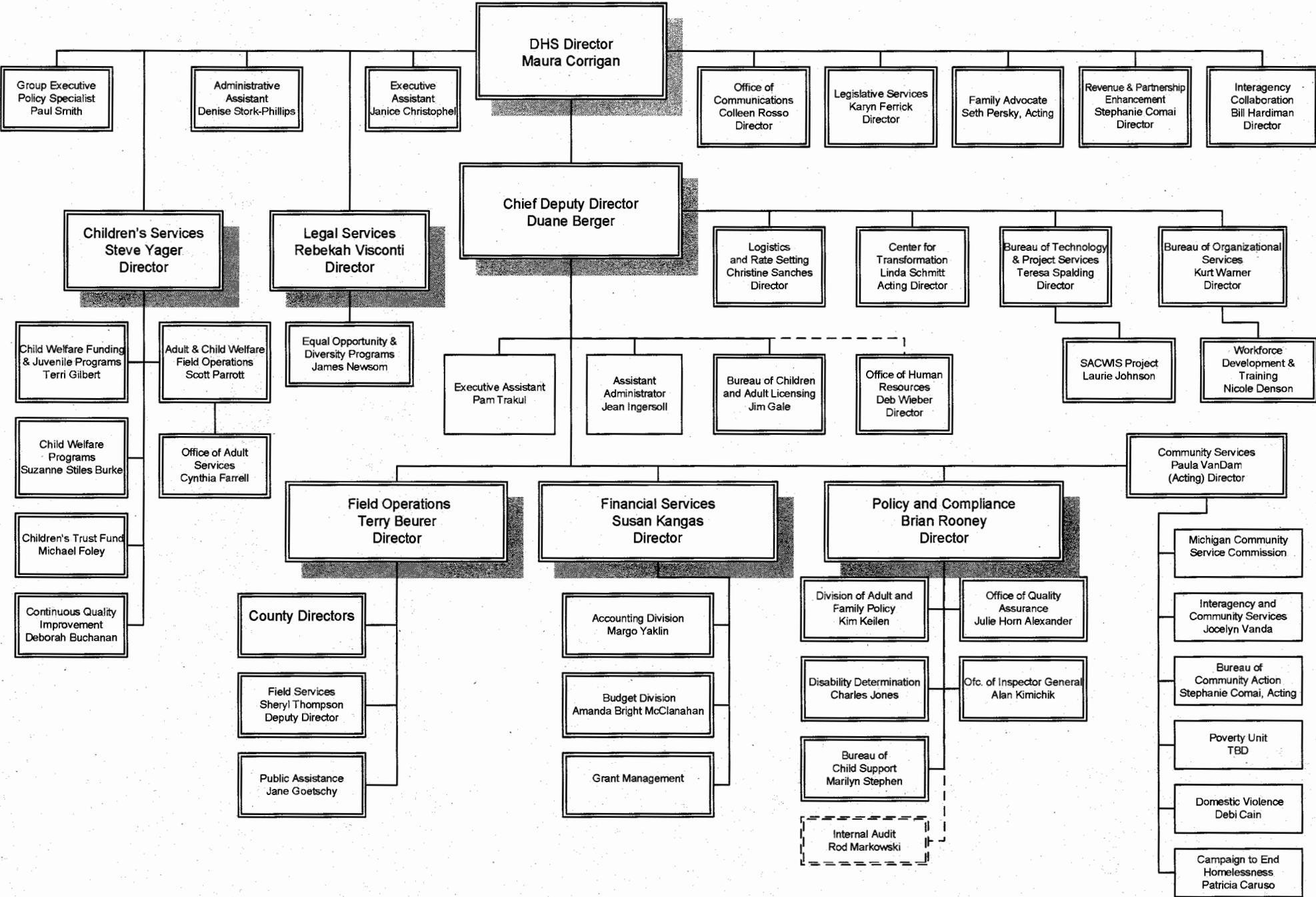
Members	Position	Location	Term Expires
Frances C. Amos		Waterford	2015
Nichole L. Jenks		Mt. Pleasant	2015
Anne Armstrong Cusack	President, Grand Rapids Board of Library Commissioners	Grand Rapids	2015
Nancy M. MacFarlane	Chief Executive Officer, Community Action	Battle Creek	2015
Dennis M. Echelbarger	Chairman, Echelbarger, Himebaugh, Tamm & Co., P.C.	Grand Rapids	2015
Kimberly J. Ruiz		Monroe	2015
Sheu-Jane Gallagher	TechTown	Detroit	2015
Honorable Kimberly F. Small	48th District Court	Bloomfield Hills	2015
Laura Hughes	Executive Director, Ruth Ellis Center, Inc.	Highland Park	2014
Jill Edwards-Sutton	Executive Director, Mid-Michigan Community Action Agency	Farwell	2015
Honorable Gregg P. Iddings	Lenawee County Probate Court Judge	Adrian	2015
Douglas J. Williams		Clarkston	2015

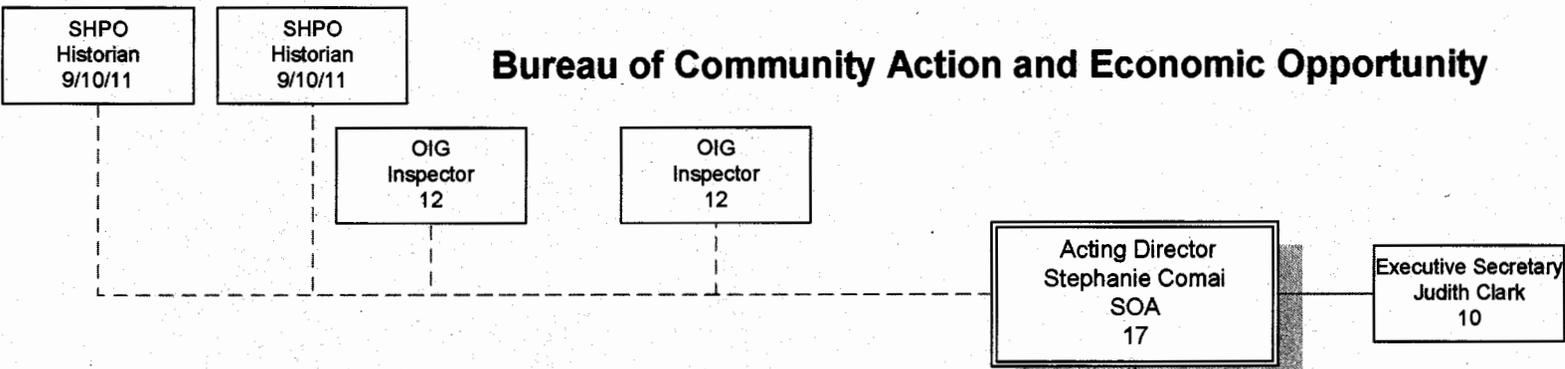
- <The Commission on CA&EO provides an opportunity for low-income persons to actively participate in the policies and programs to reduce poverty.
- <At least 1/3 of Commission members shall be CAA representatives as either staff or Board members.
- <Appointments are subject to Article V. Sec. 6 of the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

Organization Charts

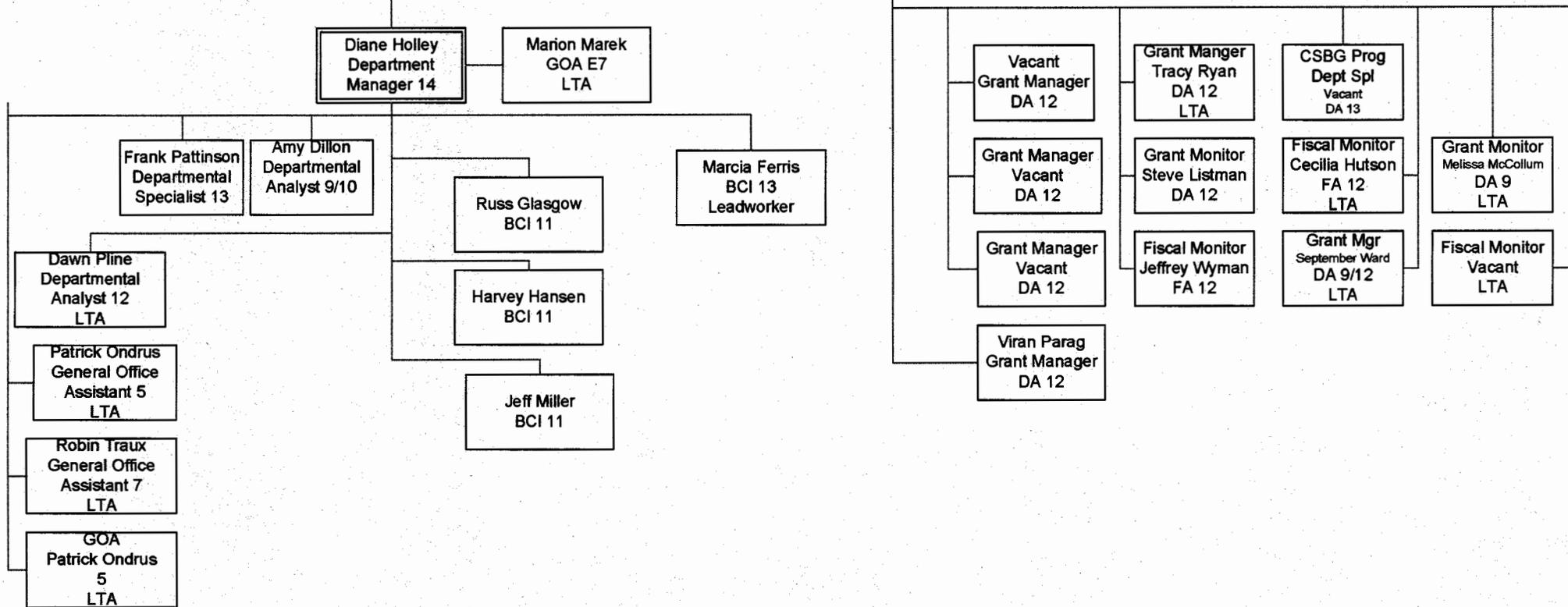
**Michigan Department of Human Services
and
Bureau of Community Action & Economic Opportunity**

Department of Human Services





Weatherization Division



GOA = General Office Assistant

CIS = Code Inspector Supervisor

GM=Department Analyst

BCI = Building Code Inspector

LTA = Limited Term Appointment

EXHIBIT F

Projected - CAA Funding Schedule
CAA 90% Funds Pass Through

FISCAL YEAR 2013 COMMUNITY SERVICES BLOCK GRANT
Planning Allocation Chart
Effective: October 1, 2012 through September 30, 2013

Community Action Agencies	Contract Number	Allocation
ACSET-Community Action Agency*	CSBG-13-41016	\$ 1,095,857
Alger-Marquette CAB	CSBG-13-52001	\$ 133,901
Allegan County RDC	CSBG-13-03002	\$ 206,501
Baraga-Houghton-Keweenaw	CSBG-13-31001	\$ 166,580
CAA of South Central MI	CSBG-13-13005	\$ 624,840
Capital Area Community Services	CSBG-13-33004	\$ 1,071,916
Chippewa-Luce-Mackinac	CSBG-13-17006	\$ 145,828
Community Action AgencyJ,L,H	CSBG-13-38026	\$ 578,622
TBD - City of Detroit Service Area	CSBG-13-82007	\$ 5,638,317
Dickinson-Iron CSA	CSBG-13-22008	\$ 79,494
EOC of St. Clair County	CSBG-13-74009	\$ 279,102
Eight CAP, Inc.	CSBG-13-59010	\$ 762,487
Five CAP, Inc.	CSBG-13-53011	\$ 286,552
Genesee County CARD*	CSBG-13-25012	\$ 1,110,528
Gogebic-Ontonagon CAA	CSBG-13-27013	\$ 84,831
Human Dev Commission	CSBG-13-79014	\$ 417,453
Kalamazoo County HDB*	CSBG-13-39015	\$ 608,461
Macomb County CSA*	CSBG-13-50017	\$ 1,095,857
Menominee-Delta-Schoolcraft	CSBG-13-21018	\$ 153,477
Mid Michigan CAA	CSBG-13-18019	\$ 689,601
Monroe County Opportunity	CSBG-13-58020	\$ 206,501
Muskegon-Oceana CAP	CSBG-13-61021	\$ 548,199
Northeast Michigan CSA	CSBG-13-04022	\$ 486,104
Northwest Michigan CAA	CSBG-13-28023	\$ 559,819
Oakland-Livingston HSA	CSBG-13-63024	\$ 1,513,310
Ottawa County CAA*	CSBG-13-70025	\$ 333,552
Saginaw County CAC	CSBG-13-73027	\$ 538,864
Southwest Michigan CAA	CSBG-13-11028	\$ 621,966
Washtenaw Co ETCS Group*	CSBG-13-81029	\$ 551,353
Wayne Metro CAA	CSBG-13-82030	\$ 1,767,411
TOTALS		\$ 22,357,284

* Public Agencies

as of 6/12/12

Note 1: 90% Funds based on FY12 CSBG State Grant Award of \$22,357,284

Note 2: 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) to bring the funding up to \$175,000.

EXHIBIT G

Michigan Federally Recognized & Historic Tribes

and

M A P

FEDERALLY RECOGNIZED TRIBES

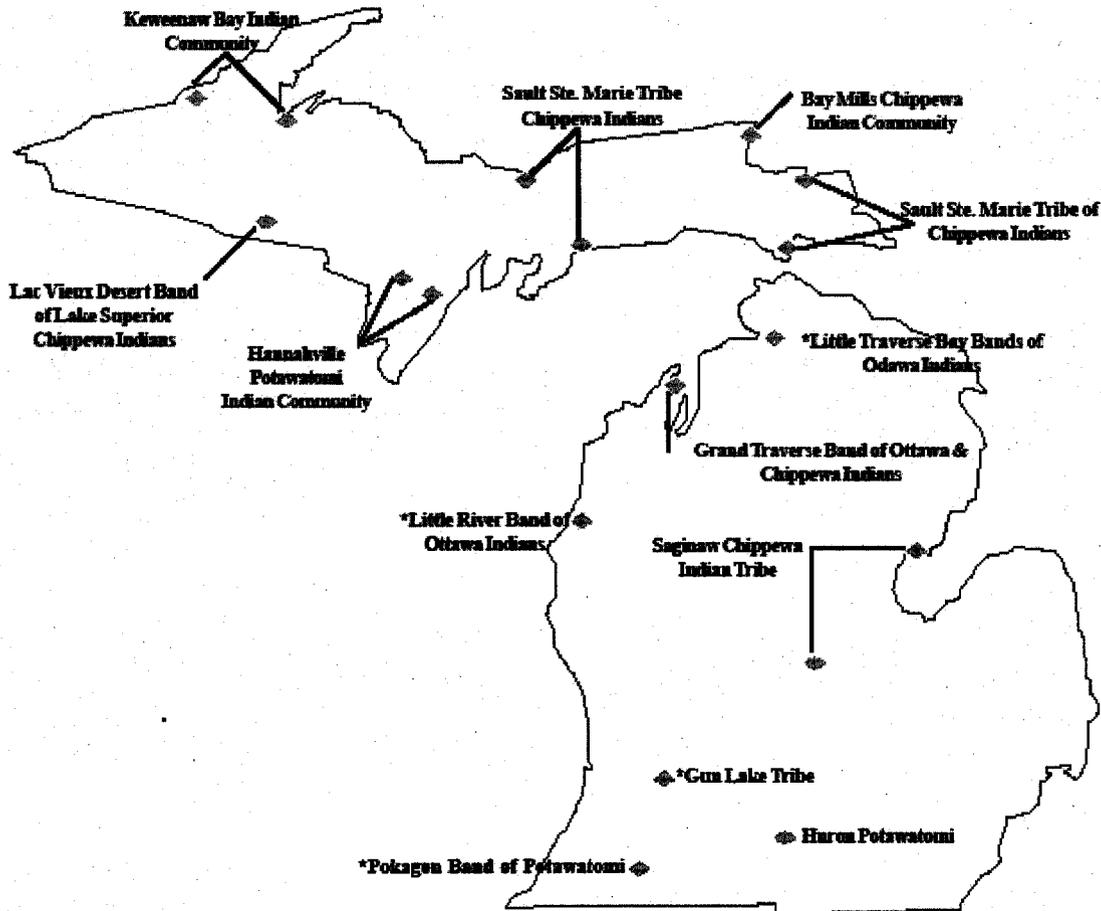
<p>Bay Mills Chippewa Indian Community 12140 W. Lakeshore Drive Brimley, MI 48715 (906) 248-3241</p>	<p>Grand Traverse Band of Ottawa & Chippewa Indians 2605 N.W. Bayshore Drive Suttons Bay, MI 49682 (231) 271-3538</p>
<p>Keweenaw Bay Indian Community 107 Beartown Baraga, MI 49908 (906) 353-6623</p>	<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 LaKeita 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 Report was Revd by MDHS
* Area Community Services Employment & Training Council – CAA	238-2631431	July—June	06/30/2009	03/25/2010
Alger-Marquette Community Action Board	238-1797320	Oct—Sept	09/30/2009	10/25/2010
Allegan County Resource Development Committee, Inc.	238-1790220	Oct—Sept	09/30/2009	06/30/2010
Baraga-Houghton-Keweenaw Community Action Agency, Inc.	238-1800879	Oct—Sept	09/30/2009	09/07/2010
Community Action Agency of South Central Michigan	238-1794361	Jan—Dec	12/31/2009	06/01/2010
Capital Area Community Services, Inc.	238-1791181	Oct—Sept	09/30/2009	09/22/2010
Chippewa-Luce-Mackinac Community Action & Human Resources Authority, Inc.	238-1798626	Oct—Sept	09/30/2009	03/25/2010
Community Action Agency (of Jackson, Lenawee, Hillsdale)	238-1803599	Oct—Sept	09/30/2009	05/26/2010
* City of Detroit – Department of Human Services	238-6004606	July—June	06/30/2009	06/30/2010
Dickinson-Iron Community Services Agency	238-2889846	Oct—Sept	09/30/2009	06/14/2010
Economic Opportunity Committee of St. Clair, Inc.	238-2284121	Oct—Sept	09/30/2009	06/01/2010
EightCAP, Inc.	238-6111652	Oct—Sept	09/30/2009	03/31/2010
FiveCAP, Inc.	238-1814318	Oct—Sept	09/30/2009	02/26/2010
* Genesee County – Community Action Resource Department	238-6004849	Oct—Sept	09/30/2009	07/30/2010
Gogebic-Ontonagon Community Action Agency	238-1802755	Oct—Sept	09/30/2009	03/03/2010
Human Development Commission	238-1792679	Oct—Sept	09/30/2009	07/08/2010
* Kalamazoo County – Human Development Bureau	238-6004860	Jan—Dec	12/31/2009	07/02/2010
* Macomb County – Community Services Agency	238-6004868	Jan—Dec	12/31/2009	12/07/2010
Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority	238-1795659	Oct—Sept	09/30/2009	02/19/2010
Mid-Michigan Community Action Agency, Inc.	238-2056236	Oct—Sept	09/30/2009	04/09/2010
Monroe County Opportunity Program	238-1814239	Oct—Sept	09/30/2009	08/31/2010
Muskegon-Oceana Community Action Against Poverty, Inc.	238-1802280	Oct—Sept	09/30/2009	01/25/2010
Northeast Michigan Community Services Agency	238-1873461	Oct—Sept	09/30/2009	05/26/2010
Northwest Michigan Community Action Agency	238-2027389	Oct—Sept	09/30/2009	02/11/2010
Oakland-Livingston Human Services Agency	238-1785665	Jan—Dec	12/31/2009	07/02/2010
* Ottawa County - Community Action Agency	238-6004883	Jan—Dec	12/31/2009	06/22/2010
Saginaw County Community Action Committee, Inc.	238-1797894	Oct—Sept	09/30/2009	05/06/2010
Southwest Michigan Community Action Agency	238-2415106	Oct—Sept	09/30/2009	09/01/2010
* Washtenaw County - Employment Training & Human Services Group	238-6004894	Jan—Dec	12/31/2009	04/19/2010
Wayne Metropolitan Community Action Agency	238-1976979	Oct—Sept	09/30/2009	03/17/2010

* CAA is a Public Agency

EXHIBIT I

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 CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING		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 Directory
and
Service Area Map**

Community Action Agencies (CAAs)

Organization	First Name	Last Name	Title	Email Address	Phone Number	Address	City	State	Zip	Fax Number	Org ID
Alger-Marquette Community Action Board	Earl	Hawn	Executive Director	ehawn@amcab.org	(906) 228-6522	1125 Commerce Drive	Marquette	MI	49855	(906) 228-6527	52001
Allegan County Resource Development Committee, Inc.	Vicki	Loll	Interim Executive Director	vloll@acrdc.org	(269) 673-5472	323 Water Street	Allegan	MI	49010	(269) 673-3795	03002
Area Community Services Employment & Training Council	Sylvia	Hopson	Executive Director	shopson@acset.org	(616) 336-4100	15550 Leonard St NE	Grand Rapids	MI	49505	(616) 336-4118	41016
Baraga-Houghton-Keweenaw Community Action Agency, Inc.	Jean	LaBerge	Executive Director	bhkcaa@att.net	(906) 482-5528	926 Dodge St.	Houghton	MI	49931	(906) 482-5512	31003
Capital Area Community Services	Ivan	Love	Executive Director	ksnow1327@hotmail.com	(517) 482-6281	101 E. Willow Street	Lansing	MI	48906	(517) 482-7747	33004
Chippewa-Luce-Mackinac Community Action & Human Resources Authority, Inc.	Ronald	Calery	Executive Director	execdir@clmcaa.com	(906) 632-3363	524 Ashmun Street, P.O. Box 70	Sault Ste. Marie	MI	49783	(906) 632-4255	17006
Community Action Agency of Jackson, Lenawee, Hillsdale	Marsha	Kreucher	Executive Director	mkreucher@caajlh.org	(517) 784-4800	1214 Greenwood	Jackson	MI	49203	(517) 784-6815	38026
Community Action Agency of South Central Michigan		CAASCM	Global email address	MIDHS@caasc.org				MI			13005
Community Action Agency of South Central Michigan	Nancy	MacFarlane	Executive Director	nancym@caasc.org	(269) 965-7766	175 Main Street., P.O. Box 1026	Battle Creek	MI	49016	(269) 965-8580	13005
County of Kalamazoo Community Action Bureau	Marc	Muelman	Health & Community Services Deputy Director	mtmeul@kalcounty.com	(269) 373-5252	3299 Gull Road, P.O. Box 24	Nazareth	MI	49074		39015
Dickinson-Iron Community Services Agency	Jeff	Heino	Executive Director	jheino@dicami.org	(906) 774-2256	800 Crystal Lake Boulevard	Iron Mountain	MI	49801	(906) 774-2257	22008
Downriver Community Conference	James	Perry	Executive Director	jim.perry@dccwf.org	(734) 362-3472	15100 Northline Road	Southgate	MI	48195	(734) 281-0265	82032
Economic Opportunity Committee of St. Clair County	Melinda	Johnson	Executive Director	johnson.melinda@caasc.org	(810) 455-6406	302 Michigan Street	Port Huron	MI	48060	(810) 455-6407	74009
EightCAP, Inc.	John	Van Nieuwenhuizen	Executive Director	johnvan@8cap.org	(616) 754-9315	904 Oak Drive-Turk Lane	Greenville	MI	48838	(616) 754-9310	59010
FiveCAP, Inc.	Mary	Trucks	Executive Director	fivecap@fivecap.org	(231) 757-3785	302 N. Main Street, PO Box 37	Scotville	MI	49454	(231) 757-9669	53011
Genesee County Community Action Resource Department	Steve	Walker	Executive Director	swalker@co.genesee.mi.us	(810) 232-2185	601 N. Saginaw Street, Suite 1B	Flint	MI	49502	(810) 768-4667	25012
Gogebic-Ontonagon Community Action Agency	Carolynne	Carson	Executive Director	carlsonc@gocaa.org	(906) 667-0283	100 S. Mill Street	Bessemer	MI	49911	(906) 663-0356	27013
Human Development Commission	Lori	Offenbecher	Executive Director	lorio@hdc-caro.org	(989) 672-1729	429 Montague Avenue	Caro	MI	48723	(989) 673-2031	79014
Macomb County Community Services Agency	Mary	Solomon	Interim Executive Director	mary.solomon@macomb.gov.org	(586) 469-6999	21885 Dunham Road, Suite 10	Clinton Township	MI	48036		50017
Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority	William	Dubord	Executive Director	bdubord@mdscaa.org	(906) 786-7080	507 First Avenue North	Escanaba	MI	49829	(906) 786-9423	21018
Michigan Community Action Agency Association (MCAAA)	James	Crisp	Executive Director	jcrisp@mcaaa.org	(517) 321-7500	2173 Commons Parkway	Okemos	MI	48864	(517) 321-7504	99001
Mid Michigan Community Action Agency, Inc.	Jill	Sutton	Executive Director	jsutton@mmcaa.org	(989) 386-3805	1574 East Washington Road, P.O. Box 768	Farwell	MI	48622	(989) 386-3277	18019

Community Action Agencies (CAAs)

Organization	First Name	Last Name	Title	Email Address	Phone Number	Address	City	State	Zip	Fax Number	Org ID
Monroe County Opportunity Program	Stephanie	Kasprzak	Executive Director	skasprzak1140@gmail.com	(734)241-2775	1140 S. Telegraph Road	Monroe	MI	48161	(734) 457-0630	58020
Muskegon-Oceana Community Action Partnership, Inc.	Kenneth	Shelton	Executive Director	krsheltonsr@aol.com	(231) 725-9499	1170 W. Southern Avenue	Muskegon	MI	49441-2241	(231) 722-1959	61021
Northeast Michigan Community Service Agency	John	Swise	Executive Director	swisej@nemcsa.org	(989) 356-3474	2375 Gordon Road	Alpena	MI	49707	(989) 354-5909	04022
Northwest Michigan Community Action Agency	John	Stephenson	Executive Director	jstephenson@nmcaa.net	(231) 947-3780	3963 Three Mile Rd	Traverse City	MI	49696	(231) 947-4935	28023
Oakland Livingston Human Services Agency	Ron	Borngesser	Executive Director	ronb@olhsa.org	(248) 209-2603	196 Cesar E. Chavez, P.O. Box 430598	Pontiac	MI	48343	(248) 209-2606	63024
Ottawa County Community Action Agency	William	Raymond	Executive Director	braymond@miottawa.org	(616) 393-5601	12251 James Street, Suite 300	Holland	MI	49424	(616) 393-5612	70025
Saginaw County Community Action Committee, Inc.	Lillie	Williams	Executive Director	liwilliams@saginawcac.org	(989) 753-7741	2824 Perkins	Saginaw	MI	48601	(989) 753-2439	73027
Southwest Michigan Community Action Agency	Arthur	Fenrick	Executive Director	afenrick@smcaa.com	(269) 925-9077	185 E. Main Street, Suite 300	Benton Harbor	MI	49022	(269) 925-9271	11028
Washtenaw County Employment, Training & Community Services	Mary Jo	Callan	Executive Director	callanm@ewashtenaw.org	(734) 544-6762	301 West Michigan Avenue, Suite 400	Ypsilanti	MI	48197		81029
Wayne-Metropolitan Community Action Agency	Louis	Piszker	Executive Director	lpiszker@waynemetro.org	(734) 246-2280	2121 Biddle, Suite 102	Wyandotte	MI	48192	(734) 246-2288	82030

R O M A

National Performance Indicators

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

CSBG/ROMA Guide

A guide to assist Community Action Agencies with the
development and submission of CSBG plans.

June 2012

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Glossary of Terms & Acronyms

Action Plans: This is the case management tool within FACS Pro. A customer is enrolled in a program by “creating an interaction” which creates an Action Plan. The action plans have tasks and interventions.

Agency Program: Agency program is set up in FACS Pro by the system administrator for each agency. The agency program is created and then linked to a System program.

Action Plan Dimension: Dimensions are broad categories that link agency programs to interventions. The system administrator must ensure all the appropriate dimensions are listed in FACS Pro after a new agency program has been entered. For each agency program, select at least one corresponding dimension.

Action Plan Interventions: Interventions within a FACS Pro Action Plan represent the results of offering customer assistance. Each intervention is linked to a ROMA National Performance Indicator. The intervention is the action that was taken. (e.g., Customer Receives Emergency Services Utility Payment.)

Action Plan Tasks: Tasks within a FACS Pro Action Plan are steps that caseworkers take to assist a customer. Tasks are dated in the Action Plan as they are created. (e.g., Verified Customer Income.)

Activity/Program: Activities are what a program does with its inputs—the services it provides—to fulfill its mission. Examples are sheltering homeless families, educating the public about signs of child abuse, and providing adult mentors for youth. Program activities result in outputs. *

Ad Hoc Report: Reports can be created in FACS Pro using Ad-Hoc to pull data needed by agency that is not available in a system report.

BCAEO (Bureau of Community Action & Economic Opportunity): This bureau is a part of the Michigan Department of Human Services. The bureau administers Weatherization and CSBG Programs.

Community Action Plan (CAP) Part I: BCAEO references the CSBG Application and Expenditure Plan as CAP Part I.

Community Action Plan (CAP) Part II: BCAEO references ROMA Outcomes as CAP Part II.

Community Needs Assessment: The CSBG Act requires that the CAP include “a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs.” This should be a process (such as a survey, town meeting or other similar mechanism) to gather input from the target population regarding their current unmet needs and satisfaction with services and procedures.

CSBG (Community Services Block Grant): A federal, anti-poverty block grant which funds the operations of a state-administered network of local agencies.

CSPM (Community Services Policy Manual): Written program policy for all BCAEO administered programs.

DBA Technologies: the company that created FACS Pro.

FACS Pro: Statewide database used by Community Action Agencies and the State of Michigan Department of Human Services for tracking CAA Network assistance to citizens within the state.

Indicator: (Outcome) indicators are the specific items of information that track a program's success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. For example, a program whose desired outcome is that participants pursue a healthy lifestyle could define "healthy lifestyle" as not smoking; maintaining a recommended weight, blood pressure, and cholesterol level; getting at least two hours of exercise each week; and wearing seat belts consistently. The number and percent of program participants who demonstrate these behaviors then is an indicator of how well the program is doing with respect to the outcome. (United Way)*

Intervention (FACS Pro): Interventions are part of the Action Plan in FACS Pro and represent the action an agency performed to help a customer. The intervention in FACS Pro is linked to a National Performance Indicator Outcomes.

IS (Information System) Survey (Report): A required annual report that is submitted by each agency receiving CSBG funding to the State Program Office which includes unduplicated data regarding state use of CSBG funds, general information on state and local CSBG agencies, accomplishments and coordination of funds, CSBG expenditures by service category, program participant characteristics, and results of services. Community Action Agencies submit the report to BCAEO and BCAEO staff compile the report and send a statewide report to NASCSP. NASCSP was contracted by Health and Human Services to gather IS data and submit data annually. NASCSP then completes a nationwide report including all data submitted by all states.

Lexicon: A reference source for Community Services Block Grant Funded Programs and a classification of CSBG SERVICES for use in the Survey of the CSBG Information System

Measurement Tools: Agency tools used to provide data for outcomes in the ROMA plans.

NASCSP (National Association for State Community Services Programs): Members are state administrators of the U.S. Department of Health and Human Services Community Services Block Grant (CSBG) and the U.S. Department of Energy's Weatherization Assistance Program (DOE/WAP). NASCSP keeps its members, the federal government, and other interested parties informed about issues related to CSBG and DOE/WAP through its publications and training. NASCSP acts as an advocacy group between Congress and state legislative bodies, educating and updating legislative representatives about state and local initiatives and outcomes.

NPIs (National Performance Indicators): Established goals linked to services provided by Community Action Agencies which measure success of programs, need for service, and accountability for services provided.

Outcome: The benefits or changes for clients, households, or a community that are produced during or after participation in program activities.*

Outcome (FACS Pro): The result of helping a customer. This is tracked in the action plan by dating each task and intervention as they are completed and then closing the Action Plan.

Performance Target: Performance targets differ from outcomes in that they seek to determine not only what is accomplished through program funding, but also the relative quality, or adequacy, of such outcomes. Performance targets, or anticipated levels of outcomes expected to be achieved that are set prior to program operation, often provide a standard to measure effectiveness.

Planning Application: The CSBG Act requires that each community service agency develop a Community Action Plan containing all the required documentation. This submission is known as the Planning Application.

ROMA (Results Oriented Management & Accountability): A performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds. ROMA reporting was created to ensure standard measurable objectives and performance goals be tracked by the CAA network and to allow for a better method of telling the story of the accomplishments realized using HHS-CSBG, WAP (and other) funding.

Service Categories (FACS Pro term Dimension): The CSBG Act requires the state to ensure the purposes of CSBG funds and mandated plan elements. Each CAA will conduct activities under one or more of the following program categories:

1) Employment; 2) Education 3) Income Management; 4) Housing; 5) Emergency Services; 6) Nutrition; 7) Self-Sufficiency; 8) Health; and 9) Linkages.

System Administrator: An employee at a Community Action Agency who is designated as the FACS Pro assistant to agency staff. Responsibilities include maintaining agency programs, funding, access rights and user set up, training agency staff on how to use FACSPro and troubleshooting.

System Programs: System Programs are programs in FACS Pro set up by the Super User. The system program is where dimensions and action plans are set up. System Administrators then create agency programs and connect them to System Programs.

Super User: This term is used for the designated FACS.Pro liaison between System Administrators and DBA Enterprises for system change requests. The Super User assists System Administrators with troubleshooting, System Program Set up, System Administrator meetings, maintaining data integrity.

Task (FACS Pro): Tasks are part of the Action Plan in FACS Pro. Tasks serve as a form of case management for caseworkers to track when they completed certain necessary actions to help a client. Tasks can also serve as a form of data collection for certain programs.

**<http://www.roma1.org/files/rtr/terms.pdf>*

ROMA Cycle

The Results Oriented Management and Accountability Cycle

Assessment

Needs and Resources



Evaluation

Analyze data,
compare with
benchmarks



Planning

Use assessment data and
agency mission statement
to identify results, and
strategies



Achievement of Results

Observe and report
progress

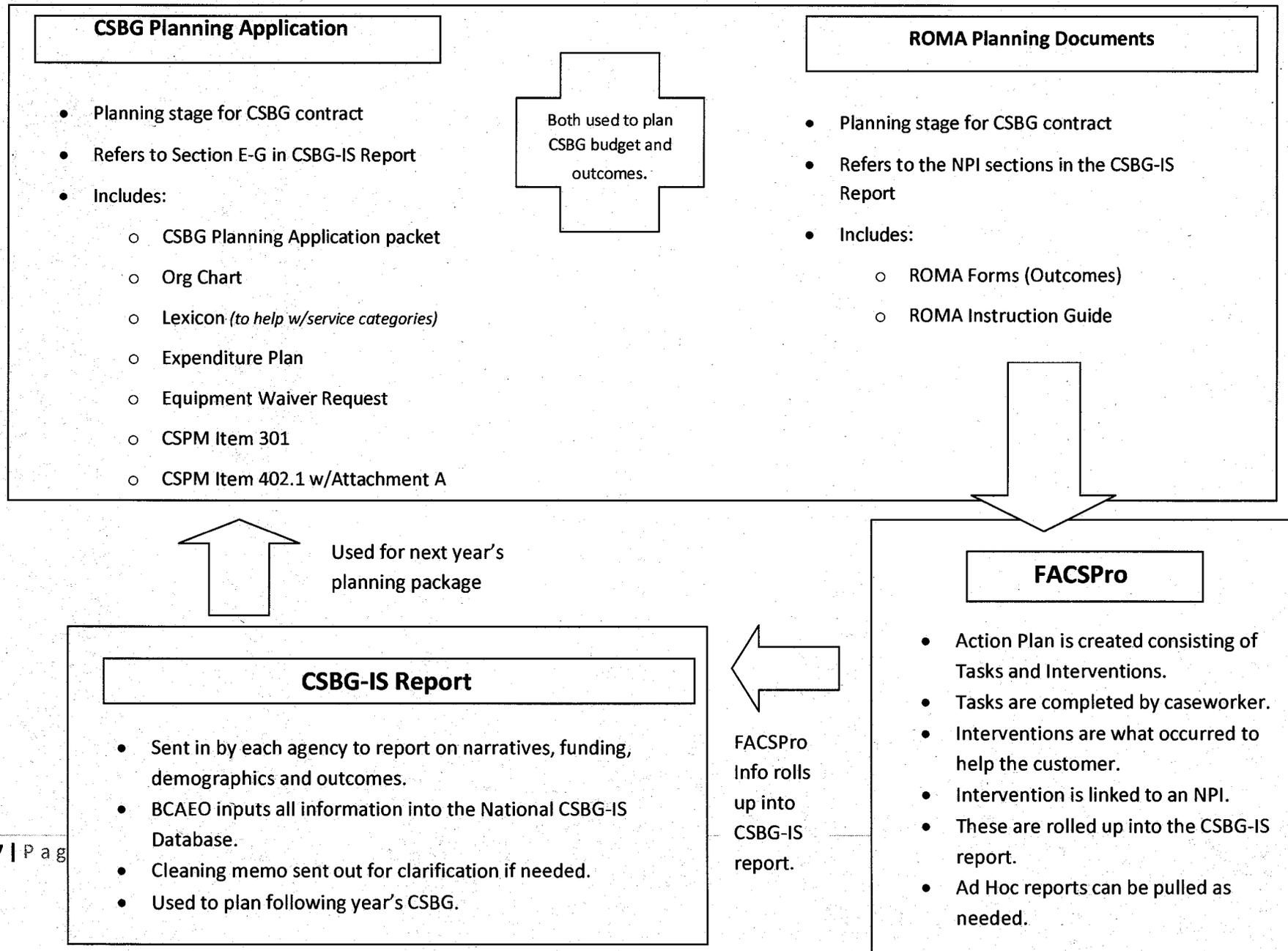


Implementation

Strategies and
services



BCAEO CSBG/ROMA Process (2013)



CSBG Program Overview

CSBG funds are appropriated for the **basic purpose of reducing poverty, revitalizing low-income communities and empowering low-income families and individuals to become fully self-sufficient.** It is intended that these goals be accomplished through:

- The strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty so that assistance can be used in a manner responsive to local needs and conditions.
- The organization offering a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency.
- The greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown.
- The maximum participation of residents of the low-income communities and members of the groups served to empower such residents and members to respond to the unique problems and needs within their communities.
- The broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for:
 - Private, religious, charitable, and neighborhood-based organizations.
 - Individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

General Requirements

Activities and services shall be conducted in accordance with the CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998. CSBG-funded activities shall assure non-duplication of current program efforts but may be utilized to expand current program efforts.

1. CAAs must demonstrate that they will use such funds:

To support the following 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 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 - TANF);
- to secure and attain meaningful employment;
- to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
- to make better use of available income;
- to obtain and maintain adequate housing and a suitable living environment;
- to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;
- to 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;

- 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, 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;
 - after-school child care program;
 - to make more effective use of and to coordinate with, other programs related to the purposes of the CSBG Act (including State welfare reform efforts).
2. CSBG funds may be used to provide direct services to individuals whose annual household income is at or below **125 percent of the poverty line** as established by the Office of Management and Budget and issued by the Secretary of Health and Human Services.
 3. Custodial parents in single-parent families that participate in programs, activities or services carried out or provided for with these funds must be informed about the availability of child support services and eligible parents must be referred to the child support offices of State and local governments.
 4. Activities shall be accessible to all eligible low-income residents of all political subdivisions of the CAA's service area.
 5. Projects may not duplicate other services available to the disadvantaged residents in the service area; projects may supplement existing services which have demonstrated value and viability.
 6. In published materials, projects must be identified as State of Michigan sponsored programs.

Community Action Plan (CAP)

The CSBG Act, as amended, requires that each community services agency develop a CAP which includes **A Community Needs Assessment** (which may be coordinated with community needs assessments conducted for other programs).

The CSBG Act, as amended, also requires that the "State" Application and Plan contain the following information from its eligible entities, and therefore, each agency must develop a CAP which includes these items:

- A description of the Service Delivery System for services, provided or coordinated with CSBG funds, targeted to low-income individuals and families in the service area.
- A description of how Linkages will be developed to fill identified gaps in services through the provision of information, referral, case management, and follow-up consultations.
- A description of how CSBG funds will be Coordinated with other public and private resources.
- A description of how CSBG funds will be used to Support community and/or neighborhood-based initiatives related to the purposes of the CSBG Act, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.
- If applicable, a description of how the CAA will coordinate the provision of employment and training activities (as defined in the Workforce Investment Act) in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.
- A description of Outcome Measures is to be used to measure performance in promoting self-sufficiency, family stability, and community revitalization.

Allowable Program Activities/Costs

Allowable costs are those that support services and activities which may have a measurable impact on the causes and effects of poverty, revitalize neighborhoods, and empower families and individuals to become self-sufficient.

The following Policy Summary is taken from HHS/OCS Information Memorandum, Transmittal No. 37 dated December 10, 1999 – Subject: “Definition and allowability of direct and administrative costs”. (See CSPM Item 402.1 – Program Accounts, Cost Categories/Line Items, Allowable & Unallowable Costs for CSBG for the entire memorandum.)

Policy Summary:

For CSBG program reporting requirements, the HHS Office of Community Services (OCS) defines “direct” program and “administrative” costs in accordance with three criteria: i) meeting Congressional intent for the program; ii) achieving consistency with HHS audit and financial management standards; and iii) ensuring a common basis for relating expenditures to the CSBG Results Oriented Management and Accountability System (ROMA).

- **Direct Program Costs** can be specifically identified with delivery of a particular project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program. For CSBG, such direct costs derive from the funding objectives specified in the reauthorizing statute, and from the goals and outcome measures in the ROMA system required by that statute. **Direct program costs are incurred for the service delivery and management components within a particular program or project.**

Therefore, **direct program costs include expenditures on some activities with administrative qualities**, including salaries and benefits of program staff and managers, equipment, training, conferences, travel, and contracts that expressly relate to the delivery of an individual program or service funded by a specific grant source.

- **Administrative Costs**, in the context of CSBG statutory reporting requirements, are equivalent to the concepts of “indirect” costs or “overhead.” As distinguished from program administration or management expenditures that qualify as direct program costs, **administrative costs refer to central executive functions that do not directly support a specific project or service.** Rather, **administrative costs are incurred for common objectives that benefit multiple programs** administered by the grantee organization, or the organization as a whole, and as such are not readily assignable to a particular program funding stream.”

Administrative costs relate to the general management of the grantee organization, such as strategic direction/planning, Board development, Executive Director functions, accounting/fiscal personnel and accounting software and training, budgeting, personnel functions and human resources personnel, procurement, legal services, audits, liability insurance, and non-CAA related agency memberships and subscriptions and CAA annual meetings and reports.

“Under the CSBG reauthorization and national ROMA goals, eligible programmatic activities explicitly include efforts to coordinate and strengthen a range of local programs and services that combat poverty. These efforts often entail planning and management functions that facilitate integrated approaches among more categorical public, private and non-profit entities within a community. They also provide additional resources to enhance or supplement the activities of programs that receive other Federal, State, local and private funding.

OCS considers such functions to constitute a core CSBG program purpose, significant and necessary to the grantee mission, pursuant to Congressional intent. Use of CSBG funds to augment and coordinate other programs is an allowable cost. Furthermore, although some of these functions have administrative qualities, related expenditures that can be specifically identified with a programmatic activity to coordinate and strengthen other programs and services **should be categorized as direct program costs**, because they achieve an outcome intended by the Congress in the express language of the CSBG reauthorizing statute.”

Expenditure/Cost Plan

The CSBG planning format includes three program accounts (PA): **Administration (Admin)**, **Direct Program** and **Training**. Allowable activities under each program account are discussed below. Please review CSPM Item 402.1 for an expanded explanation of allowable activities for Admin and Direct Program and for allowable and unallowable costs under each cost line item.

Admin Costs

Admin costs include administering and managing the central staff and centralized functions of the agency and prorated costs associated with the single agency audit. Management research activities (such as the collection, storage, and retrieval of management information) are included when they are not part of a specific project, but are utilized as a means of central administrative control. Admin also includes expenditures for support for members of the governing body and the CAA’s policy advisory councils.

Admin costs do not include costs for administration, management or overhead directly linked to a specific project operated by the grantee. Such administration should be included as part of the cost of the program/project. For example, administrative overhead and general support for a CAA community center (such as space, supplies, facilities, program managers, etc.) should be reported under PA Direct Program.

Although there is no limit on the percentage of CSBG funds that may be utilized for administrative costs, please note:

Under an efficiency measure approved by the federal Office of Management and Budget, one of the goals for the CSBG program is to reduce the total amount of sub-grantee CSBG administrative funds expended to 15% nationally. In the state’s efforts to reduce the percent of CSBG administrative costs reported, please utilize the flexibility defined by HHS/OCS when developing your CSBG expenditure plans, that being **“Certain agency costs typically considered as Admin can be budgeted as Direct**

Program.” [A full discussion regarding OCS’ guidelines (definitions, interpretations, etc.) can be found in the enclosed CSPM Item 402.1.]

The Bureau will continue to work with agencies during the plan review process to determine if any costs identified as “Admin” can readily, and appropriately, be identified as “Direct Program.” Likewise, any costs identified as “Direct Program” that should be identified as “Admin” will be discussed. Grant managers will assist agencies in revising plans when appropriate.

Direct Program Costs

These costs include services and activities geared toward: attaining an adequate education, securing meaningful employment, acquiring adequate housing and living environments, obtaining emergency assistance, participating in community affairs, addressing the needs of youth and removing obstacles to improved self-sufficiency.

Allowable costs also include activities related to the **core** CSBG program purpose, **which are significant and necessary to the grantee’s mission**, such as: coordinating, strengthening and expanding local services and programs related to self-sufficiency and the reduction of poverty. These include but are not limited to:

- Multi-agency strategic planning, community-wide needs assessments and dialogues/forums/summits on low-income population issues (activities involving multiple service providers or organizations).
- Salaries and fringe benefits for Planners and Grant Writers.
- Internet web sites where an agency’s programs are identified along with the eligibility requirements, service benefits and/or where to apply for services.
- Maintenance of the FACS Pro state wide database program.
- Agency membership and subscription fees for MCAAA, NCAF, CAP and CAPLAW as they relate directly to the mission of the CAA. Note: Other membership fees and subscriptions (including Chamber of Commerce, GFP/Grant Funded Programs, etc.) would be identified under Admin.

Service Categories

For planning purposes and for completing the **Service Category section of the Expenditure Plan**, activities are grouped under the following nine (9) major **service categories**:

1. **EMPLOYMENT**
2. **EDUCATION**
3. **INCOME MANAGEMENT**
4. **HOUSING**
5. **EMERGENCY SERVICES**
6. **NUTRITION**
7. **LINKAGES WITH OTHER PROGRAMS**
8. **SELF-SUFFICIENCY**
9. **HEALTH**

If any of the agency's "core" program activities **do not directly relate to one of the nine (9) program categories listed above**, such costs can be included under "Self-Sufficiency" - one of the main objectives of CSBG. *(See the Lexicon, Attachment A, for help with service categories)*

Training/Technical Assistance (T/TA) and Training Premium

Training/Technical Assistance (T/TA) – CSBG-D Allocation of \$3,000: All T/TA costs must be identified in the CSBG Expenditure Plan in the T/TA column. Allowable costs include:

- Training for grantee staff to improve program planning, to clearly identify and report agency program outcomes and to improve program performance (ROMA related activities).
- Agency capacity-building and quality improvement activities related to the mission of CSBG, including strategic planning, community needs assessments and the coordination and strengthening of community based programs.

Training Premium – CSBG-D Allocation of \$7,000: All Training Premium costs must be identified in the CSBG Expenditure Plan in the T/TA column. Allowable costs include:

- Funds are specifically earmarked to cover training activities/opportunities to be provided through an agreement between the CAA state association/MCAAA and the CAAs.

Non-allowable Program Activities

The following activities are not allowable with CSBG funds:

- **Political Activities** (Section 678F(b) of the Act)
- 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;
- Any voter registration activity.

Construction of Facilities Section 678F(a) of the Act)

- The purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.

Other

- Leasing of space and/or buildings not associated with a CSBG allowable activity.
- Purchasing "equipment" without prior grantee written approval.

Reporting Requirements

The Bureau reserves the right to require any special reports which may become necessary.

Expenditures

CAAs must report total costs for each planned cost "line item" on a monthly basis using the CSBG Monthly Program Report and Statement of Expenditures form (SOE). Costs reported must also be broken out by total expenditures for Admin, Direct Program, T/TA and Training Premium. A detailed General Ledger must be submitted with each SOE. Other supporting documents must be submitted as requested.

Submittal Process

SOEs shall be submitted by the required due dates in one of the following manners:

Electronically as a PDF attachment to your grant manager with a **copy to the DHS-BCAEO Mail Box**. *(BCAEO preferred submission)*

DHS-BCAEO Mail Box DHS-BCAEO@michigan.gov

Viran Parag

ParagV@michigan.gov

Tracy Ryan

RyanT@michigan.gov

September Ward

WardS1@michigan.gov

Melissa McCollum

McCollumM@michigan.gov

Original signature mailed to the following address:

Department of Human Services
Bureau of Community Action and Economic Opportunity
P.O. Box 30037
Grand Tower, Suite 204
235 South Grand Avenue
Lansing, MI 48909

ROMA - Outcome Measures

CAAs shall report program outcomes/results under the Six National Goals. Please refer to CAP Part II and Attachment D, ROMA Outcome Indicators.

The CSBG Information System (CSBG-IS) Survey

CAAs will be provided with the reporting package by November 1st of each year. The CSBG-IS Survey will be due to the state by January 15th of each year.

**CSBG Application
Community Action Plan
(CAP Part I) Instructions**

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Community Action Plan (CAP) Part I Submission Requirements/Instructions

Each agency is required to submit a CSBG Application and ROMA Plan to BCAEO each year. These documents include the many requirements of the CSBG Act, including reporting on the nine Service Categories, Community Needs Assessment, ROMA outcomes, etc.

Planning Forms

Agencies **must use the forms provided**. Agencies submitting outdated forms will be contacted and requested to submit appropriate forms. (See Attachment B, CSBG Planning Application and Attachment C, CSBG Expenditure Plan)

Each planning application must include the following **completed** Enclosures.

Enclosure A – CAP Coversheet and Narrative

A-1 CAA Agency Identification

A-2 Plan Coversheet and Checklist

A-3 CSBG Direct Program Activities

If your agency has a subcontract worth \$25,000 or more, please list the activity and name and address of each subcontractor in this section. A copy of the subcontract must also be submitted with your plan.

A-4 Community Needs Assessment

The CSBG Act requires that the CAP include “a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs.”

If your agency has not completed a formal assessment within the last 3 years, the agency should conduct an assessment during FY13.

The National CSBG Monitoring and Assessment Task Force has defined the **CAP** as *a strategic plan for meeting multiple needs of the target community, as identified in the **needs assessment**, in a holistic manner*. They define the Needs Assessment as *a process (such as a survey, town meeting or other similar mechanism) to gather input from the target population regarding their **current** unmet needs and satisfaction with services and procedures*.

A needs assessment should include a process to gauge the perceptions of the target population regarding their unmet needs and satisfaction with current services and procedures. It may be in any form the CAA chooses; however, it must involve the low-income community. The **CAP** should identify responses to community needs as established in the **needs assessment**.

A-5: Service Delivery System

Describe the **OVERALL** Service Delivery System for services provided or coordinated with CSBG funds and describe how the CAA's services enhance and/or differ from those of other providers – please include specific examples. In addition to the service delivery system, list the CAA's programs including a brief description.

A-6: Service Categories

Fill in the amount of CSBG funding associated with each of the nine CSBG Service Categories, as well as the amount for Administrative Purposes, Youth Programs, and Senior Programs. *(See Attachment A, Lexicon, for help)*

A-7: Linkages

Describe what service gaps exist in the community and how/what LINKAGES will be developed to fill these gaps through the provision of Information, Referral, Case Management and/or Follow-up.

A-8: Coordination & Collaboration

Describe how the agency is coordinating funds/services with other public and private resources; include partnerships, affiliations and formal agreements. Also, describe how the agency is collaborating (and partnering) with private organizations, including faith-based organizations (FBOs), in joint programs/projects.

A-9: Community Based Initiatives

If CSBG "Direct Program" funds will be utilized to support specific community and/or neighborhood-based initiatives, those activities should be described and the estimated amount of funds should be identified.

A-10: Coordination with Employment & Training (E&T) Activities:

If the agency provides E&T activities with Workforce Investment Act funds, the agency must describe how it will coordinate the provision of employment and training activities in communities with entities providing activities through statewide and local workforce investment systems. If the agency provides supportive services to Work First or Welfare-to-Work program participants with non-Workforce Investment Act funds, describe the services provided.

A-11: Notice of Public Hearing/Public Comment Period

The CAA must document that "**Notice of Public Hearing/Public Comment Period**" occurred or will occur and identify when and where the "notice" was or will be published or posted. A copy of the "Notice" must be provided. *See Public Hearing/Public Comment Policy below.*

A-12: Staff Respondents

The CAA shall identify contact persons who can respond to questions concerning the planning documents. The agency is encouraged to identify the agency Planner or Program Manager if this is appropriate (rather than the agency Executive Director).

A-13: CAA Board Roster:

All items on the form must be completed. **Please also submit a Board Member report from FACSPRO, listing all members; Public, Private, and Consumer.**

Enclosure B – CSBG Expenditure Plan

FY2013 Allocation: CAAs shall submit a 12-month expenditure plan for the amount of funds identified in **Attachment 2 - FY2012 CSBG Planning Allocation Chart.** (See the amounts in column F – Total Planning Allocation.)

FY2011 Carry-Forward: Unexpended FY2011 CSBG formula funds are **not** to be included in the **initial** CAP. As indicated in CSPM Item 507 - Unexpended Funds - Carry-Forward Policy, CAAs will be notified concerning official carry-forward amounts and the amendment process after DHS/BCAEO completes final closeout activities for FY12.

Expenditure Categories, Cost Definitions and Allowable & Unallowable Costs:

Refer to the guidelines included in CSPM Item 402.1.

Service Categories:

Refer to the Lexicon, Attachment A

Enclosure C – Equipment Waiver Request

DHS/BCAEO will accept waiver requests to purchase “equipment” (single item costing \$5,000 or more) during the CAA’s application process. 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/documents. *(See attachment D)*

Enclosure D - Agency Organization Chart

The chart must depict the total CAA structure **with sufficient detail to allow DHS to identify the staff positions supported with CSBG funds.** Staff titles on the chart must match the staff titles listed on the Salaries page of the CSBG Expenditure Plan. It is recommended that CSBG-funded positions be highlighted to be easily recognizable.

Public Hearing/Public Comment Policy

A summary of the CAA's proposed plan must be published and made available locally for review and comment by officials and other residents within the service area. CAAs shall conduct at least one public hearing or provide for a public comment period following the guidelines below.

Public Hearing

Timing and Location

A public hearing must be held not sooner than 10 days after, but within 30 days after, publication of notice in at least one newspaper of general circulation in the service area. It may be necessary for multi-county CAAs to advertise in more than one newspaper.

- A public hearing should not be scheduled on any day adjacent to holiday weekends.
- Hold, if possible, both morning and afternoon public hearings. Public hearings should not be scheduled before 10:00 a.m.
- Public hearings must be conducted in a barrier-free facility. A contact person at a voice answering, as well as a TDD, telephone number should be identified in order to meet the provisions of reasonable accommodation (see Example A).
- Public hearings should be held in geographic locations of high population density or areas readily accessible to low-income citizens of the agency's service area.

Contents of Announcement

The notice of hearing must include, at a minimum, the time, date, location, purpose of hearing, service area covered, major program areas, dates and places where plan may be examined, and alternative formats for disabled persons upon request. (See Example A.)

Document Collection

The items listed below are to be collected and maintained locally.

- A list of newspaper(s) and other publications in which the notice of hearing was published.
- A list of hearing attendees.
- Verbatim or summary transcript of oral testimony given at the hearing(s).
- Copies or summary of all written comments received prior to or at the hearing. (Summaries must include the names, addresses, and organizations of person who made written and/or oral comments.)

Public Comment

Timing Announcement

The public comment period must be at least 14 days in length beginning no earlier than the day after the date of public notice publication.

Contents of Announcement

The public comment period notice must include, at a minimum, the purpose, service area covered, major program areas, dates of period, where the plan may be examined, and alternative formats for disabled persons upon request. (See Example B)

Document Collection

The items listed below are to be collected and maintained locally.

- A list of newspaper(s) and other publications in which the notice of hearing and/or public comment period was published.
- List of persons who made written and/or oral comments.
- Copies or summary of all written comments received prior to or at the hearing.
(Summaries must include the names, addresses, and organizations of person who made written and/or oral comments.)

Contents of Plan Summary to be Made Available for Hearing/Comment Review

At a minimum, the plan summary shall contain the following:

- Description of major poverty problems.
- General description of proposed services to address poverty problems.
- Total allocated funds.
- Identification of target population and eligibility criteria.
- Description of coordination with other program and anti-poverty activities.
- If appropriate, distribution of proposed services within the service area.
- Information which meets requirements of the Americans with Disabilities Act of 1990 (Public Law 101-336).

A copy of the "Notice of Hearing" or "Notice of Comment Period" must be submitted with CAP Part I.

EXAMPLE A

NOTICE OF PUBLIC HEARING

ON

PROPOSED FY ____ COMMUNITY SERVICES BLOCK GRANT PLAN

The (name of CAA) is holding a public hearing on the FY ____ CSBG Plan as required by the Michigan Department of Human Services CSBG State Plan for FY ____ . A public hearing is scheduled to receive comments from interested parties:

- Date
- Time
- Location

The plan summary is as follows:

- A total of (total CSBG) is planned to be utilized in the (service area) for the general purpose(s) of (general program description) for (targeted population).

Persons or organizations wanting to comment on or review the proposed plan should contact (name, time, location) by (date).

Materials for the meeting are available in alternative formats by calling (____) ____ - ____ (voice) or (____) ____ - ____ (TDD). The alternative formats available are large print and audio tape. These formats can be provided if notification is given a week in advance.

EXAMPLE B

NOTICE OF PUBLIC COMMENT PERIOD

ON

PROPOSED FY ____ COMMUNITY SERVICES BLOCK GRANT PLAN

The (name of CAA) will accept public comments as required by the Michigan Department of Human Services CSBG State Plan for FY __. Public comments will be accepted on the CSBG FY __ proposed plan from (beginning and ending date for comments).

The plan summary is as follows:

- A total of (total CSBG) is planned to be utilized in the (service area) for the general purpose(s) of (general program description) for (targeted population).

Persons or organizations wanting to comment on or review the proposed plan should contact (name, time, location) by (date). Materials are available in alternative formats by calling () - () (voice) or () - () (TDD). These formats can be provided if notification is given a week in advance.

**GUIDE TO ORGANIZING
AND REPORTING
NATIONAL INDICATORS
OF
COMMUNITY ACTION PERFORMANCE**

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ROMA SIX NATIONAL GOALS

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

(Family)

- 1.1 Employment
- 1.2 Employment Supports
- 1.3 Economic Asset Enhancement and Utilization

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

(Community)

- 2.1 Community Improvement and Revitalization
- 2.2 Community Quality of Life and Assets
- 2.3 Community Engagement
- 2.4 Employment Growth from ARRA Funds

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

(Community)

- 3.1 Civic Investment through Volunteerism
- 3.2 Community Enhancement through Maximum Feasible Participation

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

(Agency)

- 4.1 Expanding Opportunities through Community-Wide Partnerships

Goal 5: Agencies increase their capacity to achieve results.

(Agency)

- 5.1 Agency Development

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

(Family)

- 6.1 Independent Living
- 6.2 Emergency Assistance
- 6.3 Child and Family Development
- 6.4 Family Supports (Seniors, Disabled, and Caregivers)
- 6.5 Service Counts

National Performance Indicators Quick Reference

NPI	Description
Goal 1: Low-income people become more self-sufficient.	
1.1 Employment	
1.1 A	Unemployed and obtained a job
1.1 B	Employed and maintained a job for at least 90 days
1.1 C	Employed and obtained an increase in employment income and/or benefits
1.1 D	Achieved "living wage" employment and/or benefits
1.2 Employment Supports	
1.2 A	Obtained skills/competencies required for employment
1.2 B	Completed ABE/GED and received certificate or diploma
1.2 C	Completed post-secondary education program and obtained certificate or diploma
1.2 D	Enrolled children in before or after school programs
1.2 E	Obtained care for child or other dependent
1.2 F	Obtained access to reliable transportation and/or driver's license
1.2 G	Obtained health care services for themselves or family member
1.2 H	Obtained and/or maintained safe and affordable housing
1.2 I	Obtained food assistance
1.2 J	Obtained non-emergency LIHEAP energy assistance
1.2 K	Obtained non-emergency WX energy assistance
1.2 L	Obtained other non-emergency energy assistance (State/local/private energy programs. Do NOT include LIHEAP or WX)
1.3 Economic Asset Enhancement and Utilization	
1.3 A	Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregate dollar amount of credits
1.3 B	Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
1.3 C	Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings
1.3 D	Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days
1.3 E	Number and percent of participants opening an Individual Development Account (IDA) or other savings account
1.3 F	Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings
1.3 G	Number and percent of participants capitalizing a small business with accumulated savings
1.3 H	Number and percent of participants pursuing post-secondary education with accumulated savings
1.3 I	Number and percent of participants purchasing a home with accumulated savings
1.3 J	Number and percent of participants purchasing other assets with accumulated savings
Goal 2: The conditions in which low-income people live are improved.	
2.1 Community Improvement and Revitalization	
2.1 A	Jobs created, or saved, from reduction or elimination in the community

2.1 B	Accessible "living wage" jobs created, or saved, from reduction or elimination in the community
2.1 C	Safe and affordable housing units created in the community
2.1 D	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy
2.1 E	Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination
2.1 F	Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination
2.1 G	Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination
2.1 H	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation
2.1 I	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education
2.2 Community Quality of Life and Assets	
2.2 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
2.2 B	Increase in the availability or preservation of community facilities
2.2 C	Increase in the availability or preservation of community services to improve public health and safety
2.2 D	Increase in the availability or preservation of commercial services within low-income neighborhoods
2.2 E	Increase in or preservation of neighborhood quality-of-life resources
2.3 Community Engagement	
2.3A	Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives
2.3B	Number of volunteer hours donated to the agency
2.4 Employment Growth from ARRA Funds	
2.4 A	Jobs created at least in part by ARRA funds
2.4 B	Jobs saved at least in part by ARRA funds
Goal 3: Low-income people own a stake in their community.	
3.1 Civic Investment through Volunteerism	
3.1 A	Total number of volunteer hours donated by low-income individuals to Community Action
3.2 Community Enhancement through Maximum Feasible Participation	
3.2 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
3.2 B	Number of low-income people acquiring businesses in their community as a result of Community Action assistance
3.2 C	Number of low-income people purchasing their own home in their community as a result of Community Action assistance
3.2 D	Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action
Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.	
4.1 Expanding Opportunities through Community-Wide Partnerships	
4.1	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

4.1 A	# Non-Profit
4.1 B	# Faith Based
4.1 C	# Local Government
4.1 D	# State Government
4.1 E	# Federal Government
4.1 F	# For-Profit Business or Corporations.
4.1 G	# Consortiums/Collaboration
4.1 H	# Housing Consortiums/Collab.
4.1 I	# School Districts
4.1 J	# Institutions of post-secondary education/training
4.1 K	# Financial/Banking Institutions
4.1 L	# Health Service Institutions
4.1 M	# State wide associations or collaborations
4.1 N	Number of Organizational Partnerships (Total)
Goal 5: Agencies increase their capacity to achieve results.	
5.1	Agency Development
5.1	Number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:
5.1 A	Number of Certified-Community Action Professionals (C-CAP)
5.1 B	Number of ROMA Trainers
5.1 C	Number of Family Development Trainers
5.1 D	Number of Child Development Trainers
5.1 E	Number of staff attending trainings
5.1 F	Number of board members attending trainings
5.1 G	Hours of staff in trainings
5.1 H	Hours of board members in trainings
Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.	
6.1	Independent Living
6.1 A	Senior Citizens
6.1 B	Individuals with Disabilities
6.2	Emergency Assistance
6.2 A	Emergency Food
6.2 B	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
6.2 C	Emergency Rent or Mortgage Assistance
6.2 D	Emergency Car or Home Repair
6.2 E	Emergency Temporary Shelter
6.2 F	Emergency Medical Care
6.2 G	Emergency Protection from Violence
6.2 H	Emergency Legal Assistance
6.2 I	Emergency Transportation
6.2 J	Emergency Disaster Relief

6.2 K	Emergency Clothing
6.3	Child and Family Development
6.3 A	Infants and children obtain age-appropriate immunizations, medical, and dental care
6.3 B	Infant and child health and physical development are improved as a result of adequate nutrition
6.3 C	Children participate in pre-school activities to develop school readiness skills
6.3 D	Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade
6.3 E	Youth improve health and physical development
6.3 F	Youth improve social/emotional development
6.3 G	Youth avoid risk-taking behavior for a defined period of time
6.3 H	Youth have reduced involvement with criminal justice system
6.3 I	Youth increase academic, athletic, or social skills for school success
6.3 J	Parents and other adults learn and exhibit improved parenting skills
6.3 K	Parents and other adults learn and exhibit improved family functioning skills
6.4	Family Supports (Seniors, Disabled, and Caregivers)
6.4 A	Enrolled children in before and after school programs
6.4 B	Obtained care for child or other dependent
6.4 C	Obtained access to reliable transportation and/or driver's license
6.4 D	Obtained health care services for themselves or family member
6.4 E	Obtained and/or maintained safe and affordable housing
6.4 F	Obtained food assistance
6.4 G	Obtained non-emergency LIHEAP energy assistance
6.4 H	Obtained non-emergency WX energy assistance
6.4 I	Obtained other non-emergency energy assistance
6.5	Service Counts
6.5 A	Food Boxes
6.5 B	Pounds of Food
6.5 C	Units of Clothing
6.5 D	Rides Provided
6.5 E	Information and Referral Calls

Taken from the CSBG Information System Survey by the National Association for State Community Services Programs

Updated 2/16/2012

Purpose

This instruction manual is intended to help states and local Community Services Block Grant (CSBG) eligible entities (hereafter referred to as Community Action Agencies or CAAs) to organize and report the results of their efforts using a standard set of National Performance Indicators (NPIs) of Community Action performance.

The NPIs described in this guide were created collaboratively within the CSBG network to enable the approximately 1,100 diverse Community Action Agencies in 52 states and territories to present a more uniform and coherent national picture of their work and accomplishments.

This reporting process is an important component of the broader CSBG initiative to use results- focused management principles to revitalize and strengthen the entire CSBG Network.

Matters of Emphasis

CAAs should keep in mind:

- The NPIs are about Community Action, not just those activities funded through the CSBG. Outcomes should be counted and reported from all Community Action programs and activities in the relevant program areas.
- Agencies should report outcomes only for those NPI categories in which they have supporting programs or activities. It is not expected that all CAAs will produce outcomes for all of the indicators.
- The NPIs reflect only a portion of the work and accomplishments of Community Action. This is not a complete story of the CAA network activities, but a selective sampling of what we do, intended to allow a national view of the most common outcomes that are identified across the country.
- Agencies should continue to report annually on their full range of outcomes in addition to reporting on the NPIs, and may use additional blank lines to communicate additional outcomes.
- Agencies may use the Notes and Clarifications section under each Goal to describe outcomes for additional indicators, detail outcomes for established indicators, and provide additional narratives or stories related to outcomes for that particular Goal.

Guidance for Agencies Reporting in Goals 1 and 6

The NPIs require you to think about the context in which you are providing services in order to determine where various outcomes should be reported. Goals 1 and 6 both focus on the achievement of family stability, but for different populations. Goal 1 reflects individual and family outcomes based on movement toward self-sufficiency through obtaining or increasing earned income, while Goal 6 refers to outcomes achieved by vulnerable populations that are moving toward stability.

Some family outcomes may be reported under both Goals 1 and 6 to ensure that the NPIs fully reflect all services that were rendered in the fiscal year. Other outcomes, namely those reported in NPIs 1.2 and 6.4 are mutually exclusive and cannot be reported twice. The following restriction applies:

- NPI 1.2 is mutually exclusive to NPI 6.4. As such, no outcome may be reported in both NPI 1.2 and NPI 6.4 in the fiscal year.

NPIs 1.2 and 6.4 measure identical outcomes for two distinct and separate populations- one that is able to work and one that is unable to work. Therefore, reporting an individual in both NPIs 1.2 and 6.4 would mean that a vulnerable individual who is *unable* to work has achieved an outcome indicating that s/he has reduced a barrier to initial or continuous employment. Instead, this individual would only be reported in NPI 6.4. Put another way, individuals achieving family stability outcomes who are *able* to work should be reported in NPI 1.2. Individuals achieving family stability outcomes who are *unable* to work should be reported in NPI 6.4.

Conversely, some family stability outcomes may be reported in multiple indicators. The following reporting practices are allowed:

- NPI 1.2 is not mutually exclusive to NPI 6.2. As such, an outcome may be reported in both NPI 1.2 and NPI 6.2 in the fiscal year.

For example, a family with a low-wage worker as the head of household that has exhausted its monthly food stamp allotment and benefit check can be reported in both NPIs 1.2 and 6.2 if it received emergency food assistance that supported the worker's continued employment.

- NPI 6.4 is not mutually exclusive to NPI 6.2. As such, an outcome may be reported in both NPI 6.4 and NPI 6.2 in the fiscal year.

For example, if a senior received emergency food assistance, that senior would be counted as not only receiving *emergency* food assistance in NPI 6.2, but s/he would also be counted under NPI 6.4 as a vulnerable individual receiving food assistance in order to maintain family stability.

Note: If you choose to report an outcome in multiple indicators, you must keep track of why and how this decision was made. You must keep track of this decision making process for each outcome reported in multiple indicators.

When to Report Outcomes of Referred Clients

Agencies should report outcomes not only resulting from programs and activities that they administer, but also those from participants successfully referred to partnering service providers in their community. A successful referral is one where it has been verified that the individual used the agency's referral and received a service as a result of that referral from another partnering agency. CAAs most often will refer a client to a partner agency when they are not able to provide a service to that client in order to meet a need identified in his/her case management plan. Once a referral is made, a CAA must remain in contact with the partner agency in order to track and verify that client's progress towards an outcome. Once the client achieves an outcome that fits a national performance indicator, s/he may be reported by the originating CAA as an outcome achieved for that fiscal year.

It is also possible that an individual will be referred to a CAA from a partner agency in the community. In this case, once the individual enrolls in a program administered by the CAA, s/he becomes a client of that agency and is reported on as any other client would be.

Some examples of when to report referred clients as outcomes include:

- A working participant enrolled in an agency GED program needs to enroll his/her eligible child in a Head Start program, but the agency offers no child care programs of any kind. That participant is referred to a partnering Head Start program outside the agency that enrolls his/her child. The agency would report that a working participant obtained child care in NPI 1.2 as long as the agency tracked that referred participant over time and can verify the outcome.
- A participant in an employment training program outside the agency is referred to the agency for work supports that the agency offers. Once that referred person enrolls in a work support program, s/he becomes a client of the agency, and as a result, all outcomes related to that client are reported by the agency.

When an Outcome Does Not Match any NPI

As stated above, the examples of agency activities used in these instructions are not intended to capture all of the ways CAAs function. Agencies are encouraged to fit their specific initiatives into the general categories of activities by selecting the category most suitable for reporting program outcomes. Some outcomes are not easily categorized, such as:

- Outcomes that relate to special regional needs or conditions;
- Outcomes that reflect innovative combinations of services;
- Outcomes that speak to community interventions; or
- Outcomes on agency development activities.

These outcomes may not be covered by the exact wording of the NPIs. In this case, agencies may describe outcomes of these programs under the Notes and Clarifications section(s) of one or more of the six National Goals.

Performance Targeting for NPIs

The ability of local CAAs to identify their own performance targets continues to be of interest to the Administration, to the Congress and to the national network of CAAs. We have begun to find patterns in the data that is reported on the NPI report where targets showing "those to achieve outcomes" are identified. The activity of engaging in successful targeting fulfills an essential need for compliance with elements of the Government Performance and Results Act (GPRA) of 1993.

The ability of an agency to set and meet realistic targets reflects the expectations of GPRA:

- Establish performance goals to define the level of performance to be achieved by a program

activity.

- Express such goals in an objective, quantifiable, and measurable form.
- Provide a basis for comparing the actual program results with the established performance goals.

From the Government Performance and Results Act of 1993, (b) Performance Plans and Reports, Section 1115. Performance Plans.

To assist states and agencies in **creating their own standards** for the performance of Community Action services and interventions, we have responded to the evolving emphasis on determining not only the outcomes, but also the effectiveness of federally-funded programs. As an initial step in that process, three of the NPIs ask for agencies to report both the *number* of outcomes achieved and the *percentage* that number represents of the level of performance expected or anticipated by the agency.

These NPIs include:

- National Performance Indicator 1.1 – Employment
- National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization
- National Performance Indicator 6.3 – Child and Family Development

These indicators were selected for this initial performance targeting effort because many agencies already provide information on the number of individuals or households that achieve program outcomes relative to the number of participants expected to achieve success.

Expanding the current ROMA focus on outcomes to include locally-determined performance targets will eventually apply to all of the NPIs.

Changes to NPIs for FY 2012 *(from the NASCSP website)*

Sections A-G

- **Section A:** Removed CSBG ARRA columns.
- **Section C:** Added questions (#8a and #8b) about the number of State office staff who are Nationally Certified ROMA trainers or who are Certified Community Action Professionals (CCAPs).
- **Section D:** Removed #5, which asked about CSBG ARRA success stories.
- **Section E:** Removed CSBG ARRA column.
- **Section F:**
 - *NOTE: The only new items in Section F are AFI (#4.h) and WIA (#7.a). The rest of the changes are just a renumbering/reorganization of items.*
 - Removed CSBG ARRA box from #2.
 - Assets for Independence (AFI) added as Item #4.h.
 - Workforce Investment Act (WIA) added as Item #7.a.

- Reorganized Federal Funding sources into the following Categories (3-14) and relabeled the funding sources which fall under these categories accordingly:
 - 3. Weatherization
 - 4. Health and Human Services
 - 5. Department of Agriculture (USDA)
 - 6. Department of Housing and Urban Development
 - 7. Department of Labor
 - 8. Corporation for National and Community Service (CNCS)
 - 9. Federal Emergency Management Agency (FEMA)
 - 10. Department of Transportation
 - 11. Department of Education
 - 12. Department of Justice
 - 13. Department of Treasury
 - 14. Other Federal Resources
- Relabeled Subsections:
 - "Subsection II State Resources" as "16. State Resources"
 - "Subsection III State Resources" as "19. Local Resources"
 - "Subsection IV State Resources" as "22. Private Resources"
- Totals and subtotals have been numbered for easy reference:
 - 15. Total: Non-CSBG Federal Resources
 - 17. Total: State Resources
 - 18. Duplicated State Resources
 - 20. Total: Local Public Resources
 - 21. Duplicated Local Resources
 - 23. Total: Private Sector Resources
- **Section G:**
 - 24. Duplicated Private Sector Resources
 - 25. Total: All Non-CSBG Resources (Federal, State, Local, Private)
 - 26. Total: (Including CSBG)
 - Removed CSBG ARRA from #2.b.
 - Added #14.I Total sources of income.
 - Added #16.e "Other Housing" description box

NPIs

- **All NPIs:** Column headers labeled with Roman numerals I – V
- **All NPIs:** Rows relabeled with capital letters (some items previously were not labeled)
- **NPI 1.1:** Changed language in the description (replaced "in Community Action employment initiatives who get a job or become self-employed" with "who get a job or become self-employed as a result of Community Action Assistance")
- **NPI 1.3:** #4a-4d now relabeled as G-J (Removed #4 as sub header)
- **NPI 4.1:**
 - New column added for number of partnerships.
 - Column I asks for total unduplicated number of organizations with which you partner.

- New Column II asks for total number of partnerships (can have multiple partnerships with one organization).
- Both columns now have auto sum totals.
- **NPI 6.1:** Added a field to B. Individuals with Disabilities for unknown age, and made the total calculate automatically.

Organization and Use

The guide provides for a two-step process for organizing and reporting national indicators of community action performance:

***Step 1:** Completing the "Preliminary Agency Checklist" to match community action agency activities to one or more of the 16 National Performance Indicators; and*

***Step 2:** Organizing and reporting "outcomes" from those activities under the appropriate national indicator.*

It is recommended that agency officials responsible for compiling and reporting national performance indicator information read this entire guide before beginning their work.

Completion of Step 1, the "Preliminary Agency Checklist," will enable agencies to quickly identify which of the 16 national performance indicators correspond to their current programs and activities, and for which they should report outcome information.

Once relevant indicators are identified using the Checklist, an agency may proceed to use the guide to help them determine what and how to report information. For each of the 16 National Performance Indicators, the guide describes:

- which agencies should report outcomes;
- which programs or activities produce outcomes to be reported, including the most common funding sources; and
- what to report.

In almost all cases, the guide provides specific *examples* of how to measure and report information for each of the 16 national performance indicators and their subcategories. The forms for reporting these measures are located in Attachment B. The examples of agency activities described in this guide are not intended to capture all of the ways community action agencies function. Agencies are encouraged to fit their specific initiatives into the general categories of activities that could produce outcomes for each of the indicators.

Preliminary Agency Checklist

Step 1: Preliminary Agency Checklist – Matching Activities to Performance Indicators

As indicated, community action agencies and eligible entities are asked to submit ROMA outcome information only for those national performance indicators for which they have supporting programs and activities (CSBG and all other funding sources).

In order to help agencies identify national performance indicators relevant to their programs and activities, the following **Preliminary Agency Checklist** cross-references various community action services, activities and funding sources to the 16 national performance indicators.

Community Action Program or Activity	National Performance Indicator
Adult Basic Education	1.2
Advocacy	2.1, 2.2
After school Programs	1.2, 2.1, 6.3
Agency Capacity	5.1, 4.1
Aging Programs	6.1
Asset Formation	1.3, 3.2
Board Membership	3.2
Child care	1.2, 2.1
Child Development – Health	6.3
Child Development -- Nutrition	6.3
Child Development -- School Readiness	6.3
Child Support	1.3
Child care Tax Credit	1.3
Civic Involvement	3.2
Community Enhancement -- Businesses	2.3, 3.2
Community Enhancement -- Community Facilities	2.2, 2.3
Community Enhancement -- Housing	2.1, 2.3
Community Enhancement -- Jobs	2.1, 2.3, 2.4
Community Enhancement – Safety and Health	2.2, 2.3
Community Enhancement – Schools	2.2, 2.3
Community Enhancement -- Transportation	2.1
Community Investments	3.2
Community Organizing	3.2
Daycare	1.2, 2.1
Disability (Independent Living)	6.1
Disaster Relief	6.2
Earned Income Tax Credit (EITC)	1.3
Domestic Violence Prevention/Intervention	6.2
Economic Development	2.1
Emergency Medical Care	6.2
Emergency Services	6.2, 6.5
Employment	1.1

Community Action Program or Activity	National Performance Indicator
Faith Based Organizations	4.1
Family Development	1.1, 1.2, 1.3, 6.3, 6.4
Family Functioning or Maintenance	6.3
Food and Nutrition	1.2, 6.1, 6.2, 6.3, 6.4
GED	1.2
Head Start	1.1, 1.2, 3.1, 3.2, 6.3, 6.4
Health Care	1.2, 2.1, 6.2, 6.3, 6.4
Higher Education	1.2, 2.1
Home Budget Management	1.3
Home Ownership	1.2, 3.2, 6.4
Homeless Programs	6.2
Housing	1.2, 2.1, 3.2, 6.4
Housing Rehabilitation	2.1
Individual Development Accounts (IDAs)	1.3, 3.2
Income Increase -- Employment	1.1
Income Increase -- Non-Employment	1.3
Job Placement	1.1, 2.4
Job Skills Training	1.2
Legal Assistance	6.2
Leveraging Resources	5.1
Life Skills Training	1.3, 6.3
LIHEAP	6.2
Mental Health	1.2, 2.1, 6.2, 6.4
Parent Involvement	3.1, 3.2
Parenting Skills	6.3
Partnerships	4.1
Post-Secondary Education	1.2, 2.1
Public Safety	2.2
Recreational Resources/Facilities	2.2
Referral Services	6.5
Section 8 Housing	1.2, 2.1, 6.4
Self-Employment	1.1, 2.1, 3.1, 3.2
Self-Sufficiency	1.1, 1.2, 1.3, 6.4
Shelter	6.2
Substance Abuse	1.2, 2.1, 6.2, 6.4
Surplus Food	1.2, 6.2, 6.4, 6.5
TANF	1.1, 1.2, 2.1
Transitional Housing	1.2, 2.1, 6.4
Transportation	1.2, 2.1, 6.4, 6.5
Vendor Payments	6.2
Volunteers	3.1, 3.2
Women, Infants and Children (WIC)	6.3
Weatherization	1.3, 2.1
Workforce Investment Act (WIA)	1.1, 1.2
Youth Programs	1.2, 2.1, 2.2, 6.3

Each agency is to use this Preliminary Agency Checklist as a tool to sort through the 16 national performance measures and identify those that apply to programs and activities.

Step 2: Reporting Outcomes for National Performance Indicators

Once an agency has identified national performance indicators relevant to its programs, activities, and sources of funds, the agency may use the following guidance to report performance indicator information.

Using Direct ROMA Measures

Community action agencies will, in most cases, find corresponding places among the sixteen national indicators to report their outcomes. As noted, the Preliminary Agency Checklist cross-references outcomes included in the six national indicators.

For some activities, outcomes may be reported under more than one indicator, depending upon the *context, or purpose*, of the activity. For example, food distributed to a working-poor family may support their continued stability and employment and be counted as an outcome under national performance indicator 1.2. Food distributed to meet the emergency needs of an unemployed family that has exhausted its monthly food assistance allotment may be counted and reported under national performance indicator 6.2. Food distributed to low-income clients who are unable to work, would be reported under national indicator 6.4.

Agencies Seeking to Report Significant Outcomes Not Described in the National Indicators

As indicated, agencies are encouraged to continue to submit ROMA reports containing outcomes for all their major programs and activities. In addition, agencies may submit *narrative reports* describing activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are those that relate to special regional needs or conditions, or those that reflect innovative combinations of services, community interventions, or agency development activities that are not easily categorized or counted by more traditional outcome measures.

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

National Performance Indicator 1.1 – Employment

NPI 1.1 refers to outcomes achieved by low-income participants in Community Action employment initiatives who are either unemployed and seeking earned income, or who are employed and seeking increased earned income and employment benefits.

The reference to “Community Action employment initiatives” has been interpreted by some agencies to include only those initiatives that have a direct focus on employment services. However, the intent of this indicator is to report the participants who achieved employment outcomes as a result of **either** direct employment services (including such activities as identified below) **or** as a result of the support reflected in NPI 1.2.

CAAs should report in NPI 1.1 outcomes for all federal, state, local and privately-funded programs or activities that focus on employment or self-sufficiency as a primary outcome *or* as a complementary outcome. This includes programs that:

- Prepare those without a history of employment to enter the workforce;
- Provide initial job placement and retention for the chronically unemployed;
- Support re-entry into the workforce by those with a history of employment;
- Improve employment, increase earned income, or increase employer paid benefits;
- Offer opportunities for self-employment; and
- Assist workers to achieve and retain “living wage” jobs and/or benefits.

Programs and funding sources that support Community Action outcomes to be reported under NPI 1.1 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Temporary Assistance to Needy Families (TANF)
- Welfare to Work
- Work First
- Workforce Investment Act (WIA)
- Head Start
- Community Development Block Grant (CDBG)
- State, local or privately-funded employment or self-sufficiency initiatives

How to Report for NPI 1.1

For each of the subcategories of this employment indicator the following data are required:

1. Data on all participants who were part of the agency’s efforts to support low-income individuals who are seeking employment and those who are seeking to improve an

employment situation.

2. Data on all participants who were expected to achieve the outcome identified in the subcategories. In many cases, the number expected to achieve the outcome can be found in the grants or contracts with the particular funding source that supports the efforts.
3. Data on all participants who were part of the agency's efforts *and* who actually achieved the outcome identified in the subcategories within the reporting period. This number will require follow up to determine what happened with participants.
4. Data pertaining to the percentage of program participants achieving the outcome identified in the subcategories will be calculated by dividing those who achieved the outcome by those expected to achieve. The database will automatically calculate this percentage.

CAAs are asked to group employment outcomes (numbers of participants and numbers achieving the outcome) for all similar programs and report totals for the agency's participants as a group.

Example 1

An agency receives a TANF grant from the state to provide job training and placement services to 200 TANF recipients during the reporting period. In addition, the agency uses CSBG funds to provide similar services to 65 non-TANF program participants. The number of individuals enrolled in combined agency efforts is 265 – the first number that will be placed in column A.

The following outcomes are anticipated:

- 150 TANF recipients are expected to be placed in jobs during the reporting period; and
- 50 non-TANF/CSBG individuals are expected to be placed in jobs as a result of CSBG- funded employment activities.

Between the two programs (TANF and CSBG), the agency expected to place 200 individuals in jobs. Therefore, the total number expected to achieve the outcome during this reporting period is 200 – the number that will be placed in column B.

At the end of the period, a total of 180 participants in employment programs achieved initial job placement:

- 140 TANF participants were placed in jobs; and
- 40 non-TANF/CSBG participants were placed in jobs.

The third number, the total number who actually achieved the outcome during this reporting period, is 180 – which is placed in column C.

Therefore, 90%, of those who the agency expected to achieve employment (180 of 200 individuals) were successful. This percent will be automatically generated in column D.

National Performance Indicator 1.1 Employment The number and percentage of low-income participants in Community Action initiatives who get a job or become self-employed as measured by one or more of the following:	A.) Number of Participants Enrolled in Programs (#)	B.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	C.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	D.) Percentage Achieving Outcome in Reporting Period (C/B = D) (%)
A. Unemployed and obtained a job	265	200	180	90%

Example 2

A CAA has a subcontract with a vocational training and job placement facility to teach basic computer skills to 150 Community Action participants annually and to place some of these participants in entry-level jobs. In addition, the agency contracts with a commercial driving school to help other participants receive trucking licenses – 12 people participated in the commercial driving school.

The number of individuals enrolled in combined agency efforts is 162 – the first number that will be placed in column A.

It is expected that of the 150 participants referred to the vocational training facility, 90 will be placed in employment. Of the 12 participants attending the driving school, 10 are expected to find employment as long-haul truckers.

Therefore, the total number expected to achieve the outcome during this reporting period is 100 (90 + 10) – the number that will be placed in column B.

At the end of the reporting period, it was found that of the 150 participants referred to the vocational training facility, 75 ultimately achieved initial employment as a result of that referral. Of the 12 attending the driving school, 9 are now employed as long-haul truckers.

The third number, the total number who actually achieved the outcome during this reporting period, is 84 (75 + 9) – which is placed in column C.

Therefore, 84% (84 ÷ 100), of those who the agency expected to achieve employment were successful. This percent will be automatically generated in column D.

National Performance Indicator 1.1 Employment The number and percentage of low-income participants in Community Action initiatives who get a job or become self-employed as measured by one or more of the following:	A.) Number of Participants Enrolled in Program(s) (N)	B.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (N)	C.) Number of Participants Achieving Outcome in Reporting Period (Actual) (N)	D.) Percentage Achieving Outcome in Reporting Period [C / B = O] (N)
A. Unemployed and obtained a job	162	100	84	84%

A. Unemployed and Obtained a Job

Among the situations that may generate outcomes to be reported in this subcategory are:

- Unemployed individuals engaged in Community Action programs that specifically focus on employment training or placement (such as those funded by CSBG, TANF, WIA or other sources) who obtain an initial job;
- Unemployed individuals engaged in a case-managed initiative focusing on self-sufficiency who achieve employment as part of their overall progress toward self-sufficiency;
- Unemployed parents of Head Start or other child development programs who obtain initial employment in the context of parent and family development services;
- Unemployed individuals who obtain initial employment on staff within the Community Action Agency;
- Unemployed individuals with a history of employment who seek assistance from Community Action to re-enter the workforce and are successful;
- Unemployed individuals who start their own business, or become self-employed, as a result of Community Action assistance; and
- Unemployed individuals served by Community Action who achieve initial employment as a result of strategic partnerships between the CAA and other agencies or organizations.

B. Employed and Maintained a Job for at Least 90 Days

This performance indicator subcategory is intended to capture Community Action efforts to help low wage workers move towards economic security. Agencies providing life skills and job-readiness programs may use this measure to track the impact of these programs.

Among the situations that may generate outcomes to be reported in this subcategory are:

- Individuals engaged in a case-managed self-sufficiency initiative who maintain for at least 90 days employment obtained during the course of their participation.

- Individuals placed in entry-level jobs that are retained following an initial 90-day probationary period.
- Agency employees who are retained following an initial 90-day agency probationary period.

C. Employed and Obtained an Increase in Employment Income and/or Benefits

This performance indicator subcategory is intended to capture Community Action efforts to help low wage workers move towards economic security.

Among the situations that may generate outcomes to be reported in this subcategory are:

- Employed individuals whose income increases as a result of better wages or benefits, or increased hours because of Community Action through:
 - Continuing or vocational education;
 - Employment within the agency;
 - Job referral or employment placement assistance; and/or
 - Employment counseling.
- Individuals who achieve higher income as a result of new or improved self-employment opportunities facilitated by Community Action through:
 - Micro business; and/or
 - Day care providers achieve licensure.

Report the total number of individuals experiencing improved employment income as a result of both direct service (funded by a variety of sources, including CSBG, Head Start, WIA, TANF, Welfare to Work, State/local/private programs), and as a result of partnerships with other agencies or organizations in the community.

D. Achieved "Living Wage" Employment and/or Benefits

This subcategory is intended to reflect the accomplishments of Community Action programs and activities, through all relevant funding sources, in helping low-income individuals move from dependency to relative economic independence, or self-sufficiency.

There is no definitive national "living wage." The amount of income and benefits needed to support the routine costs of individual or family life vary from community to community, state to state. As a result, each local agency must define what constitutes a "living wage" and appropriate benefits in their service area, and count and report the number of low-income program participants who are helped to reach or exceed those thresholds.

Additional Indicators for NPI 1.1

If you track the number of individuals who gained employer-provided benefits (other than health insurance) that are of importance to your agency or to your state, you may want to include this as an Additional indicator on a blank line.

- Medicaid
- Temporary Assistance to Needy Families (TANF)
- Section 8 Housing
- Workforce Investment Act (WIA)
- Childhood Immunization
- Community Health Centers
- Health Services Block Grant
- Substance Abuse and Mental Health Services Block Grants
- Healthy Start/State Children's Health Insurance Programs (SCHIP)
- Adult Basic Education
- State and local, public or private initiatives focused on employment barriers

How to Report for NPI 1.2

For each of the subcategories of this employment support indicator the following data are required:

1. Data on all participants who were part of the agency's efforts to support low-income individuals to reduce and/or eliminate barriers to initial or continuous employment.
2. Data on all individuals who were part of the agency's efforts *and* who actually achieved the outcome identified in each subcategory within the reporting period. This number will require follow up to determine what happened with participants.

A. Obtained skills/competencies required for employment

Examples:

- WIA-funded CAA program in which participants complete course work and receive certification for a specific type of job, such as computer systems design, emergency medical assistance, public safety, child care, cosmetology or physical fitness.
- A Community Action Agency partnership with a local trade organization in which participants complete formal work apprenticeships and receive certification or licensure in that trade.

B. Completed ABE/GED and received certificate or diploma

Examples:

- Through CAA partnerships with the local schools, participants in a case-managed self-sufficiency program supported by several federal, state, and local programs earn a GED as part of their preparation for entering initial employment.
- CAA participants complete adult basic education courses in English language proficiency financed by CSBG or by Refugee Resettlement Program funds to improve their employment opportunities and income.

C. Completed post-secondary education program and obtained certificate or diploma

Examples:

- Parents of children in a Head Start program earn post-secondary degrees as a result of Community Action support and thereby meet both ROMA targets and Head Start economic empowerment goals.
- Participants in CAA coordinated service self-sufficiency programs earn post-secondary education degrees as a result of financial planning, student loan and Federal grant assistance from the agency and TANF-supported child care or transportation subsidies.

D. Enrolled children in before or after school programs

Examples:

- School-aged children of TANF-funded programs participate in early morning or late afternoon educational enrichment, developmental, or recreational activities of the local school district as a result of formal partnerships between the CAA and the school system.
- Using a combination of WIA, TANF, CSBG and state economic development funds, children of employment program participants are placed in late night or early morning child care programs to accommodate off-hours shift work or training.

E. Obtained care for child or other dependent

Examples:

- Working participants in employment programs enroll eligible children in Head Start and/or child care.
- Working participants with children who become ill and cannot attend child care or school and receive child care or Head Start from an agency program designed to serve that purpose.
- Working participants in employment programs achieve appropriate placement for mentally or physically disabled children as a result of Community Action referral and/or partnership with other service providers.
- Working participants in employment programs achieve appropriate in-home or congregate care for a dependent aging parent provided by the agency, or as a result of referral or partnership with another service provider.

F. Obtained access to reliable transportation and/or driver's license

Examples:

- Participants in Community Action TANF-funded Welfare-to-Work programs receive public transportation tokens or subsidies.
- Participants in Community Action programs receive assistance to purchase and maintain an

automobile.

- Participants in Community Action programs receive free or reduced-cost employer-sponsored van or bus transportation as a result of CAA and employer partnership.

G. Obtained health care services for themselves or a family member

Examples:

- Working-poor CAA participants with no public or private health insurance receive medical attention for themselves and their family through an agency-maintained health clinic or facility, thus enabling them to attend work without excessive absences related to health issues and enabling children to participate in school/child care.
- CAA participants are helped to qualify for, and/or access Federal, state or local health care insurance coverage for themselves and their family members, thus enabling them to attend work or work preparation activities without excessive absences related to health issues and enabling children to participate in school/child care.
- CAA participants receive timely and affordable mental health or substance abuse treatment as a result of agency agreements/partnerships with appropriate facilities or individual providers, thus enabling them to attend work or work preparation activities without excessive absences related to health issues and enabling children to participate in school/child care.

H. Obtained safe and affordable housing

Examples:

- CAA participants whose housing situation becomes safer or more stabilized, thus enabling adult family members to become documented for employment purposes as a result of agency assistance.
- CAA participants whose housing situation becomes safer or more stabilized, thus enabling adult family members to attend work or work preparation activities as a result of agency assistance.
- CAA participants whose housing location improves in relation to employment and/or employment opportunities as a result of agency assistance.

I. Obtained food assistance

NPI 1.2I is different from food assistance in NPIs 6.2 and 6.4 in that NPI 1.2I measures activities that provide food assistance at a maintenance level to individuals who are able to work, such as WIC food assistance for families with an employed head of household, and not in emergency or crisis situations. All emergency food assistance should be reported in National Goal 6.

Examples:

- Working poor individuals and families receive food distributed by the agency to supplement their nutritional needs and promote greater family stability, which is needed to gain or retain employment.
- A working family loses food stamp benefits when their income exceeds the food stamp requirement by \$20. The family receives food assistance from the agency in order to maintain employment.

J. Obtained non-emergency LIHEAP energy assistance

Example:

- CAA participants receive home heating assistance, thus enabling adult family members to attend work or work preparation activities without excessive absences related to health issues.

K. Obtained non-emergency WX energy assistance

Example:

- CAA participants receive weatherization assistance to remove dangerous or substandard insulation, thus enabling adult family members to attend work or work preparation activities without excessive absences related to health issues.

L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX.)

Example:

- CAA participants receive utility moratorium protection to prevent winter utility shut off, thus enabling adult family members to attend work or work preparation activities without excessive absences related to health issues.

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National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Local agencies that help participants increase financial assets and/or their ability to manage and utilize resources should report outcomes under NPI 1.3.

Among the Community Action programs or activities that enhance financial assets and maximize their use that should be reported under this performance indicator are:

- Agency instructional or counseling activities that result in greater access by low-income participants to Federal, state, or local tax benefits or credits for which they are eligible;
- Agency assistance to participants that results in their receiving court-ordered child support;
- Agency assistance to participants and their families that results in their receiving telephone and

energy discounts, including but not limited to discounted or free telephones, telephone Lifeline, Link Up, and Toll Limitation services, and discounted electric or gas utility services;

- Agency programs that help participants and their families manage household income and resources, including instruction in household budgeting, consumer education, and the use of financial services within the community; and
- Agency programs that result in participant accumulation of economic resources over time and that enable them to invest in major life-improving activities, such as the creation of a small business, the pursuit of higher education or home ownership.

Programs and funding sources that support Community Action outcomes to be reported under NPI 1.3 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Child Support Enforcement
- Small Business Administration (SBA)
- Individual Development Accounts (IDA)
- Housing and Urban Development (HUD) and State Housing Programs
- Private grants/donations for financial literacy education or IDA match funding

Among the types of tax credits or non-employment benefits that can be counted and reported are:

- Earned Income Tax Credit (EITC)
- Child Tax Credits
- Child Support and Child Support Enforcement Payments

How to Report for NPI 1.3

For each of the subcategories of this economic asset enhancement and utilization indicator the following data are required:

1. Data on all participants who were part of the agency's efforts to support low-income individuals to enhance or utilize their economic assets.
2. Data on all participants who were expected to achieve the outcome identified in the subcategories. In many cases, the number expected to achieve the outcome can be found in the grants or contracts with the particular funding source that supports the efforts.
3. Data on all participants who were part of the agency's efforts *and* who actually achieved the outcome identified in the subcategories within the reporting period. This number will require follow up to determine what happened with participants.
4. Data pertaining to the percentage of program participants achieving the outcome identified in the subcategories will be calculated by dividing those who achieved the outcome by those expected to achieve. The database will automatically calculate this percentage.
5. Data on the aggregated dollar amounts created by the achieved outcomes of participants

(payments, credits or savings). *Note: Data on aggregated dollar amounts are only required for NPI 1.3 Enhancement 1, 2, and 3 and Utilization 3 and 4.*

A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits

Example:

- A CAA participant qualifies for and receives an Earned Income Tax Credit worth \$100. (Report \$100 worth of savings.)

B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments

Example:

- A CAA participant obtains court-ordered child support payments worth \$150 per month, equal to \$1,800 per year. (Report \$1,800 worth of payments.)

C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings

Examples:

- A CAA participant receives a free phone from the wireless carrier in their county worth \$30. (Report \$30 worth of savings.)
- A CAA participant receives his/her electric utility service at a discounted rate. The difference between the discounted rate and the regular rate is \$250. (Report \$250 worth of savings.)

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

Example:

- A CAA participant enrolls in and completes a financial management class focused on the importance of savings and money management, during which s/he is required to complete and maintain a budget for 100 days and succeeds.

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

Example:

- A CAA participant is deemed eligible, applies for, and opens an IDA with the assistance of the agency.

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

Examples:

- A CAA participant opened a new account after signing up for the IDA program in their community and has since saved \$900 in their own savings and matching funds. (Report \$900 in savings.)
- A CAA participant first enrolled in a family savings account program 14 months ago and has saved \$10 every week since then. Since opening the account, s/he has saved \$560, and in the past year, s/he has saved \$480. (Report \$480 in savings.)

G. Number and percent of participants capitalizing a small business with accumulated savings

Example:

- A CAA participant enrolled in an IDA program used \$1500 of his/her savings to cover inventory expenses of a small business. (Report \$1500 in savings.)

H. Number and percent of participants pursuing post-secondary education with accumulated savings

Example:

- A CAA participant enrolled in a family savings account program used \$600 of his/her savings to pay enrollment fees and purchase books required for attendance in a nationally accredited, post-secondary, vocational school. (Report \$600 in savings.)

I. Number and percent of participants purchasing a home with accumulated savings

Example:

A CAA participant with an IDA is a first-time homebuyer and used \$2000 from that account to help pay the qualified costs on a principal residence. (Report \$2000 in savings)

J. Number and percent of participants purchasing other assets with accumulated savings

Example:

- A rural CAA participant saved \$1600 in his/her savings account and used \$1100 from that account to purchase a car enabling him/her to become more self-sufficient. (Report \$1100 in savings.)

Goal 2: The Conditions in which Low-income People live are improved

National Performance Indicator 2.1 – Community Improvement and Revitalization

CAAs that expand or safeguard the availability of community resources and opportunities to low-income people through their own community development activities or partnerships, or as a result of advocacy, should report outcomes under NPI 2.1. This set of measures collects outcomes on successful CAA projects that build “community assets,” including not only material improvements like affordable homes and safe streets, but even changes in public policy that will reduce the causes of poverty and revitalize the low-income community.

Among the Community Action programs or activities that generate community infrastructure-building outcomes that should be reported under this performance indicator are:

- Agency advocacy with a municipal transportation authority for new or expanded bus service from low-income neighborhoods to geographic “centers” of employment or commerce.
- Agency partnership with the local housing authority and/or commercial banking institutions to support access to home financing in low-income communities.
- Agency advocacy with local government results in a county or city ordinance requiring local builders to “dedicate” 10% of all new construction of rental units to moderate or low-income renters, resulting in the creation of 130 new housing opportunities for low-income families.
- Agency partnership with one or more institutions of higher education in the community results in the creation of “off campus,” subsidized college-level courses within a community center in a low-income neighborhood.
- An agency partners with a hospital to establish evening and weekend health services within a neighborhood community center.
- Agency participation in a community economic development partnership results in the relocation of a business to the area.

Programs and funding sources that support Community Action outcomes to be reported under NPI 2.1 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Community Development Block Grant (CDBG)
- Empowerment Zones and Enterprise Communities (EZ/EC)
- Housing and Urban Development (HUD) and Home Investment Partnerships Program (HOME)
- Community Health Centers Program
- U.S. Department of Agriculture
- Workforce Investment Act (WIA)
- Weatherization
- Transportation Programs

- Private Funding

How to Report for NPI 2.1

For each of the subcategories of this community improvement and revitalization indicator the following data are required:

1. Data on the number of projects and/or initiatives that were developed with significant investments by the CAA to assure opportunities and community resources for low- income individuals. This is placed in Column A. (See below for clarification on “significance” of investment.)
2. Data on the number of opportunities (as described above) and/or community resources which were preserved or increased. This is placed in Column B.

Note: The criterion for determining whether something is a result to be included under these indicators is whether the facilities, services, policy changes, infrastructure, housing, jobs, etc. were developed with significant investments by the CAA. “Significant” means the agency has invested personnel, funding, or facilities at a substantial and sustained level relative to the project size. In other words, any other partners in the initiative should have no hesitation in identifying the CAA involvement as a major factor in the success.

A. Jobs created, or saved from reduction or elimination in the community

The purpose of this measure is to capture the initiatives that increase or safeguard the number of jobs available in a community. What is being measured and reported in this subcategory is the creation or retention of jobs in the community over a one-year period that may or may not pay sufficient wages and/or benefits. Include all projects and opportunities preserved or increased in NPI 2.1B, below, in this indicator. NPI 2.1A will identify all projects and opportunities relating to all jobs created or saved, whereas NPI 2.1B will serve to identify only those projects and opportunities relating to “living wage” jobs.

Example (in addition to those listed under NPI 2.1B):

- As a result of CAA advocacy and partnerships, tax incentives are created to encourage more small businesses to open in the community. In FY 2008, 3 new small businesses take advantage of this incentive and 35 new jobs are created, of which 20 are “living wage” jobs with full benefits. (Report 1 project/initiative and 35 new opportunities. Note: you would also report 1 project/initiative and 20 new opportunities in NPI 2.1B)

B. Accessible “living wage” jobs created, or saved from reduction or elimination in the community

As with NPI 1.1, the definition of “living wage” will be determined in the context of state or local economic conditions. What is being measured and reported in this subcategory is the creation or retention of jobs in the community over a one-year period that pay sufficient wages and benefits to reduce or eliminate dependence of families on public or private benefit programs and services.

Examples:

- As a result of CAA advocacy and partnerships, tax incentives are created to keep an existing business in the community, with 400 “living wage” jobs, from relocating to a different community (job retention). (Report 1 project/initiative and 400 new opportunities.)
- A CAA micro-business initiative funded by the Small Business Administration and state economic development funds results in the formation of six new businesses in the community with a total of 45 “living wage” jobs. (Report 1 project/initiative and 45 new opportunities.)

C. Safe and affordable housing units created in the community

Safe and affordable housing is defined as the agency deems it appropriate, considering community conditions.

Example:

- Through a CAA partnership with the local housing authority and several financial institutions, the agency builds a senior living center for low-income aging individuals, thereby increasing the stock of affordable housing in the community by 40 units. (Report 1 project/initiative and 40 new opportunities.)

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

The purpose of this measure is to capture projects that make housing affordable, rather than just a service count of all projects. It is not to be used for on-going weatherization or rehabilitation projects operated by the agencies. On-going weatherization projects produce outcomes for individuals, which should be reported in Goal 1 or 6.

Example:

- The CAA weatherizes 70 existing housing units of low-income families utilizing weatherization funds as well as additional funds. (Report 1 project/initiative and 70 new opportunities.)

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

Examples:

- Through Community Action advocacy with the municipal authority, a primary health care clinic is built in a low-income neighborhood with the capacity to conduct 5,000 outpatient examinations/visits per year. (Report 1 project/initiative and 5,000 new opportunities.)
- The CAA negotiates agreements with two faith based substance abuse treatment providers to expand by 50 the number of treatment slots available to community low- income

participants. (Report 1 project/initiative and 50 new opportunities.)

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

Example:

- The CAA negotiates with a major local employer who hires many graduates of the CAA programs to establish an “on site” child care program with an ongoing capacity to serve 30 children of participants in an agency employment program. (Report 1 project/initiative and 30 new opportunities.)

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

Examples:

- The CAA successfully advocates for the expansion of after school recreational opportunities to include 200 additional youth, at the middle and high schools serving low-income neighborhood. (Report 1 project/initiative and 200 new opportunities.)
- The CAA uses Substance Abuse Prevention funds to create an after-school mentoring program capable of serving 50 youth in a low-income neighborhood community center. (Report 1 project/initiative and 50 new opportunities.)

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

Examples:

- A rural CAA contracts with the local Area Agency on Aging to utilize three agency vans with a total of 36 seats to transport low-income workers to and from employment on a regular basis, when the vans are not being used for senior services. (Report 1 project/initiative and 36 new opportunities.)
- As a result of CAA advocacy with a local transportation authority, two new bus routes serving low-income neighborhoods are established that can transport up to 600 low-income workers to and from centers of employment. (Report 2 projects/initiatives and 600 new opportunities.)
- A CAA uses a combination of CSBG, Department of Transportation, and private funds to contract with a local high school auto mechanics training program to increase by 30 cars a year the number of available and affordable cars for community low-income families. (Report 1 project/initiative and 30 new opportunities.)

- U.S. Department of Agriculture (USDA)
- Empowerment Zones and Enterprise Communities (EZ/EC)
- Small Business Administration (SBA) Loans and Grants
- Substance Abuse Prevention Grants
- State or locally-sponsored community development and economic opportunity initiatives
- Private foundation funding for youth and/or community development
- In-kind legal or other expert assistance with advocacy

How to Report for NPI 2.2

For each of the subcategories of this community quality of life and assets indicator the following data are required:

1. Data on the number of projects and/or initiatives that were developed with significant investments by the CAA to assure opportunities and community resources for low- income individuals. (See below for discussion about “significance” of investment.) This is placed in Column A.
2. Data on the number of opportunities (as described above) and/or community resources which were preserved or increased. This is placed in Column B.

The criterion for determining whether something is a result to be included under these indicators is whether the facilities, services, policy changes, infrastructure, housing, jobs, etc. were developed with significant investments by the CAA. “Significant” means the agency has invested personnel, funding, or facilities at a significant, sustained level of participation relative to the project size; in other words, any other partners in the initiative should have no hesitation in identifying the CAA involvement as a major factor in the success.

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.

Example:

- Agency advocacy with local government results in a county or city ordinance requiring local builders to dedicate 10% of all new construction of rental units to moderate or low- income renters. (Report as: one project and a reasonable estimate of the number of new affordable units that may be added to the community’s housing stock each year after this is implemented.)

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

Community facilities may include but are not limited to: schools, community technology centers, libraries, and youth or community centers. Increasing availability or preservation may be accomplished through new construction, renovation, or expanded hours and programming.

Examples:

- A youth recreation center that can accommodate 150 people at the same time and will have varied programming is built in a low-income neighborhood by the local government as a result of Community Action advocacy. (Report as: one new facility and the planned number of individuals who will use it in the course of a year.)
- A CAA, in partnership with the local library authorities, creates foreign language book and tape programs in neighborhoods with high concentrations of residents whose primary language is not English. (Report as: one new service and the number expected to utilize it per year.)

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

Community services to improve public health and safety may include but are not limited to: street lights, telephone systems, enhanced policing, neighborhood watch, installation of sidewalks, waste removal, or pest extermination.

Example:

- A CAA advocates successfully for the creation or expansion of police “foot patrols” in low-income neighborhoods where 900 families live. (Report as: one “improved public health and safety” initiative and 900 opportunities.)

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

Commercial services may include but are not limited to: grocery stores, financial institutions, restaurants, or other business enterprises.

Examples:

- A CAA negotiates with a national grocery store chain to locate one of its stores (or continue to operate an existing store) in a low-income neighborhood. (Report as: one new business facility and the number of families expected to use it annually.)
- CAA partners with a local banking institution to locate branches in two neighborhood centers and thereby increase the availability of traditional financial services (i.e. checking accounts, home mortgages, personal loans, business loans, personal savings accounts) in a low-income neighborhood. (Report as: two expanded services and the number of individuals who typically utilize those locations.)

In both of the above examples, the local manager of the store or bank may be a source for the numbers estimated to utilize the service.

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

Quality-of-life resources may include but are not limited to new or improved public spaces for arts and recreation.

Example:

- A CAA agency helps renovate an existing closed school building and convert it into a neighborhood arts center. (Report as: one “quality-of-life improvement” project and the expected unduplicated number of annual users.)

National Performance Indicator 2.3 – Community Engagement

Every CAA that utilizes the assistance of volunteers from the community, and indeed encourages and promotes volunteer participation, should report an outcome for this performance indicator. These volunteer hours represent a significant investment of the community in the issues related to low-income people.

Agencies should count hours of volunteer time for all of their programs and activities, including those funded by CSBG, being sure to include hours of volunteered time for programs and activities that have, as part of their purpose, increased participation in program design or operation.

Examples of the most common programs that encourage participants to help with program design and operation are CSBG and Head Start.

CAAs should count the number of volunteers who spend time helping with all programs and activities within the agency and the number of hours those volunteers donated, including but not limited to:

- Serving on the CAA governing board;
- Serving on other community advisory and governing boards or committees as a representative of the CAA;
- Assisting with program activities and logistics;
- Participating in advocacy to meet agency and community goals; and
- Participating in advocacy to influence the policies and practices of government and/or private entities so that they are responsive to the needs of low-income people.

How to Report for NPI 2.3

For each of the subcategories of this community engagement indicator the following data are required:

1. Data on the number of community members mobilized by Community Action that volunteered to participate in community revitalization and anti-poverty initiatives.
2. Data on the number of hours donated by community members participating in community revitalization and anti-poverty initiatives.

National Performance Indicator 2.4 – Employment Growth from ARRA Funds

NPI 2.4 measures job creation and retention as a result of ARRA funds. NPI 2.4 may include jobs obtained or retained by individuals at all income levels. Include jobs created or saved by Community Action initiatives, whether or not they directly relate to employment, as long as they are supported in part by ARRA funds. Jobs resulting from ARRA-funded initiatives supporting employment, such as those listed under NPI 1.2, should also be reported here.

CAAs should report in NPI 2.4 jobs created or saved as a result of federal, state, local and privately-funded programs or activities that were augmented by ARRA funds, whether or not these programs focus on employment. This includes programs that:

- Prepare those without a history of employment to enter the workforce;
- Provide initial job placement and retention for the chronically unemployed;
- Support re-entry into the workforce by those with a history of employment;
- Offer opportunities for self-employment; and
- Assist workers to obtain and retain jobs, including those that provide a “living wage.”

All Community Action outcomes reported under NPI 2.4 must be supported at least in part by ARRA funds. Other programs and funding sources that support Community Action outcomes to be reported under NPI 2.4 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Temporary Assistance to Needy Families (TANF)
- Welfare to Work
- Work First
- Workforce Investment Act (WIA)
- Head Start
- Community Development Block Grant (CDBG)
- State, local or privately-funded employment or self-sufficiency initiatives

How to Report for NPI 2.4

For each of the subcategories of this employment growth indicator the following data are required:

1. Data on all jobs that were created, at least in part by ARRA funds, to support individuals who are seeking employment.
2. Data on all jobs that were retained, at least in part by ARRA funds, to support individuals who are seeking to maintain employment.

A. Jobs created at least in part by ARRA funds

Examples:

- An agency receiving ARRA funds for home delivered nutrition services is able to expand the number of frail elderly individuals receiving home delivered meals. Demand for these nutrition services by homebound seniors increased twofold to 50 individuals per week. With ARRA and other funds, the agency hired 1 additional part-time employee to assist with meal delivery. (Report 1 job created.)
- An agency receiving ARRA funds for the Weatherization Assistance Program hires 10 out of work skilled laborers to weatherize homes in the community. (Report 10 jobs created.)

B. Jobs saved at least in part by ARRA funds

Example:

- ARRA investments into public transportation expand bus routes and operating hours, enabling 20 CAA participants at-risk of losing their jobs due to unreliable transportation to work and retain their jobs. (Report 20 jobs saved.)

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

National Performance Indicator 3.1 – Civic Investment through Volunteerism

Because Goal 3 is focused on documenting how low-income people are supported in owning a stake in their community, one way to do this is by providing a snapshot that shows the magnitude of the volunteer hours donated to CAAs and to the community by this population.

How to Report for NPI 3.1

For this community enhancement indicator the following data are required:

1. Data on the number of volunteer hours donated by low-income individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low- income.)

National Performance Indicator 3.2 – Community Enhancement through Maximum Feasible Participation

Community Action agencies that help residents of low-income neighborhoods become connected and involved in the well-being and improvement of their community should report outcomes under this performance indicator.

A broad range of Community Action activities that reflect civic investment of low-income people could generate outcomes to be reported under this performance measure. Among the most common activities are:

- Participation on a Community Action agency tripartite governing board;

- Participation on Head Start governing boards or advisory committees;
- Election to public housing governing boards;
- Service on neighborhood recreational, youth, or service center advisory or governing boards;
- Service on public or private civic improvement or service advisory committees, such as a citizens' advisory board to a community mental health center;
- Election to PTA office or Title I Parent Council at a neighborhood school; and/or
- Purchasing a home in the low-income neighborhood.

Programs and funding sources that support Community Action outcomes to be reported under NPI 3.2 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Head Start
- Public Housing Authority programs
- Individual Development Account (IDA) programs
- Small Business Administration (SBA) Grants
- Federal, state, or local home ownership initiatives that include mortgage or other types of financial assistance

How to Report for NPI 3.2

For each of the subcategories of this community empowerment indicator the following data are required:

1. Data on the 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.
2. Data on the number of low-income people acquiring businesses in their community as a result of Community Action assistance.
3. Data on the number of low-income people purchasing homes in their community as a result of Community Action assistance.
4. Data on the number of low-income people engaged in non-governance community activities or groups created or supported by Community Action.

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.

Examples:

- Eight representatives of the low-income community served by the agency are elected to the

tripartite governing board. (Report 8 low-income people.)

- In the agency's Head Start program, a total of 48 parents serve on various governing or advisory boards and committees for the program. (Report 48 low-income people.)
- As a result of agency encouragement, 2 participants seek and achieve membership on their local school Title I Parent Council, and an additional 6 serve on the governing boards of their housing authority. (Report 8 low-income people.)

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

Examples:

- An agency partnership with a local financial institution to make secured micro-business loans to low-income participants in an agency's self-sufficiency initiative results in the creation of six new small businesses in the community owned by 13 low-income residents. (Report 13 low-income people.)
- As a result of an agency Individual Development Account (IDA) initiative, 35 participants achieved sufficient savings during the reporting period to start a small business in the low-income neighborhood. (Report 35 low-income people.)

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

Examples:

- As a result of an Individual Development Account (IDA) initiative, 16 participants achieved sufficient savings during the reporting period to make a down payment on owning their first home. (Report 16 low-income people.)
- As a result of an agency partnership with the local housing authority, and with a grant from the U.S. Department of Housing and Urban Development, 25 participants gained ownership of their public housing units. (Report 25 low-income people.)

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

Example:

- A CAA encourages the creation of neighborhood improvement committees in five neighborhoods, involving a total of 60 low-income members, and provides office space, supplies and telephone lines for the first two months of their operations. (Report 60 low-income members.)

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

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships

It is expected that all CAAs work with other public and private organizations to expand service opportunities for individuals or families, or to achieve community improvement outcomes.

CAAs should count and report the number and types of organizational partnerships with which they work in relation to all of the programs and services they administer, not just those funded through the Community Services Block Grant.

The total number of organizational partnerships will be entered into the column according to the type of organization the CAA worked with. The types of organizations include:

- Non-Profit
- Faith Based
- Local Government
- State Government
- Federal Government
- For-Profit Business or Corporation
- Consortiums/Collaboration
- Housing Consortiums/Collaboration
- School Districts
- Institutions of post-secondary education/training
- Financial/Banking Institutions
- Health Service Institutions
- State wide associations or collaborations

A broad range of organizational partnerships could generate outcomes to be reported under this performance measure. Among the most common partnerships are:

- Formal arrangements, such as memoranda of understanding or service contracts, between a CAA and one or more public or private service providers to coordinate referral and exchange of program participants;
- Financial agreements between a CAA and one or more business entities or financial institutions, to promote individual or community economic development and/or infrastructure investment;
- Informal working relationships with public or private agencies, organizations, or individual service providers that expand service opportunities for low-income individuals and families, including routine service referrals and follow up contacts;

- Alliances between a CAA and one or more public or private organizations that advocate for expanded services or community opportunities for low-income people.

How to Report for NPI 4.1

For this community partnerships indicator the following data are required:

1. Data on the number of organizations CAAs work with to promote family and community outcomes. Report organizations in the column adjacent to their type. *Note: Do not report the number of individual service referrals CAAs share with these organizations.*

The database will automatically calculate the total number of organizations CAAs report in NPI 4.1.

Examples:

- A CAA with a job training and employment initiative supported by CSBG, TANF, and WIA funds has a formal agreement with the local employment authority, the Chamber of Commerce, and three large employers to train and place 400 program participants in initial jobs during the reporting period. (Report 5 organizational partnerships in the column adjacent to their type of organization. For example, report the 3 large employers as 3 organizational partnerships in the For-Profit Business or Corporation row.)
- A CAA-coordinated service initiative, designed to help working participants retain employment, routinely refers participants to 15 public and private local health care, housing, educational, and employment service providers. (Report 15 organizational partnerships in the column adjacent to their type of organization.)
- Four faith based groups provide food for the food bank on alternating months. (Report 4 organizational partnerships in the Faith Based row.)

Additional Indicators for NPI 4.1

If the type of organization your agency partners with is not listed in NPI 4.1, you may add a new type of organization in the blank row provided for additional measures. Please report the number of organizational partnerships your agency has with this additional partner in the adjacent column. Additionally, please use the space provided in Goal 4 Notes to briefly describe this partner and how your agency works with it to achieve family and community outcomes.

Goal 5: Agencies Increase Their Capacity to Achieve Results

National Performance Indicator 5.1 – Agency Development

One way to document how agencies increase their capacity to achieve results is by providing a snapshot that shows the extent of the human capital resources available to CAAs and to the community. To that end, NPI 5.1 measures agency development by the number of human capital resources available to Community Action that increase agency capacity to achieve family and

community outcomes.

NPI 5.1 measures agency development by the number of human capital resources available within the agency. Established types of agency development to be reported include:

- Number of C-CAPS
- Number of ROMA Trainers
- Number of Family Development Trainers
- Number of Child Development Trainers
- Number staff attending trainings
- Number board members attending trainings
- *Hours* of staff in trainings
- *Hours* of board members in trainings

How to Report for NPI 5.1

For this agency development indicator the following data are required:

1. Data on the number of trainers within the agency. These can be agency staff and/or board members.
2. Data on the number of agency staff and/or board members attending Community Action- related trainings.
3. Data on the number of hours agency staff and/or board members spent in Community Action-related trainings.

Examples

NPI 5.1 asks you to report the number of agency staff and/or board members who are trained or in training to increase their agency's capacity to achieve results.

For example, if a staff member enrolls in and completes the National Peer to Peer ROMA Training Program within FY 2009, that person is counted as one ROMA trainer and one staff member attending training. Additionally, his/her hours in training are recorded under the number of hours staff spent in training.

Additional Indicators for NPI 5.1

If your agency's capacity is enhanced by staff or board members with training certifications not listed in NPI 5.1, you may add a new type of Community Action-related training program in the blank rows provided for additional measures.

Please indicate the unit of measurement used to track outcomes (number of trainers, number of staff or board members in training, and/or number of hours in training) and report the outcome for this program in the adjacent column. If more than one unit of measurement is available, please use additional blank rows to report those outcomes. For example, report the number of trainers and

number of hours staff spent in training on two separate blank rows. Additionally, please use the space provided in Goal 5 Notes to briefly describe this training program.

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

National Performance Indicator 6.1 – Independent Living

Agencies are asked to report the number of senior citizens and individuals with disabilities who continue to live independently (not institutionalized) during the reporting period as a result of receiving one or more services from Community Action or from partnering organizations. CAAs with programs or activities that help senior citizens and individuals with disabilities continue to live safe and functional lives outside of an assisted care or nursing home facility should report information for this performance indicator.

Activities that contribute to successful independent living among seniors and individuals with disabilities to be counted and reported for this performance indicator may be provided on an on-going basis, episodically, or in response to an emergency. They may be provided as “stand alone” services, or as part of a coordinated service strategy.

A broad range of Community Action activities could generate outcomes to be reported under this performance measure. Among the most common activities are:

- In-home assistance, including Meals on Wheels, visiting nurses, allied health professionals or social workers, respite care for family members or others;
- Congregate meals, recreational or social activities;
- Community participation and contribution (i.e. foster grandparent programs, educational mentoring);
- Transportation services, including van or bus service, car maintenance and repair;
- Legal aid and benefits assistance/counseling;
- Home management assistance, including cleaning services, property maintenance, and financial counseling;
- Housing rehabilitation, renovation, weatherization, or energy assistance;
- Medical care, including mental health treatment, family counseling;
- Physical exercise and rehabilitation assistance;
- Medications monitoring and management; and
- Supplementary food distribution and nutrition counseling.

Programs and funding sources that support Community Action outcomes to be reported under NPI 6.1 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Medicaid, Medicare and other public medical insurance/coverage programs (Federal, state, or local)
- Federal food and nutrition programs, including Meals on Wheels, Supplemental Food Assistance, Surplus Food
 - Assistance, Surplus Food
- Federal, state, and local mental health and substance abuse treatment programs
- Weatherization
- LIHEAP
- Community Health Centers Program
- Area Agencies on Aging programs and services, including transportation assistance
- Supplemental Security Income
- Americans with Disabilities Act (ADA)

How to Report for NPI 6.1

For each of the subcategories of this independent living indicator the following data are required:

1. Data on the number of seniors who continue to live independently (not institutionalized) during the reporting period as a result of receiving one or more services from Community Action or from partnering organizations.
2. Data on the number of individuals with disabilities who continue to live independently (not institutionalized) during the reporting period as a result of receiving one or more services from Community Action or from partnering organizations. When entering data in 6.1B, sort participants by their age, according to the following ranges:
 - a. 0-17 years
 - b. 18-54 years
 - c. 55 years and older

Clarification: There have been questions about differentiating between seniors who are healthy and able to maintain independence with minimal supports and those who are experiencing a disabling

condition that requires multiple supports. The question most often asked is “Do I count a senior who is disabled in both 6.1A and 6.1B?”

The answer is “Yes,” disabled seniors may be reported twice, once under 6.1A Senior Citizens and again under 6.1B Individuals with Disabilities, ages 55 and over.

Examples

NPI 6.1 asks you to report the number of seniors or individuals with disabilities, not the number of times they experience interventions or receive services. The total number of services provided is not to be included in this section.

For example, if a senior citizen rides a Community Action van to a senior center (transportation service) to receive a congregate meal (nutrition service) and participate in an enrichment activity (socialization or educational service) that person is counted as one senior citizen, even though they received multiple services.

Additional Indicators for NPI 6.1

If you track outcomes for individuals who you consider to be “vulnerable populations” but are not considered disabled, you may want to report these on a blank line as an Additional Indicator.

If you report an additional measure in NPI 6.1, please clearly define in Goal 6 Notes why you believe these individuals should be considered “vulnerable populations.” A few examples of what some entities have submitted in a blank row under NPI 6.1 include:

- Individuals who have a disabling condition (perhaps short term) but are not considered disabled;
- Individuals facing substance abuse issues who are not considered disabled;
- Individuals with short-term mental health issues; and
- Individuals with limited English language proficiency.

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National Performance Indicator 6.2 – Emergency Assistance

Agencies that meet the emergency needs of low-income individuals through the provision of services and resources should report outcomes for this performance indicator. This includes agencies that offer language translation assistance to enable individuals to secure services to meet an emergency need.

In NPI 6.2, agencies are asked to provide information that supports the outcome of “achievement of family stability,” under the broad National Goal of “achievement of potential by strengthening supportive environments.” This is defined by “reduction or elimination of an emergency need” in this indicator. The receipt of assistance for an emergency need is considered a proxy for the actual outcome.

Agencies should report those services and resources that are provided to meet immediate, short-term needs of low-income individuals. A broad range of Community Action activities could generate

outcomes to be reported under this performance measure. Among the most common activities are:

- Emergency vendor payments, such as fuel or utility assistance, rent/mortgage payments, car or home repair;
- Emergency food distribution, including pantries, soup kitchens, food cupboards;
- Emergency shelter for the homeless or those in need as a result of a natural disaster;
- Emergency medical care, including mental health and drug abuse crisis intervention;
- Emergency transportation services;
- Emergency clothing distribution; and
- Emergency legal assistance, including family protection from domestic or other forms of violence, or to prevent incarceration.

Programs and funding sources that support Community Action outcomes to be reported under NPI 6.2 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Community Development Block Grant (CDBG)
- U.S. Department of Housing and Urban Development Homeless Assistance programs
- U.S. Department of Health and Human Services Family Violence Prevention and Services programs
- Community Health Centers program
- Mental Health Treatment Block Grant Community Mental Health Centers programs
- Substance Abuse Treatment Block Grant
- U.S. Department of Agriculture Surplus Food and Supplemental Food Assistance
- LIHEAP
- Federal Emergency Management Assistance (FEMA)
- State and local crisis intervention, disaster relief programs
- National, regional, state or local charities, including faith based organizations

How to Report for NPI 6.2

For each of the subcategories of this emergency assistance indicator the following data are required:

1. For all subcategories of NPI 6.2, there are two counts to be entered – the number of individuals seeking assistance and the number of individuals receiving assistance.

Agencies are asked to report the number of *individuals* seeking and receiving such assistance, not the number of goods or services they received.

It is understood that individuals may receive more than one type of assistance. Such individuals may be counted more than once when that occurs. However, individuals who receive one type of assistance multiple times may not be counted more than once in a single category.

Note: Families receiving emergency services may still be counted in NPI 6.2, as long as they are reported as “individuals” using the following conversion calculation:

Multiply: 3.14 by the number of families receiving emergency services.

The U.S. Census Bureau reported that in 2010, 3.14 was the average U.S. family size. For more information, please visit: <http://factfinder2.census.gov>.

A. Emergency Food

There are many ways in which CAAs distribute emergency food and account for that distribution, including: 1) the number of food “packages,” “bags,” cartons, or meals distributed; 2) the overall weight of food distributed; 3) an unduplicated count of the number of individuals receiving food assistance; or 4) the number of “times” individuals receive food.

While these variations do occur, for the purposes of this reporting, please provide the number of individuals receiving such assistance, not the number of units of service they received. The number of food boxes and overall weight of the food distributed should be reported in NPI 6.5 (Service Counts).

B. Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

CAAs should aggregate and report the number of individuals for whom vendor payments have been made by the agency to meet the emergency fuel and utility needs of those individuals.

C. Emergency Rent or Mortgage Assistance

CAAs should aggregate and report the number of individuals for whom vendor payments have been made by the agency to meet the emergency rent or mortgage payment needs of those individuals.

D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)

CAAs should aggregate and report the number of individuals for whom vendor payments have been made by the agency to meet the emergency care or home repair needs of those individuals.

Emergency car and home repair assistance includes but is not limited to structural, appliance, heating system, electrical, plumbing, and sewage needs.

E. Emergency Temporary Shelter

Agencies are asked to report the number of individuals that receive temporary shelter assistance from Community Action in two categories:

- The number of homeless individuals receiving temporary shelter; and

- The number of individuals experiencing emergency situations, such as fires or natural disasters that obtain temporary shelter.

F. Emergency Medical Care

Agencies are asked to report the number of individuals for which emergency medical care has been provided as a result of Community Action assistance (service or referral).

Examples of such care include:

- Emergency medical care at a CAA clinic or health facility for injuries that have resulted from an accident or natural disaster; or
- Emergency medical care provided by a health care provider or facility in the community as a result of referral and/or payment from Community Action.

G. Emergency Protection from Violence

Agencies are asked to report the number of individuals that receive Community Action assistance in securing emergency protection for adults and/or children from real or potential sources of physical and emotional abuse.

Examples of such assistance include, but are not limited to:

- Assistance in obtaining emergency restraining orders or other form of legal protections against physical and emotional abuse and other forms of violence within families or within the community;
- Emergency shelter for abused adults and their children, either sponsored by the CAA or as a result of referral or financial support for such services; or
- Assistance in obtaining emergency child protective interventions, court orders, or placements.

H. Emergency Legal Assistance

Agencies are asked to report the number of individuals that receive emergency legal assistance from the agency, either directly or as a result of partnerships with, or referral to, other organizations within the community.

Examples of emergency legal assistance from Community Action include, but are not limited to:

- Individuals that receive emergency immigration assistance or representation by the agency or a partnering organization;
- Individuals that receive emergency legal and financial management assistance when a family member is at risk of incarceration for failure to meet court-ordered or other financial obligations; or

- Individuals that receive emergency legal assistance and intervention when they are at risk of imminent eviction from their place of residence, foreclosure, interruption in essential utility service, or suspension of life-sustaining services or resource supports.

I. Emergency Transportation

Agencies are asked to report the number of individuals that receive emergency transportation assistance provided either directly by Community Action or through partnership with or referral to, other service providers.

Emergency transportation assistance includes, but is not limited to, those situations in which individuals receive bus tokens, taxi vouchers, a loaned automobile, van service, or some other form of transportation to meet immediate and temporary needs caused by the loss of existing transportation due to accident, mechanical failure, theft, or natural disaster.

J. Emergency Disaster Relief

Agencies should report the number of individuals that receive disaster relief assistance directly from Community Action, in partnership with other organizations in the community, or through referral to other organizations.

Community Action disaster relief could include, but is not limited to, those situations in which individuals receive services and resources to meet needs resulting from natural or man-made disasters, such as fire, flooding, extreme weather, or acts of terrorism.

Forms of relief may include temporary shelter, clothing, toiletry or other personal items, medical care, food, emergency cash, loans and other financial aid, or relocation assistance.

In addition to reporting the number of individuals that receive immediate disaster relief from Community Action, agencies should report the number of individuals that benefit from longer-term agency assistance, such as rebuilding homes or businesses, community facilities, or service systems. *If this long-term assistance is counted, please provide a narrative description of the type and scope of the assistance.*

K. Emergency Clothing

While there are many ways in which CAAs distribute emergency clothing to needy individuals, including clothing vouchers, sets of clothing, and individual pieces of clothing, please provide the number of individuals receiving such assistance, not the number of units of clothing they received.

The number of units of clothing provided should be reported in NPI 6.5 (Service Counts).

National Performance Indicator 6.3 – Child and Family Development

Among the more common CAA programs and activities that would produce child, youth, and parent

development or functioning outcomes to be reported under this performance indicator are:

For Infants and Children:

- Head Start (including Early Head Start);
- State-funded pre-school child development programs; o CSBG-funded child development/child care programs; o TANF-funded child care programs;
- Social Services Block Grant (SSBG) supported child care/development programs;
- Employer-based child care/child development programs serving the children of agency employment program participants;
- Pre-school enrichment or developmental programs operated by “partnering” organizations within the community to which children of agency program participants are referred and served, including faith based organizations;
- Agency clinic or other early childhood health screen and immunization services provided directly or through referral; and
- Agency early childhood nutrition programs, including those focused on food distribution or supplementation, nutrition instruction and other parental skill building.

For Youth:

- Before- and after-school recreational or enrichment programs for school-aged youth;
- Mentoring programs for at-risk youth;
- Youth counseling and peer support group activities;
- Family counseling;
- Substance abuse prevention programs;
- Teen pregnancy and STD prevention programs;
- Educational skill enhancement programs;
- After-school and summer youth employment training and placement programs;
- Food and nutrition assistance and instructional programs; and
- Anger management and conflict resolution instruction.

For Parents and Other Adults:

- Parenting skill enhancement programs;
- Family functioning skill enhancement programs, including focus on communications, conflict resolution, supportive relationship building, responsibility sharing, promotion of healthy marriages;
- Family counseling;
- Mental health and substance abuse treatment; and

- Family/domestic violence prevention, intervention, and remediation programs.

How to Report for NPI 6.3

For the subcategories of this child and family development indicator, the following data are required:

1. Data on participants who were part of the agency's efforts to support the increase in growth and development of infants, children, youth and adults who are seeking to achieve their potential. This is the number of participants enrolled and is reported in Column A.
2. Data on participants who were part of the agency's efforts to support the increase in growth and development of infants, children, youth and adults who were expected to achieve the outcome identified in the subcategories. In many cases, the number "expected" to achieve the outcome can be found in grants or contracts for funding of the particular funding source that support the efforts. This number is reported in Column B.
3. Data on participants who were part of the agency's efforts who actually achieved the outcome identified in the subcategories within the reporting period. This number will require follow up to determine what happened with participants. This number is reported in Column C.
4. Data pertaining to the percentage of program participants achieving the outcome identified in the subcategories will be calculated by dividing those who achieved the outcome by those expected to achieve. The database will automatically calculate this percentage.

Note: Many CAAs will have several programs or initiatives that include child and family development related services. This measure should NOT be reported for each variation of service provided in the year. Rather, these initiatives should be seen as a single activity. Agencies are asked to aggregate outcomes for all similar programs and report totals for the agency's participants as a group.

Examples

- A CAA-administered health clinic is funded to screen and inoculate all pre-school children of low-income families participating in agency employment training and placement programs. Of the 400 children enrolled (Column A), and thereby "expected" to receive inoculations during the reporting period (Column B), only 375 are inoculated (Column C). The percentage achieving is automatically calculated at 94% for Column D.
- With CSBG and Federal substance abuse prevention funding, a CAA sponsors an after-school basketball league in partnership with the local YMCA. The league recruits 100 low-income youth to participate (Enter 100 in Column A under the fifth "Youth" subcategory, "Youth increase academic, athletic or social skills for school success by participating in before-or after-school programs). The program expects 60% percent of the youth to attend and participate in half of the games or more during the league season as a benchmark for increasing their athletic and social skills, and staying involved in healthy developmental activities. Therefore 60 is entered in Column

B. Over the course of the league season, 40 youth attend and participate in half the games or more, so 40 is entered in Column C. The percentage achieving, 67%, is automatically calculated for Column D.

Examples of Achievement of Program Goals

Because of the diversity of programs, activities, and outcomes that are to be reported for this performance indicator, the outcome of “achieve program goals” will be defined and measured in a number of ways.

The two most common ways agencies will determine whether children, youth, parents, and other adults “achieve program goals” are:

- Standardized program goals and achievement levels; and
- Agency and program-specific goals and achievement levels.

Examples of Standardized Program Goals and Achievement Levels

For some federal, state, or local programs, both public and private, program goals and performance levels are defined by program authorities and are contained in funding agreements with the CAA.

Examples:

- Childhood immunization programs define age-appropriate guidelines for inoculating children to prevent a variety of diseases. Similarly, school systems often require certain immunizations as a condition for enrollment. As such, there is an “expectation” that all children meeting the guidelines for immunization should be served. If a CAA receives funds to conduct childhood health screens, including inoculation of all eligible children served, the public health expectation is universal inoculation, and the performance of the agency can be measured by the degree to which it achieves that end.
- Head Start has established a number of child health, developmental, and school readiness objectives and outcome expectations for participating children. CAAs with Head Start programs are asked to report the number of children that are deemed to have “achieved” health, developmental and school readiness objectives as defined by the program. For more information on Head Start Domains of Child Development, please visit:
<http://www.eclkc.ohs.acf.hhs.gov/hslc/ecdh/eecd/Domains%20of%20Child%20Development>
- It is understood that the numbers of children reported “achieving program goals” in Head Start, or any other child or youth development program, may have to be comprised of qualitative assessments of each child’s physical growth and health indicators, developmental skill measurements, and/or educational readiness scores.

Examples of Agency and Program-Specific Goals and Performance Levels

For most child, youth, and family development programs within CAAs, program goals, expected

outcomes, and the definition of what constitutes “success,” or achievement of program goals, will be determined on a case-by-case basis.

Contracts, service agreements, or grant documents are good sources for identifying what constitutes “achieving program goals” for particular programs or activities.

These documents most often describe:

- What the funding is intended to accomplish; and
- The size of the program or activity being funded, usually expressed as an anticipated number of services or resources to be provided, or individuals or families to be served.

Some of these elements are considered “outputs” and include the benchmarks used to track the process of providing the service. Examples of these elements are: the number of children enrolled in a program, the number who attend, and the number who are screened. However, more funding documents now speak to both anticipated “outcomes,” or “results,” and a projected or “target” level of program performance, as measured by the frequency outcomes are achieved.

It is anticipated that CAAs with child, youth, or family development programs already have ways to define what constitutes “success,” and can measure and report the number of children, youth and families “achieving” program goals based upon those definitions. For all of the developmental “outcomes” in this performance indicator, nationally accepted age appropriate guidelines are available to inform agency assessments.

Examples:

- A CAA uses funds from CSBG, a teenage pregnancy prevention grant, and a substance abuse prevention grant, to establish an adolescent mentoring program for 50 girls and 50 boys focused on helping the youth achieve age-appropriate developmental reasoning and decision-making skills that will help them avoid certain risk-taking behaviors. The number enrolled, therefore, is 100 – the number to enter in Column A under the “Youth” subcategory 3. Based upon a review of prevention studies, the CAA expected 60% of adolescents enrolled to complete the entire one-year mentoring program. The agency set as a performance target that half of those completing the program, or 30 youth, would remain “drug free” and not engage in sexual activity that could result in pregnancy both during their participation and for a minimum of six months after program completion. The number 30 is entered into Column B. Twenty (20) of the youth achieved these outcomes. The agency would report 20 in Column C. The percentage calculated for Column D is 67%.
- A CAA utilizes a variety of funding sources to offer parenting skill enrichment courses for adult participants in all its programs. The courses are designed to help parents demonstrate improved ability to:
 - Communicate with their children;

- Establish and maintain appropriate structure, boundaries, and common expectations within the family; and
- Reduce the incidence of physical or emotional abuse through better anger management and alternative approaches to parent-child conflict resolution.

Based on a review of research and other literature on parenting skill training, the agency identified specific parent behaviors that would demonstrate improved functioning for each of the three areas described above.

- The agency enrolled 40 parents in the courses and reported this number under the “Parenting” subcategory (6.3 Adult 1) in Column A.
- The agency projected that 35 of the 40 parents would complete a self-assessment questionnaire listing improvements in the specific behaviors – the number they entered into Column B.
- Of the 40 parents completing the self-assessment, 39 actually reported using parenting skills learned in the course – the number they entered into Column C.
- The percentage calculated for Column D is 111%.

Additional Indicators for NPI 6.3

In keeping with the goals and mission of Community Action, the National Performance Indicators collect specific information that focuses on outcomes that capture movement toward poverty elimination. With this focus, the NPIs require you to think about the context in which you are providing services in order for you to determine where various outcomes should be reported.

We understand that family and individual maintenance activities, sometimes referred to as “safety-net services,” are sometimes necessary in order to stabilize families and prepare them to begin working on self-sufficiency goals or to move people beyond a crisis or emergency service and that there are a number of outcomes that are achieved by families who are not working to achieve a self-sufficiency outcome via earned income. These are outcomes that enable the family to work toward achievement of potential.

Securing subsidized housing, routine receipt of food baskets, receipt of clothing, securing non-employment related health care in advance of illness or health emergency, are examples, as they do not indicate movement toward self-sufficiency, but rather reflect a measure of increased family strength. These do not demonstrate an increase in a family’s ability to function independently, but do demonstrate an increased ability of the family to function to maintain a safe and stable household situation, with assistance, and in the context of a “supportive system.” These might be services that your partner organizations actually deliver but that you coordinate through your overall efforts to move people out of poverty. These efforts may still be critical to your anti-poverty work.

However, outcomes that are the neither the result of services provided in the context of self-

sufficiency efforts that include earned income (Goal 1) nor emergency situations (Goal 6.2) do not belong under those indicators. Therefore, you are asked to identify these family maintenance outcomes and include this information on the blank lines under indicator 6.3.

Identify and report these additional indicators for 6.3 Adults in the following format in the blank rows on the forms: "Family maintenance: *(provide the outcome description)*." This will allow us to aggregate this type of data at the national level and will help us decide whether additional indicators or instructions are needed in the future.

Likewise, you may have additional indicators for Infants & Children and for Youth that do not fit into the measures provided. For example, while many of the Head Start performance measures may be included under Infants & Children 3 or 4 (school readiness), there may be specific measures that do not fit here. Please add your additional indicators in the blank rows and provide a narrative description of these measures.

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

Local CAAs that provide services to low-income participants who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability can be particularly high, should report the results of these activities under the various subcategories of NPI 6.4. These supporting services often make the difference between success and failure in a low-income family's efforts to maintain a stable and supportive environment.

NPI 6.4 differs from NPI 1.2 (Employment Supports), in that outcomes reported in NPI 6.4 should only be for individuals who are *unable to work*, especially seniors, adults with disabilities, and caregivers.

Outcomes of activities may be counted and reported for this indicator if they are viewed by the agency and program participants as reducing or eliminating barriers to family stability for vulnerable populations. Such activities include:

- Enrollment of children in before or after school programs;
- Acquisition of child care or other dependent care services;
- Acquisition of safe and affordable transportation or a driver's license, or securing repairs to an automobile that is the only transportation available to a vulnerable individual;
- Obtained health care services for themselves or family member;
- Obtained safe and affordable housing;
- Obtained food assistance; and
- Obtained non-emergency energy assistance (LIHEAP, WX, State-local-private energy programs).

Outcomes to be reported under NPI 6.4 may be achieved as part of free standing activities within an agency or in the context of a case-managed, service-coordinated initiative designed to promote stability of the environment of vulnerable populations seeking to achieve their potential.

Programs and funding sources that support Community Action outcomes to be reported under NPI 6.4 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Community Development Block Grant (CDBG)
- Head Start
- Child Care and Development Block Grant (CCDBG)
- Medicaid
- Section 8 Housing
- Section 202 Rental Housing Subsidy
- Childhood Immunization
- Community Health Centers
- Health Services Block Grant
- Substance Abuse and Mental Health Services Block Grants
- Healthy Start/State Children's Health Insurance Programs (SCHIP)
- State and local, public or private initiatives focused on vulnerable population barriers

How to Report for NPI 6.4

For each of the subcategories of this family support indicator the following data are required:

1. Data on all participants who were part of the agency's efforts to support low-income individuals who are unable to work, especially seniors, adults with disabilities, and caregivers to reduce and/or eliminate barriers to family stability.
2. Data on all individuals who were part of the agency's efforts *and* who actually achieved the outcome identified in each subcategory within the reporting period. This number will require follow up to determine what happened with participants.

A. Enrolled children in before or after school programs.

Examples:

- Children in CCDBG-funded programs participate in early morning or late afternoon educational enrichment, developmental, or recreational activities of the local school district as a result of formal partnerships between the CAA and the school system.
- Using a combination of HSBG, CSBG, and state funds for supporting seniors, children of family stability program participants are placed in late night or early morning child care programs to accommodate senior family members' medical care.

B. Obtained care for child or other dependent.

Examples:

- Vulnerable participants in family stability programs enroll eligible children in Head Start and/or child care.
- Vulnerable participants with children who become ill and cannot attend child care or school and receive child care or Head Start from an agency program designed to serve that purpose.
- Vulnerable participants in family stability programs achieve appropriate placement for mentally or physically disabled children as a result of Community Action referral and/or partnership with other service providers.
- Vulnerable participants in family stability programs achieve appropriate in-home or congregate care for a dependent aging parent provided by the agency, or as a result of referral or partnership with another service provider.

C. Obtained access to reliable transportation and/or driver's license.

Examples:

- Participants in Community Action Medicaid-funded family stability programs receive public transportation tokens or subsidies.
- Participants in Community Action programs receive assistance to purchase and maintain an automobile.
- Participants in Community Action programs receive free or reduced-cost Medicaid-sponsored van or bus transportation.

D. Obtained health care services for themselves or a family member.

Examples:

- Vulnerable participants with no public or private health insurance receive medical attention for themselves and their family through an agency-maintained health clinic or facility.
- CAA participants are helped to qualify for, and/or access Federal, state or local health care insurance coverage for themselves and their family members.
- CAA participants receive timely and affordable mental health or substance abuse treatment as a result of agency agreements/partnerships with appropriate facilities or individual providers.

E. Obtained safe and affordable housing.

Examples:

- CAA participants whose housing situation becomes safer or more stabilized.
- CAA participants whose housing location improves, which provides easier access to vulnerable population support activities as a result of agency assistance.

F. Obtained food assistance.

NPI 6.4F is different from emergency food assistance in NPI 6.2 in that NPI 6.4F measures activities that provide food assistance at a maintenance level, such as food assistance for senior non-workers, and not in emergency or crisis situations.

Examples:

- Vulnerable low-income individuals and families receive food distributed by the agency to supplement their nutritional needs and promote greater family stability.
- A vulnerable family loses food stamp benefits when their income exceeds the food stamp requirement by \$20. The family receives food assistance from the agency in order to maintain family stability.

G. Obtained non-emergency LIHEAP energy assistance

Examples:

- CAA participants receive home heating assistance, thus enabling family members to maintain a stable home environment and avoid related health issues.
- CAA participants receive weatherization assistance to remove dangerous or substandard insulation, thus enabling family members to maintain a stable home environment and avoid related health issues.

H. Obtained non-emergency WX energy assistance

Example:

- CAA participants receive home heating assistance, thus enabling adult family members to attend work or work preparation activities without excessive absences related to health issues.

I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX.)

Example:

- CAA participants receive weatherization assistance to remove dangerous or substandard insulation, thus enabling adult family members to attend work or work preparation activities without excessive absences related to health issues.

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National Performance Indicator 6.5 – Service Counts

Agencies that meet the emergency needs of low-income individuals through the provision of services and resources should report outcomes for this performance indicator. This includes agencies that offer language translation assistance to enable individuals to secure services to meet an emergency need.

In NPI 6.5, agencies are asked to provide information that supports the outcome of “achievement of family stability,” under the broad National Goal of “achievement of potential by strengthening supportive environments.” This is defined by “reduction or elimination of an emergency need” in this indicator. The number of services provided to meet an emergency need is considered a proxy for the actual outcome.

Agencies should report those services and resources that are provided to meet immediate, short-term needs of low-income individuals and families. Community Action activities that generate outcomes to be reported under this performance measure are:

- Food Boxes;
- Pounds of Food;
- Rides Provided; and
- Information and Referral Calls.

Programs and funding sources that support Community Action outcomes to be reported under NPI 6.5 include, but are not limited to:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Community Development Block Grant (CDBG)
- U.S. Department of Housing and Urban Development Homeless Assistance programs
- U.S. Department of Health and Human Services Family Violence Prevention and Services programs
- Community Health Centers program
- Mental Health Treatment Block Grant -- Community Mental Health Centers programs
- Substance Abuse Treatment Block Grant
- U.S. Department of Agriculture Surplus Food and Supplemental Food Assistance
- LIHEAP
- Federal Emergency Management Assistance (FEMA)
- State and local crisis intervention, disaster relief programs
- National, regional, state or local charities, including faith based organizations

How to Report for NPI 6.5

For each of the subcategories of this service counts indicator the following data are required:

1. Data on the number of services provided to low-income individuals and/or families.

Note: It is understood that an individual may receive more than one type of service or the same type of service more than once. In these instances, services may be counted multiple times.

Examples

NPI 6.5 differs from NPI 6.2 in that NPI 6.5 measures the services provided rather than the individuals served.

A. Food Boxes

There are many ways in which CAAs distribute emergency food and account for that distribution, including the number of food packages, bags, cartons, or meals distributed. All of these forms of measurement can be counted and reported under this indicator. Food boxes provided to both individuals and families may be counted.

B. Pounds of Food

In addition to the food distribution methods outlined above, CAAs may instead choose to account for their distribution of emergency food in *pounds*. Food distributed to both individuals and families can be counted and reported under this indicator.

C. Units of Clothing

There are many ways in which CAAs distribute emergency clothing and account for that distribution, including the number of individual pieces of clothing, sets of clothing, or clothing vouchers provided. All of these forms of measurement can be counted and reported under this indicator. Emergency clothing provided to both individuals and families may be counted.

Examples:

- An agency provides full sets of clean clothing to children who would otherwise be unable to obtain clean clothes to attend school. Each set of clothing contains a shirt, pair of pants, and undergarments appropriate for the sex of the child. The agency has determined that in FY 2009, they provided 320 sets of clothing. (Count 320 units of clothing provided.)
- An agency provides clothing vouchers good for purchases at the local Goodwill. In FY 2009, 100 vouchers were provided to meet the emergency clothing needs of individuals and families. (Count 100 units of clothing provided).
- An agency provides warm coats to meet the emergency clothing needs of homeless clients in the winter months. In FY 2009, the agency provided 400 winter coats to keep homeless clients healthy and warm in the cold weather. (Count 400 units of clothing provided).

D. Rides Provided

Example:

- An agency provides rides to emergency medical appointments for seniors who would otherwise be unable to obtain transportation. Rides from the 12-person van are available two days each week, every week of the year. The agency has determined that in FY 2009,

the van made 104 trips and 650 new and repeat passengers were given rides on those trips. (Count 650 services provided.)

E. Information and Referral Calls

Report the number of requests for assistance through Information and Referral calls that result in increased access to resources.

Example:

- An agency uses their 24/7 HelpLine telephone information and referral service to meet the emergency needs of their community. In FY 2009, HelpLine connected 700 individuals and families to service providers that were able to meet their immediate, short-term medical, food, lodging, transportation, and other emergency needs. (Count 700 services provided.)

ROMA Plan Instructions

Step 1: Complete the Preliminary Agency Checklist

Determine which of the 16 national performance indicators correspond to the agencies current programs and activities, and for which the agency should report outcome information.

Step 2: Use the Guide to help determine what and how to report information

- Which agencies should report
- Which programs or activities produce outcomes to be reported
- What to report

Step 3: Fill out the ROMA Indicator Forms using FACSPRO

(See Attachment D for sample templates)

Open forms in FACSPRO

- Open the main screen and click on the Document Center
- Highlight the CSBG document that you need and click on Print Preview
- Once the document opens, type in the information and save it to the computer. *(You are able to use the same form more than once if necessary.)*

Fill out the Forms Checklist for each indicator you will be submitting.

Fill out the Indicator Form:

- *Agency Program Name* –the name of the agency program/activity
- *FACSPRO Agency Name* – the Agency name in FACSPRO
- *System Program Name* - The System Program Name in FACSPRO
- *CSBG Service Category* – If the program/activity is funded with CSBG funds, please check the correct category.
- *Problem, Need, or Situation* – Describe the problem, need or situation that determined what program the agency would run.
- *Activity* – List the activity and description that addresses the identified problem.
- *Selection Rationale* – Please explain if the program/activity is successful or not and why the agency has selected or continued the program/activity.
- *Assistance Levels* – Please explain if this program/activity will provide specific assistance. If so, please explain how. If specific assistance will be provided, it should be listed in the budget.
- *Partnerships* – Please describe what rolls, if any, other human service agencies, faith-based organizations, and partnerships will have with the program/activity.
- *Projected Measure* – Fill in the expected outcomes.
- *Measurement Tools* – Using the reference chart below, please list what measurement tools the agency will use to determine outcomes.

- *FACSPRO Tasks* – This is not a requirement. Please list any tasks that are or should be associated with the program/activity.

Step 4: Save forms in FACSPRO under the Agency Document Section.

Open the main screen in FACSPRO and click on System Admin

In the System Admin screen, click on Agency and choose your agency.

Using the side menu, click on Agency Documents then click New.

Click the Attach button and choose the document you are uploading from your computer.

Once the document is chosen, type in the Document Name using the BCAEO Naming Convention for the CSBG application (Agency Name_CSBG2013).

It is not necessary to choose a system program. It is also not necessary to fill out a description but you can add any notes if you like in the Description box.

To view the documents after you have uploaded them, highlight the document you want to see and then click on Print Preview.

Measurement Tools Reference Guide

There are many different tools that agencies can use to measure performance and outcomes. Below are just a few ideas that you may use:

- Agency databases
- Attendance rosters/logs
- Bank statements
- Board minutes
- Case notes, client files
- Community Assessment document
- Employment program records
- FACSPRO
- GEDs
- Head Start records
- Immunization records
- Information and referral records
- Loan documents
- Medical records
- Pre and Post tests
- Program documents/records/logs
- Reviews and assessments
- School records
- Surveys, follow-up surveys
- Tax returns

FACS Pro

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Significance of Action Plans in FACS Pro

Every program in FACS Pro has an action plan attached to it. The action plan serves as the case management tool for the agency and its outreach workers. The action plan consists of tasks and interventions which allow the system to track the progress and timeliness of how and when a customer is serviced and outcome goals are achieved.

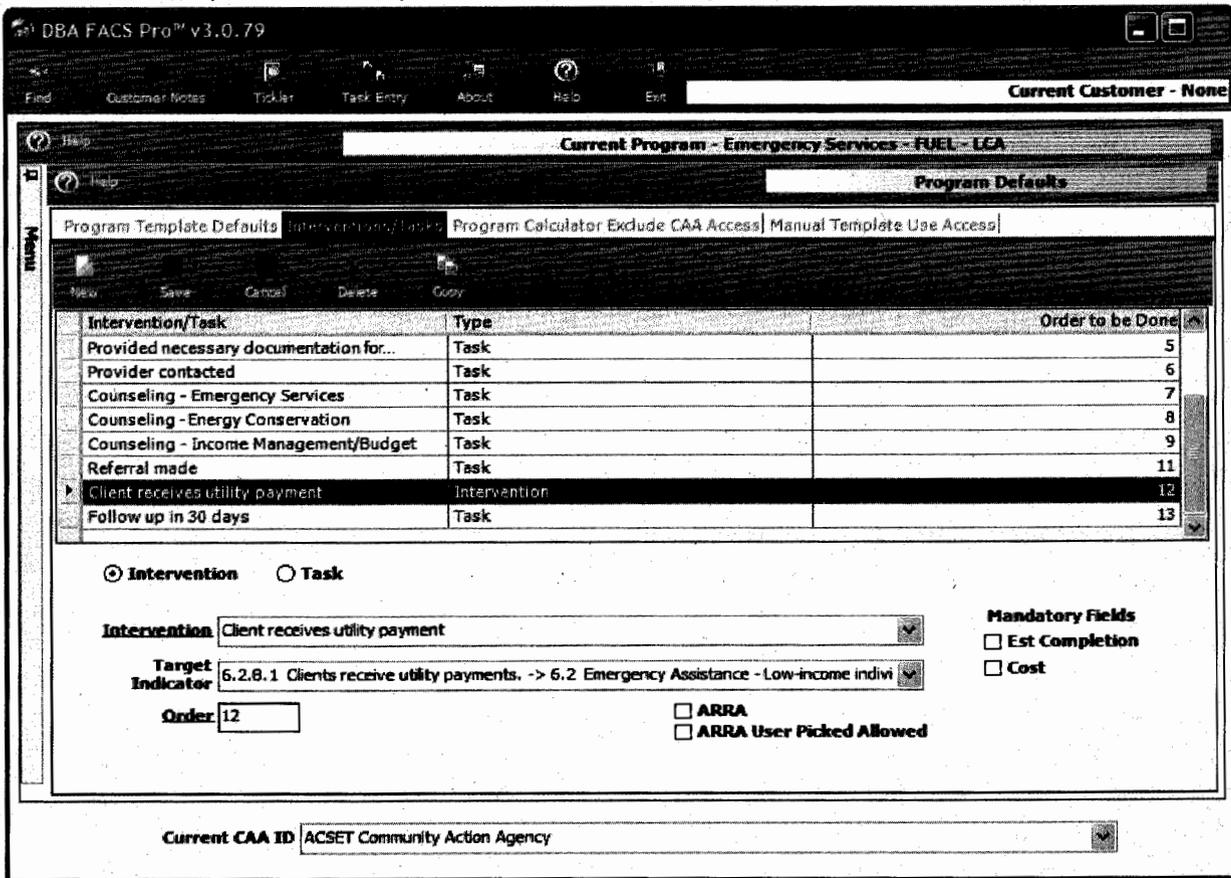
The tasks serve as a guide for outreach workers and caseworkers to remind them of tasks they need to accomplish to help a customer. An example of a task could be 1) Verified customer employment. Once a case worker has completed the task, they put in the date that the task was completed.

The interventions in a task plan show exactly how a customer was helped. Ex. Customer received emergency services. Every intervention is linked to a National Performance Indicator. Ex. 6.2.A. Emergency Food. The outreach worker or caseworker dates the intervention with the date that the customer actually received assistance.

Whenever an action plan is created, the status of the Action Plan is automatically set as "In Progress". It is the duty of the caseworker to change that status to "Completed" once the customer has been assisted and/or outcome goals accomplished.

Currently, each agency System Administrator is to go into each program they have set up in FACS Pro and verify that the action plan adequately lists the task and interventions that meet their agency criteria. System Administrators have been instructed to make sure that the correct National Performance Indicator is set up in the action plan they are using.

Below is an example of an action plan in FACS Pro for Emergency Services- Fuel- LCA:



Streamlining BCAEO Program Action Plans

BCAEO is working toward creating a standardized list of the National Performance Indicators each agency must use for the BCAEO funded programs. This will ensure that each agency is reporting consistently. This is a change from the current practice that allows agencies to create their own action plans and decide which National Performance Indicators they want associated with each program. Programs that BCAEO will create action plans for are: Weatherization and all programs involving CSBG monies.

The information below will provide an example of what the current action plan is for each BCAEO program within FACS Pro. It also lists the proper naming convention per CSPM 900 Series for the agency program along with which service category the program is reported under to NASCSP.

LCA Program

FACS Pro System Program: Emergency Services-Fuel-LCA

Agency Program Naming Convention: BCAEO – LCA

Dimension: Emergency Services

Current Action Plan:

Tasks:

1. Assess client for all eligible programs.
2. Assessment/Baseline
3. Pre-screen client
4. Enrollment in Program
5. Provided necessary documentation for program
6. Provider contacted
7. Counseling-Emergency Services
8. Counseling-Energy Conservation
9. Counseling –Income Management/Budget
10. Referral Made
11. Follow Up in 30 Days
12. Award Granted

Intervention

1. Client Receives Utility Payment: 6.2.B Emergency Fuel or utility payments funded by LIHEAP or other public or private funding sources.
2. Client Receives Utility Payment: 6.2.B.1 Clients receive utility payments>Emergency Assistance-Low Income individuals and families served through emergency assistance→Goal 6: Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Suggested Action Plan:

Tasks:

1. Assess client for all eligible programs.
2. Assessment/Baseline
3. Pre-screen client
4. Enrollment in Program
5. Provided necessary documentation for program
6. Provider contacted
7. Counseling-Emergency Services
8. Counseling-Energy Conservation
9. Counseling –Income Management/Budget
10. Referral Made
11. Follow Up in 30 Days
12. Award Granted

Intervention

3. Client Receives Utility Payment: 6.2.B Emergency Fuel or utility payments funded by LIHEAP or other public or private funding sources.

Tax Preparation

FACS Pro System Program: Tax Preparation Program- Non Vita or Vita- Tax Preparation Program

Agency Program Naming Convention: BCAEO-CSBG VITA Tax Services or BCAEO-CSBG Non VITA Tax Services

Dimension: Self Sufficiency

Current Action Plan:

1. Tasks Assess client for all eligible programs
2. Assessment/Baseline
3. Enter tax information into Tax Wise Application
4. Tax Return Prepared
5. Tax Return Mailed
6. Tax Is E-filed
7. Earned Income Tax Credit (EITC)Federal
8. Earned Income Tax Credit (EITC) State
9. Home Heating Tax Credit
10. Homestead Tax Credit
11. Child Tax Credit
12. Tax Refund- State
13. Tax Refund- Federal
14. Client owes Federal or State Tax
15. Making Work Pay Tax Credit

Some also use these tasks:

1. Verify prior year tax return complete.
2. Verify prior year city tax was complete.

Interventions:

Client Taxes are Prepared:

1.3.E.1 Enhancement: Number & Percentage of participants in tax preparation programs who qualified for any type of Federal or State Tax credit and the expected aggregate dollar amount of credits.

1.3.E.1a Enhancement: Tax return prepared at no cost.

1.3.E.1b Enhancement: Tax Return prepared on time.

1.3.E.1c Enhancement: Tax Credits – Eligible credits received accurately.

Suggested Action Plan:

Tasks:

1. Assess Client for all eligible programs
2. Assessment Baseline
3. Enter tax information into Tax Wise Application
4. Tax Return Prepared
5. Tax Return Mailed
6. Tax is E-Filed
7. Earned Income Tax Credit (EITC) Federal
8. Earned Income Tax Credit (EITC) State
9. Home Heating Tax Credit
10. Homestead Tax Credit
11. Child Tax Credit
12. Tax Refund City
13. Tax Refund – State
14. Tax Refund – Federal
15. Client Owes Federal Tax
16. Client Owes State Tax
17. Making Work Pay Tax Credit
18. Energy Efficient Qualified Home Credit
19. Education Credits

Some also use these tasks:

20. Verify prior year tax return complete.
21. Verify prior year city tax was complete.

Interventions:

Client Taxes are Prepared:

1.3.E.1 Enhancement: Number & Percentage of participants in tax preparation programs who qualified for any type of Federal or State Tax credit and the expected aggregate dollar amount of credits.

Weatherization

FACS Pro System Program Name: Weatherization

Agency Program Naming Convention: BCAEO-Weatherization

Dimension: Energy → changing to Self Sufficiency

Current Action Plan:

Tasks:

1. Eligible
2. Assessment/Baseline
3. Assess client for all eligible programs
4. Enrollment in Program
5. Counseling- Energy Conservation

Interventions:

Home Receives Repair/Rehab

1.2.K Obtained non-emergency Wx energy assistance

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

1.2.C.1 Conservation- Low income households achieve an increase in expendable income through energy conservation.

1.2.C.1.a Conservation- Clients reduce their residential energy consumption.

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

Suggested Action Plan:

Tasks:

1. Assess client for all eligible programs
2. Assessment/Baseline
3. Enrollment in Program
4. Counseling – Energy Conservation

Interventions:

1.2.K Obtained non-emergency Wx energy assistance

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

Integrating FACS Pro and IS Reports

Auto-filling the IS Report- Where does the data come from?

The IS report is created in DBA FACS Pro. FACS Pro is designed to give an unduplicated count of those customers that were assisted throughout the CSBG program year. If agencies do not use FACS Pro for every program, the data they do enter is not guaranteed to be unduplicated unless they have a tracking system set up. Please note that the IS State report includes one cumulative count for all agencies.

Part I: Section A: State Use of CSBG Funds

This section is RESERVED for data entered into FACS Pro manually by the state. Only the state has access to this section.

Part 1: Section B: General Information on Local CSBG Agencies

This section is RESERVED for data entered into FACS Pro manually by the state. Only the state has access to this section.

Part 1: Section C: General Information on State CSBG Office

This section is RESERVED for data entered into FACS Pro manually by the state. Only the state has access to this section.

Part 1: Section D: Accomplishments and Coordination of Funds

The data in this section is entered by the agency and is not pulled automatically from the FACS Pro database.

Part 1: Section E: CSBG Expenditures by Service Category

The data in this section is entered by the agency and is not pulled automatically from the FACS Pro database.

Part 1: Section F: Other Resources Administered/Generated by the CSBG Network

The data in this section is entered by the agency and is not pulled automatically from the FACS Pro database.

Part 1: Section G: Program Participants Characteristics

The agency must fill out questions 2a and 2b. Questions 1, 3-16 are auto filled by FACS Pro.

Part II: Outcomes of Efforts

Goal 1: Low income people become more self-sufficient

Column A, # of Participants Enrolled in Program(s): is auto filled by data from DBA. This information is extracted from the intake portion of FACS Pro. This count is obtained by how many people there was an

“interaction” created for therefore enrolling a person into a program. Any program in FACS Pro that uses the indicator listed will count this column.

***Note that on the IS State Report Column A is the #of Eligible Entities Reporting. This information will be pulled from data entered prior and will report all agencies.

Column B, # of participants Expected to Achieve Outcome in Reporting Period: This is pulled from FACS Pro. FACS Pro has a section where the logic model (i.e. Roma plan) can be entered for each agency. In that plan they determine how many people they expect to help with each program. This number is carried from that information when it is entered.

Column C, # of Participants Achieving Outcome in Reporting Period (Actual): This is the number of customers that have completed action plans with dated interventions (which link to the ROMA indicator) in FACS Pro.

Column D, % Achieving outcome in Reporting Period: This is calculated using the information in the other columns.

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

2.1: Community Improvement and Revitalization

Column A and Column B auto fill by FACS Pro. The data is extracted from action plans that have been completed and interventions that have been dated.

2.2: Community Quality of Life & Assets

This section must be filled in by the agency.

2.3: Community Engagement:

Information for 2.3.b is extracted from the Volunteer Entry module. The other questions (2.3a, etc.) must be filled in by agency personnel.

2.4: Employment Growth from ARRA Funds:

Agencies must enter this information.

Goal 3: Low Income People own a stake in their community

This information is entered by agency personnel.

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

4.1- Expanding Opportunities through Community Wide Partnerships:

This information is extracted from partnerships entered into FACS Pro by the agency. To ensure this information is available, the System Admin for each agency must add all of the Community Partners under Agency and "form a relationship". FACS Pro is then set to extract that number for this section of the report.

Goal 5: Agency Development

This information must be entered manually by the agency.

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

6.1: Independent Living:

This information is auto filled and extracted from completed action plans with dated interventions filled out by the agencies.

6.2: Emergency Assistance:

Column A, # of Individuals Seeking Assistance: This data is extracted from FACS Pro and auto filled. This will be the number of people that have been enrolled in the program. A person is enrolled when the agency chooses to "Create and Interaction" therefore creating an action plan for that program.

Column B, # of Individuals Receiving Assistance: This data is extracted from FACS Pro and auto filled. This number is the number of action plans that have been closed and the interaction (linked to the indicator) that have been completed and dated.

Column C, % achieving outcome in Reporting Period: This number is calculated by taking the total in Column A and comparing to the total in Column B. FACS Pro calculates this number for you.

6.3: Child and Family Development:

Column A, # of Participants Enrolled in Program(s): is auto filled by data from DBA. This information is extracted from the intake portion of FACS Pro. This count is obtained by how many people there was an "interaction" created for therefore enrolling a person into a program. Any program in FACS Pro that uses the indicator listed will count this column.

***Note that on the IS State Report Column A is the #of Eligible Entities Reporting. This information will be pulled from data entered prior and will report all agencies.

Column B, # of participants Expected to Achieve Outcome in Reporting Period: This is pulled from FACS Pro. FACS Pro has a section where the logic model (i.e. Roma plan) can be entered for each agency. In that plan they determine how many people they expect to help with each program. This number is carried from that information when it is entered.

Column C, # of Participants Achieving Outcome in Reporting Period (Actual): This is the number of customers that have completed action plans with dated interventions (which link to the ROMA indicator) in FACS Pro.

Column D, % Achieving outcome in Reporting Period: This is calculated using the information in the other columns.

6.4: Family Supports (seniors, Disabled and Caregivers):

This information is auto filled by FACS Pro and extracted from the action plans.

Column A, # of Participants enrolled in program (s): This number is extracted from the number of people that the agency "created and interaction" for and therefore have an action plan relating to this indicator. This number is filled out by FACS Pro.

Column B, # of Participants Achieving Outcome in Reporting Period: This number is extracted from the closed action plan and the date of the intervention (indicator) was completed. This is auto filled by FACS Pro.

6.5 Service Counts:

This information is extracted from action plans and also from Mass Entry and Congregate Pro. This is auto filled by FACS Pro.

Programmatic Reporting in FACS Pro

BCAEO has been working with DBA to eliminate monthly reporting by agencies and creating reports within FACS Pro that will extract the data needed to create monthly programmatic reporting. BCAEO is currently working on creating the CSBG –T report in FACS Pro.

BCAEO has eliminated the 1071 programmatic reporting from agency responsibility. The report is now extracted from FACS Pro by BCAEO staff each month.

BCAEO has also eliminated the LCA Report. The data on this report is collected from FACS Pro using the system report LIHEAP Household Report.

Attachment D

BCAEO

ROMA Outcome Based Indicators (Planning Stage) Documents

ROMA Indicator Forms Checklist

(Check all that are included with plan)

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

- | | | | |
|-----------------------------------------------------------------------|------------------------------------------|------------------------------|-----------------------------|
| 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 |

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? (Specific assistance activities should match what is listed in the budget on the Specific Assistance page)

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes

No

If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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)

ROMA Outcome-Based Indicators (Planning Stage)

6. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? (Specific assistance activities should match what is listed in the budget on the Specific Assistance page)

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? (Specific assistance activities should match what is listed in the budget on the Specific Assistance page)

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? (Specific assistance activities should match what is listed in the budget on the Specific Assistance page)

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes

No

If yes, please explain:

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes

No

If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? (Specific assistance activities should match what is listed in the budget on the Specific Assistance page)

Yes

No

If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

ROMA Outcome-Based Indicators (Planning Stage)

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?

Assistance Levels: Will this program/activity provide direct client assistance? (Specific assistance activities should match what is listed in the budget on the Specific Assistance page)

Yes

No

If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

ROMA Outcome-Based Indicators (Planning Stage)

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 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?

Assistance Levels: Will this program/activity provide direct client assistance? *(Specific assistance activities should match what is listed in the budget on the Specific Assistance page)*

Yes No If yes, please explain:

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

ROMA Outcome-Based Indicators (Planning Stage)

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. List your agency's tasks (from FACSPRO) that are associated with this goal:

Unexpended Funds – Carry-Forward Policy

CSPM Item 507

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 507	Page 1 of 2
Community Services Policy Manual	SUBJECT: Community Services Block Grant UNEXPENDED FUNDS – CARRY-FORWARD POLICY		EFFECTIVE DATE 07/12/12 ISSUE DATE 07/12/12

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.
3. Recaptured funds will be distributed as follows:

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 507	Page 2 of 2
Community Services Policy Manual	SUBJECT: Community Services Block Grant UNEXPENDED FUNDS – CARRY-FORWARD POLICY		EFFECTIVE DATE 07/12/12 ISSUE DATE 07/12/12

- Recaptured funds totaling less than \$20,000:** Such funds will be added to the final amount identified each fiscal year to be distributed to all Grantees by formula. The regular funding allocation formula will then be applied to the total funds to be distributed and the resulting amounts will become the formula allocations for that fiscal year.
- Recaptured funds totaling \$20,001—\$200,000:** Such funds will be distributed equally to Grantees who have spent 100 percent of their prior year's allocation, carry-in, and any recaptured funds.
- Recaptured funds exceeding \$200,000:** DHS will determine a distribution formula to include Grantees who spent between 90—100 percent of their prior year's allocation, 100 percent of their carry-in, and 100 percent of any recaptured funds.

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: FY2012 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