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STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



ISMAEL AHMED
DIRECTOR

July 17, 2008

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

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

Dear Senator Hardiman and Representative Spade:

Section 1101 of Public Act 131 of 2007 (Enrolled Senate Bill 232) requires the Department of Human Services to submit the proposed use and distribution plan for community services block grant funds for the 2009 fiscal year. That report is attached.

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

Sincerely,

Ismael Ahmed

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

Electronic Copy

D R A F T

STATE OF MICHIGAN
COMMUNITY SERVICES BLOCK GRANT (CSBG)
STATE PLAN
FOR
FISCAL YEAR 2009

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

July 2008

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I. FEDERAL FISCAL YEAR COVERED BY STATE PLAN & APPLICATION

The CSBG State Plan covers FY2009 (October 1, 2008 thru September 30, 2009).

INTRODUCTION - Federal Overview

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

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

- States are required to use the block grant funds to implement programs that may have a measurable and potentially major impact on the causes of poverty such as: to assist people who lack adequate employment, education, and housing; to assist in meeting emergency needs; and to remove obstacles and solve problems which block the achievement of self-sufficiency.
- At the inception of CSBG, there was a funding pass-through provision that required 90 percent of the state's allotment be allocated to FY 1981 Community Services Administration (CSA) designated community action agencies (CAAs), "Community Action Programs," or organizations serving seasonal or migrant farmworkers. In December 1981, this provision was amended to include CSA-designated limited purpose agencies (LPAs) which in FY 1981 served the general purposes of a CAA.

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

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

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

- *Any CAA which maintained its CAA designation in FY 1981 (or any CAA which came into existence during FY 1982 as a direct successor in interest to) and did not subsequently lose its designation for compliance reasons.*
 - *Any LPA designated under Title II of the EOA for FY 1981 which served the general purposes of a CAA and did not subsequently lose its designation for compliance reasons.*
 - *Any grantee which received financial assistance under Section 222(a)(4) of the EOA in FY 1981.*
 - *Any organization which received an FY 1984 grant from a state which actually obtained a waiver from HHS in FY 1984.*
 - *An organization other than a presently eligible entity properly designated by the Governor to serve a previously or currently unserved area.*
- (b) Or is designated by the process described in section 676A of the Reauthorization Act of 1998 (including an organization serving migrant or seasonal farmworkers) that is so described or designated; and
- (c) That has a tripartite board or other mechanism described in subsection (a) or (b), as appropriate, of section 676B of the Reauthorization Act of 1998.
- Procedures are to be established for planning, public participation, applications, and coordination which states must meet in order to qualify for block grant assistance.
 - States are allowed to use up to 5 percent of their block grant funds for state administrative expenses.

II. LETTER OF TRANSMITTAL

Not included in DRAFT Plan.

III. EXECUTIVE SUMMARY

A. CSBG State Legislation

In 1981, the state policy makers, cognizant of the problems facing Michigan's disadvantaged population, enacted the "Michigan Economic and Social Opportunity Act of 1981" (Public Act 230 of 1981). This legislation was amended in 2003 (Public Act 123 of 2003). (See Exhibit B - House Bill No. 4502)

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

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

- Eligible Entities/CAAs

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

In Michigan, the current eligible entities are the 30 community action agencies (CAAs) which provide services and resources to all of the state's 83 counties. For FY2009, a minimum of 90 percent of CSBG funds will be passed through to the 30 CAAs.

- CAAs and their Mission

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

In Michigan, CAAs accomplish these tasks through the participation of low-income citizens, their advocacy efforts, their programs of service and the statewide support of over 2.5 million volunteer hours each year from their communities and the private sector. (Based on Michigan's minimum wage rate of \$6.95/hour, the volunteers hours are valued in excess of \$13 million.) With respect to their increasing vision and role in their communities: They are the largest service provider for senior citizen programs, operate nearly 40% of all Head Start programs, are the largest emergency food provider network, are the largest provider of energy conservation programs, and provide immediate crisis assistance for families for shelter, food, heat, health care, transportation, etc. They are also becoming increasingly involved in the development, rehabilitation and repair of low-income housing.

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

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

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

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

■ Local Participation in the CAA Decision-Making Process

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

1. Consumer Sector Participation

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

2. The Public Sector

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

3. The Private Sector

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

■ CAA Local Planning Process

In developing strategies and plans, CAA officials must take into account areas of greatest community needs, availability of resources and the CAA's strengths and limitations. CAAs must establish realistic, attainable objectives (consistent with their mission) expressed in concrete terms which permit the measurement of results.

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

B. Designation of Lead Agency to Administer the CSBG Program

Designated State Lead Agency:

Michigan Department of Human Services (MDHS)
[previously named the Michigan Family Independence Agency]
(See Exhibit A)

Director/Administrator of Lead Agency:

Ismael Ahmed, Director

C. Public Hearing Requirements

1. Public Hearing [Section 676(a)(2)(B)]: Notices were published in 5 newspapers across the state indicating that Public Hearings would be held (in Lansing, on July 16, 2008 and in Detroit, on July 17, 2008) on the proposed use of CSBG funds for FY 2009 and that written comments could be submitted between July 14 and July 31, 2008. (See Exhibit D - Notice of Public Hearing) The Notices were published in the following city newspapers on July 11, 2008:

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

- 2.

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

Senate Appropriations Subcommittee

The CSBG program and related appropriations (FY2009 recommended) were reviewed during the Overview of the of the DHS Budget presentation held on February 21, 2008, in Lansing.

House Appropriations Subcommittee

The CSBG program and related appropriations (FY2009 recommended) were reviewed during the Overview of the DHS Budget presentation held on April 12, 20078 in Lansing.

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

IV. STATEMENT OF FEDERAL and CSBG ASSURANCES

See Exhibit C

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

V. THE NARRATIVE STATE PLAN

A. Administrative Structure

1. State Administrative Agency

(a) Mission and Responsibilities of the Lead Agency:

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

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

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

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

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

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

Bureau responsibilities include, but are not limited to:

- ❖ working within and outside MDHS to develop programs and initiatives that assist low-income families and individuals become self-sufficient;
- ❖ developing state plans, program policies, guidelines and requirements and program monitoring tools;
- ❖ reviewing local agency funding plans and applications for compliance with policy and regulations and developing grants and contracts awarding funds;
- ❖ routinely providing technical assistance to grantees regarding annual plans and budget development, compliance with policies and regulations, discretionary fund applications and reporting requirements;
- ❖ assisting CAAs develop new program areas with discretionary funds;

- ❖ negotiating and developing discretionary contracts;
- ❖ conducting annual, or biennial comprehensive, on-site monitoring reviews and reports for each grantee;
- ❖ monitoring, review and approval of monthly grantee/contractor expenditure reports;
- ❖ providing for ROMA and outcome measurement training activities;
- ❖ compiling statewide data for required grantor reports.

(b) Goals and Objectives:

The goals of the state of Michigan's CSBG program are to assist low-income persons and families to achieve self-sufficiency and to assist communities in reducing poverty. The target population, for direct CSBG services, includes those individuals and families with incomes at or below 125 percent of the federally established poverty level. These goals are to be accomplished by providing support for services, initiatives and community activities having a measurable and potentially major impact on the causes of poverty in Michigan.

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

State Resources

- ✓ Michigan School Readiness/Pre-School Program
- ✓ Office on Services to the Aging
- ✓ MI ENROLLS – MAXIMUS (Medicaid Clients, Enrollment in Health Plan)
- ✓ Emergency and Temporary Shelter Grants (Michigan State Housing Development Authority)
- ✓ State Emergency Services (SER) funds [from local MDHS offices]
- ✓ Michigan Public Service Commission (MPSC) funds [Low-Income Energy Efficiency Funds providing weatherization services, emergency heat and utility assistance and energy conservation education]

Federal Resources

- ✓ Federal Head Start
- ✓ DOE Low-Income Home Weatherization Assistance Program
- ✓ HHS Low-Income Home Energy Assistance Program
- ✓ United States Depart. of Agriculture Commodity Food Distribution
- ✓ Federal and State Housing programs
- ✓ Community Development Block Grants
- ✓ FEMA and TEFAP
- ✓ Community Food and Nutrition
- ✓ TANF, Food Assistance Program and Employment & Training Programs

- ✓ HUD McKinney funds
- ✓ Special HHS grants
- ✓ Assets for Independence Act Rural Development Funds

Local, Public and Private Resources

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

2. Eligible Entities

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

Eligible Entity Designation Process [676A]

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

3. Distribution and Allocation of Funds For FY20089

All figures are based upon an estimated state allocation totaling \$24,021,364 (flat funding for FY2009).

(a) **Eligible Entity/CAA Allocation** (90% pass through)..\$21,619,228

- Distributed to 30 CAAs
 - 23 Private Non-Profit Agencies (represents 51% of total funds)
 - 7 Public Agencies (represents 49% of total funds)
- See Exhibit G - Projected CAA Funding Schedule

(b) **Discretionary** (5%)\$1,201,068

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

- Allocations to Bring CAA Funding Levels
 - Up to Minimum \$150,000 \$116,249
- Native American Projects 144,128
- Migrant Services Projects 144,000
- CAA T/TA Allocations.... 90,000
- CAA Projects and Other T/TA * 107,891
- Statewide EITC Outreach & Tax Preparation Assistance..... 300,000
- Statewide Training Contract 298,800

*Discretionary carry-forward funds, and a portion of State Admin carry-forward funds, will also support CAA Projects and Other T/TA, Migrant Services and Statewide EITC activities.

(c) State Administrative Costs (maximum 5%)\$1,201,068

TOTAL.....\$24,021,364

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, TANF, etc.). The CSPM covers, but is not limited to: conditions to receive funding, funding formula, definitions, program policy, client application and eligibility requirements, reporting requirements, fiscal accountability, performance standards and measurements, penalties for misuse of funds, appeal processes, affirmative action requirements and other applicable state and federal requirements.

3. Poverty Income Guidelines

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

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

The funding allocations are based on the following historic formula. Note: The state uses the income data from the 2000 Census to distribute funds under item “b.” However, due to major population shifts between the 1990 and 2000 census, and the significant impact on CAA funding levels caused by the changes, the total impact of the funding level changes were phased in, equally, over a three-year period (FY2006 concluded the phase-in process).

Funding Formula

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

(b) Remaining Funds:

- **84 percent:** Based on each CAA's relative share of the number of persons with income below 125% of the poverty level.
- **10 percent:** Based on each CAA's relative share of the excess number of persons with income below 125% of the poverty level. Excess poverty is defined as the number of persons with income below 125% of the poverty level in excess of the statewide average of 14 percent.
- **6 percent:** Based on each CAA's relative share of the extreme poverty level. Extreme poverty is defined as the number of persons with income 125% of the poverty level in excess of 25 percent.

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

5. Funding Agreements and Use of Carry-Over Balances

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

C. Distribution and Use of Restricted Funds

1. Restricted Funds [675C(a)]

The state has designated the following program categories/activities that may be supported with CSBG funds: **Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages with Other Programs, Self-Sufficiency, Health and Central Agency Administration** (these categories include programs for youth and seniors).

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

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

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

Exception to carry-forward limitations for FY2008: To correspond with the following Federal CSBG Appropriation language, the carry-forward limitations identified in CSPM Item 507 have been suspended for FY2008 funding. Hence, agencies will be allowed to carry forward their FY2008 unspent grant funds into FY2009.

“... 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 \$144,130) for Native American organizations for program activities to benefit low-income tribal member and/or Native American households.

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

The State CSBG Office has a long history of collaborating with the Office of Native American Affairs to directly fund Indian tribes and tribal organizations and the legislature has enacted legislation supporting this action. The Bureau will work with the American Indian Affairs Office, in the Department of Civil Rights, and various tribal groups in the development of plans for the implementation of programs and the distribution of state

CSBG discretionary funds for selected recognized tribal groups and organizations. (See Exhibit H - List of Michigan Federally Recognized and Historic Tribes and Map)

- Funding for Migrant Services to provide emergency and supportive services to Migrants and Seasonal Farmworkers. Note: In FY08, CAAs could apply for up to \$15,000 for a one-year Migrant Services program with services to be provided between June 1, 2008 and May 31, 2009. For FY09, we anticipate setting aside \$144,000 for Migrant Services.
- Funding set aside for T/TA funds to CAAs through an allocation process is estimated at \$90,000 (\$3,000 for each of the 30 CAAs will be included in the annual award process).
- Funding set aside to support statewide Training and Collaboration and Peer-to-Peer Training activities is estimated at \$298,800. Our current training contracts are with MCAAA, the CAA state association, and run through September 30, 2008.

Under Training and Collaboration, various subject areas are covered, including: Executive Leadership Development, management issues, fiscal accountability, board member roles and responsibilities and ROMA. Training is primarily provided at four statewide Quarterly Training Conferences held throughout the year. MCAAA staff also work closely with the CAAs to assist with technology needs, including software review, website design and on-site technical assistance.

Under Peer-to-Peer Training, the goal is to effectively use the peer-to-peer network to build CAA capacity with ongoing support in the form of training, technical assistance, information and resources. We will continue to focus on ROMA planning, implementation and reporting and the CSBG-IS reporting requirements, but will also include other topics as requested by the network or the Bureau. Resources will be made available to the network in the form of peer training, travel cost support, electronic database support and distribution of information and announcements. Activities also support maintenance of a peer trainer database and coordination of up to 85 peer training sessions per year. Note: We also support Peer-to-Peer Training for the statewide Weatherization Assistance Program with our Department of Energy/DOE T/TA funds.

2. Discretionary Projects and Technical Assistance:

The state sets aside a portion of the CSBG discretionary funds for application by CAAs for community and neighborhood-based initiatives and capacity building projects. Discretionary awards will not exceed \$20,000 and no agency may receive discretionary funds for two consecutive years. Discretionary fund awards require 20% non-CSBG matching funds (80% CSBG + 20% non-CSBG = 100% of Budget). Of major interest are projects where CSBG is used:

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

These funds may also be used to:

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

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

During FY 2008, CAAs received discretionary funds to support several activities and community-based initiatives, including (several contracts pending execution by September 1, 2008):

- Employment/Self Sufficiency: Support costs for local low-income handcrafts business.
- Community & Economic Development: Support a Community IDA project.
- Technology Infrastructure: Assess and upgrade financial accounting systems to meet current needs and provide staff training. Technology upgrades to integrate telephone and computer network.
- Youth and Family Development: Support youth, parent and school interaction to increase youth skills and parent involvement through a Reading Computes project.
- Self-Sufficiency: Provide for client entrepreneurship training. Conduct home-buyer education. Partner with community and develop and convene an Opportunity Day for low-income persons.
- Capacity Building: Conduct agency strategic planning and secure related training for staff and board development. Provide for staff training to develop budget counseling skills in conjunction with utilizing budget tool kits. Upgrade client tracking and data

networks and systems to better manage and report service data. Utilize services of a grant writer to work with agency's Marketing Specialist to identify and apply for additional fund resources and to train and build staff skills.

3. Statewide Initiatives:

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

• EITC (Earned Income Tax Credit) Program:

The Governor's initiative in 2004 (**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:** In tax year 2008, the first year that Michigan workers can receive the EITC credit, refunds will equal 10% of their federal EITC amount. For each year after that, it will equal 20% of the federal credit amount.

The Bureau and the network hope to leverage additional State dollars to assist the CAAs in their efforts to promote the State EITC and to assist families in accessing these additional benefits.

As we continue to build on the Governor's initiative, to promote EITC and other tax credits available to the working poor, in FY09, all thirty of our CAAs will participate in free income tax preparation activities and/or 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 as several CAAs have been expanding their service delivery system and some are preparing to include financial asset counseling. In addition, some agencies have garnered additional funds for specific services in their communities. Examples include:

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

We are very proud of the CAAs' efforts and accomplishments and plan to continue financial support (with Discretionary funds) in FY2009 to support these activities and will work with MCAAA, the CAAs and others to identify additional resources to support these activities.

Following is a description of the FY08 EITC activities.

CSBG-T-08 Program (CSBG Tax Preparation Assistance):

- For agencies that did not qualify for free TaxWise income tax software supplied by the IRS, the Bureau set aside CSBG discretionary funds to reimburse the cost of their tax program software.
- We also allocated discretionary funds, contracts totaling \$387,000, to twenty-nine CAAs to support the statewide Tax Prep Assistance and EITC Outreach program for the period January 1, 2008 – June 30 2008. We again enlisted the assistance of a CAA financial manager to provide additional advanced software training to the CAA network. MCAAA provided financial support for the training process under their Peer-to-Peer contract.

Preliminary program reports indicate that some 20,000 households were assisted with free income tax preparation and tax credit application assistance. As result, these low-income households applied for state and federal credits totaling over \$8.2 million and were eligible for overpayments/refunds totaling over \$7.2 million.

For the 2008 Income Tax Year (Activities in FY09):

- For those CAAs who have to directly renew/purchase 2008 income tax software, we are reimbursing this cost up to \$917.20 per agency. We are also setting aside FY09 CSBG discretionary funds to support their outreach, education and tax preparation assistance activities. Also, we plan to again enlist the services of a CAA financial manager

(CAA staff) to provide additional training to build on the agencies' expertise in using tax software, intra-agency networking and E-filing.

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

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

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

- Salaries and Fringe Benefits for CSBG staff.
- Space and communication costs for CSBG staff.
- Travel costs: For monitoring visits to 30 CAAs and non-CAA discretionary fund recipients; for CSBG staff participation and training at national conferences (sponsored by NASCSP, CAP, etc.) and other relevant seminars and meetings; for CSBG staff to provide training and technical assistance and to conduct workshops; etc.
- Supplies, meeting materials and expenses, printing and postage costs for CSBG activities.
- Other miscellaneous costs including conference/seminar fees for Bureau staff, costs for the Fall 2008 NASCSP Conference to be held in Dearborn, Michigan, etc..
- Distribution of a statewide ROMA report.
- Activities supporting the work of the Bureau's Commission on Community Action and Economic Opportunity, including: travel costs; conference fees; the cost of consultant and professional speakers/presentations; etc.
- Support Bureau staff and Commission member participation in the planning and execution of the Michigan "Voices for Action: The 2008 Poverty Summit."
- MDHS administrative costs allocated to the Bureau.

F.

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

1. Program Overview

(a) Description of the CAA Service Delivery System:

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

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

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

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

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

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

authorities; public utilities; commissions on aging; Work First and One Stop centers; Federal grantors; etc.

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

(d) Innovative Community and Neighborhood-based Initiatives

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

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

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

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

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

4. State Charity Tax Program: [675C]

Not applicable

G. Programmatic Assurances [676(b)]

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

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

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

- Review CAA plans and discretionary contract applications to determine compliance with the purpose of CSBG funds.
- Establish reporting requirements, review submitted reports and monitor grantees/contractors.

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

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

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

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

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

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

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

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

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

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

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

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

Six CAAs in Michigan are part of a larger organization, or are associated with another organization, that is a MWA. These CAAs can provide direct supportive and referral services to their clients who are eligible for the employment and training programs offered by the MWA(s). In addition, several CAAs have entered into agreements with their local MWAs to provide specific services for low-income persons participating in their education and training programs. Many CAAs are involved in the provision of transportation, including direct

transportation and car donation, financing and repair programs. Others have developed programs that provide case management, career training or job opportunities. CAAs that use CSBG funds for employment and training activities enter into a Memorandum of Understanding with their local MWA as required by the Workforce Investment Act.

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

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

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

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

Additional leveraged funds at the state level include:

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

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

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

NOTE: These funds also provided for an evaluation of statewide weatherization and client education activities for the grant period ended August 31, 2007. The evaluation provided indisputable facts on the outcomes and results of weatherization activities in the state including:

- When applying the 2007 utility prices, annual utility costs, for combined gas and electric, were reduced by nearly \$703,000 and the lifetime savings will grow to \$9.25 million with the savings far exceeding the initial costs. In addition, as families implement energy conservation techniques learned through the energy education process, it is expected that energy consumption will decrease further resulting in additional savings.
- The health and safety benefits alone are considerable when looking at the potential of lives being saved through repair and replacement of faulty gas appliances.
- In view of Michigan's energy burden/usage, 8th highest across the nation, with over \$18 billion leaving Michigan annually for the purchase of gas alone, it is critical to decrease energy usage wherever possible.
- The Weatherization program is not only a cost saving and safety net for the poor, it is an investment in Michigan's economy for years to come.

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

- **TANF** (Temporary Assistance for Needy Families):
For FY2008, MDHS earmarked \$2.350 million of federal Temporary Assistance to Needy Families (TANF) funds for CAAs to support non-assistance type activities focused on strengthening families in their communities. CAAs work with community partners, including local MDHS and workforce development agency offices, in identifying needs and coordinating services as they develop plans for serving these clients. The CAAs have received TANF allocations consistently since FY01; beginning with \$1.9 million, increased to \$3 million in FY02 and reduced to \$2.35 million since FY03. Note: Due to current state budget issues, we do know if similar TANF funds will be available to the CAAs for FY2008.

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

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

Some Examples:

- CAAs partner with their local Continuum of Care provider(s) and Multi-Purpose Collaborative Bodies to coordinate services.
- CAAs partner with local faith-based organizations, United Way, Salvation Army, etc. to identify and pool resources and/or to coordinate referrals.
- CAAs have formed partnerships with other service providers, financial institutions and foundations while administering IDA programs.
- Seventeen CAAs have worked with the Michigan State Housing Development Authority (MSHDA) to be identified as Certified Homeownership Counselors for MSHDA programs.
- CAAs are becoming active partners, or lead agency, in local VITA Coalitions.
- CAAs are linking up with the newly established “Michigan 2-1-1” system to identify their agency-wide programs and services. This statewide system coordinates the link/connection between individuals and families in need with the appropriate community-based organizations and governmental agencies. 2-1-1 is the new single point of entry to get information on critical services available and how to connect with providers.

H. Fiscal Control and Monitoring

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

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

- (a) On-site review of each eligible entity at least once during each 3-year period: The monitoring process is a continuing activity throughout the fiscal year. The Bureau updates the CSBG/WX Monitoring Guides annually and each agency is visited yearly.

In FY06, the Bureau implemented a two-tiered system, with both a Annual and Comprehensive level monitoring, and the system was further refined for FY07. The Annual Monitoring Guide incorporates review of client eligibility determination, allowable costs for each of our contract programs [4-8 programs], federal and state policies, and follow up of any prior year findings. The Comprehensive Monitoring Guide provides for a more comprehensive review aimed at assessing the overall health of the

agency. This review incorporates areas found in the “Standard Monitoring Principles and Practices” that was developed by NASCSP. Therefore, it also covers agency procedures, procurement, personnel policies, board requirements and functions, staff interviews, coordination with other local organizations, etc. and lasts from 3-5 days. Under the new system, each CAA continues to receive an annual monitoring visit, however, every other year a comprehensive review is conducted.

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

Note: Our Monitoring Guides and processes will continue to evolve from year-to-year based on our experiences, federal and state requirements and staff training opportunities.

- (b) On-site review of each newly designated entity after one year of funding: An onsite review of a newly designated entity would be included in the regular annual monitoring process or sooner if circumstances warranted.
- (c) Follow-up reviews for entities that fail to meet the requirements established by the State: As noted above, all CAAs are monitored on an annual basis. Additional visits are made as deemed necessary when concerns surface regarding financial and/or management issues. Also, the monitoring process includes review of issues from the prior year’s monitoring report that were unresolved or identified for follow-up.
- (d) Other reviews as appropriate: Additional on-site reviews are conducted when specific concerns are identified that require attention, review, discussion or T/TA. In addition to the annual monitoring process, staff from the MDHS Office of Internal Audit division perform periodic financial management reviews in coordination with, or at the request of, the Bureau or MDHS.
- (e) Audit reviews: All CAA 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 J - CAA Audit Information, which identifies when the last audit was received by MDHS and the period covered by the audit for each CAA.)

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

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

If the State determines, on the basis of a final decision in a review pursuant to section 678B, that an eligible entity has failed to comply with the terms of an agreement, or the State plan, to provide services under the CSBG Act or to meet appropriate standards, goals and other requirements established by the State, **the State will follow the procedures found in Section 678C(a)(1),(2),(3) and (4) to allow the entity to correct the deficiency prior to initiating hearing procedures for termination or reduction of funding.** The steps and procedures are outlined in MDHS's CSPM Item 501 - Corrective Action - Termination or Reduction in Funding. (See Exhibit K)

3. Fiscal Controls, Audit and Withholdings

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

Audit [678(a)(2)]: The Bureau is subject to periodic fiscal and program audits by the state Auditor General (AG) in accordance with the Single Agency Audit Act. The most recent audit issued by the AG was for the two-year period ended September 30, 2006. The audit for the two-year period October 1, 2006 through September 30, 2008 is scheduled to begin shortly.

4. Assurances

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

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

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

No eligible entity funded in the previous fiscal year shall have its existing or future CSBG funding terminated or reduced without notification of the cause(s) and the opportunity for a due process hearing [in accordance

with Section 678C(b)]. The procedures for notification and due process hearings are described in MDHS's CSPM Item 501 - Corrective Action - Termination or Reduction in Funding. (See Exhibit K)

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

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

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

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

For FY2007, the annual report was included in the state's FY2007 CSBG-IS (CSBG Information System Survey) submitted to the National Association for State Community Service Programs (NASCS). The report for FY2008 will be included in the CSBG-IS report due to NASCS by March 31, 2009. This will include:

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

*In addition to the specific T/TA activities to be included in the FY08 report, please note that: Training and technical assistance is an on-going collaborative effort between the Bureau, MCAA (supported by CSBG training contracts referenced in section D.1. Ongoing State Commitments) and the agencies/CAAs. This occurs at three (3) levels.

- Structured training at the MCAAA Quarterly Conferences:

Each conference includes a number of training opportunities, with training tracks designed to address the needs of the agencies and/or as identified by the Bureau or MCAAA. Training is designed to address CAA Executive Directors, Board Chairs and Members and CAA staff. The training curriculum is designed by a committee that includes representatives from MCAAA, the Bureau and the CAAs. The Quarterly Conferences provide for: Discussion, education and/or training on various subjects, such as Pathways to Excellence, action steps to address poverty in Michigan, ROMA, Human Resources, Finance, etc.; program specific updates and training (for example: Weatherization and EITC); and skills and education enhancement in various areas such as grant writing, health and nutrition, leadership development, strategic planning, ROMA planning and reporting, marketing, housing programs, audit requirements, and other areas too numerous to mention. Trainers include a combination of contracted specialists, MCAAA and Bureau staff and experts from within the CAA network.

- Emergency or Specific T/TA, coordinated by MCAAA and the Bureau:

This training is provided to address specific situations, in response to an identified need or emergency situation.. As each situation is unique, resources needed may include: peer-to-peer, outside contractors, community members, staff from other areas within MDHS, etc.

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

VI. COMMUNITY FOOD AND NUTRITION PROGRAM

Should CFNP funds become available for FY2009, we are including the following information:

A. Statement of CFNP Assurances

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

B. Proposed CFN Funding

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

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

Activities will include:

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

C. List of CFNP Grantees for the Prior Program Year

Not applicable.

D. CFNP Accomplishments for the Prior Program Year

Not applicable.

VII. APPENDICES

- *Exhibit A Designation of Lead Agency
- *Exhibit B Michigan Economic and Social Opportunity Act – Act 230 of 1981
 - as amended through 2003
 - as amended in 2006 – House Bill No. 5258
- Exhibit C CSBG Programmatic Assurances, CSBG Administrative Assurances and Other Administrative Certifications and CFN Program Assurances
- *Exhibit D Notice of Public Hearing
- *Exhibit E Commission on Economic Opportunity and Community Action
 - Commission Roster
- *Exhibit F Organization Charts:
 - Michigan Department of Human Services (not included in DRAFT)
 - Bureau of Community Action & Economic Opportunity
- *Exhibit G Projected - CAA Funding Schedule
- Exhibit H Michigan Federally Recognized & Historic Tribes and Map
- Exhibit I Designating New Eligible Entities
 - CSBG IM 42
- *Exhibit J CAA Audit Information
- Exhibit K Corrective Action - Termination or Reduction in Funding
 - CSPM Item 501
- *Exhibit L CAA Directory and Service Area Map
- Exhibit M ROMA – National Performance Indicators
- Exhibit N Unexpended Funds – Carry-Forward Policy - CSPM Item 507
- Exhibit O Environmental Tobacco Smoke Certification
- Exhibit P Lobbying--Contracts, Grants, Loans... Certification
- Exhibit Q Debarment, Suspension....Certification
- Exhibit R Drug-Free Workplace....Certification

*** These Exhibits are included in the DRAFT Plan**

Designation of Lead Agency

P.A. 230 of 1981

- As Amended through 2003

AND

- As Amended in 2006 – House Bill No. 5258

**CSBG Programmatic and Administrative Assurances
and
Other Administrative Certifications**

CSBG Programmatic and Administrative Assurances and Other Administrative Certifications

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

A. PROGRAMMATIC ASSURANCES

- 1) Funds made available through this grant or allotment will be used:
 - a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
 - b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote

increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after school child care programs; and

- c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]
- 2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; [676(b)(2)]
- 3) To provide information provided by eligible entities in the State, including:
 - a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State:
 - b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - c) a description of how funds made available through grants made under Section 675C(a) will be coordinated with other public and private resources; and,
 - d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [676(b)(3)]
- 4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [676(b)(4)]
- 5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; [676(b)(5)]

- 6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. [676(b)(6)]
- 7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [676(b)(7)]
- 8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.[676(b)(8)]
- 9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. [676(b)(9)]
- 10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [676(b)(10)]
- 11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; [676(b)(11)]
- 12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.[676(b)(12)]
- 13) To provide information describing how the State will carry out these assurances. ('676(b)(13)) (This is the Narrative CSBG State Plan)

B. ADMINISTRATIVE ASSURANCES

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

- 1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community

services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [675A(b)]

- 2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)]
- 3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [675C(a)(3)]
- 4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under Section 675B for administrative expenses, including monitoring activities. [675C(b)(2)]
- 5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675C. regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [675C(c)]
- 6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. [676(a)(2)(B)]
- 7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. [676(a)(1)]
- 8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [676(a)(3)]
- 9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [676(e)(2)]
- 10) To conduct the following reviews of eligible entities:
 - a) full onsite review of each such entity at least once during each three year period;

- b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
 - c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [678B(a)]
- 11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
- a) inform the entity of the deficiency to be corrected;
 - b) require the entity to correct the deficiency;
 - c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [678(C)(a)]
- 12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 6781)(a)(1) and 678D(a)(2) of the Act.
- 13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. [678D(a)(3)]
- 14) To participate, by October 1, 2001, and ensure that all eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [678E(a)(1)].
- 15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.

- 16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- 17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [678F(b)]
- 18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [678F(c)]
- 19) Section 679. Operational Rule.

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

(b) Religious Character and Independence.--

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

(2) Additional safeguards.--Neither the Federal Government nor a State or local government shall require a religious organization—

(A) to alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section 676B; or ``

(B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a). ``

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

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

(d) Fiscal Accountability.--

(1) In general.--Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.

(2) Limited audit.--Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

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

C. OTHER ADMINISTRATIVE CERTIFICATIONS

The State also certifies the following:

- 1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A- 110 and A- 122) shall apply to a recipient of community services block grant program funds.
- 2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.

Signature of Administrator/Director of Designated Lead Agency

Date

Title: Marianne Udow, Director

Organization: Michigan Department of Human Services

Notice of Public Hearing

PUBLISHED NOTICE

Michigan Department of Human Services
Announces the Availability
of the Fiscal Year 2008
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

In accordance with federal requirements, the LIHEAP state plan and Title XX report will be available for review and comment at local Department of Human Services offices throughout the state beginning July 12, 2007. The CSBG state plan will be available for review at Community Action Agency offices throughout Michigan. Comments on the state plan will be received from July 12, 2007 through July 31, 2007.

Public hearings will be held as follows:

July 17, 2007 from 10 a.m. – Noon at the Grand Tower Building, Room 1-D (Dempsey Room), 235 N. Grand Ave., Lansing, Michigan.

July 18, 2007 from 10 a.m. – Noon at Cadillac Place, Conference Room L150, 3040 W. Grand Blvd., Detroit, Michigan

Written comments may be submitted to:

Marianne Udow, Director
Michigan Department of Human Services
P.O. Box 30037
Lansing, MI 48909

Commission on Community Action & Economic Opportunity

Member Roster

The Commission on Community Action and Economic Opportunity

Ms. Sonia M. Harb, Chairperson
 Appointment Effective June 7, 2005

Member	Term Expires	Represents Public Sector
Karol J. Bolton, of Adrian	May 31, 2008	Lenawee County Commissioner
Eva L. Ozier, of Kalamazoo	May 31, 2008	Kalamazoo County Commissioner

Member	Term Expires	Represents Private Sector
Sheilah P. Clay, of Farmington Hills	May 31, 2008	President and Chief Executive Officer, Neighborhood Service Organization (NSO)
Sonia M. Harb, of Dearborn	May 31, 2008	Area Director of Workforce Development and Youth Education for the Arab Community Center for Economic and Social Services (ACCESS)
Daniel J. Piepszowski, of Detroit	May 31, 2008	Vice President of Programs for New Detroit, Inc.
Vacant Seat		

Member	Term Expires	Represents Community Action Agency or Low Income Sector
William J. Dubord, of Escanaba	May 31, 2008	Executive Director, Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority
Gary W. Gilbert, of Mecosta	May 31, 2008	Executive Director, Mid Michigan Community Action Agency
Marsha A. Kreucher, of Jackson	May 31, 2008	Chief Executive Officer, Community Action Agency
Tracey I. Nash, of Gowen	May 31, 2008	Student Assistant/Tutor for Montcalm Community College

- ❖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.

Organization Charts

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

Projected - CAA Funding Schedule
CAA 90% Funds Pass Through

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>

Designating New Eligible Entities

CAA Audit Information

CAA AUDIT INFORMATION

COMMUNITY ACTION AGENCY	Agency Federal ID Number	Agency Fiscal Yr.	Last Audit Period Ending Date (month & year)	Date Report was Received by MFIA
* Area Community Services Employment & Training Council – CAA	238-2631431	July—June	06/30/2006	04/02/2007
Alger-Marquette Community Action Board	238-1797320	Oct—Sept	09/30/2006	02/20/2007
Allegan County Resource Development Committee, Inc.	238-1790220	Oct—Sept	09/30/2006	07/03/2007
Baraga-Houghton-Keweenaw Community Action Agency, Inc.	238-1800879	Oct—Sept	09/30/2006	08/06/2007
Community Action Agency of South Central Michigan	238-1794361	Jan—Dec	12/31/2006	05/04/2007
Capital Area Community Services, Inc.	238-1791181	Oct—Sept	09/30/2006	05/03/2007
Chippewa-Luce-Mackinac Community Action & Human Resources Authority, Inc.	238-1798626	Oct—Sept	09/30/2006	06/08/2007
Community Action Agency (of Jackson, Lenawee, Hillsdale)	238-1803599	Oct—Sept	09/30/2006	04/06/2007
* City of Detroit – Department of Human Services	238-6004606	July—June	06/30/2004	10/03/2006
Dickinson-Iron Community Services Agency	238-2889846	Oct—Sept	09/30/2006	06/05/2007
Economic Opportunity Committee of St. Clair, Inc.	238-2284121	Oct—Sept	09/30/2006	06/27/2007
EightCAP, Inc.	238-6111652	Oct—Sept	09/30/2006	03/13/2007
FiveCAP, Inc.	238-1814318	Oct—Sept	09/30/2006	02/23/2007
* Genesee County – Community Action Resource Department	238-6004849	Oct—Sept	09/30/2006	06/28/2007
Gogebic-Ontonagon Community Action Agency	238-1802755	Oct—Sept	09/30/2006	03/28/2007
Human Development Commission	238-1792679	Oct—Sept	09/30/2006	05/29/2007
* Kalamazoo County – Human Development Bureau	238-6004860	Jan—Dec	12/31/2006	06/29/2007
* Macomb County – Community Services Agency	238-6004868	Jan—Dec	12/31/2005	10/10/2006
Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority	238-1795659	Oct—Sept	09/30/2006	06/29/2007
Mid-Michigan Community Action Agency, Inc.	238-2056236	Oct—Sept	09/30/2006	02/20/2007
Monroe County Opportunity Program	238-1814239	Oct—Sept	09/30/2006	08/16/2007
Muskegon-Oceana Community Action Against Poverty, Inc.	238-1802280	Oct—Sept	09/30/2006	01/19/2007
Northeast Michigan Community Services Agency	238-1873461	Oct—Sept	09/30/2006	05/23/2007
Northwest Michigan Human Services Agency	238-2027389	Oct—Sept	09/30/2006	02/07/2007
Oakland-Livingston Human Services Agency [note: 2006 audit in process]	238-1785665	Jan—Dec	12/31/2005	08/30/2006
* Ottawa County - Community Action Agency	238-6004883	Jan—Dec	12/31/2005	07/25/2006
Saginaw County Community Action Committee, Inc.	238-1797894	Oct—Sept	09/30/2006	07/02/2007
Southwest Michigan Community Action Agency [note: 2006 audit completed]	238-2415106	Oct—Sept	09/30/2005	01/27/2006
* Washtenaw County - Employment Training & Human Services Group	238-6004894	Jan—Dec	12/31/2006	04/30/2007
Wayne Metropolitan Community Action Agency	238-1976979	Oct—Sept	09/30/2006	02/05/2007

* public agency

Corrective Action – Termination or Reduction in Funding

CSPM Item 501

**CAA Directory
and
Service Area Map**

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

MAP No.	AGENCY
1	<p><u>Alger-Marquette Community Action Board</u> Mr. Earl Hawn, Executive Director 1125 Commerce Drive, Marquette Michigan 49855 phone: 906-228-6522 fax: 906-228-6527 E-Mail: www.ehawn@amcab.org www.amcab.org Service area: counties of Alger, Marquette</p>
2	<p><u>Allegan County Resource Development Committee, Inc.</u> Mr. Edward Hillary, Executive Director 323 Water Street, Allegan, Michigan 49010 phone: 269-673-5472 fax: 269-673-3795 E-Mail: ehillary@ardc.com Service area: county of Allegan</p>
3	<p><u>Area Community Services Employment and Training Council - Community Action Agency</u> Ms. Beverly Drake, Director Ms. Karen Tolan, Associate Director - CAA 144 East Fulton Street, Grand Rapids, Michigan 49503 phone: 616-336-4100 fax: 616-336-4118 E-Mail: acset@nwd.org Service area: county of Kent</p>
4	<p><u>Baraga-Houghton-Keweenaw Community Action Agency, Inc.</u> Mr. Jerry Jackovac, Executive Director 926 Dodge St., Houghton, Michigan 49931 phone: 906-482-5528, FAX: 906-482-5512 E-Mail: bhkcaa@portup.com Service area: counties of Baraga, Houghton, Keweenaw</p>
5	<p><u>Capital Area Community Services, Inc.</u> Mr. Ivan Love, Jr., Executive Director 101 East Willow Street, Lansing, Michigan 48906 Phone: 517-482-6281 Fax: 517-482-7747 E-Mail: iwlove@cacs-inc.org Service area: counties of Clinton, Eaton, Ingham, Shiawasee</p>
26	<p><u>Community Action Agency of Jackson, Lenawee, Hillsdale</u> Ms. Marsha Kreucher, Executive Director P.O. Drawer 1107, 1214 Greenwood, Jackson, Michigan 49204 phone: 517-784-4800 fax: 517-784-5188 or 517-784-6815 E-Mail: mkreucher@caajlh.org Website: www.caajlh.org Service area: counties of Hillsdale, Jackson, Lenawee</p>
7	<p><u>Community Action Agency of South Central Michigan</u> Ms. Nancy MacFarlane, Executive Director P.O. Box 1026, 175 Main Street, Battle Creek, Michigan 49016 phone: 269-965-7766 fax: 269-965-1152 E-Mail: donm@caascsm.org Service area: counties of Branch, Barry, Calhoun & St. Joseph Co.</p>

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

MAP No.	AGENCY
6	<p><u>Chippewa-Luce-Mackinac Community Action and Human Resources Authority, Inc.</u> Mr. Ronald J. Calery, Executive Director P.O. Box 70, 524 Ashman Street, Sault Ste. Marie, MI 49783 Phone: 906-632-3363 FAX: 906-632-4255 e-mail: clmcaa@30below.com Service area: counties of Chippewa, Luce, Mackinac</p>
21	<p><u>City of Detroit, Department of Human Services</u> Ms. Shenetta Coleman, Executive Director 5031 Grandy Street, Detroit, Michigan 48211 phone: 313-852-5628 fax: 313-852-4837 E-Mail: haywood@dhs.ci.detroit.mi.us Service area: County of Wayne – City of Detroit only</p>
8	<p><u>Dickinson-Iron Community Services Agency</u> Ms. Patricia Christie, Executive Director Crystal Lake Community Center 800 Crystal Lake Boulevard, Iron Mountain, Michigan 49801 phone: 906-774-2256 fax: 906-774-2257 E-Mail: tchristie@chartermi.net Service area: counties of Dickinson, Iron</p>
9	<p><u>Economic Opportunity Committee of St. Clair County</u> Ms. Melinda Johnson, Executive Director 108 McMorran, Port Huron, Michigan 48060 phone: 810-982-8541 fax: 810-982-7233 E-Mail: eoc@bwb.net Service area: county of St. Clair</p>
10	<p><u>EightCAP, Inc</u> Mr. John Van Nieuwenhuyzen, President P.O. Box 368, Greenville, Michigan 48838 Phone: 616-754-9315 Fax: 616-754-9310 E-Mail: janl@iserv.net Service area: counties of Gratiot, Ionia, Isabella, Montcalm</p>
11	<p><u>FiveCAP, Inc.</u> Ms. Mary Trucks, Executive Director 302 North Main Street, P.O. Box 37, Scottville, Michigan 49454 phone: 231-757-3785 fax: 231-757-9669 E-Mail: fivecap@fivecap.org Service area: counties of Lake, Manistee, Mason, Newaygo</p>

FiveCAP, Inc.

Ms. Mary Trucks, Executive Director
302 North Main Street, P.O. Box 37, Scottville, Michigan 49454
phone: 231-757-3785
fax: 231-757-9669
E-Mail: fivecap@fivecap.org
Service area: counties of Lake, Manistee, Mason, Newaygo

Genesee County Community Action Resource Department

Mr. Steve Walker, Executive Director
605 N. Saginaw Street, Flint, Michigan 48503
Phone: 810-762-4900
Fax: 810-768-4667
E-Mail: swalker@co.genesee.mi.us
Service Area: County of Genesee

Gogebic-Ontonagon Community Action Agency

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

Human Development Commission

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

Kalamazoo County Community Action Bureau

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

Macomb County Community Services Agency

Mr. Frank Taylor, Executive Director
VerKuilen Building, 21885 Dunham Road, Suite 10, Clinton Township, Michigan 48036-1030
phone: 586-469-6999
fax: 586-469-5530
E-Mail: julie.hintz@co.macomb.mi.us
Service area: county of Macomb

Menominee-Delta-Schoolcraft Community Action Agency and Human Resource Authority

Mr. William Dubord, Executive Director
507 First Avenue North, Escanaba, Michigan 49829-3998
phone: 906-786-7080
fax: 906-786-9423
E-Mail: wdubord@mdscaa.org
Service area: counties of Delta, Menominee, Schoolcraft

Mid Michigan Community Action Agency, Inc.

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

Monroe County Opportunity Program

Ms. Stephanie Kasprzak, Executive Director
1140 S. Telegraph Road, Monroe, Michigan 48161-4006
phone: 734-241-2775
fax: 734-457-0630
Web Site: [Http:monroecountyop.org](http://monroecountyop.org)
e-mail: jcaruso@monroecountyop.org
Service area: county of Monroe

Muskegon-Oceana Community Action Against Poverty, Inc.

Mr. Kenneth Shelton, Executive Director
1170 W. Southern, Muskegon, Michigan 49441
Phone: 231-725-9499
Fax: 231-722-1959
e-mail: krsheltonsr@aol.com
Service area: counties of Muskegon, Oceana

Northeast Michigan Community Service Agency

Mr. John Swise, Executive Director
2375 Gordon Road, Alpena, Michigan 49707
phone: 989-356-3474
fax: 989-354-5909
E-Mail: swisej@nemcsa.org
Service area: counties of Alcona, Alpena, Arenac, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle

Northwest Michigan Human Services Agency

Mr. John Stephenson, Executive Director
3963 Three Mile Road, Traverse City, Michigan 49686-9164
phone: 231-947-3780
fax: 231-947-4935
E-Mail: infosys@nmhsa.org
Service area: counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Missaukee, Roscommon, Wexford

Oakland Livingston Human Services Agency

Mr. Ron Borngesser, Executive Director, CEO
P.O. Box 430598, 2nd Floor, 196 Cesar E. Chavez, Pontiac, Michigan 48343-0598
phone: 248-209-2603
fax: 248-209-2645
E-Mail: claudiab@olhsa.org
Service area: counties of Livingston, Oakland

Ottawa County Community Action Agency

Mr. Bill Raymond, Executive Director
12251 James Street, Suite 300, Holland, Michigan 49424-9661
phone: 616-393-5601
fax: 616-393-5612
E-Mail: braymond@co.ottawa.mi.us
Service area: county of Ottawa

Saginaw County Community Action Committee, Inc.

Ms. Lillie Williams, Executive Director
2824 Perkins, Saginaw, Michigan 48601
phone: 989-753-7741
fax: 989-753-2439
E-Mail: liwilliams@saginawcac.org
Service area: county of Saginaw

Southwest Michigan Community Action Agency (SMCAA)

Mr. Arthur Fenrick Executive Director
185 E. Main St, 2nd Floor, Benton Harbor, Michigan 49022
phone: 800-334-7670
269-925-9077
fax: 269-925-9271
E-Mail: contact@smcaa.com
Service area: counties of Berrien, Cass, Van Buren

Washtenaw County Employment Training & Human Services Group

Ms. Trena Rusher, Director
Employment Training and Community Services
P.O. Box 915, 555 Towner, Ypsilanti, Michigan 48197-0915
phone: 734-484-6610
fax: 734-484-7271
E-Mail: rushert@co.washtenaw.mi.us
service area: county of Washtenaw

Wayne-Metropolitan Community Action Agency

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

COMMUNITY ACTION AGENCIES IN MICHIGAN

Service Area Map

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

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



ROMA

National Performance Indicators

Unexpended Funds – Carry-Forward Policy

CSPM Item 507

Environmental Tobacco Smoke Certification

Lobbying—Contracts, Grants, Loans...Certification

Debarment, Suspension...Certification

Drug-Free Workplace Certification