

**Electronic Copy**

**D R A F T**

**STATE OF MICHIGAN**  
**COMMUNITY SERVICES BLOCK GRANT (CSBG)**  
**STATE PLAN**  
**FOR**  
**FISCAL YEAR 2007**

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

July 2006

**TABLE OF CONTENTS**

**Page**

- I. Federal Fiscal Year Covered by State Plan & Application ..... 1  
and Introduction - Federal Overview**
- II. Letter of Transmittal to U.S. Department of Health & Human Services .....2
- III. Executive Summary
  - A. CSBG State Legislation .....3
  - B. Designation of Lead Agency.....6
  - C. Public Hearing Requirements.....6
- IV. Statement of Federal and CSBG Assurances.....7
- V. The Narrative State Plan
  - A. Administrative Structure .....7
    - 1. State Administrative Agency.....7
    - 2. Eligible Entities .....10
    - 3. Distribution and Allocation of Funds .....11
  - B. Funding Criteria and Distribution Formula .....12
    - 1. Application for Funding (CAP).....12
    - 2. Program Rules/Requirements .....13
    - 3. Poverty Income Guidelines .....13
    - 4. CAA Funding Allocation Methodology .....13
    - 5. Funding Agreements and Use of Carry-Over Balances .....14
  - C. Distribution and Use of Restricted Funds .....14
    - 1. Restricted Funds.....14
    - 2. Recapture and Redistribution of Unobligated Funds.....15
  - D. State Use of Retained/Discretionary Funds.....15
    - 1. On-Going Statewide Commitments.....15
    - 2. Discretionary Projects .....17
    - 3. Statewide Initiatives .....18
  - E. Use of Administrative Funds.....20
  - F. State Community Services Program Implementation.....20
    - 1. Program Overview .....20
    - 2. Community Needs Assessment .....22
    - 3. Tripartite Boards .....22
    - 4. State Charity Tax Program (N/A).....22
  - G. Programmatic Assurances [Section 676(b)] .....22
  - H. Fiscal Control and Monitoring .....28
    - 1. State Program Monitoring.....28
    - 2. Corrective Action, Termination and Reduction of Funding .....29
    - 3. Fiscal Controls, Audit and Withholdings .....30
    - 4. Assurances .....30
  - I. Accountability and Reporting Requirements .....31
    - 1. ROMA.....31
    - 2. Annual Report .....31
- VI. Community Food and Nutrition Program Plan .....32
  - A. Statement of CSBG Assurances .....32
  - B. Proposed CFN Funding .....32
  - C. List of CFNP Grantees for the Prior Program Year .....33
  - D. CFN Accomplishments for the Prior Program Year .....33

## TABLE OF CONTENTS

	<u>Page</u>
<b>VII. APPENDICES</b> .....	33
*Exhibit A	Designation of Lead Agency
*Exhibit B	P.A. 230 of 2003, as amended (House Bill 4502)
Exhibit C	CSBG Programmatic Assurances, CSBG Administrative Assurances and Other Administrative Certifications, <u>and</u> CFN Program Assurances
*Exhibit D	Notice of Public Hearing
*Exhibit E	Commission on Community Action and Economic Opportunity - Member Roster
*Exhibit F	Organization Charts: <ul style="list-style-type: none"><li>· Michigan Department of Human Services</li><li>· Bureau of Community Action &amp; Economic Opportunity</li></ul>
*Exhibit G	Projected - CAA Funding Schedule
*Exhibit H	Michigan Federally Recognized and Historic Tribes and Map
Exhibit I	Designating New Eligible Entities
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

**\*Exhibits included in the DRAFT Plan**



## I. FEDERAL FISCAL YEAR COVERED BY STATE PLAN & APPLICATION

The CSBG State Plan covers FY2007 (October 1, 2006 thru September 30, 2007).

### 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 triparte 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 FY 2007, 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 \$2.7 million volunteer hours each year from their communities and the private sector (volunteers hours valued in excess of \$5.8 million). CAAs supplement these efforts in the operation of various programs: 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 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 MFIA 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

this mission) expressed in concrete terms which permit the measurement of results.

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

**B. Designation of Lead Agency to Administer the CSBG Program**

Designated State Lead Agency:

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

Director/Administrator of Lead Agency:

Marianne Udow, Executive 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 Detroit, on July 19, 2006 and in Lansing, on July 20, 2006) on the proposed use of CSBG funds for FY 2007 and that written comments could be submitted between July 12 and August 1, 2006. (See Exhibit D - Notice of Public Hearing) The Notices were published in the following city newspapers on July 12, 2006.:

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:

House Appropriations Subcommittee

The CSBG program and related appropriations (FY2007 recommended) were reviewed during the Overview of the of the DHS Budget presentation held on February 28, 2006, in Room 351 of the Capitol Building in Lansing.

Senate Appropriations Subcommittee

The CSBG program and related appropriations (FY2007 recommended) were reviewed during the Overview of the DHS Budget presentation held on March 29, 2006, in Room 210 of the Farnum Building in Lansing.

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

#### **IV. STATEMENT OF FEDERAL and CSBG ASSURANCES**

See Exhibit C

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

#### **V. THE NARRATIVE STATE PLAN**

A. Administrative Structure

1. State Administrative Agency

(a) Mission and Responsibilities of the Lead Agency:

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

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

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

The CSBG Program is administered through the MDHS' Bureau of Community Action & Economic Opportunity. (See Exhibit F - MFIA and Bureau Organization Charts) The Bureau serves as a statewide advocate for social and economic opportunities for low-income persons. (See Exhibit B - PA 230 of 1981, as amended 2003)

The programs the Bureau administers fit well with the overall mission of MDHS and include, but are not 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 FY2007

All figures are based upon an estimated state allocation totaling \$23,174,918 (flat funding for FY2007).

(a) **Eligible Entity/CAA Allocation** (90% pass through)..\$20,857,426

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

(b) **Discretionary** (5%) .....\$1,158,746

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

- Allocations to Bring CAA Funding Levels  
Up to Minimum \$150,000 ..... \$121,200
- Native American Projects ..... \$160,000
- Migrant Services (undetermined at this time) \$0
- CAA T/TA Allocations/Reimbursements \$90,000
- CAA Projects ..... \$202,746
- Statewide EITC Initiatives & Support..... \$300,000
- Training & Peer-to-Peer Contracts ..... \$284,800

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

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

B. Funding Criteria and Distribution Formula

1. Application for Funding (CAP)

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

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

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

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

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



2. Program Rules/Requirements

Master Agreement: Prior to MDHS entering into a funding agreement, each CAA must sign a Master Agreement (multi-year). The Master Agreement includes generic provisions that the CAA must abide by in order to receive funds (CSBG, DOE, LIHEAP, TANF, etc.). The provisions cover issues such as: audit requirements, insurance coverage, compliance with state and federal laws and regulations, confidentiality, termination, submission of board minutes, etc. It also includes the following assurances/documents: Governing Board Assurances; Certification Regarding Lobbying; and Certification Regarding Debarment, Suspension and other Responsibility Matters - Primary Covered Transactions. The Master Agreement is amended by MDHS as needed, generally each fiscal year, and an up-to-date signed Agreement must be on file prior to disbursing funds at the beginning of each CSBG program year (October 1).

Community Services Policy Manual (CSPM): For purposes of providing direction to grantees, the Bureau maintains and continually updates the MDHS CSPM, which specifies policy and procedural requirements for all programs (CSBG, DOE, LIHEAP, TANF, etc.). The CSPM covers, but is not limited to: conditions to receive funding, funding formula, definitions, program policy, client application and eligibility requirements, reporting requirements, fiscal accountability, performance standards and measurements, penalties for misuse of funds, appeal processes, affirmative action requirements and other applicable state and federal requirements.

3. Poverty Income Guidelines

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

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

The funding allocations are based on the following historic formula. Note: The state uses the income data from the 2000 Census to distribute funds under item “b.” However, due to major population shifts between the 1990 and 2000 census, and the significant impact on CAA funding levels caused by the changes, the total impact of the funding level changes have been 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: Effective with FY 2003, the state 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** (including 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 FY2006: To correspond with the following Federal CSBG Appropriation language, the carry-forward limitations identified in CSPM Item 507 have been suspended for FY2006 funding. Hence, agencies will be allowed to carry forward their FY2006 unspent grant funds into FY2007.

“... 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 \$160,000) 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.

Because the federal CSBG funding formula for direct grants relies on state tribal population data, such direct grants received are usually very minimal. Due to federal encouragement to negotiate equitable state allocations (Federal Register, Vol. 47, No. 129, Tuesday, July 6, 1982) and the increase in the number of requests for state recognition of Indian tribes and tribal organizations to participate in all the block grant programs, the state

legislature has enacted legislation for such recognition and participation since 1981.

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 FY05, CAAs could apply for up to \$50,000 for a two-year Migrant Services program with services provided between January 1, 2005 and December 31, 2006. Funding commitment beyond December 31, 2006 has yet to be determined.
- Funding set aside (approximately \$90,000) for T/TA funds to CAAs through an allocation or cost reimbursement process.
- For a contract to support statewide Training and Collaboration activities: Our current Training contract is with MCAAA, the CAA state association. The contract/purchase order can be renewed annually through the period May 15, 2008 at an approximate cost of \$130,000 per year. This contract provides training for CAA staff in a variety of areas including: Executive Leadership Development, management issues, fiscal accountability, responsibilities of board members and ROMA. Training is primarily provided at four statewide Quarterly Training Conferences held throughout the year. MCAAA staff also work closely with the CAAs to assist with technology needs, including software review, website design and on-site technical assistance.
- For a contract to support statewide Peer-to-Peer training activities with the goal of effectively using the peer-to-peer network to build the capacity to track, monitor and respond to the needs of CAA clients, to effectively complete the CSBG-IS reporting requirements and to focus on other areas identified by the network.

Our current Peer-to-Peer training contract is with MCAAA. This contract/purchase order can be renewed annually through the period September 30, 2007 at an approximate cost of \$160,000 per Year. The contract provides the CAA network with ongoing support in the form of training, technical assistance, information and resources. We will continue to focus on ROMA planning, implementation and reporting, but will also include other topics as requested by the network or the Bureau. Resources will be

made available to the network in the form of peer training, travel cost support, electronic database support and distribution of information and announcements. The contract also provides for development and maintenance of a peer trainer database and coordination of up to 60 peer training sessions per year.

- To support statewide opportunities for CAA staff to enhance their computer technology skills. This includes classroom computer software training (including programs such as Word, Excel, Access, etc..) on an “as requested” basis. Costs are covered through a formal contract between the MDHS/Bureau and an information technology training contractor.

## 2. Discretionary Projects:

The state sets aside a portion of the CSBG discretionary funds for application by CAAs for meaningful and innovative discretionary projects. These projects include community and neighborhood-based initiatives and are reviewed on a first-come, vs competitive, basis and are funded on their individual merit. Discretionary awards will not exceed \$20,000 and no agency may have more than \$20,000 available in CSBG-D funds during the fiscal year. 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.

During FY 2006, CAAs received discretionary funds to support several activities and community-based initiatives, including but not limited to:

- .....descriptions to be included in FINAL Plan

### 3. Statewide Initiatives:

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

- EITC (Earned Income Tax Credit) Program:

The Governor's initiative in 2004, to promote the EITC and other tax credits available to the working poor, has resulted in a string of events solidifying the role and capacity of CAAs in the statewide process. 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 ten (10) of our thirty (30) CAAs are either a VITA or ETC site and this number is increasing. Note: We hope to continue our discussions with IRS representatives in attempts to find a way to exempt the CAAs from incurring *E-File* fees. The cost of providing this service lessens their capacity to provide free *E-File* services and is a factor in why some clients seek out paid preparers for "instant" refund benefits.

**Of very worthy note is that the Governor's initiative, "Michigan Statewide Earned Income Tax Credit Coalition Initiative," was selected as a regional/midwestern finalist in the 2005 Innovative Awards Program of the Council of State Governments.**

We continue to build on the Governor's 2004 initiative to promote the Federal EITC and other tax credits available to the working poor. Twenty-nine of our thirty CAAs participate in free income tax preparation activities and/or in EITC outreach and education activities across the state. Note: In FY2005, with combined resources of CSBG and TANF funds, some 15,780 households were assisted with EITC credits totaling over \$5.3 million.

The CAA network has moved beyond the initial focus of promoting EITC to low-income households, to providing both outreach and no-cost tax preparation assistance so these households can realize the EITC and state tax credit financial benefits. Several CAAs are preparing to expand their service delivery system and some will include financial asset counseling. We are very proud of the CAAs' efforts and accomplishments and will continue to provide financial support (with Discretionary funds) in FY2007 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 FY06 EITC activities.

**CSBG-T-06** (CSBG Tax Preparation Assistance) Program: The Bureau set aside CSBG-Discretionary funds to reimburse each agency for the cost of their tax program software. We also allocated discretionary funds, contracts totaling \$467,500, to support the Tax Prep Assistance and EITC Outreach program. We again enlisted the assistance of a CAA financial manager to provide additional advanced software training to the CAA network. MCAAAA provided financial support for the training process under their MDHS Peer-to-Peer contract. Program reports indicate that some ...households were assisted with income tax preparation assistance with EITC credits totaling over \$..... *(this data is being compiled and will be included in the FINAL plan)*

**TANF-E-06** (TANF-EITC) Program: Critical to promoting the EITC, and other state credit opportunities for low income households, is additional financial resources to support costs at the local level. As result of past efforts, the state legislature earmarked funding for two (2) components of EITC activities for TANF eligible households for FY2006. They included: #1 – \$500,000 in MDHS TANF funds to support EITC outreach, education and income tax preparation services; and #2 – \$250,000 for combined EITC assistance with fatherhood, parenting and health marriage initiatives. From component #1, twenty-two (22) organizations were awarded funds. Of these, eighteen (18) were CAAs with combined awards totaling \$324,420. From component #2, eight (8) organizations were awarded funds. Of these, four (4) were CAAs with combined awards totaling \$74,000.

These combined financial resources (CSBG and TANF), as well as over ..... hours of volunteer service, enabled the CAAs to reach over ..... low-income households in FY2006. These clients realized over \$.....million in federal and state tax credits. (this data is being compiled and will be included in the FINAL plan)

For the 2006 Income Tax Year:

- We are working with the CAAs to reimburse the cost for renewing/purchasing their tax preparation software and plan to provide FY2007 CSBG-discretionary funds to support their outreach, education and tax preparation assistance activities. Also, MCAAAA is working with a CAA financial manager to provide additional training to build on the agencies' expertise in using tax software, intra-agency networking and e-filing.
- We hope to continue our discussions with IRS representatives in attempts to find a way to exempt the CAAs from incurring *E-File* fees. The cost of providing this service lessens their capacity to provide free *E-File* services and is a factor in why some clients seek out paid preparers for “instant” refund benefits. Note: 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. We look forward to any support that can be provided by 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: 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; etc.
- Supplies, meeting materials and expenses and printing and postage costs for CSBG activities.
- Development and distribution of a Bureau Annual Report
- Activities of the MDHS/Bureau Commission on Community Action & Equal Opportunity.
- Other miscellaneous costs including conference/seminar fees and MDHS administrative allocated costs.

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, and Salvation Army; banks and lending institutions; etc.

(d) Innovative Community and Neighborhood-based Initiatives

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

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

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

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

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

4. State Charity Tax Program: [675C]

Not applicable

G. Programmatic Assurances [676(b)]

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

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

- Publish grantee/contractor plan requirements which include guidelines specifically setting out the purposes of CSBG funds and mandated plan elements. Each CAA will conduct activities under one or more of the following program categories: **Employment, Education, Income**

**Management, Housing, Emergency Services, Nutrition, Linkages with Other Programs, Self-sufficiency, Health, and Central Agency Administration (core central staff, facilities, equipment and centralized functions of the agency).** Typical programs and services vary from agency to agency.

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

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

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

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

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

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

All CAA/eligible entity master agreements incorporate requirements that agencies provide emergency services as may be necessary to counteract

conditions of starvation and malnutrition among low-income individuals. Note: In Michigan, CAAs are the largest network of social services outside of state government and the largest emergency food provider network in the state. Many of the CAAs are TEFAP (Temporary Emergency Food Assistance Program) and CSFP (Commodity Supplemental Food Program) service providers.

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

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

In addition, the following activities promote and require linkages and coordination of services across the state: Michigan CAAs operate nearly 40% of the Head Start programs; these programs require coordination with various child and family support services and Work First programs. As the largest senior services provider, CAAs work closely with their local Area Offices on Aging. As the largest emergency food provider, CAAs coordinate and network with their area emergency food providers including churches, food coalitions, Gleaners, Red Cross Food Banks, The Salvation Army, 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 three Limited Purpose Agencies (LPAs). The DOE dollars are directly allocated to the state for WAP services; the LIHEAP dollars are earmarked in the MDHS LIHEAP budget for WAP services through the Bureau (see "Additional Leveraged Funds"). The CAAs have developed referral relationships with their local MFIA offices for these services and work with several local and state resources to collaborate and coordinate for maximum service benefits.

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

**Additional leveraged funds at the state level include:**

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

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

**Background:** Prior to HB 5798, MDHS was required to make a certification to the Michigan Department of Treasury at the beginning of each fiscal year

making all LIHEAP funds available for the Home Heating Credit (HHC) except for what was to be used for administration and crisis assistance. This meant that funds could not be identified at the beginning of the year for weatherization and could only be made available in the event that contingency funding was released from the federal government later in the year.

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

FY2005 and FY2006 LIHEAP Funds (program year April 1 through March 30):

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

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

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

- TANF (Temporary Assistance for Needy Families):  
For FY2006, 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. Note: Due to current state budget issues, we do know if similar TANF funds will be available to the CAAs for FY2007.
- TANF-EITC: Reference Section D.3. Statewide Initiatives  
For FY2006, the Legislature earmarked TANF funds for EITC activities to assist over 10,000 low-income households. Funding was identified for two components with awards going to non-profit and community organizations

on a competitive basis: They included: #1 – \$500,000 in MDHS TANF funds to support EITC outreach, education and income tax preparation services; and #2 – \$250,000 for combined EITC assistance with fatherhood, parenting and health marriage initiatives. From component #1, twenty-two (22) organizations were awarded funds. Of these, eighteen (18) were CAAs with combined awards totaling \$324,420. From component #2, eight (8) organizations were awarded funds. Of these, four (4) were CAAs with combined awards totaling \$74,000. Having both CSBG and TANF allowed the CAAs to expand their outreach and tax assistance activities.

- MPSC (Michigan Public Service Commission)

- Weatherization & Client Education:

- The MDHS was awarded \$4,500,000 in Low Income Energy Efficiency (LIEE) Funds for weatherization and client education services to be provided by the CAAs/LPAs. For the period of January 1, 2006 through August 31, 2006, agencies were allocated a total of \$4,435,000 for weatherization and client education relating to energy use and conservation activities. The grant also provides for an evaluation of the statewide activities. Note: Whereas DOE and LIHEAP client eligibility requirements are 150% of poverty, the LIEE requirements enable CAAs to serve clients at 200% of poverty. Agencies also have the ability to develop energy education initiatives with local schools and several have done so.

- LIHEAP Crisis Assistance (LCA) – Utility Assistance:

- In January 2006 the MDHS LIHEAP program office partnered with the Bureau to provide \$3million for CAAs to provide deliverable fuel assistance throughout the state. The funding was contingent upon all of the 29 CAAs (with a deliverable fuel population in their service area) agreeing to accept the funds with the understanding that there was no allowance for administrative costs. All 29 CAAs accepted the funding condition and received funding for deliverable fuel services for the period February 1, 2006 through September 30,2006. These funds help fill a critical funding gap and enable CAAs to provide emergency fuel assistance to their clients.

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

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

Some Examples:

- CAAs partner with their local Continuum of Care provider(s) and Multi-Purpose Collaborative Bodies to coordinate services.
- CAAs partner with local faith-based organizations, United Way, Salvation Army, etc. to identify and pool resources and/or to coordinate referrals.

- CAAs have formed partnerships with other service providers, financial institutions and foundations while administering IDA programs.
- Seventeen CAAs have worked with the Michigan State Housing Development Authority (MSHDA) to be identified as Certified Homeownership Counselors for MSHDA programs.
- CAAs are becoming active partners, or lead agency, in local VITA Coalitions.

## H. Fiscal Control and Monitoring

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

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

- (i) On-site review of each eligible entity at least once during each 3-year period: The Bureau updates the CSBG/WX Monitoring Guide annually. In the past, our grant managers have monitored each of the 30 CAAs, each year, using the same monitoring guide and approach for each agency. (The Guide would include a review of: compliance and management issues such as Board requirements, client eligibility determination and allowable costs for each of our contracted programs [4-8 programs], federal and state regulations and policies, coordination with other local organizations, agency procedures, etc.)

However, in an effort to be more proactive with our monitoring, the Bureau implemented a two-tiered monitoring system in FY2005-2006 and that system is being refined during FY2006-2007. Under the new system, each CAA continues to receive an annual monitoring visit, however, every two years, the annual visit is expanded to include a more comprehensive review aimed at assessing the overall health of the agency. The comprehensive reviews involve 2-3 monitors and last from 3-5 days. The monitoring process is a continuing activity throughout the fiscal year.

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 by the grant managers, staff from the MDHS Office of Internal Audit division perform periodic financial management reviews in coordination with, or at the request of, the Bureau or MDHS.
- (e) Audit reviews: All CAA master agreements require agencies to follow the audit report requirements in the Single Audit Act (OMB A-133 or A-128) and to follow the appropriate OMB financial and administrative circulars pertinent to their organization structure. (See Exhibit J - CAA Audit Information, which identifies when the last audit was received by MDHS and the period covered by the audit for each CAA.)

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

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

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

3. Fiscal Controls, Audit and Withholdings

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

**Audit** [678(a)(2)]: The Bureau is subject to periodic fiscal and program audits by the state Auditor General (AG) in accordance with the Single Agency Audit Act. The most recent audit issued by the AG was for the two-year period ended September 30, 2002. The AG identified CSBG as a LOW RISK Type A program for the period October 1, 2002 through September 30, 2004; and in accordance with OMB Circular A-13, this period was not audited. The two-year period October 1, 2004 through September 30, 2006 is currently being audited by the AG. Since several MDHS programs are being audited at this time, we do not have an expected audit completion date.

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 MFIA's CSPM Item 501 - Corrective Action - Termination or Reduction in Funding. (See Exhibit K)

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

All CAA master agreements incorporate the requirement that the agency establish procedures for a low-income individual, community organization, or religious organization, (or its respective representatives), to petition for adequate representation if it feels it is inadequately represented on the Board.

I. Accountability and Reporting Requirements

1. Results Oriented Management and Accountability (ROMA):

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

Each CAA will report on the National Indicators that are applicable to their agency's programs, as well as any identified state performance targets, and will address these as part of their Community Action Plan. As applicable, agencies will apply the Milestones method for measuring and reporting outcomes.

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

For FY2005, items (a) through (e) have been included in the state's FY2005 CSBG Information System Survey submitted to the National Association for State Community Service Programs (NASCSPP).

Item (f) - Training and Technical Assistance Provided by the State: Training and technical assistance is an on-going collaborative effort between the Bureau, MCAAAA (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 MCAAAA 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 MCAAAA. 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 MCAAAA, 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, MCAAAA and Bureau staff and experts from within the CAA network.

· Emergency or Specific T/TA, coordinated by MCAAAA 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 Bureau 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**

### **A. Statement of CFNP Assurances**

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

AND

CFN Program Assurances

### **B. Proposed CFN Funding**

The state proposes to use the FY2007 CFN grant to help meet the food and nutrition needs of low-income individuals and families in Michigan with a statewide plan of action. The MDHS will award FY2007 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**

The following CAAs received a CFN contract supported with funds from the FY2005 Grant Award. Each agency received \$7,823 and their contracts end no later than March 31, 2006.

Alger-Marquette Community Action Agency  
Allegan County Resource Development Committee  
Capital Area Community Services  
Chippewa-Luce-Mackinac Community Action & HRA  
CAA of Jackson, Hillsdale, Lenawee  
CAA of South Central Michigan  
Gogebic-Ontonagon Community Action Agency  
Human Development Commission  
Kalamazoo County Human Development Bureau  
Mid Michigan Community Action Agency  
Monroe County Opportunity Program  
Muskegon-Oceana Community Action Partnership  
Oakland Livingston Human Services Agency  
Ottawa County Community Action Agency  
Saginaw County Community Action Committee  
Wayne-Metropolitan Community Action Agency

**D. CFN Accomplishments for the Prior Program Year**

The State CFN Report for FY2005 funds (due by December 31, 2006) is not included in the DRAFT Plan.

## VII. APPENDICES

- \*Exhibit A Designation of Lead Agency
- \*Exhibit B P.A. 230 of 1981, as amended 2003 (House Bill 4502)
- 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 - Board Roster
- \*Exhibit F Organization Charts:
  - Michigan Department of Human Services
  - Bureau of Community Action & Economic Opportunity
- \*Exhibit G Projected - CAA Funding Schedule
- \*Exhibit H Michigan Federally Recognized & Historic Tribes and Map
- Exhibit I Designating New Eligible Entities
- Exhibit J CAA Audit Information (will be updated for FINAL Plan)
- 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

\*Exhibits included in the **DRAFT Plan**

**Designation of Lead Agency**



STATE OF MICHIGAN  
OFFICE OF THE GOVERNOR  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JOHN D. CHERRY, JR.  
LT. GOVERNOR

June 30, 2005

Ms. Josephine B. Robinson, Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

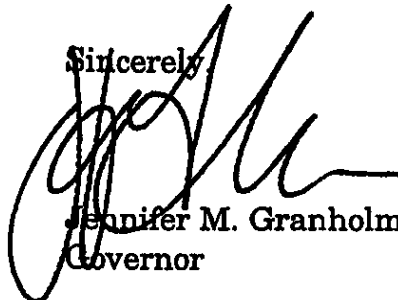
Dear Ms. Robinson:

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

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

Ms. Marianne Udow  
Michigan Department of Human Services  
235 S. Grand Avenue  
PO Box 30037  
Lansing, Michigan 48909

Sincerely,



Jennifer M. Granholm  
Governor

c: Marianne Udow



**P.A. 230 of 1981,  
as Amended in 2003  
(House Bill No. 4502)**

# Table Of Contents

<b>MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981 — Act 230 of 1981</b>	<b>1</b>
400.1101 Short title.	1
400.1102 Meanings of words and phrases.	1
400.1103 Definitions; B to D.	1
400.1104 Definitions; E to S.	1
400.1105 Bureau of community action; creation; appointment of executive director; powers and duties of bureau.	2
400.1106 Commission on community action and economic opportunity; creation; appointment, qualifications, and terms of members; chairperson; executive secretary; vacancies; per diem compensation; reimbursement of expenses; quorum; commission action; meetings.	3
400.1107 Duties of commission.	3
400.1108 Designating or rescinding designation of community action agency; procedures; continuation of community action agency designated by community services administration; rescission of designation.	4
400.1109 Community action agency; duties; permissible activities.	5
400.1110 Distribution of funds.	5
400.1111 Community action agency; establishment of governing board of directors; qualifications and selection of members.	5
400.1112 Repealed. 2003, Act 123, Imd. Eff. July 29, 2003.	5
400.1113 Interagency agreements; purpose; renewal.	5
400.1114 Conducting business at public meeting; notice; availability of writings to public.	5
400.1115 Existing agencies and organizations performing services described in act; eligibility to receive funds; continuation of services.	6
400.1116 Rules.	6
400.1117 Effectiveness report.	6
400.1118 Appropriation of funds from general fund not required; condition.	6
400.1119 Proposed use and distribution of funds provided under omnibus budget reconciliation act of 1981; public hearings; approval or disapproval of bureau plan.	6
400.1120 Repealed. 2003, Act 123, Imd. Eff. July 29, 2003.	6

**MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981**  
**Act 230 of 1981**

AN ACT to create a bureau of community services and a commission on economic and social opportunity within a state department to reduce the causes, conditions, and effects of poverty and promote social and economic opportunities that foster self-sufficiency for low income persons; to provide for the designation of community action agencies; and to prescribe the powers and duties of the department, the bureau, the commission, and the community action agencies.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

*The People of the State of Michigan enact:*

**400.1101 Short title.**

Sec. 1. This act shall be known and may be cited as the "Michigan economic and social opportunity act of 1981".

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

**Compiler's note:** For transfer of authority, powers, duties, functions, and responsibilities established under the Michigan economic and social opportunity act and transferred by Executive Order 1993-4 from the department of labor to the Michigan jobs commission and continued by Executive Order 1994-26 within the Michigan jobs commission to the department of social services, see E.R.O. No. 1995-1, compiled at § 408.49 of the Michigan Compiled Laws.

**400.1102 Meanings of words and phrases.**

Sec. 2. For purposes of this act, the words and phrases defined in sections 3 and 4 have the meanings ascribed to them in those sections.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

**400.1103 Definitions; B to D.**

Sec. 3. (1) "Bureau" means the bureau of community action and economic opportunity created in section 5.

(2) "Chief elected official" means a chairperson of a county board of commissioners, a county executive, a city mayor, a township supervisor, a village president, or his or her designee.

(3) "Commission" means the commission on community action and economic opportunity created in section 6.

(4) "Community action agency" means an agency designated pursuant to section 8.

(5) "Community social and economic programs" means those programs provided under section 675 of the community services block grant act, subtitle B or title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9904.

(6) "Department" means the family independence agency or another department or agency designated by the governor to receive and distribute community services block grant funds under the community services block grant act, subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9901 to 9924.

(7) "Director" means the director of the department.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

**400.1104 Definitions; E to S.**

Sec. 4. (1) "Executive director" means the chief administrator of the bureau.

(2) "Low income person" means a person who is a member of a household that has a gross annual income that is equal to or less than the poverty standard for the same size household.

(3) "Poverty standard" means the federal poverty guidelines published annually in the federal register by the United States department of health and human services under its authority to revise the poverty line under section 673(2) of subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9902.

(4) "Service area" means the geographical area served by a community action agency.

(5) "State program budget" means state funds, federal block grants, and federal categorical grants that the legislature appropriates annually for community social and economic programs.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

**400.1105 Bureau of community action; creation; appointment of executive director; powers and duties of bureau.**

Sec. 5. The bureau of community action and economic opportunity is created within the department. The director shall appoint an executive director who is a member of the state classified service or the state career executive service, as established and approved by the civil service commission. Under the supervision of the department, the bureau shall serve as a statewide advocate for social and economic opportunities for low income persons and shall do all of the following:

- (a) Coordinate state activities designed to reduce poverty and implement community social and economic programs.
- (b) Cooperate with agencies of the state and federal government and other public agencies, nonprofit private agencies, and nonprofit organizations in reducing poverty and implementing community social and economic programs.
- (c) Receive and expend funds for any purpose authorized by this act.
- (d) Provide assistance to units of local government for the purpose of establishing and operating a community action agency.
- (e) Designate community action agencies pursuant to section 8.
- (f) Provide technical assistance to community action agencies to improve program planning, program development, administration, and the mobilization of public and private resources. In implementing this subdivision, the department shall contract, when warranted by geographical and other factors or when warranted to meet the requirements of section 15, with public agencies, nonprofit private agencies, or nonprofit organizations.
- (g) Enter into necessary contracts with community action agencies for the purpose of coordinating community social and economic programs and other programs and services designated by the bureau and for which funding is appropriated by the legislature.
- (h) Contract with public agencies, nonprofit private agencies, or nonprofit organizations for demonstration programs and other services necessary to implement this act.
- (i) Conduct performance assessments of the activities and programs of community action agencies.
- (j) Establish, in cooperation with community action agencies, an educational and public information program designed to increase public awareness regarding the nature and extent of poverty in this state and regarding existing community social and economic programs.
- (k) Evaluate state statutes and programs relevant to the reduction of poverty and recommend appropriate changes to the governor and the legislature.
- (l) Submit reports to the governor, the legislature, the state congressional delegation, and other appropriate federal officials regarding the needs, problems, opportunities, and contributions of low income persons; the effectiveness of existing state or federal policies and programs; and recommended actions to improve economic and social opportunities for low income persons.
- (m) Administer the weatherization assistance program created pursuant to 10 C.F.R. part 440. The bureau shall administer the weatherization assistance program in a manner that provides that public agencies, nonprofit private agencies, and nonprofit organizations are eligible and shall have the opportunity for funding for each portion of a program that a community action agency may undertake.
- (n) Serve as an advocate within the executive branch to remove administrative barriers to self-sufficiency services and to seek additional resources for antipoverty strategies.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

**400.1106 Commission on community action and economic opportunity; creation; appointment, qualifications, and terms of members; chairperson; executive secretary; vacancies; per diem compensation; reimbursement of expenses; quorum; commission action; meetings.**

Sec. 6. (1) A commission on community action and economic opportunity is created within the department. The commission shall provide an opportunity for low income persons to actively participate in the development of policies and programs to reduce poverty.

(2) The commission shall consist of 6 to 15 members appointed by the governor by and with the advice and consent of the senate. The commission shall be comprised of equal numbers of elected public officials, private sector members, and low income individuals or as nearly equal in number as possible. At least 1/3 of the commission members shall be community action agency representatives as either staff or board members. The governor shall designate the chairperson of the commission. The chairperson shall serve at the will of the governor. The executive director or designee of the commission shall serve as executive secretary to the commission.

## MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981

(3) The term of office of each member shall be 3 years. Vacancies on the commission shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

(4) A member of the commission may receive per diem compensation and reimbursement of actual and necessary expenses while acting as an official representative of the commission. The per diem compensation of the commission and the schedule for reimbursement of expenses shall be established annually by the legislature.

(5) A majority of the commission constitutes a quorum. Except as otherwise provided by rule, action may be taken by the commission by vote of a majority of the members present at a meeting. The commission shall meet not less than 4 times a year. A meeting of the commission may be held anywhere within this state.

*History:* 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

### **400.1107 Duties of commission.**

Sec. 7. The commission shall serve as a statewide forum concerning state policies and programs to reduce poverty and to address the needs and concerns of low income people in this state. The commission shall do all of the following:

(a) Convene a state forum every 2 years that includes representatives from the public, private, nonprofit, and low income sectors to analyze poverty trends and make recommendations to reduce poverty.

(b) Convene public meetings to provide low income and other persons the opportunity to comment upon public policies and programs to reduce poverty.

(c) Advise the executive director concerning the designation or rescission of a designation of a community action agency.

(d) Review and comment upon the annual program budget request before its submittal to the governor and the legislature pursuant to section 10.

(e) Advise the governor, the legislature, the state congressional delegation, and other appropriate federal officials of the nature and extent of poverty in the state and make recommendations concerning needed changes in state and federal policies and programs.

(f) Advise the director and the governor at least annually concerning the performance of the bureau in fulfilling its requirements as prescribed by this act.

(g) Participate with the bureau to implement a public education program designated to increase public awareness regarding the nature and extent of poverty in this state.

(h) Receive reports from the bureau on strategies to reduce poverty and make recommendations based on those reports to the governor.

(i) In coordination with community action agencies and the commission, establish an education and public information program designed to increase public awareness regarding the nature and extent of poverty in this state and regarding existing community social and economic programs.

(j) Evaluate state statutes and programs relevant to the reduction of poverty and recommend appropriate changes to the governor and the legislature.

(k) Submit reports to the governor, the legislature, the congressional delegation, and other appropriate federal officials regarding the needs, problems, opportunities, and contributions of low income persons and the effectiveness of existing state and federal policies and programs, and recommend actions to improve economic and social opportunities for low income persons.

*History:* 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

### **400.1108 Designating, or rescinding designation of community action agency; procedures; continuation of community action agency designated by community services administration; rescission of designation.**

Sec. 8. (1) Except as required to meet the requirements of section 15, the executive director shall designate community action agencies to fulfill the requirements of this act in the service areas governed by 1 or more units of local government. A community action agency designated by the executive director may be 1 of the following:

(a) A public office or agency of a unit of local government that is designated as a community action agency by the chief elected official of that unit of government.

(b) A public office or agency that is designated as a community action agency by the chief elected officials of a combination of 2 or more units of local government.

(c) A nonprofit private agency serving 1 or more units of local government approved by the chief elected official of the unit of local government that includes the service area, or if more than 1 unit of local government is included in the service area, by the chief elected officials of the county or counties in which the local governments are

## MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981

---

located and of at least 2/3 of the cities, villages, and townships in the service area that have a population of not less than 100,000.

(d) A public or private nonprofit agency designated by 1 or more native American tribal governments that have been established pursuant to state or federal law.

(2) Before designating or rescinding the designation of a community action agency, the executive director shall do all of the following:

(a) Consult with the director.

(b) Consult with the chief elected official of each county and of each city, village, or township with a population of not less than 100,000 within the existing or proposed service area.

(c) Hold at least 1 public meeting in the service area to provide low income and other citizens living within the service area the opportunity to review and comment upon the strengths and weaknesses of the existing or proposed community action agency.

(d) Consult with and obtain the advice of the commission on the proposed action.

(3) Notwithstanding subsections (1) and (2), each community action agency that has been designated by the community services administration pursuant to the economic opportunity act of 1964, Public Law 88-452, 78 Stat. 508, and that is in operation on the effective date of the 2003 amendatory act that amended this section shall continue as a community action agency.

(4) The executive director may rescind the designation of a community action agency for cause. In implementing this subsection, the executive director shall follow the procedures set forth in subsection (2) and the procedures set forth in the community services block grant act, subtitle B of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9901 to 9924.

*History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.*

### **400.1109 Community action agency; duties; permissible activities.**

Sec. 9. A community action agency shall serve as a primary advocate for the reduction of the causes, conditions, and effects of poverty and shall provide social and economic opportunities that foster self-sufficiency for low income persons. A community action agency may engage in activities necessary to fulfill the intent of this act, including, but not limited to, the following:

(a) Informing this state, units of local government, private agencies and organizations, and citizens of the nature and extent of poverty within the service area.

(b) Developing, administering, and operating community social and economic programs to reduce poverty within the service area.

(c) Providing a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or in the service areas of the community.

(d) Providing activities designed to assist low income participants, including the elderly poor, to secure and retain meaningful employment; to attain an adequate education; to make better use of available income; to obtain and maintain adequate housing and a suitable living environment; to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment-related assistance; to remove obstacles and solve problems which block the achievement of self-sufficiency; to achieve greater participation in the affairs of the community; and to make more effective use of other programs related to the purposes of this section.

(e) Providing on an emergency basis for the provision of supplies and services, nutritious food items, and related services necessary to counteract conditions of starvation and malnutrition among the poor.

(f) Providing and establishing linkages between governmental and other social services programs to assure the effective delivery of services to low income individuals.

(g) To encourage the use of entities in the private sector of the community in efforts to reduce poverty.

(h) Conducting pilot and demonstration projects with innovative approaches to reduce poverty, improve services, and utilize resources.

(i) Providing and advocating for training and technical assistance to public and private agencies, community groups, and units of local government to better define human problems, to improve services, and to facilitate citizen participation, including that of low income persons.

(j) Increasing interagency coordination and cooperation in serving low income persons. If possible, community action agencies shall enter into partnership and collaboration with other organizations to meet economic self-sufficiency goals.

(k) Entering into contracts with federal, state, and local public and private agencies and organizations as

## MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981

---

necessary to carry out the purposes of this act.

(l) Mobilizing federal, state, and local public and private financial resources and material and volunteer resources to reduce poverty and increase social and economic opportunities.

(m) Mobilizing community involvement from private and nonprofit sectors, including, but not limited to, businesses, economic and job development organizations, nonprofit faith-based communities, technical colleges and institutions of higher education, and the public sector, including, but not limited to, townships, cities, counties, and this state to address issues of poverty. Community action agencies shall coordinate with welfare-to-work strategies and implement strategies that increase household income and assets that lead to long-term economic self-sufficiency.

(n) Serving populations with barriers to self-sufficiency such as individuals and families with low incomes, senior citizens, young children, homeless persons, physically and developmentally disabled persons, low wage workers, and adults without literacy skills or basic education or adequate skills needed for the workplace.

(o) Engaging in any other activity necessary to fulfill the intent of this act.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

### **400.1110 Distribution of funds.**

Sec. 10. Distribution of funds to community action agencies shall meet federal requirements.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

### **400.1111 Community action agency; establishment of governing board of directors; qualifications and selection of members.**

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

(a) One-third are elected public officials. An elected public official may act through his or her representative.

(b) One-third of the members are low income, elderly, or consumers with disabilities.

(c) One-third of the members represent the private sector, including representatives of business and industry, agriculture, labor, and religious and civic organizations.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982;—Am. 1998, Act 76, Imd. Eff. May 4, 1998;—Am. 2003, Act 123, Imd. Eff. July 29, 2003.

### **400.1112 Repealed. 2003, Act 123, Imd. Eff. July 29, 2003.**

Compiler's note: The repealed section pertained to establishment of board of directors for community action agency.

### **400.1113 Interagency agreements; purpose; renewal.**

Sec. 13. The bureau shall develop interagency agreements with agencies of other departments providing services to low income persons. The agreements shall specify methods of interagency planning and coordination of services. The agreements shall be renewed annually.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1114 Conducting business at public meeting; notice; availability of writings to public.**

Sec. 14. (1) The business which the commission, a community action agency board of directors, or a community action agency advisory board may perform shall be conducted at a public meeting held in compliance with Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended.

(2) A writing prepared, owned, used, in the possession of, or retained by the commission, the bureau, the department, or a community action agency created pursuant to this act in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, as amended, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1115 Existing agencies and organizations performing services described in act; eligibility to receive funds; continuation of services.**

Sec. 15. A public agency, nonprofit private agency, or nonprofit organization in existence and performing 1 or more of the services described in this act for which federal or state funds were expended, if eligible to receive the funds, shall receive those funds to enable the public agency, nonprofit private agency, or nonprofit organization to continue to perform those services.

## MICHIGAN ECONOMIC AND SOCIAL OPPORTUNITY ACT OF 1981

---

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1116 Rules.**

Sec. 16. The department shall promulgate rules to implement this act pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.315 of the Michigan Compiled Laws. The department shall consult with and receive the advice of the commission before promulgating a rule under this act.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1117 Effectiveness report.**

Sec. 17. Before January 1, 1986, the department shall submit to the senate and house committees that have the responsibility for labor matters a report covering the effectiveness of the bureau, the commission, and the community action agencies in reducing poverty and promoting social and economic opportunities for low income persons under this act.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1118 Appropriation of funds from general fund not required; condition.**

Sec. 18. The legislature shall not be required to appropriate funds from the general fund for the continued performance of the provisions of this act, if federal funding for coordinating community social and economic programs and other programs and services as designated by the bureau and funded by the community development block grant is eliminated.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1119 Proposed use and distribution of funds provided under omnibus budget reconciliation act of 1981; public hearings; approval or disapproval of bureau plan.**

Sec. 19. The legislature shall conduct public hearings on the proposed use and distribution of funds to be provided pursuant to section 675 of the omnibus budget reconciliation act of 1981, 42 U.S.C. 9902, and shall approve or disapprove by concurrent resolution adopted by a majority of the members elected and serving in each house the bureau's plan for distribution of funds.

History: 1981, Act 230, Imd. Eff. Jan. 12, 1982.

### **400.1120 Repealed. 2003, Act 123, Imd. Eff. July 29, 2003.**

Compiler's note: The repealed section pertained to effective date of act.



**Notice of Public Hearing**

**PUBLISHED NOTICE**

Michigan Department of Human Services

Announces the Availability

of the Fiscal Year 2007

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 13, 2006. 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 13, 2005 through July 28, 2006.

Public hearings will be held as follows:

July 19, 2006

10:00 a.m. - 12:00 p.m.  
Cadillac Place  
Conference Room L-150  
3040 W. Grand Blvd.  
Detroit, Michigan

July 20, 2006

10:00 a.m. - 12:00 p.m.  
Grand Tower  
Room 1-D  
235 S. Grand Ave.  
Lansing, Michigan

Written comments may be submitted to:

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

**EXHIBIT E**

**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

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

<b>Member</b>	<b>Term Expires</b>	<b>Represents Private Sector</b>
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)
Alicia E. Harrison, of Saginaw	May 31, 2008	Underserved Populations Advocate for the Underground Railroad
Daniel J. Piepszowski, of Detroit	May 31, 2008	Vice President of Programs for New Detroit, Inc.

<b>Member</b>	<b>Term Expires</b>	<b>Represents Community Action Agency or Low Income Sector</b>
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

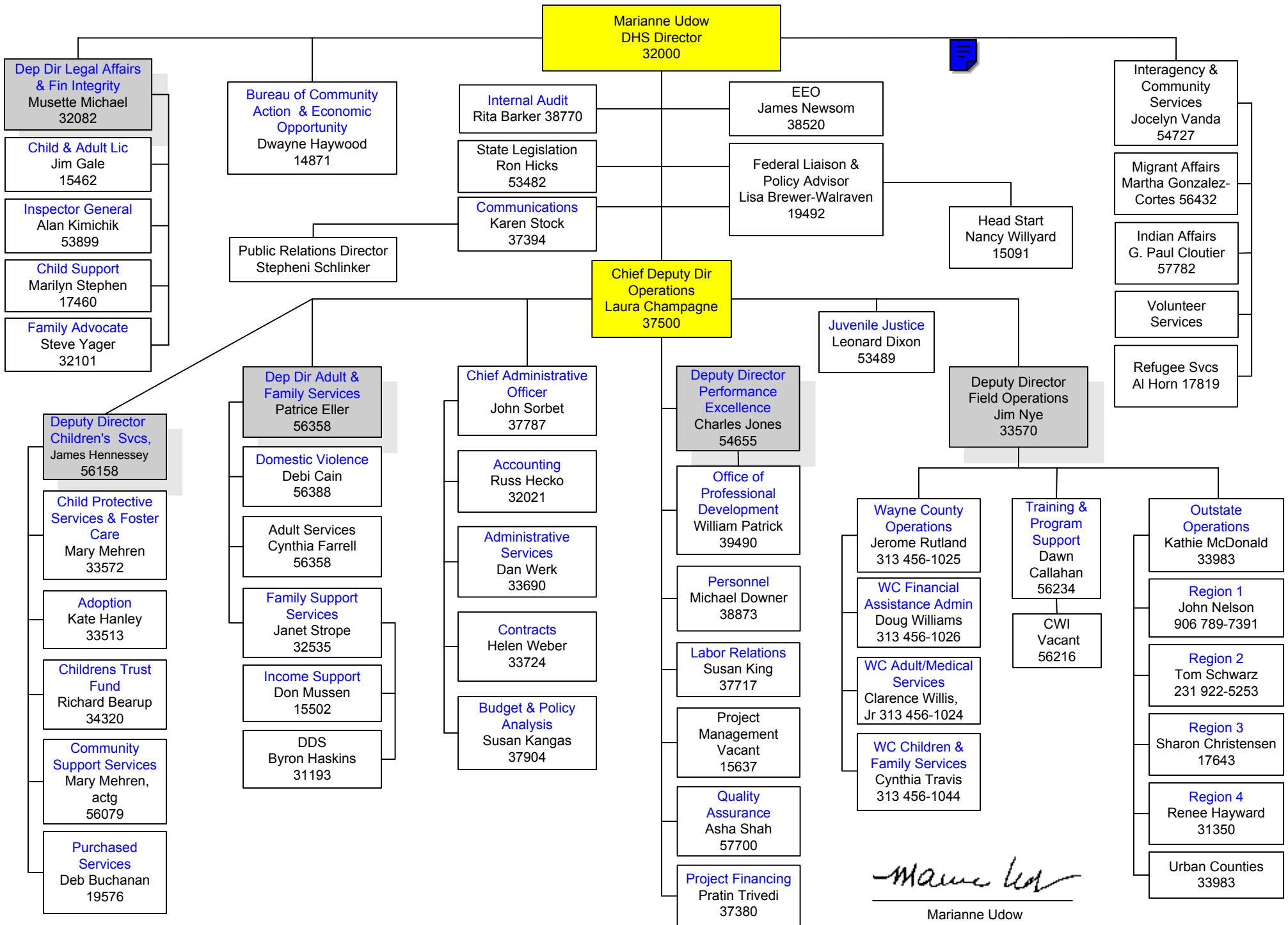
❖The Commission on CA&EO provides an opportunity for low-income persons to actively participate in the policies and programs to reduce poverty.

❖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**

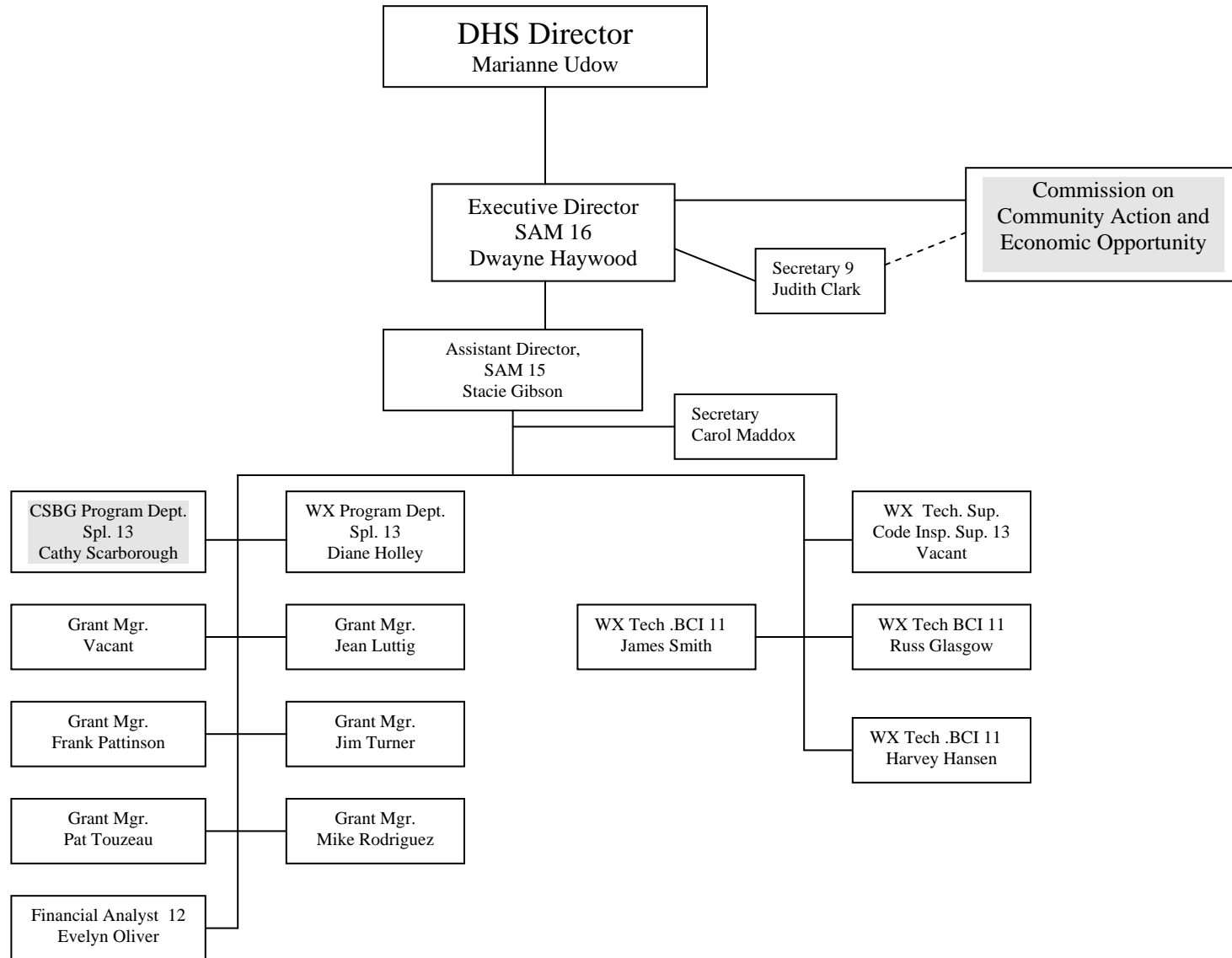
**Michigan Department of Human Services  
and  
Bureau of Community Action & Economic Opportunity**



*Marianne Udow*

Marianne Udow  
Director  
June , 2006

# Bureau of Community Action and Economic Opportunity



**Projected - CAA Funding Schedule**  
CAA 90% Funds Pass Through



**COMMUNITY SERVICES BLOCK GRANT  
PROJECTED - CAA FUNDING SCHEDULE  
October 1, 2006 -- September 30, 2007**

<b>COMMUNITY ACTION AGENCY</b>	<b>ALLOCATION</b>
ACSET - Community Action Agency	886,402
Alger-Marquette Community Action Board	167,461
Allegan County Resource Development Committee, Inc.	160,122
Baraga-Houghton-Keweenaw CAA, Inc.	168,426
Community Action Agency of South Central Michigan	551,975
Capital Area Community Services, Inc.	977,247
Chippewa-Luce-Mackinac Community Action HRA, Inc.	158,574
Community Action Agency of Jackson, Lenawee, Hillsdale	447,256
Detroit - Department of Human Services *	6,312,994
Dickinson-Iron Community Services agency	94,873
Economic Opportunity Committee of St. Clair County, Inc.	244,573
EightCAP, Inc.	529,777
FiveCAP, Inc.	270,250
Genesee County Community Action Resource Department *	1,042,717
Gogebic-Ontonagon Community Action Agency	83,995
Human Development Commission	347,503
Kalamazoo County Human Development Bureau *	494,569
Macomb County Community Services Agency *	785,061
Menominee-Delta-Schoolcraft CAA & HRA	165,048
Mid-Michigan Community Action Agency, Inc.	689,269
Monroe County Opportunity Program	193,902
Muskegon-Oceana Community Action Partnership, Inc.	451,378
Northeast Michigan Community Service Agency	499,193
Northwest Michigan Human Services Agency	461,753
Oakland-Livingston Human Service Agency	1,207,317
Ottawa County Community Action Agency *	244,573
Saginaw County Community Action Committee, Inc.	547,210
Southwest Michigan Community Action Agency	647,848
Washtenaw County Employment Training & Com Ser Group *	531,707
Wayne Metropolitan Community Services Agency	1,494,451
<b>TOTAL CAA DISTRIBUTION BY FORMULA</b>	<b>\$20,857,426</b>

**\*Public Agencies**

**Note 1.** 90% Funds based on tentative FY07 CSBG State Allocation of \$23,174,918 (CSBG Flat Funding for FY2007)

**Note 2.** There is a minimum CAA funding level of \$150,000. If an agency's formula allocation does not meet this level, the state will allocate additional dollars (from CSBG-Discretionary Funds) to bring the funding up to \$150,000.

**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 &amp; 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 142<sup>nd</sup> Avenue, PO Box 218 Door, MI 48323 (616) 681-8830</p>

## HISTORIC TRIBES

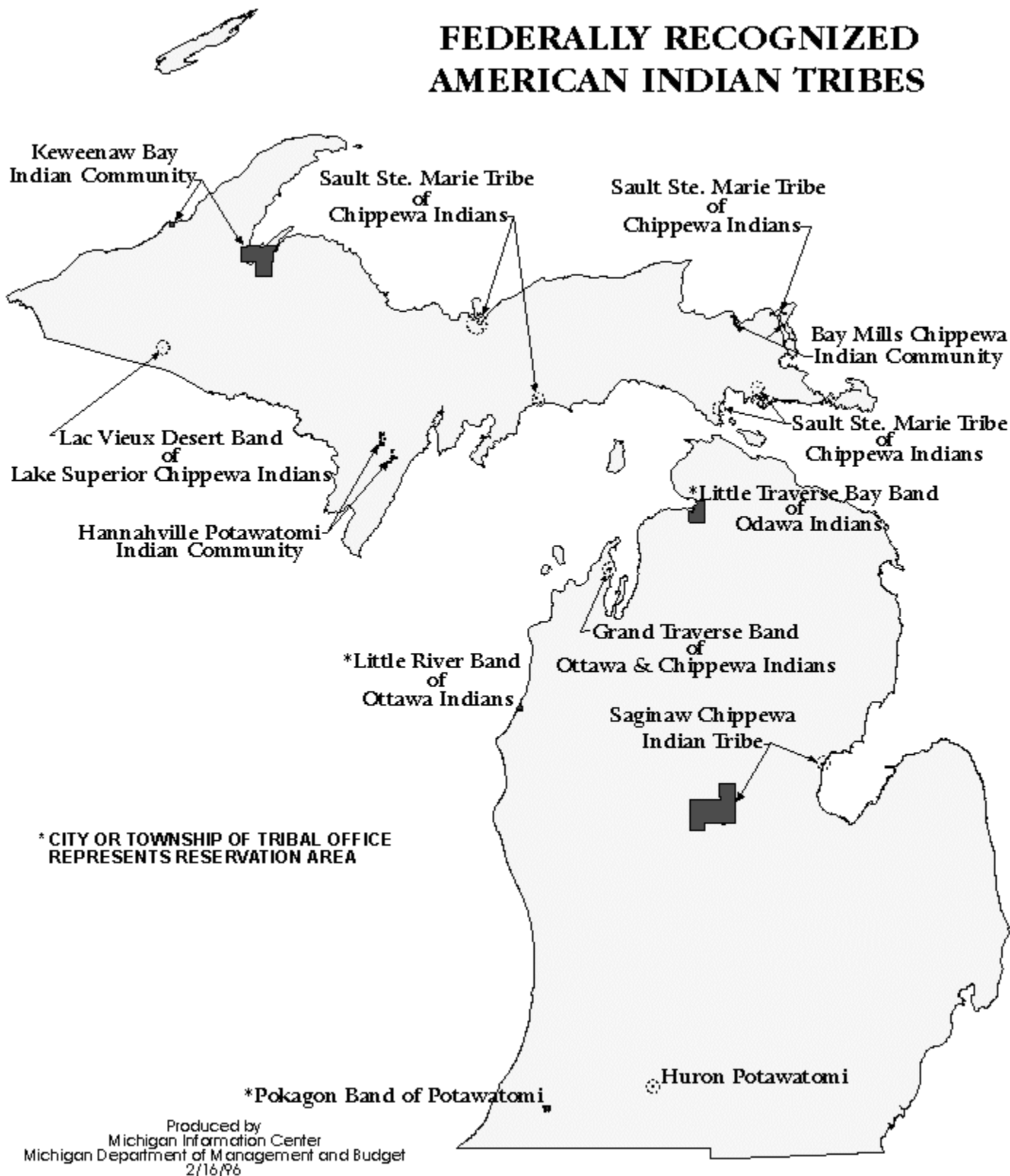
<p>Burt Lake Band of Ottawa &amp; Chippewa Indians 6461 E. Brutus Rd., PO Box 206 Brutus, MI 49716 (231) 529-2005</p>	<p>Grand River Band of Ottawa Indians 1251 Plainfield, N.E., PO Box 2937 Grand Rapids, MI 49501 (616) 458-8759</p>
<p>Swan Creek Black River Confederated Ojibwa Tribes of Michigan 1220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

k:\documents\Nat American>List of Tribes...8-08-06

Note: For a Map of Michigan Indian Reservations – Copy can be accessed at the following site:  
<<http://www.edwards1.com/rose/native/indian-map.htm>>

# Map of Michigan Indian Reservations

## FEDERALLY RECOGNIZED AMERICAN INDIAN TRIBES



[ [Back to Rose's Native Stuff Homepage](#) ]  
Copy Righted All Rights Reserved Rose Edwards

**CAA Directory  
and  
Service Area Map**

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

MAP No.	AGENCY
1	<p><b><u>Alger-Marquette Community Action Board</u></b>            Mr. Earl Hawn, Executive Director            1125 Commerce Drive, Marquette Michigan 49855            phone: 906-228-6522 fax: 906-228-6527            E-Mail: <a href="mailto:www.ehawn@amcab.org">www.ehawn@amcab.org</a>  <a href="http://www.amcab.org">www.amcab.org</a>            Service area: counties of Alger, Marquette</p>
2	<p><b><u>Allegan County Resource Development Committee, Inc.</u></b>            Mr. Edward Hillary, Executive Director            323 Water Street, Allegan, Michigan 49010            phone: 269-673-5472            fax: 269-673-3795            E-Mail: <a href="mailto:acrdc@accn.com">acrdc@accn.com</a>            Service area: county of Allegan</p>
3	<p><b><u>Area Community Services Employment and Training Council - Community Action Agency</u></b>            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: <a href="mailto:acset@nwd.org">acset@nwd.org</a>            Service area: county of Kent</p>
4	<p><b><u>Baraga-Houghton-Keweenaw Community Action Agency, Inc.</u></b>            Mr. Jerry Jackovac, Executive Director            926 Dodge St., Houghton, Michigan 49931            phone: 906-482-5528,  <b>FAX:</b> 906-482-5512            E-Mail: <a href="mailto:bhkcaa@portup.com">bhkcaa@portup.com</a>            Service area: counties of Baraga, Houghton, Keweenaw</p>
5	<p><b>Capital Area Community Services, Inc.</b>            Mr. Ivan Love, Jr., Executive Director            101 East Willow Street, Lansing, Michigan 48906            Phone: 517-482-6281            Fax: 517-482-7747            E-Mail: <a href="mailto:iwlove@cacs-inc.org">iwlove@cacs-inc.org</a>            Service area: counties of Clinton, Eaton, Ingham, Shiawasee</p>
26	<p><b><u>Community Action Agency of Jackson, Lenawee, Hillsdale</u></b>            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: <a href="mailto:mkreucher@caajlh.org">mkreucher@caajlh.org</a>            Website: <a href="http://www.caajlh.org">www.caajlh.org</a>            Service area: counties of Hillsdale, Jackson, Lenawee</p>

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

MAP No.	AGENCY
7	<p><b><u>Community Action Agency of South Central Michigan</u></b>            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@caascm.org            Service area: counties of Branch, Barry, Calhoun &amp; St. Joseph Co.</p>
6	<p><b><u>Chippewa-Luce-Mackinac Community Action and Human Resources Authority, Inc.</u></b>            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: <a href="mailto:clmcaa@30below.com">clmcaa@30below.com</a>            Service area: counties of Chippewa, Luce, Mackinac</p>
21	<p><b><u>City of Detroit, Department of Human Services</u></b>            Ms. Shenetta Coleman, Executive Director            5031 Grandy Street, Detroit, Michigan 48211            phone: 313-852-5628            fax: 313-852-4837            E-Mail: <a href="mailto:haywood@dhs.ci.detroit.mi.us">haywood@dhs.ci.detroit.mi.us</a>            Service area: County of Wayne – City of Detroit only</p>
8	<p><b><u>Dickinson-Iron Community Services Agency</u></b>            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: <a href="mailto:christie@chartermi.net">christie@chartermi.net</a>            Service area: counties of Dickinson, Iron</p>
9	<p><b><u>Economic Opportunity Committee of St. Clair County</u></b>            Ms. Melinda Johnson, Executive Director            108 McMorrان, Port Huron, Michigan 48060            phone: 810-982-8541            fax: 810-982-7233            E-Mail: <a href="mailto:eoc@bwb.net">eoc@bwb.net</a>            Service area: county of St. Clair</p>
10	<p align="center"><b>EightCAP, Inc</b></p> <p>Mr. John Van Nieuwenhuyzen, President            P.O. Box 368, Greenville, Michigan 48838            Phone: 616-754-9315            Fax: 616-754-9310            E-Mail: <a href="mailto:janl@iserv.net">janl@iserv.net</a>            Service area: counties of Gratiot, Ionia, Isabella, Montcalm</p>
11	<p><b><u>FiveCAP, Inc.</u></b>            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: <a href="mailto:fivecap@fivecap.org">fivecap@fivecap.org</a></p>

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

MAP No.	AGENCY
	Service area: counties of Lake, Manistee, Mason, Newaygo
12	<p align="center"><b>Genesee County Community Action Resource Department</b></p> <p>Mr. Steve Walker, Executive Director 605 N. Saginaw Street, Flint, Michigan 48503 Phone: 810-762-4900 Fax: 810-768-4667 E-Mail: <a href="mailto:swalker@co.genesee.mi.us">swalker@co.genesee.mi.us</a> Service Area: County of Genesee</p>
13	<p align="center"><b>Gogebic-Ontonagon Community Action Agency</b></p> <p>Ms. Carolynne Carlson, Executive Director 320 East Aurora Street, Ironwood, Michigan 49938 Phone: 906-932-4200 Fax: 906 932-0271 E-Mail: <a href="mailto:gocaa@portup.com">gocaa@portup.com</a> Service area: Counties of Gogebic, Ontonagon</p>
14	<p><b><u>Human Development Commission</u></b></p> <p>Ms. Mary Ann Vandemark, Executive Director 429 Montague Avenue, Caro, Michigan 48723 phone: 989-673-4121 fax: 989-673-2031 E-Mail: <a href="mailto:maryannv@hdc-caro.org">maryannv@hdc-caro.org</a> Service area: counties of Huron, Lapeer, Sanilac, Tuscola</p>
15	<p><b><u>Kalamazoo County Community Action Bureau</u></b></p> <p>Ms. Barbara Young, Executive Director P.O. Box 42, 3299 Gull Road, Nazareth, Michigan 49074-0042 phone: 269-373-5201 fax: 269-373-5132 E-Mail: <a href="mailto:bdyoung@kalcountry.com">bdyoung@kalcountry.com</a> Service area: county of Kalamazoo</p>
16	<p><b><u>Macomb County Community Services Agency</u></b></p> <p>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: <a href="mailto:julie.hintz@co.macomb.mi.us">julie.hintz@co.macomb.mi.us</a> Service area: county of Macomb</p>
17	<p><b><u>Menominee-Delta-Schoolcraft Community Action Agency and Human Resource Authority</u></b></p> <p>Mr. William Dubord, Executive Director 507 First Avenue North, Escanaba, Michigan 49829-3998 phone: 906-786-7080 fax: 906-786-9423 E-Mail: <a href="mailto:wdubord@mdscaa.org">wdubord@mdscaa.org</a> Service area: counties of Delta, Menominee, Schoolcraft</p>
18	<p><b><u>Mid Michigan Community Action Agency, Inc.</u></b></p> <p>Mr. Gary W. Gilbert, Executive Director 1141 North McEwan, Clare, Michigan 48617 phone: 989-386-3805 fax: 989-386-3277 E-Mail: <a href="mailto:ggilbert@mmcaa.org">ggilbert@mmcaa.org</a> Service area: Bay, Clare, Gladwin, Mecosta, Midland, Osceola</p>



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

MAP No.	AGENCY
19	<p align="center"><b>Monroe County Opportunity Program</b></p> <p>Ms. Stephanie Kasprzak, Executive Director 1140 S. Telegraph Road, Monroe, Michigan 48161-4006 phone: 734-241-2775 fax: 734-457-0630 Web Site: <a href="http://monroecountyop.org">Http:monroecountyop.org</a> e-mail: <a href="mailto:jcaruso@monroecountyop.org">jcaruso@monroecountyop.org</a> Service area: county of Monroe</p>
20	<p><b>Muskegon-Oceana Community Action Against Poverty, Inc.</b></p> <p>Mr. Kenneth Shelton, Executive Director 1170 W. Southern, Muskegon, Michigan 49441 Phone: 231-725-9499 Fax: 231-722-1959 e-mail: <a href="mailto:krsheltonsr@aol.com">krsheltonsr@aol.com</a> Service area: counties of Muskegon, Oceana</p>
22	<p><b><u>Northeast Michigan Community Service Agency</u></b></p> <p>Mr. John Swise, Executive Director 2375 Gordon Road, Alpena, Michigan 49707 phone: 989-356-3474 fax: 989-354-5909 E-Mail: <a href="mailto:swisej@nemcsa.org">swisej@nemcsa.org</a> Service area: counties of Alcona, Alpena, Arenac, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle</p>
23	<p><b><u>Northwest Michigan Human Services Agency</u></b></p> <p>Mr. John Stephenson, Executive Director 3963 Three Mile Road, Traverse City, Michigan 49686-9164 phone: 231-947-3780 fax: 231-947-4935 E-Mail: <a href="mailto:infosys@nmhsa.org">infosys@nmhsa.org</a> Service area: counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Missaukee, Roscommon, Wexford</p>
24	<p><b><u>Oakland Livingston Human Services Agency</u></b></p> <p>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: <a href="mailto:claudiab@olhsa.org">claudiab@olhsa.org</a> Service area: counties of Livingston, Oakland</p>
25	<p><b><u>Ottawa County Community Action Agency</u></b></p> <p>Ms. Erin Kauth, Interim Executive Director 12251 James Street, Suite 300, Holland, Michigan 49424-9661 phone: 616-393-5601 fax: 616-393-5612 E-Mail: <a href="mailto:csimons@novagate.com">csimons@novagate.com</a> Service area: county of Ottawa</p>

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

MAP No.	AGENCY
27	<p><b><u>Saginaw County Community Action Committee, Inc.</u></b>  <b>Ms. Lillie Williams, Executive Director</b>            2824 Perkins, Saginaw, Michigan 48601            phone: 989-753-7741            fax: 989-753-2439            E-Mail: ginawcac.org            Service area: county of Saginaw</p>
28	<p><b><u>Southwest Michigan Community Action Agency (SMCAA)</u></b>            Mr. Arthur Fenrick Executive Director            185 E. Main St, 2<sup>nd</sup> Floor, Benton Harbor, Michigan 49022            phone: 800-334-7670                      269-925-9077            fax: 269-925-9271            E-Mail: <a href="mailto:contact@smcaa.com">contact@smcaa.com</a>            Service area: counties of Berrien, Cass, Van Buren</p>
29	<p><b><u>Washtenaw County Employment Training &amp; Human Services Group</u></b>            Ms. Trenda 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: <a href="mailto:rushert@co.washtenaw.mi.us">rushert@co.washtenaw.mi.us</a>            service area: county of Washtenaw</p>
30	<p><b><u>Wayne-Metropolitan Community Action Agency</u></b>            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</p>

# COMMUNITY ACTION AGENCIES IN MICHIGAN

## Service Area Map

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1. Alger-Marquette Community Action Board</li> <li>2. Allegan County Resource Development Committee</li> <li>3. ACSET – Community Action Agency</li> <li>4. Baraga-Houghton-Keweenaw Community Action Agency</li> <li>5. Capital Area Community Services Agency</li> <li>6. Chippewa-Luce-Mackinac Community Action &amp; Human Resource Authority</li> <li>7. Community Action Agency of South Central Michigan</li> <li>8. Dickinson-Iron Community Services Agency</li> <li>9. Economic Opportunity Committee of St. Clair County</li> <li>10. EIGHTCAP</li> <li>11. FIVECAP</li> <li>12. Genesee County Community Action Resource Department</li> <li>13. Gogebic-Ontonagon County Community Action Agency</li> <li>14. Human Development Commission</li> <li>15. Kalamazoo County Community Action Bureau</li> <li>16. Macomb County Community Services Agency</li> </ul> | <ul style="list-style-type: none"> <li>17. Menominee-Delta-Schoolcraft Community Action Agency</li> <li>18. Mid-Michigan Community Action Agency</li> <li>19. Monroe County Opportunity Program</li> <li>20. Muskegon-Oceana Community Action Partnership</li> <li>21. City of Detroit - Department of Human Services</li> <li>22. Northeast Michigan Community Services Agency</li> <li>23. Northwest Michigan Human Services Agency</li> <li>24. Oakland-Livingston Human Services Agency</li> <li>25. Ottawa County Community Action Agency</li> <li>26. Community Action Agency - JLH</li> <li>27. Saginaw County Community Action Committee</li> <li>28. Southwest MI Community Action Agency</li> <li>29. Washtenaw County Employment Training &amp; Human Services Group</li> <li>30. Wayne Metropolitan Community Action Agency</li> </ul> |
|---|--|

