

State of Maine

**Community Services
Block Grant Application**

FY 2008- 2009



John E. Baldacci, Governor

Brenda M. Harvey, Commissioner



John Elias Baldacci
Governor

Maine Department of Health and Human Services

Office of Child & Family Services
Community Services Unit
221 State Street
State House Station #11
Augusta, ME 04333-0011

Brenda Harvey
Commissioner

Office of Child & Family Services
James Beougher, Director

August 28, 2007

Josephine B. Robinson, Director
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
U.S. Department of Health and Human Services
Administration for Children and Families
370 L'Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447

Dear Ms. Robinson:

This letter of transmittal is being submitted with the State of Maine's Community Services Block Grant Application and Plan for FY 2008 and FY 2009. Any revisions to the plan during the coming year will be submitted forthwith.

The official to receive the CSBG Grant Award is:

Kirsten LC Figueroa, Deputy Commissioner of Finance
Department of Health & Human Services
221 State Street 11 State House Station
Augusta, ME 04333-0011
Tel: (207) 287-1921 Fax: (207) 287-3005

The contact person for the CSBG Program is:

Christine Merchant, State of Maine CSBG Coordinator
Office of Child & Family Services, Community Services Unit
Department of Health & Human Services
221 State Street 11 State House Station
Augusta ME 04333
Tel: (207) 287-3690 Fax: (207) 287-5282

Please contact me with any questions or concerns you may have.

Sincerely,

Christine Merchant
State of Maine CSBG Coordinator

Physical Location of:
Office of Child & Family Services
221 State Street
Augusta, ME 04333-0011

207-287-5060
Fax: 207-287-5282
TTY: 207-287-5048

**STATE OF MAINE
FY 2008-09 STATE PLAN AND APPLICATION
COMMUNITY SERVICE BLOCK GRANT**

I. FEDERAL FISCAL YEARS COVERED BY THIS STATE PLAN AND APPLICATION

FFY 2008 and FFY 2009

II. LETTER OF TRANSMITTAL

III. EXECUTIVE SUMMARY

A. State Statute

State of Maine statutory authority for the Community Services Block Grant program is provided in Maine Revised Statute, Title 22, Subtitle 4, Part 1-A, Chapter 1477, Sections 5321-5329. (Attachment D)

B. Designation of Lead State Agency

Appended as Attachment A, is a letter designating the Maine Department of Health & Human Services as the State agency authorized to accept funding under the Community Service Block Grant as well as plan and administer community service programs in the state. Furthermore the Department of Health & Human Services is responsible for monitoring the state poverty level, overseeing the state's community action agencies, and for coordinating and planning for statewide community services.

C. Public Hearing Requirements

(1) Public Hearing:

In accordance with the Federal requirement of Section 675(b) of the Community Services Block Grant Act that state legislatures conduct public hearings on the proposed use and distribution of CSBG monies, the Department of Health and Human Services, in conjunction with the State Legislature's Joint Standing Committees on Appropriations and Financial Affairs and on Health and Human Services, held a public hearing on February 21, 2007 on the proposed FY2008-09 Community Services Block Grant.(Attachment F)

The Department of Health & Human Services, Office of Child & Family Services, in conjunction with the State Legislature's Health and Human Services Committee will schedule a public hearing in January 2008 on the proposed FY2009 Community Services Block Grant.

(2) Legislative Hearing:

The Block Grant budget was approved by the State Legislature's Joint Standing Committee on Appropriations and Financial Affairs and was incorporated into the FY2007-08, and FY2008-09 State Budgets.

The individual Community Action Program allocations and uses of CSBG funds have also been presented to the Maine Legislature's Joint Standing Committee on Appropriations and Financial Affairs in January of 2007, as part of the Department's mandated annual report to the Committee. The report encompasses all federal and state funds that are contracted or granted out for services, as prescribed in Maine PL 167.

(3) Public Inspection of the State Plan:

Notice of the availability of the FY 2008-09 Community Services Block Grant Application is being placed in Maine's official daily newspaper stating that copies are available on the DHHS Website and at the Office of Child & Family Services, Community Service Unit for public review and comment. Copies are being sent to all interested parties of record and to others upon request.

IV. STATEMENT OF FEDERAL AND CSBG ASSURANCES

Community Services Block Grant Reauthorization Act of 1998: P.L. 105-285

As a part of the annual or biannual application and plan required by subsection 676 of Community Services Block Grant Act, as amended, (412 U.S.C. 9901 et seq.) (The Act), the designee of the Chief Executive of **the State hereby agrees to the Assurances in Section 676 of the Act -**

Programmatic Assurances

(1) an assurance that funds made available through the grant or allotment will be used—

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to—

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth

mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs; and

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts);

(2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle;

(3) information provided by eligible entities in the State, containing—

(A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;

(B) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;

(C) a description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and

(D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;

(4) an assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;

(5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

(6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community;

(7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D;

(8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b);

(9) an assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-

income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;

(10) an assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

(11) an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs;

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and

(13) information describing how the State will carry out the assurances[676(b)(13)] (**This is the Narrative CSBG State Plan**).

Administrative Assurances

The State further agrees to the following administrative assurances, as required under the Community Services Block Grant Act:

- (1) **STATE APPLICATION AND PLAN**- To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in Section 676 of the Act. [675A(b)] –
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the Community Services Block Grant program. [675C (a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675© regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and

- families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [’675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or ‘675B for the period covered by the State Plan. [’676(a)(2)(B)]
 - (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State Community Services Block Grant program activities. [’676(a)(1)]
 - (8) To hold as least one legislative hearing every three years in conjunction with the development of the State Plan.[’676(a)(3)]
 - (9) To make available for the public inspection each plan or revised State Plan in such a manner as will facilitate review of and comment on the plan. [’676(e)(2)]
 - (10) To conduct the following reviews of eligible entities:
 - a. a full onsite review of each such entity at least once during each three-year period;
 - b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant program;]
 - c. follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - d. other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the Community Services Block Grant program) terminated for cause. [’678B(a)]
 - (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
 - a. Inform the entity of the deficiency to be corrected
 - b. require the entity to correct the deficiency
 - c. offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d. at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - e. after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [’678(c)(a)]
 - (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
 - (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the

State is or may become entitled under the Community Services Block Grant program.
[678D(a)(3)]

- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under 678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [678FC]
- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program. [679]

Other Administrative Certifications The State also certifies the following

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



Signature

Kirsten Figueroa, Deputy Commissioner of Finance
Maine Department of Health & Human Services

8/23/07

Date

V. THE NARRATIVE STATE PLAN

A. Administrative Structure

A. (1) State Administrative Agency

The Maine Department of Human Services was designated as the Lead State Agency to administer the CSBG Program effective July 1, 1992. The Governor's designation also designated the Division of Purchased & Support Services in the Bureau of Child & Family Services as the functional unit to administer CSBG funds.

Since 1992, The Division of Purchased and Support Services has gone through several organizational changes:

- July 1, 1996 -The Division of Purchased and Support Services was incorporated into the legislatively created Community Services Center.
- July 1, 1999 - The Division of Purchased and Support Services was renamed the Division of Contracted Community Services.
- July 1, 2004 – The State Legislature enacted legislation creating a new Department of Health and Human Services, which consolidated the previous Department of Health with the previous Bureau of Developmental Services. The focus of the legislation was to increase efficiencies by consolidating administrative functions.
- July 1, 2005 – The State Legislature enacted legislation to restrict the programs and functional organization of the new Department of Health and Human Services. The legislature directed the Commissioner of DHHS along with legislative appointed focus groups to work on proposed program restructuring to be submitted to the Legislature in January of 2006.
- January 2006 – The Community Service Center was dissolved and the program oversight functions of this Division were placed under the Office of Child and Family Services (OCFS). Under the new structure, a separate division—the Division of Purchased Services—is responsible for compiling contracts, collecting reports, and making payments to agencies. Additionally, some programs that had been part of the Community Services Center, such as Refugee Services and Head Start, were transferred to other Divisions within the Department of Health and Human Services.
- April 2006 – Under the Office of Child and Family Services, the Community Service Center was renamed the Community Services Unit and placed within the newly formed Division of Public Service Management. The Community Services Unit is responsible for contract performance measures and monitoring program performance. The CSBG State Administrator position was vacant, and in the interim the Director of the Division of Public Service Management covered these duties.
- October 2006 – A supervisor for the Community Services Unit was hired. This person serves as Maine's CSBG State Coordinator. The CSBG Coordinator performs site visits to oversee performance based contracts, prepares the annual IS Report and state application, meets regularly with Community Action Agency Program/Directors, and works collaboratively with the Maine Community Action Association to ensure agencies are providing high quality services to Maine citizens that meet the desired outcomes of the CSBG.

Currently the Community Services Unit within the Office of Child and Family Services is directly responsible for the administration of state purchased services funds, several federal grants programs totaling over \$15, 500,000 including the Community Service Block Grant, Social Services Block Grant, the Temporary Assistance for Needy Families SSBG transfer, the Justice

Department's Victim of Crimes Assistance Grant, the Family Violence Prevention and Services Grant, and the Rape Prevention and Education Grant.

With regard to the Community Action Program, the Department has the following goals:

- 1) The economic self-sufficiency and household stability of low-income Maine families will be improved.
- 2) The economic and social health (conditions) of the community will support the aspirations, participation, and advancement of low-income persons.

To meet these goals, the State of Maine has the following objectives:

The CSBG State Coordinator will:

- 3) Advocate for the mission and vision of the State of Maine Community Action Agencies (CAA's). This includes promotion and education to State officials, legislatures, and the public about the mission of Community Action in fighting poverty.
- 4) Improve collaboration among the ten State CAAs and State systems to improve and increase the capacity of CAAs by better coordination and use of state resources and vice versa. The State can provide the citizens of the State better services with increased coordination with the ten CAAs services.
- 5) Improve sharing of information within existing State computer systems as allowable by law given privacy considerations and rules and regulations.
- 6) Be a liaison between the CAAs and State bureaucracy in supporting the CAAs and enriching the relationship between the State and the CAAs.
- 7) Build State strategy to focus resources on anti-poverty initiatives and use existing resources to assist in the elimination of poverty as a mission.
- 8) Establish a mission to refocus State resources on developing strategies to end poverty.
- 9) Work to improve State systems (computer, reporting, etc.) to better support the local CAA initiatives.
- 10) Work to assure CAA accountability without micro managing outcomes.
- 11) Work with CAAs relating need assessments to program outcomes via the ROMA system.

A. (2) Eligible Entities

The Community Services Block Grant funds are distributed to Maine's Community Action Agencies (CAAs) for the purpose of ameliorating the causes of poverty found in our communities. The chart below (A.3) lists the eligible agencies, the counties in Maine that they serve, and their allocation for the October 2007 through September 2008 contract year.

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., (Attachment C), each of the CAAs were re-designated as Community Action Agencies on October 1, 2004 effective through September 30, 2011 (Attachment E).

Two years ago, there were eleven eligible CAAs and four had begun planning for possible mergers. Western Maine Community Action and Community Concepts Inc. ultimately decided not to merge. Coastal Community Action Agency (CCAP) did merge with Penquis Community Action Agency and effective October 1, 2005 there were ten eligible entities. The State assured all appropriate actions were taken in the final outcome of this CCAP merger with Penquis as well as subsequent changes in Community Action Programs for relevant service areas according to

Maine Law as referenced above. Attachment G is the public announcements of those two decisions.

A. (3) Distribution and Allocation of Funds for Current Fiscal Year

Community Action Agency	County(ies) Served	FY 2007 Allocation
Aroostook County Action Program, Inc.	Aroostook County	\$ 314,369
Mid Coast Maine Community Action (Coastal Economic Development Corp.)	Sagadahoc and Lincoln Counties	\$ 255,304
Community Concepts, Inc.	Androscoggin and Oxford Counties	\$ 384,086
Kennebec Valley Community Action Program	Kennebec and Somerset Counties	\$ 385,861
Penquis Community Action Program, Inc.	Penobscot, Piscataquis, and Knox Counties	\$ 468,811
People's Regional Opportunity Program	Cumberland County	\$ 365,366
Waldo Community Action Partners	Waldo County	\$ 227,063
Washington Hancock Community Agency	Washington and Hancock Counties	\$ 305,009
Western Maine Community Action, Inc.	Franklin County	\$ 216,573
York County Community Action Corp.	York County	\$ 305,171

B. Description of Criteria and Distribution Formula

The funding is allocated based on a formula that distributes 50% of available service funds equally to each agency and prorates 50% of available funds based on the number of individuals with incomes less than 125% of poverty within each agency's geographic catchment area.

All agencies are required to request and receive approval for use of any carry-over funding. The request must identify the reason for the carry-over and specify the proposed use of the carry-over funds. Decisions on requests for use of carry-over funds will be made by the Director of the Office of Child and Family Services, or his/her designee.

C. Description of Distribution and Use of Restricted Funds

Anticipated allocations of restricted funds for each eligible entity are noted in the chart above. This funding is distributed through a state contract. The agencies must demonstrate in Rider A of the contract uses of the funding. This use must meet the criteria established in the 42 USC 9901 Section 672. Funding under the Community Services Block Grant assists agencies in meeting the needs of low income families through a variety of core programs, including: energy assistance, transportation services, child care services, housing services, health services, mental health and drug addiction services, referral, case management services, and community building activities

D. Description of Distribution and Use of Discretionary Funds

For the fifth year, \$20,000 of the funding will be used to match funding of the Maine Community Action Association (MCAA) for the improvement and implementation of an outcome management system for ROMA reporting. The 2008-2009 funds will be used to assist in future refinement of the ROMA reporting systems and in research and possible funding of computer systems to assist in the collection of the ROMA data. The MCAA CSBG/ROMA Task Force and Data Group is continuing to research reporting systems such as ORS (Outcome Results Software).

The remaining discretionary funds will be used to support a Tri State Community Action Association conference and training track for CAA staff as well as for other conferences such as the fall 2007 MCAA 1st Annual Statewide Symposium entitled “A Maine Conversation on Poverty & Economic Security”.

E. Description of Use of Administrative Funds

The Office of Child and Family Services is allocating \$ 89,549 for administrative expenses in FY2008. This funds 50% of the salary and fringe benefits of the Supervisor, Community Services Unit. The remainder of administrative funds is used to support the new State of Maine DHHS Cost Allocation Plan.

F. State Community Service Program Implementation

F.(1) Program Overview

F.(1) (a) Service Delivery System

The State of Maine has ten agencies designated as CAAs, which provide anti-poverty program coverage to the entire state (a map detailing State coverage Attachment I). Each agency is governed by a tripartite board, which assures local participation in the design of the anti-poverty programs to best serve the region’s specific economic and social needs. The following briefly describes each CAA and includes a summary of that CAA’s local area needs and service delivery.

AROOSTOOK COUNTY ACTION PROGRAM, INC.

Demographics and Need

Aroostook County, the largest and most northern of Maine's 16 counties, encompasses 6,543 square miles distinguishing it as the largest county east of the Mississippi. Eighty-eight (88) percent of the total acreage is heavily wooded land, including more than 200 lakes and ponds. Eight (8) percent of the land is cultivated farmland that is the source of most of Maine's potato and broccoli crops. The remaining four (4) percent of the area is comprised of urban areas, pastures, and the former Loring Air Force Base now known as the Loring Commerce Centre. Aroostook is bordered to the north, east, and west by the Canadian provinces of Quebec and New Brunswick and on the south by four Maine counties. This vast rural, sparsely populated expanse is accessed by approximately 1,125 miles of road maintained by the Maine Department of Transportation, three (3) small municipal airports, and the Presque Isle Regional Airport.

The 2000 US Census reported the Aroostook population was 73,938 or 8.8 persons per square mile. Preliminary 2005 estimates put the population at 68,958. This compares to 86,000 in the 1990 Census. The closure of Loring Air Force Base in 1994 was a major contributor to the reduction in population. Additional out-migration was due to changes in potato and forestry industries. Decline in these industries combined with increase mechanization caused a labor surplus. Workers and their families left to seek jobs with higher wages in southern Maine and New England.

Estimates by the US Census in 2005 indicate Aroostook County has 17.4% of population at 65 years or older. From 1970 to 1990, the median age rose from 24.3 to 33.3 years. In 2000 the state median age is 38.6 years. For Aroostook County the median age is 40.7 years.

Unemployment Trends

Employment opportunities in Aroostook County definitely have their ups and downs over time. In the past couple of years employers have opened, hired a number of residents, and then unexpectedly closed, resulting in permanent layoffs. In 2006 Lowe's opened a store in Presque Isle, creating 200 new jobs, and in 2007 Fraser Papers in Madawaska announced it would eliminate about 135 jobs. Unemployment rates in Aroostook are consistently higher than most other counties in Maine. They are reflective of the proportionate drop in the economic resources available to the county work force and to the seasonality of many job opportunities.

Unemployment Rates

	June 2007	January 2007	June 2006
Aroostook County	6.2%	6.6%	6.8%
Maine	4.2%	5.2%	4.4%
United States	4.5%	4.6%	4.8%

Source: Maine Department of Labor, Bureau of Employment Security

Incomes

Median incomes in Aroostook County (\$31,463 for a 4-person household) continue to lag behind those in Maine (\$39,212), and the nation (\$43,318). The income gap between Maine's wealthiest and poorest counties has steadily increased since the 1970's.

According to the 2004 Maine Economic Growth Council report, the livable wage in Aroostook County for the year is \$44,820 for a family of four, leaving a median income gap of \$13,357 that forces many families to live without some basic necessities or to depend on some type of public assistance. In fact, nearly 30% of Aroostook personal income is from transfer payments and less than 60% is from earnings.

Poverty Conditions

In Aroostook County the poverty rate is 14.3% (2003 data) compared to the state poverty rate of 10.7%. 19.6% of Aroostook children were living at or below the poverty level in 2003, compared to the Maine rate of 14.9%. Contributing to the impact of poverty in Aroostook are the extended, harsh winters, compounded by the escalating and burdensome cost of home heating.

Housing

Maine has one of the oldest housing stocks in the nation creating a serious problem with substandard housing. In 2000 it was reported that almost 400,000 Maine homes, or nearly 35%, were built before 1940. Many Maine citizens live in housing which has no attic or ceiling insulation, or in trailers built before national standards were implemented in 1976, or which is overcrowded. Though rental costs are comparatively low in many parts of Maine, the combination of low-incomes and high heating and maintenance costs make Maine a very expensive state for low-income renters. In Aroostook County medium priced houses are by far the lowest in the state (\$76,175), yet 40% are unable to afford a medium priced home.

Educational Attainment

Aroostook County currently has 19 school districts, with MSAD #1 the largest, which covers the greater Presque Isle area. There is also a strong system of post-secondary educational institutions:

- University of Maine at Presque Isle
- University of Maine at Fort Kent
- Houlton Higher Education Center in Houlton
- Northern Maine Community College in Presque Isle
- Husson College satellite campus in Presque Isle

Despite a high quality public education system with a high overall high school graduation rate of 93.4%, the percentage of residents that have attained a college degree is lower in Aroostook than in Maine.

2000 Information	Percent of population 25 years and older without a college degree
Aroostook	78.9%
Maine	69.8%



34 Wing Farm Parkway • Bath, Maine 04500 P 207-442-7963 F 207-443-7447

New Identity Announcement

In **1967** – 40 years ago – as part of the War on Poverty, professors and students of Bowdoin College came together to form **Merrymeeting Community Action**. Merrymeeting Community Action's work focused on community organizing and teaching low income people to advocate on behalf of their needs.

In **1972**, the organization was incorporated and renamed **Coastal Economic Development Corporation** (CED). CED has provided services to low-income individuals and families, communities, job seekers, and businesses in Northern Cumberland, Sagadahoc, Lincoln, Knox, and Waldo Counties.

In **May 2007**, the agency launched its new identity as **Midcoast Maine Community Action**. We believe that the new name better reflects the work that we do and will carry us through the next 40 years.

**MIDCOAST MAINE COMMUNITY ACTION
(FORMALLY COASTAL ECONOMIC DEVELOPMENT CORPORATION)**

2006-2007 NEEDS ASSESSMENT

A. COMMUNITY CHARACTERISTICS

Demographic profiles are important to the agency, as the information informs decisions we make about what programs and services would most benefit the communities we serve. MMCA provides services in five counties in the mid-coast area. Three of these counties are densely populated and receive the full complement of agency services. The 2000 U.S. Census provides community characteristics for these counties. These demographics represent the region as a whole:

Characteristic	Category	Cumberland County	Lincoln County	Sagadahoc County	Avg
Gender	Female	48%	57%	52%	52%
	Male	52%	43%	48%	48%
Age	0-19	28%	17%	27%	24%
	20-64	56%	46%	59%	54%
	>65	16%	37%	14%	22%
Marital Status	Married	53%	51%	48%	51%
	Single	28%	16%	25%	23%
	Other	19%	33%	27%	26%
Family Type	Single Parent	15%	14%	22%	17%
	Two Parent	48%	41%	36%	42%
	Non-Family	37%	45%	42%	41%
Employment	% Employed	68%	49%	68%	62%
Occupation	Professional	34%	42%	34%	37%
	Sales/Office	26%	30%	26%	27%
	Service	16%	8%	16	13%
	Production	13%	11%	13%	12%
	Construct/Farm/Fish	11%	9%	11%	10%
Education	< 9 th Grade	5%	2%	4%	4%
	Some High School	8%	5%	8%	7%
	HS Diploma	27%	24%	37%	29%
	Some College	20%	23%	21%	21%
	College Degree	40%	46%	30%	39%
Income	<\$10,000	9%	4%	9%	7%
	\$10,000-\$49,999	59%	45%	59%	53%
	\$50,000-\$74,999	18%	19%	18%	18%
	>\$75,000	20%	32%	14%	22%

Percentage averages across counties gives us a picture of community characteristics for the mid-coast area. A slight majority of community members are female (52%), and working age adults between the ages of twenty and sixty-four comprise the greatest percentage of community members (54%). A slight majority are married (51%), and the two parent family has a slight majority (42%), followed by individual adult households (41%). A majority of households have working adults (62%), with 37% in professional positions. This corresponds to the 39% with a

college degree. This would seem to present a picture of the mid-coast area being communities made up of professional workers. However, 40% of the area workforce are in office sales and service occupations. Another 22% are in blue collar occupations. And, for the 39% who completed college, another 50% have a high school education and/or some college. Finally, a majority of households have incomes that place them in the range of working poor families earning \$10,000 to \$49,999 per year to support their families (53%).

Another source of information regarding community characteristics is a recent report from Maine Equal Justice Partners (MEJP) about participants in the state MaineCare Program. Families who meet federal Income Poverty Guidelines can receive health care coverage for their children through MaineCare. The state also has a Non-categorical allowance for coverage, which includes single adults, aged 21-64, whose income is below federal poverty level (\$10,210 per year for a single person). MEJP reports the following enrollment by county as of January 2007 for the counties we serve:

County	Number Enrolled	% of Statewide Enrollment
Cumberland	3,783	19%
Knox	552	3%
Lincon	411	2%
Sagadahoc	260	1%
Waldo	634	3%
Total	5,640	28%

The numbers and percentages of total enrolled for each county may seem small. However, 28% of the single adults living below poverty guidelines who are enrolled in MaineCare reside in the mid-coast area served by MMCA. One-third of these recipients are under the age of thirty, and one quarter are over the age of fifty. And, 45% of these enrollees are women. This data tells us that the demographic profile of single adults in our area supports the need for programs like the Finance and Asset Building Initiative.

We are also concerned about assessing community need based upon measures of poverty, economic trends, and employment trends in the regions we serve. Our sources of information for this assessment include:

2000 Census Bureau Census	Maine Economic Growth Council (MEGC)
U.S. Bureau of Economic Analysis	Maine Center for Economic Policy (MECEP)
Maine Department of Labor	Maine State Housing Authority

B. DOCUMENTATION OF POVERTY IN OUR REGION

CSBG support will provide a continuum of services to low-income individuals and families in our catchment area. We must be able to show community need by demonstrating that poverty exists in the communities we serve.

➤ **MCAA 2006 Poverty in Maine Report**

In 2006, the Maine Community Action Association (MCAA) published its Poverty in Maine Report. The report was supported by the Maine Department of Health and Human Services. The Margaret Chase Smith Policy Center at the University of Maine completed the organization and analysis of data for the report. The report identifies poverty trends by county throughout the state for 2005 using the following indicators:

- Poverty Rate Percentage
- Percentage Receiving Food Stamps
- Percentage Receiving Low Income Home Energy Assistance Program (LIHEAP) benefits
- Percentage Participating in Reduced Cost or Free Lunch Programs in Schools

The Food Stamp, LIHEAP and lunch programs have income eligibility requirements based on federal poverty standards. The MCAA report identified the following participation percentages:

Federal Program Participation by County

County	Poverty Rate %	Food Stamp %	LIHEAP %	Lunch Program%
Cumberland	8.4%	12%	3.4%	23.6%
Knox	10.5%	13%	6.1%	31.1%
Lincoln	9.8%	10.5%	7.4%	34.2%
Sagadahoc	8.3%	10.2%	5.5%	26.9%
Waldo	12.4%	18.4%	14.6%	45.5%
Area Average	17.4%	12.82%	7.4%	32.3%
Statewide Average	10.7%	15.7%	8.8%	34.7%
Difference	+6.7	-2.88	-1.4%	-2.4%

These numbers tell us four things:

- The average poverty rate across our counties is higher than the statewide average
- The average participation for all three federal programs across counties is 17.6%
- The average participation for federal programs for each county is lower than the statewide average
- In every category, Waldo County’s average participation is higher than the statewide average

We believe this provides strong evidence that people are living in poverty in our catchment area.

C. MEASURES OF POVERTY/ECONOMIC TRENDS

Traditional measures of poverty are based upon the U.S. Department of Health and Human Services (DHHS) Poverty Guidelines. All federal, and many state assistance programs use DHHS Poverty Guidelines to determine income eligibility. The formula for calculating federal poverty levels was established in 1955. It was based upon USDA research that established the minimum food budget at 33% for a typical family. Poverty levels were then calculated by multiplying the 33% by three, adjusting to an amount per person using the Consumer Price Index. That calculation continues to be used every year when the federal poverty guidelines are updated. The problem with this is that the minimum food budget is now 13% for a typical family, 20% lower than these original calculations. Consequently, federal poverty guidelines are not an accurate reflection of poverty status for most families, and may mask the actual scope of poverty. This places many working families in our area at a disadvantage.

➤ **MECEP Getting By: Maine Livable Wages Report**

The Maine Center for Economic Policy (MECEP) published a report: Getting By: Maine Livable Wages in 2002 to discuss the issue of accurate measures of poverty. According to 2000 U.S. Census data projections, 10.3% of Maine people were living in poverty in 2001, less than the national average of 11.7%. If we include families with incomes above the federal poverty level who still lack sufficient resources to adequately meet their needs, the number is much higher. In their 2002 report, MECEP established a Basic Needs Budget for housing, utilities, food, transportation, health care, and child care. Based upon this standard, they established a livable wage, meaning the wage necessary to meet the costs of the Basic Needs Budget. They established the following parameters:

County	Single		1 Parent 1 Child		1 Parent 2 Children		*2 Parents 2 Children (1 Wage)		2 Parents 2 Children (2 Wages)	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Cumberland	8.98	18,679	15.12	31,445	18.27	38,004	13.31	27,693	22.81	47,447

Knox	8.42	17,508	13.34	27,739	16.60	34,538	12.27	25,523	21.18	44,035
Lincoln	8.85	18,416	13.72	28,546	17.74	36,896	12.19	25,345	22.30	46,394
Sagadahoc	9.29	19,323	14.39	29,931	17.53	36,472	13.31	27,693	22.10	45,970
Waldo	8.11	16,879	13.19	24,427	16.63	34,594	11.72	24,371	21.20	44,091

*The lower hourly/annual wage for a family with two children and only one parent working assumes that the stay-at-home parent will provide child care

MECEP identified that the Maine Median Wage is \$11.93/hour. The median livable wage necessary for a family with one parent and one child to meet a basic needs budget is \$13.94, and \$17.05 for a parent with two children. They estimated that half of Maine workers earn less than a livable wage by these standards. The issue is further complicated by what MECEP calls “cliff effects,” in which families increase income slightly, but the increase does not cover the cost of benefits that are lost as a result of that increased income. Families mediate these effects by going without adequate insurance, housing and food, by working multiple jobs, and by relying on public assistance.

➤ **MEGC Measures of Growth Report**

The Maine Economic Growth Council (MEGC), in their 2003 Measures of Growth Report, noted that the income threshold used by the Census Bureau was considerably lower than what is considered a livable wage. MEGC and MECEP have estimated that livable wage figures are 85% higher than the Federal Poverty Guidelines. Poverty levels would need to be calculated at 185% of traditional guidelines to provide accurate figures about the number of families living in poverty. Using 2000 Census Bureau numbers, the percentage of families living in poverty by county differ significantly according to how it is calculated:

Poverty Percentage by County

County	Federal Poverty Guidelines	Livable Wage Guidelines	Difference
Cumberland	4.4%	28.9%	24.5%
Knox	6.4%	36.3%	29.9%
Lincoln	6.6%	34.6%	28%
Sagadahoc	6.9%	30.2%	23.3%
Waldo	10.9%	42.3%	31.4%

These figures suggest that poverty levels according to livable wage standards by county are 20-30% higher than reported by using traditional federal poverty guidelines.

The Maine Development Foundation of MCEG supports these assertions of economic trends in Maine. In their 2003 report they noted that only 67% of jobs in Maine pay a livable wage. They also noted that in 2000, 8.6% of all Maine workers had two or more jobs, 3% higher than the national average. In fact, this rate increased in Maine, where the national average decreased. They further estimated that in 2001, household debt in Maine constituted 21.8% of total disposable income, leaving families increasingly vulnerable to financial crises. Rising costs of living contribute to the precariousness of these economic trends.

D. EMPLOYMENT TRENDS

There is a relationship between economic trends and employment trends for our region. An eight year Maine Department of Labor analysis of employment trends in the mid-coast region reported percentages of change for employment, which industries saw significant increases, and the percentage of employment decreases by county. These are noted in the following chart.

Maine Department of Labor Figures

Region	Unemployment Rates		% of Employment Changes	% of Service/Retail Increases	Employment Decreases
	2004	2005			
Cumberland	3.3	3.6	24%	69%	0%
Knox	3.7	4.1	22%	41%	13%

Lincoln	3.8	4.3	19%	82%	24%
Sagadahoc	3.5	4.3	3%	61%	25%
Waldo	5.2	5.3	69%	42%	2%
Maine	4.6	4.8	17%	72%	7%

These figures are important for several reasons. First, unemployment rates for 2004 were relatively low, but they increased in all counties in 2005. Second, there were healthy increases in employment for Maine overall (17%), and for the counties we serve (except Sagadahoc County, with only a 3% increase in employment). However, the last two columns of the chart tell a more complex story. Most of the employment increases in the state were for service and retail positions (72% in the state overall, and an average 59% in our counties). These positions traditionally do not pay a high wage, generally below the Maine Median Wage of \$11.93/hour. These positions often do not carry health insurance benefits either. The last column identifies that there were also employment decreases in certain industries during this period of time (7% for the state and an average 25% for Lincoln and Sagadahoc counties). These jobs were in manufacturing, transportation and public utilities, and wholesale trade, positions that traditionally do pay a wage equal to or higher than the Maine Median Wage of \$11.93/hour. This trend was corroborated by MECEP, who reported that between 1982 and 2000 the state of Maine lost 22% of its unionized manufacturing jobs. Our areas were hardest hit by this phenomenon, with the closing of the Maine Yankee Power Plant in Lincoln County, and the loss of jobs at Bath Iron Works in Sagadahoc County. This downward economic trend continues with additional lay offs at Bath Iron Works and the recent realignment of the Brunswick Naval Air Station, two of the largest employers in the area.

When a job does not provide a livable wage, people are for MMCA to maintain more than one job to make ends meet. The Maine Development Foundation, in a 2003 report for the Maine Economic Growth Council, identified that 8.6% of Maine workers had multiple jobs, compared to the national rate of 5.6%. This trend continues today.

We believe that these factors, poverty measures, economic trends, and employment trends, support our assertion of the need for finance and asset building services in the areas we serve. Perhaps the best description of what it means to live in poverty in Maine is in a paper written by Lisa Pohlmann for the MECEP sponsored Choices newsletter of November, 2003. It is still relevant today:

“Here is how you might experience poverty today. You have no financial security. You work in a series of low-wage, part-time or seasonal jobs with a layoff just around the corner. You work two or three jobs in order to stay afloat and don’t have much time with your kids... You have more debt than assets. Your car is old and unreliable and the next breakdown could cost you your job - again... You are trying to pacify bill collectors to keep the lights on.... You have no savings for an emergency let alone for your children’s college education or your retirement... You have no health insurance... You feel like you are living outside the mainstream.

In short, being poor means lacking the resources to meaningfully participate in the society in which you live, and experiencing each day the toll this deprivation takes on you and your family.”

COMMUNITY CONCEPTS, INC.

Community Needs Assessment 5 Year Plan 2001-2007

Demographics

Community Concepts serves Androscoggin, Franklin, and Oxford Counties. Demographic data shows that the region's population [183,886] decreased by almost 2% in the past decade. Androscoggin and Franklin Counties lost 4,000 people, while Oxford County grew by 1,000. Our region is among the slowest growing in the United States.

The baby boom cohort is aging and their parents are living longer. This is creating a huge shift in the number of older Americans. Our region follows Maine by having a higher percentage of people 64+ (14.4%) than the Nation (12.4%).

Elderly people are the fastest growing population in Maine, and are expected to become 21% of the population in 25 years, a 50% increase over the current 14%. Elders over 85 years will grow by 40% within 8 years. There is a critical gap in community-based services that are affordable, accessible, and specific to this emerging population.

The aging of Maine's population is creating the need for individualized, community-based, quality services. Adult day services, transportation for non-medical appointments and for elders not receiving Medicaid, specialized housing for elders with mobility issues, and specialized mental health and substance abuse services are some of the areas identified as gaps. Using elders as resources in mentoring programs, and as community volunteers are areas to explore.

Family Conditions

Some of our region's children are living in homes with child abuse and neglect issues. Our region has Child Protective referral rates significantly higher than other regions of the State. In the past 4 years, CPS referral rates have been dramatically increasing in our region, even as the economy has been relatively strong.

A chronic issue in the region continues to be affordable, accessible and high quality child care programs. Regionally, only 19% of qualified children are participating in subsidized child care programs. There are few before and after school programs tailored to the needs of working parents. The region boasts many community and school sports and dance programs, most requiring transportation and fees.

Improving the social ecology for our region's children appears to be a key factor in addressing the issues facing our children, and is also a strong opportunity. Home visitation, early care and education, social work services, behavioral health services, recreation, education and support for children and their parents are all ways Community Concepts can impact the social ecology.

For example, Community Concepts can use its strength as a high quality provider of early care and education to develop more child care options for more working families. As the largest provider of substance abuse counseling services, Community Concepts can develop specialized services for elders, victims and perpetrators of domestic violence, while expanding our expertise with families that are not making their children a priority.

Health

Our region's population share our Nation's poor health habits: we are overweight, under-exercised, and make poor choices with regard to use and abuse of tobacco, alcohol and other drugs, and nutrition.

Access to mental health, substance abuse and other behavioral services continue to be an identified need for all segments of our population, but critically so for low income people who do not have Medicaid insurance coverage. Many private insurers do not pay for behavioral health services. Lower income people continue to be over-represented in child abuse, substance abuse, mental health and criminal systems.

Advancing the behavioral and physical health of our citizens is an area where Community Concepts can use its strength in collaboration, respect for our customer base and creativity. Improving the health of our community is a long-term prospect, and the organization can look for ways to impact health on both a micro and macro level. The agency might consider research into the viability of YMCA-type programs in its service area.

Economy

Our teenagers continue to graduate high school at rates higher than the U.S. average, but go on to college at rates below Maine and National averages.

Our region's working-age population is hardworking, dedicated, and resourceful, but under-educated compared to State averages. Lifetime learning is the new emphasis to stay employable, and opportunities in the region are currently limited. Workers need retraining as the regional economy shifts from traditional resource-based and manufacturing services.

Low wages continue to categorize the job opportunities of the adults who do not have much post-secondary education. Over 60% of working-age Low Income Home Energy Assistance Program (LIHEAP) recipients are in the work force.

Unemployment rates are currently rising with a November 2001 regional rate of 5.1%, masking Lewiston/Auburn's strong rate of 4% and Oxford's rate of 7.1% The National rate was 5.3% for the same period. The current State and National recession, coupled with the War on Terrorism, has caused State and National government leaders to re-prioritize domestic spending policies.

Poverty

Children continue to be the poorest Americans, and 15.9% of our region's children live in poverty and 33% receive Medicaid. Experts state that children's social ecology must be improved in Maine, in order for our economy to be strong.

The federal Welfare-to-Work initiative has had a significant impact in Maine, where Temporary Assistance for Needy Families (TANF) caseloads were reduced by 62% since 1993. Still, the majority of families no longer receiving TANF benefits continue to have incomes below or at the poverty level.

Housing

In the past 5 years, homelessness increased 22% in Maine. Families and individuals with behavioral health issues continue to be the largest users of homeless shelters.

Our region's housing stock is among the most substandard in Maine. We are over-represented in the percentage of mobile homes, which provides many a family with an affordable home, but also tends to depreciate rather than appreciate in value. While our region lost over 650 multi-units since 1990, there remains many substandard apartments. One-third of LIHEAP recipients live in substandard housing. Our landscape is beautiful and housing prices are relatively moderate. Homeownership opportunities for moderate income families are strong, but homeownership for more limited income people is difficult, due to cost and down payment issues. Our region follows Maine and the U.S. in out-migration from city-centers (like Lewiston/Auburn) to adjoining rural towns. This allows new homeowners to have backyards and a new beginning, yet also impacts schools, roads, and other city and town infrastructure.

Substandard housing continues to be the only affordable option for a significant percentage of lower income people. Many low income renters would pay less for a mortgage if they could overcome down payment barriers. Affordable repair and housing rehabilitation programs, specialized maintenance-training programs to help owners of mobile homes, affordable homeownership programs, subsidized housing, and other innovative housing-related efforts are key to impacting housing affordability and substandard housing issues.

People with limited incomes often need financial assistance to maintain and improve their living conditions. Financial assistance programs geared to lower income people, such as subsidized child care, rental housing, transportation, fuel, crisis intervention, behavioral health services, are required to lift people out of subsistence living. Franklin County residents appear to be under-utilizing the LIHEAP program, and Community Concepts staff can inform residents of its availability. Education, training, mentoring, volunteer opportunities, job shadowing, computer training, and on-the-job training programs are ways to increase skill levels so workers enhance marketable skills.

Maine appears to be under-utilizing some of the programs that are assisting elders in other parts of the U.S., including affordable assisted living developments, senior community centers, and Equity Conversion programs. With our region's high ownership rate, especially among elders, Equity Conversion may be a way of maintaining a high quality of life. Community Concepts could use its new designation as a Community Development Financial Institution (CDFI) to offer "reverse-mortgage" loans so elders can live in more appropriate housing and enjoy a higher standard of living. In addition, home-sharing could be explored in an effort to impact loneliness and affordability.

KENNEBEC VALLEY COMMUNITY ACTION PROGRAM

Demographics

The combined population of Kennebec and Somerset Counties is 168,002, or roughly 13% of the State's total population. Twenty-five percent (25%) of family households in Kennebec, and 36% of those in Somerset, are households in which the head of household is less than age 44. The majority of these households (51%) are headed by an individual ages 25-44, indicating the majority of the low-income families in our service area are younger families.

Income/Poverty

Kennebec's per capita income is slightly below that of the State as a whole, but Somerset's is roughly 24% less, estimated at \$19,561 (U.S. Census). Maine's median income in 2003 was \$39,212, while in Kennebec the median income was \$38,936 and in Somerset it was \$32,079. Both Kennebec and Somerset's poverty rates are higher than the state rate of 10.7%. Kennebec's rate is 11.3% while Somerset's rate is 14.3%. Roughly half of all households in poverty are family households (*a group of two people or more related by birth, marriage, or adoption and residing together*). However, 51% of all family households in poverty are headed by a single female householder.

Unemployment

According to Maine's Department of Labor, Kennebec's rate of unemployment is in line with the overall State, around 5%, but Somerset's rate is significantly higher, at 7.6%. Over the past few years, the area has experienced several large industry closings that only exacerbate the employment picture. These include Hathaway Shirt in Waterville, McDonald's Shoe in Skowhegan, Dexter Shoe, and a number of downsizing and layoffs, particularly at SAPPI, Hutamaki, and Mid-State Machine.

Child Abuse/Neglect

According to the Maine Department of Human Services Bureau of Child and Family Services Child Protective Services 2006 Annual Report there were 6,234 reports involving 12,101 children that were referred for a Child Protective Assessment. According to the 2007 Kids Count, 7 children per thousand in Kennebec County children were in DHS care or custody. In Kennebec County 30% of the referrals to Child Protective Services were substantiated cases. In Somerset County 13 per thousand of all Somerset County children were in DHS care or custody. In Somerset County 45% of the referrals made to Child Protective Services were substantiated. Somerset County consistently ranks each year as one of the top counties for substantiated cases of abuse and confirmed incidents of neglect.

Alcohol, Tobacco and Other Drug Use (ATOD)

Substance abuse is a significant challenge in both Kennebec and Somerset Counties. According to the MaineGeneral Community Health Assessment 2005, Kennebec's hospital admission rate for substance abuse of 389 was well above the state rate of 353, while Somerset's was lower, at 260. Both counties had higher rates for opiate related hospital admissions, with Kennebec at 175, and Somerset at 153 compared to 142 for the state. The occurrence of Co-morbid Substance Abuse and Chronic disease is of particular concern in the two county area, with Kennebec's rate of 137 (per 100,000) and Somerset's rate of 141, well above the state rate of 96. Recently a group of interested parties (health and social service providers, law enforcement, etc) formed a

committee to work on overdose prevention efforts (particularly in regard to opiate use), due to Kennebec County's high rate of overdose deaths.

Domestic Violence

Closely linked to child abuse and neglect, domestic assault is a serious problem in Maine. According to the Maine Kids Count 2007 report, KVCAP's service area had a very high rate of domestic assaults reported to police in 2005. Somerset's rate per 100,000 was 492.5, the 5th highest in the state, while Kennebec's rate of 588.5 was the second highest. The entire catchment area represents a 14% higher rate than the State average of 414.4 and shows a significant increase since 2000.

Adolescent Pregnancy and Teen Parenting

The Maine teen pregnancy rate based on aggregate data from 2000-2004 is 37.4 per 1,000. Kennebec's rate is 38.2 per 1,000, while Somerset's is 52.1. Somerset continues to be ranked within the top three in the State each year. In both Kennebec and Somerset, some communities demonstrate rates double that of the State average. Further, approximately 25% of the pregnant or parenting adolescents in the two Counties are not currently enrolled in school.

Health Status/Access to Care

Residents of Somerset and Kennebec tend to be in poorer health compared to the rest of the state. According to the MaineGeneral Community Health Assessment 2005, both Kennebec (rate:28,527) and Somerset (rate:37,677) counties have statistically significant higher rates of chronic disease than the state rate of 23,610 per 100,000. Put another way, 1 of every 6 adults in Kennebec County and 1 of every 5 adults in Somerset County have 3 or more chronic medical conditions. This is a higher rate than the state or other counties. Interestingly, access to care indicators in the two county area is on par with, if, not slightly better than the state's rate on several of the indicators. For example, 15% of Maine residents under age 65 are uninsured compared with 13% in Somerset and 8% in Kennebec. 11% of Maine residents did not see a doctor in the past year due to cost compared to 10.5% in Kennebec and 9% in Somerset. Several of the lifestyle indicators, as well as poverty levels in the two counties, seem to contribute to the health status of residents in Kennebec and Somerset. For example, 25% of Kennebec residents and 28% of Somerset residents report sedentary lifestyles, compared with 20% across the state. Both counties also have higher rates of smoking and obesity compared to the state rate.

PENQUIS Community Action Program, Inc.

SUMMARY NEEDS PROFILE

Again this year Penquis has the opportunity to rely on data collected by the Margaret Chase Smith Policy Center as it relates to poverty in our service area. The following data is taken from the Poverty in Maine 2006 report and other sources.

Poverty and the Distribution of Benefits							
	Persons Below Poverty, 2003 (Est.)	Median Household Income, (2003) (Est.)	% Personal Income from Transfer Payments, 2004	Hshlds. Receiving LIHEAP, 2004-05	Hshlds. Receiving Food Stamps, 2004-05	Free & Reduced School Lunch Eligibility, 2005-2006	Monthly Average Unemployment Rate, 2005
Penobscot	12.5%	36,485	21%	10.4%	18.0%	36.7%	5.1%
Piscataquis	13.0%	30,780	28%	17.4%	18.3%	53.3%	7.3%
Knox County	10.5%	39,896	17%	6.1%	13.0%	31.1%	4.1%
MAINE	10.7%	39,212	19%	8.8%	15.7%	34.7%	4.8%

***BOLD** indicates data unfavorable to statewide percentage/rate.*

Families have difficulty meeting basic needs. According to a survey conducted in the Old Town/Orono area, 17.8% of the households experienced food insecurity and/or hunger in 2004. And more than half of those (9.3% of the total) experienced moderate or severe hunger. The picture is even grimmer for households with children. 25% of the households in our survey with children under 18 experienced food insecurity and/or hunger last year, and over half of those (13.8% of the households with children) experienced moderate or severe hunger. Nearly 14 percent of Knox County households surveyed experienced food insecurity and/or hunger in the last year. A quarter of those surveyed experienced moderate or severe hunger. Three out of every 100 households in Knox County have experienced hunger within the last year, while 10 out of every 100 were concerned about whether they had enough food to eat. In households with children under 18 years old, 20.3 percent stated they had experienced food insecurity or hunger, and one-third of those experienced moderate or severe hunger.

Child Health and Welfare							
	Children in poverty, 2003	Children on TANF, Dec. 2005	Children receiving Food Stamps, Dec. 2005	Children receiving subsidized school lunch, 2005-06	Children participating in MaineCare, SFY 2005	Children in care/custody of DHHS, rate per 1,000, Dec. 2005	Child deaths, age 1-14, 1999-2003 annual avg, rate per 10,000
Penobscot	16.4%	8.6%	21.9%	38.9%	45.6%	9.8	2.7
Piscataquis	20.1%	9.6%	26.0%	53.3%	56.9%	10.1	*
Knox	14.7%	7.3%	19.0%	31.3%	40.9%	4.4	2.1
MAINE	14.3%	8.2%	19.9%	34.9%	40.8%	8.2	1.9

*fewer than 5. Suppressed to preserve confidentiality.

***BOLD** indicates data unfavorable to statewide percentage/rate.*

Infant Health			
	Live births for which prenatal care began in the 1 st trimester, 2003	Low birthweight infants, 2003	Infant mortality, 1999-2003 annual average
Penobscot	87.1%	6.0%	6.1
Piscataquis	80.3%	6.4%	6.4
Knox	89.9%	6.0%	4.5
MAINE	87.2%	6.5%	5.0
<i>BOLD indicates data unfavorable to statewide percentage/rate.</i>			

Adolescent Health					
	High school students reporting alcohol use in past 30 days, 2006	High school students reporting cigarette use in past 30 days, 2006	High school students reporting marijuana use in past 30 days, 2006	Teen pregnancy rate, per 1,000, 2003	Teen deaths, age 15-19, 1999-2003 annual average, rate per 10,000
Penobscot	40.0%	20.8%	20.2%	8.2	5.7
Piscataquis	44.3%	23.0%	20.1%	10.5	*
Knox	48.4%	22.0%	29.5%	12.7	10.4
MAINE	40.3%	19.5%	21.4%	7.6	6.3
*fewer than 5. Suppressed to preserve confidentiality.					
<i>BOLD indicates data unfavorable to statewide percentage/rate.</i>					

Health

- The number of medical & buy-in individuals is 42,454 in Penobscot County; 6,125 individuals in Piscataquis County; and 10,276 in Knox County.
- Women in need of publicly supported contraceptive services and supplies number 11,110 in Penobscot, 1,000 in Piscataquis, and 2,200 in Knox Counties. In 2003, the six publicly funded family planning clinics in the Penquis region served 4,220 clients. The one publicly funded family planning clinic in Knox County serves 1,420 clients. (The number of publicly funded family planning clinics in the Penquis region dropped to five in 2000).
- Statewide, nearly 13 percent of individuals under age 65 are uninsured. The percent of Maine children age 0-18 without health insurance is 7% --approximately 19,000. Yet the percent of uninsured children eligible for MaineCare has increased for a second year, from 57% to 58% (11,000).
- Maine's child and teen suicide (age 10-19) rate at 6.0% is significantly higher than the national rate of 4.3.
- 20% of all adults and 40% of the elderly in the Penquis region are estimated to have multiple (3+) chronic conditions. In the Bangor area 20% of all adults and 50% of the elderly are estimated to have multiple (3 or more) chronic conditions.
- Just over 16% of adults in the Bangor region are classified as "not well" and 37% of the population in the Bangor region are classified as having "some health problems." In the rest of the Penquis region (Dover-Foxcroft, Millinocket, Lincoln, and Greenville Hospital Service

Areas), the percentage of adults classified as “not well” is 15%, which is elevated over that in peer communities and the state.

- 42% of Penquis area adults (over 1 in 3 Bangor area adults) reported not visiting a dentist in the past year. 40% of respondents reported having six or more permanent teeth removed due to decay—the highest in the total northern, eastern and central Maine study area. One third of Knox-Waldo area adults reported not visiting a dentist in the past year.
- An estimated 24% of adult (18+) women in the Bangor region, 20% the Penquis region and 22% in the Knox-Waldo area have been raped or physically assaulted by a current or former intimate partner at some point in her life. More than 50% of respondents from the Penquis and Knox/Waldo regions identified a need for additional domestic violence victimization services.
- The prevalence of overweight in the Penquis region is 45% higher than in the peer or the state and among the highest in the total northern, eastern and central Maine study area. Physician-diagnosed hypertension and diabetes are higher than in peer communities and the state.
- Smoking rates in the Penquis region are particularly high among young men (40%) and young women (32%).
- Alcohol and drug use prevalence is high among adults in the Knox-Waldo region. Rates of chronic heavy drinking are elevated among the elderly. Hospitalization rates for acute alcohol disorders are nearly 70% higher among the elderly in Knox-Waldo than those in peer communities or the state. Reports of marijuana and other illicit drug use among 18-44 year olds were among the highest in the northern, eastern and central Maine study region.

Education				
	Public high school graduates, 2004	Public high school graduates planning to attend post-secondary school, 2004-04	Special education students, age 3-21, 2004-2005	Population 25 years and older, bachelor’s degree or higher
Penobscot	88.2%	69.7%	17.2%	23.0%
Piscataquis	77.6%	71.3%	11.4%	13.3%
Knox	87.5%	60.8%	27.6%	26.2%
MAINE	87.4%	69.2%	18.4%	22.9%

***BOLD** indicates data unfavorable to statewide percentage/rate.*

Students with Disabilities	Penobscot County	Piscataquis County	Knox County
Mental Retardation	130	8	25
Hearing Impairment	28	1	6
Deafness	10	0	3
Speech and Language Impairment	1241	80	313
Visual Impairment including Blindness	11	0	4
Emotional Disability	248	24	100
Orthopedic Impairment	5	1	1
Other Health Impairment	623	48	123
Specific Learning Disability	1200	102	495
Deaf-Blindness	0	0	0
Multiple Disabilities	237	11	151

Students with Disabilities	Penobscot County	Piscataquis County	Knox County
Developmentally Delayed	48	3	36
Autism	292	26	31
Traumatic Brain Injury	10	5	3
Totals	4,083	309	1,291

Housing						
	% of households unable to afford a median priced home	% of households unable to afford a median 2-BR rent	Affordable rental units needed	% housing units (owned and rented) built 1939 or earlier	# homes with lead-based paint	# guests in homeless shelters, 2003
Penobscot	56.7%	61.6%	2,866	28.3%	15,626	3,767
Piscataquis	49.1%	57.4%	195	30.8%	2,026	*
Knox	69.4%	55.7%	831	39.9%	4,894	399
MAINE	68.0%	60.0%	-	28.1%	351,897	-

***BOLD** indicates data unfavorable to statewide percentage/rate.*

Transportation

- Transportation barriers often prevent the elderly from receiving the medical care they need. In Penobscot County, 56% of elderly patients reported needing transportation assistance monthly for routine doctor visits; 62% required help weekly with chronic care appointments.
- Approximately 12% of MaineCare recipients do not have reliable transportation for their health care appointments.
- Approximately 17% of MaineCare recipients report difficulty keeping health care appointments due to a lack of transportation.
- Approximately 71% of MaineCare recipients do not know they can be reimbursed for transportation expenses or request a driver for MaineCare medical appointments.
- In Knox County, transportation barriers often prevent the elderly from receiving the medical care they need. There are no public transportation services available. The regional state-funded transportation provider does not meet the demand for services due to lack of personnel, equipment and because their cost is prohibitive for most senior citizens on fixed incomes. A portion of the need is being met by volunteers.

Economic Development

Micro enterprise employment represents 21.6% of all private (non-farm) employment in Maine. In comparison, the percent of micro enterprise employment in the entire U.S. is 18.2%.

	Number of micro enterprises	% total private, non-farm employment provided by micro enterprises	% of workers self-employed in own not incorporated business	% households with self-employment income
Penobscot	11,799	16.8%	7.2%	12.9%
Piscataquis	1,696	26.0%	9.2%	14.0%
Knox	6,935	30.1%	17.0%	25.6%
MAINE	125,937	21.6%	9.3%	15.8%

- About half of Piscataquis County micro entrepreneurs rely on the business “a great deal” to generate family income.
- A 2001 Piscataquis County Micro-Enterprise Survey conducted by the Margaret Chase Smith Center for Public Policy indicated that entrepreneurs are somewhat interested or very interested in getting information or advice on a variety of topics: marketing products/services (59%); taxes (56%); computer use (54%); financial management (50%); government regulations (48%); business planning (46%); getting financing (37%); hiring and retaining employees (37%); customer service (36%); distributing your products (33%); and production practices (21%). Approximately 30 percent of micro entrepreneurs indicate an interest in expanding their business.

PEOPLE'S REGIONAL OPPORTUNITY PROGRAM

Demographics

Our service area includes 23 cities and towns in Cumberland County with a total population of 221,648 in approximately 81,100 households. This is the most densely populated county in Maine, with an average 318 people per square mile, compared to the state average of 41. It is also the county with the most racial and ethnic diversity. According to the 2000 Census, 4,737 immigrants came to live in Cumberland County between 1990 and 1999. Twenty-eight percent have arrived since 1998, filling urban neighborhoods with many first generation refugees and immigrants still directly connected to their native cultures. There are 53 different languages or dialects currently spoken in Portland public schools, and 30 countries of origin.

At least 25% of families in our service area are considered 'working poor,' which means their income from all sources is less than \$16,500 for a single person and less than \$28,000 for a couple with one child. Families that live at the edge of poverty constantly struggle to make ends meet. One major unexpected expense can put such families at risk of homelessness and make them unable to meet basic monthly expenses. We provide assistance to over 10,000 households each year through one or more of our 29 integrated programs which take a holistic approach to meeting individual and family needs, removing barriers to people's self-sufficiency and creating opportunities for positive social change. Four of our programs extend services beyond this; Senior Volunteer and Housing programs serve Cumberland and York County; our Maine Youth Action Network is statewide; and The Women's Project serves women statewide from sites in Portland, Bangor and Machias.

Our funding is derived from federal, state, local and private sources. In addition, PROP receives donations of time, space, materials, commodities, and the aid of over 600 volunteers who contributed over 155,500 hours of service and support to Cumberland County individuals and households in need last year.

Mission and Goals:

PROP's mission is to facilitate positive change in the lives of Cumberland County children and families, especially those who are economically disadvantaged. We identify and assess needs, coordinate resources, and offer supportive services as people make changes to improve the quality of their lives. Guided by knowledge and compassion, we believe the whole community can work together to affect positive social change. PROP staff and volunteers are committed to supporting and facilitating this work. PROP's strategic goals are:

- **Engage the community:** promote community responsibility for improving the quality of life for people facing economic hardship;
- **Maintain and strengthen our infrastructure:** including financial operations, Board membership and leadership roles; alignment of programs and services with the agency's mission and strategic direction; and maintain staff, technology and facilities needed to achieve our goals;
- **Be Visible:** Be recognized as the "go to" place on issues of poverty; a resource for the media, other service providers, educators, public officials, business, civic leaders and the faith community.

WALDO COUNTY COMMUNITY ACTION PARTNERS

Demographics

Waldo County has a land area of 730 square miles, with approximately 53 persons per square mile based on 2005 statistics (U.S. Census). The geographic make-up of Waldo County is rural with the largest municipalities being Belfast, Searsport, Winterport, Unity, and Lincolnville. It is a county comprised of many farms, cottage industries, and grassroots organizations.

There are 38,705 residents, 2.9% of the state's population, which is a 6.1% increase since the 2000 Census, while the State growth rate was 3.2%. The median household income has risen from \$29,501 in 2000 to \$38,149, but remains well below the State average of \$41,645, leaving less discretionary income for health care, childcare and housing. At the same time wages grew, so did unemployment which grew from 3.8% in 2000 to 5.1% in 2006. This is above the State average of 4.7%.

According to the 2000 Census, Waldo County's median age population was slightly older than that of the State. The percent of residents over 65 is 14%. The median age of Waldo County in 1990 was 34.7 and that of the State was 33.9. That has shifted to a 39.3 median age in Waldo County, and a 38.6 median age for the State in 2000. From 2000 through 2005 the population in the 26 municipalities of the County increased by 6.07%.

The live birth rate has fluctuated since the mid-1990s. Over the last few years (as of 2000) the annual numbers have dipped in 2002 and 2004 after a slight increase in 2003, and a sharp spike in 2005 (415 births). The average since 2000 is about 400 births a year. After factoring in the number of residents that die each year, it is clear that over 90% of the annual increase in population is due to migration into the County.

Poverty

The poverty status for individual communities and the County as a whole has risen slightly in recent years, following a precipitous drop between 1990 and 2000. According to the US Census Bureau, the poverty rate for Waldo County in 2000 was 13.9%; in 2003 the rate was 14.2%. A closer look shows that poverty is more pervasive in some population groups. The rate for families with children under 5 is 19.5%. The rate is 63.6% for single-female householders with children under 5. The percentage of all householders that receive Public Assistance income is 4.6%.

Childcare/Head Start

Children and youth services are in high demand, but limited supply in Waldo County. Many families face access issues concerning childcare. Although there are many childcare providers in Waldo County, it is often difficult to find one that has space, is in a convenient location, and is affordable. In response to this problem, Head Start is beginning to form collaborations with area childcare providers to provide full day, full year, quality childcare.

Waldo County Head Start recruits potential Head Start children and families from all towns located in Waldo County. Due to the large geographic area involved and limited transportation, the program is not always able to reach children in areas most distant from existing centers. Waldo County strives to serve as many children most in need of Head Start services by providing a variety of programming options located in eight different geographic locations. These include a mix of of Head Start Centers, individual classrooms located in elementary schools, local child care programs with which Head Start collaborates, and Home Start Family Child Care Homes.

Waldo County Head Start maintains a 10% ration of over-income families to income eligible families. According to Maine Kids Count 2003, 1,534 or 18.4. % of the children under the age of five (5) in Waldo County live in poverty. In addition, 2,492 or 23.4% of the school children living in Waldo County receive subsidized school lunch (2005 – 2006). This data seems to indicate a significant number of children living slightly above the federal poverty level.

Health

Many Mainers still don't have health insurance, or they have health insurance that doesn't pay enough of their medical bills. The issues are still the same today as they were in 2002. More than 17% of Maine adults are uninsured. Each day more of those who are insured are enrolling in high deductible policies that provide no preventative care and according to some studies encourage health behavior identical to that of the uninsured (delaying care, not buying necessary prescription drugs, getting care in expensive inappropriate settings i.e. Emergency rooms, rather than their primary care physicians.)

According to the Healthy Living Project's 2003 assessment, Waldo County has a higher rate of obesity among adults (79.3%), a higher proportion of adults who report lower levels of physical activity (79.3%), and a higher proportion of adults who report having asthma (9.7%) than the State of Maine. Further, residents of Waldo County report significant barriers to receiving care. The county has been designated as "a health professional shortage area" in a number of categories ranging from acute care beds to active dentists, to licensed optometrists. Survey results also indicate that residents in Waldo County are more likely to report that cost has been a barrier to receiving health care (17%) than the aggregated state (11.10%) and more likely to report that they have no health care coverage (18.5% vs. 13.3%).

The Waldo County Dental Project (WCDP) a program of WCAP began in 1999. In the beginning, the Dental Project offered oral health services to low-income adults with no dental insurance and served approximately 250 individuals. Today, the Dental Project continues to offer oral health services to low-income Waldo County residents; however, the WCDP has incorporated Head Start children (Summer Clinic), Seniors age 50 and older (Active Older Adults Clinic – January 2006), uninsured or Maine Care children age 14 months to 20 years (No Cavities for ME Clinic) and pregnant women (Healthy Mother/Healthy Baby Clinic – January 2006). The Dental Project has also added a prevention and intervention program. Oral health education is being offered to elementary school children through WCDP dental presentations in the classroom on a yearly basis.

Education

The enrollment levels at the public schools in Waldo County dropped 7.3% (-424) between 2000 and 2005 (1.2% a year). This represents an average increase of 6.5% (27) in enrollment the kindergarten level and 4.3% (83) in the secondary levels, while there has been a big decline 13.9% (-507) in elementary enrollment. At the same time overall school enrollment is declining, the County population is increasing at a rate 1.4% a year. This may be another indicator of an aging population.

In 2005 of 303 public school graduates in Waldo County, 190 (63%) intend to enroll in post secondary schools.

Secondary school drop out rates in Waldo County (16.99% of 303 students expected to have completed secondary school in 2005) is higher than that of the State (13.08%). The factors that influence this could be infinite in number and not easily discerned. They are numbers that are worth watching and trying to improve.

Housing

According to the MSHA and the Workforce Housing Coalition, there is a significant shortage of housing in the mid coast area. The WHC states that “A typical low-income household earning \$30,000 per year working can afford a two-bedroom apartment costing \$700 a month including utilities, which is approximately 15% below today’s market rent. According to HUD guidelines, jobs that pay “low-income” wages include day care teachers, fire fighters, secretaries, bank tellers and car mechanics.” MSHA also reports that 50% of Maine renters are unable to afford the fair market rent. In Waldo County, a large number of households cannot afford to purchase a median-priced home. According to 2006 statistics release by MSHA there is a discrepancy of \$8,152 between the median income of Waldo County residents and the income needed to afford a median priced home.

Employment

The number and types of jobs that are available in Waldo County have also been changing since the mid-1990s. There has been a great increase in the number of service, retail and finance/ insurance/real estate jobs. The biggest economic activity in the last year would be the acquisition of MBNA, the largest employer in the County, by Bank of America. This has caused a shift in jobs, job security and the availability of business property by the new ownership.

The ASPIRE program believes that the most common barriers that remain for their non-working clients are need to attend to special needs children, domestic violence, substance abuse, mental health issues, and lack of transportation from outlying areas. Transportation can often be arranged during normal business hours, but many of the jobs that the people could do require odd shifts with nights and weekends. This presents childcare issues as well.

Workers making the minimum wage are still below the official poverty line, which is \$20,650 for a family of four. The hourly wage deemed necessary for a family of 4 (with 2 earners) to balance a basic monthly budget in Maine is \$11.51, \$4.76 more than the state’s minimum wage (\$6.75/hour).

Transportation

WCAP operates a coordinated transportation system by bus, van and volunteer driver-servicing residents of all Waldo County communities. The general public is served by accessible buses or vans, at prescheduled times and days, on routes traveling to Belfast, Bangor, Rockland, Waterville and Augusta. Fares are charged to general public riders. MaineCare Members are entitled to medical transportation provided by accessible buses and vans and by volunteer drivers for a fee for service reimbursed by MaineCare.

Outside of the services provided by Waldo County Transportation there are few agencies or companies that offer transportation options to their clients or the community. There are only two (2) taxicab companies in Waldo County, both located in Belfast. Other options include Concord Trailways which travels north through Searsport to Bangor, and south to Portland.

Washington Hancock Community Agency

Needs Assessment 2007 Proposal to Accompany '06 Poverty Report

Summary

The board of directors and staff of Washington Hancock Community Agency are undertaking a comprehensive community needs assessment of Washington and Hancock counties beginning in September 2007. This assessment will include four community forums to be held across our Down East service region, a sample survey of approximately 300 WHCA clients who receive home energy assistance, and a literature review of pertinent regional studies, surveys, and reports.

The WHCA Board of Directors and staff deem this project to be timely and necessary, as we believe this assessment is highly pertinent to fulfilling our mission: *WHCA brings community resources together to help people in Washington and Hancock counties achieve self-sufficiency and a better quality of life.* Our Community Services Block Grant, administered by U.S. D.H.H.S., compels all community action agencies to support or lead such community assessments annually. In recent years we have supported others, but now we look forward to leading our own.

By pursuing these community forums and surveys, we hope to identify the perceived strengths and challenges of Washington and Hancock counties as seen through the eyes of its community members. The surveys, conducted in person confidentially during annual energy assistance intake meetings, will give us direct feedback from 300 of our most economically challenged clients. Our comprehensive literature review will allow us to compare the wealth of existing data with the perceptions we capture from our surveys and forums to understand the connection (and disconnection) of local perceptions with the literature review's summarized data.

This project will have far-reaching impact on our board's efforts to effectively lead the agency by helping both board and staff members understand how to best use our capacity to address the most pressing needs of our fellow residents, especially those with low incomes. Once we receive the final report, we will begin citing its data and conclusions in many of our grant applications as we seek the funding to develop programs that will boost our capacity to meet these needs. Thus, the assessment will also serve to attract the funds needed for doing our essential work.

Washington Hancock Community Agency

Since 1966, Washington Hancock Community Agency (WHCA) has been providing innovative programs and services to people in rural eastern Maine. We combat poverty by connecting low-income individuals with local, state, and federal resources. By embodying the spirit of hope, WHCA changes people's lives and builds strong communities to make the counties of Washington and Hancock a better place to live and work. We care about the entire community, and we are dedicated to helping people help themselves and each other. Community Action Agencies like WHCA are designed to work within their communities to understand problems, acquire resources, and provide important services that improve self-sufficiency. WHCA partners with dozens of local, state, and national organizations to do this essential work, and we now seek your assistance.

WHCA trains people to help children learn to read and to help entrepreneurs operate and improve their small businesses. We help people access: nutritious food; safe, energy-smart housing; and affordable child care, adult day services, food, heat, and electricity. With our volunteers, we transport thousands each year to services they need. A volunteer board of directors governs our private, non-profit community action agency. Our board is equally represented by members of the public, private, and elected sectors, and includes people with low incomes.

WHCA 2007 Community Forums

The forums will be open to the public, and we will actively promote the forums via press releases and four advertisements in local newspapers. The specific format will be finalized across two planning meetings in August and September. We are using the comprehensive needs assessment conducted by United Way of Eastern Maine in 2002 to guide our efforts, and United Way's staff has been very helpful by answering our questions and providing guidance.

We aim to have 20-40 people attend each forum. To ensure full and effective discussion of the real and perceived community needs, we are formally inviting (via mailed invitation and follow-up calls) a cross section of community leaders and "front-line" social/medical service staff to attend, including:

- Legislators and municipal leaders, including elected and staff
- Volunteer community organization staff
- Medical and social service providers
- Educators
- Representatives of various religious organizations
- Law enforcement representatives
- Former WHCA board members
- Low income recipients of WHCA services

This community needs assessment is led by WHCA's Board of Directors members Joan Weber, David Sanderson, and Bill Stone, and assisted by the agency's Executive Director Tim King, Down East Business Alliance Director Keith Small, and Resource Developer J Martin. WHCA has contracted with Ann Acheson and Charlie Morris of the Margaret Chase Smith Center for Public Policy at the University of Maine to facilitate each of the four forums and compile a report on their findings.

Community Forum Schedule

Each forum will run from 5 pm – 8 pm, and a light meal and non-alcoholic beverages will be served buffet-style for all attendees. WHCA will widely publicize these events to ensure full public participation.

- Monday Sept. 17, Ellsworth City Hall
- Wednesday, Sept. 19, Washington County Community College, Calais (assembly room)
- Thursday, Sept. 27, University of Maine at Machias (lecture hall in Science Building)
- Tuesday, October 2, Milbridge Town Hall

WESTERN MAINE COMMUNITY ACTION, INC.

Margaret Chase Smith '06 Poverty Report PROFILE

- Franklin County's population increased only .8% from 2000 to 2005, compared with the state's overall population growth rate of 3.7%. However the county is one of five in Maine that reversed from being a net out migration county in the 1990s to a net in migration county in 2000-2004. Franklin has a higher estimated proportion of the population age 18-64 than in the state as a whole, possibly due to the college-age population.
- Franklin County's individual poverty rate in 2003 was higher than the state rate, both for the population as a whole and for those under 18.
- Median household income in Franklin County in 2003 was 13.5% lower than the state median income. It was 10% below the 200% poverty level for a four-person household.
- The 2004 'livable wage' estimate for a four-person household (2 parents, both wage earners, and 2 children) in Franklin County was more than twice as high as the poverty level for a four-person household.
- The proportion of per-capita personal income in 2004 from net earnings was somewhat lower in Franklin County than in the state as a whole, and the proportion from transfer payments was considerably higher.
- Franklin County's monthly average unemployment rate for 2005 was almost a full percentage point higher than the state average.
- Franklin County residents were somewhat above the state average participation rates for food stamps in FY05.
- The proportion of the school-age population eligible for free and reduced school lunch in FY06 was considerably higher than in the state as a whole.
- The proportion of households receiving LIHEAP benefits in FY05 was higher than in the state as a whole, and was the highest participation rate of any county. A much larger proportion of all households with members age 65 or over in Franklin County received LIHEAP than in the state as a whole.
- A lower proportion of the Franklin County population has college degrees (associate or bachelor's) than in the state as a whole, though a higher proportion has high school degrees.

TREND HIGHLIGHTS

- Over the most recent four-year period for which county level data are available, the poverty rate trend in Franklin County generally mirrors that of the state as a whole. The estimated percentage of individuals below poverty increased each year from 2000 to 2002, with a decrease in 2003, back down to the 2000 level
- Over the four-year period from FY02 to FY05, the number of Franklin County households receiving food stamps increased each year; the number in FY05 was 40.7% greater than in FY2002, which was somewhat less than the statewide increase of 49% in this time period.
- The number of Franklin County households receiving LIHEAP benefits in FY05 was greater than in FY02, though in FY03 and FY04 there were somewhat fewer households.
- From 2002 to 2005, Franklin County's monthly average unemployment rate reached a peak in 2003. It remained stable in 2004 and 2005, slightly higher than in 2002.
- The percentage of school-age children eligible for free and reduced school lunch in Franklin County increased from FY03 to FY06, showing a generally similar pattern of increase as the state as a whole, though with a slightly sharper increase from FY05 to FY06.

York County Community Action Corporation

Needs Assessment Update for 2007

A community assessment is completed in York County every three years. This material Provides valuable information regarding the needs and resources of the community and is used to make decisions regarding future program design and services.

Demographics and Business/Economic Update:

According to the Portland Press Herald, “York County experienced the highest growth rate of any county from 2000-2006, and some of its smallest towns saw the fastest growth. The County as a whole has grown 10.6 % since 2000.” This represents one-third of all State population growth during the cited period. Newfield, Limerick, Acton and Waterboro populations have grown as much as 35% since 2000. Formerly, many of these small towns were mostly agricultural, but now are interspersed with new homes. Families’ move to these areas because housing and taxes are more affordable, but along with growth comes the need for more community services, such as fire, police, town manager, schools, etc. This results in an increase in taxes to fund needed services. Some towns have imposed a growth cap to manage new construction.

Though overall unemployment in York County remains one of the lowest in the State, a January, 2007 economic report shows the unemployment rate in Sanford and York at 6.9 and 5.3% respectively. Key economic challenges for the southern Maine area include: a tight labor market, high costs for businesses and employees, and competition for development from central Maine. Moreover, tougher border-crossing regulations could have a major economic impact, especially in areas like coastal southern Maine where much of the employment opportunities are seasonal based on tourism.

Economic and Social Service Needs of York County Families:

According to 2005 Census Bureau data, the number of York County children living below 100% of the Federal Poverty Line grew by 33% from 2000 to 2005. During the same period, the number of people living below 100% of the FPL grew by 40%, and the number of people living below 150% of the FPL grew by 25%. In fact, as of Census 2000 Biddeford and Sanford were the 7th and 8th largest municipalities in the State and two of the poorest (13.8% and 12.8% poverty rates respectively). The number of children receiving TANF and Food Stamps as of March 2007 has increased for all towns in York County currently served by a YCCAC preschool Head Start Program, with the greatest increase in the Sanford/Springvale area (23%).

According to 2005 Census Bureau figures, nearly 30% of York County occupied housing units are rental units, except in Biddeford where 51.4% of the occupied units are rental. In order to afford a 2 bedroom rental unit in York County paying the HUD established rate, a renter would have to earn \$ 35,426 annually according to the Maine State Housing Authority. However, 54.8% of the York County renter population is unable to afford the average two bedroom rental. Of the 22,390 renter households in York County in 2006, 23% of them have incomes of 30% or less of the area median income; an additional 16% have incomes of 50% or less of the area median income.

In York County there has been a 6.9 % increase in the number of reports alleging child abuse and neglect, up from 827 in 2005 to 888 in 2006. According to the Manager of the Child Protective Intake Unit in Augusta, these increases are a combination of increased education in communities, and a continual increase in the amount of stress related factors. Drugs, alcohol, a history of family violence, and a parent's mental health are stress factors that may increase the likelihood of child abuse, with poverty being the most consistent influencing factor. The number of domestic assaults reported to police in York County has also risen, from 969 (rate per 100,000) in 2004 to 1,076 in 2005, as reported in the Maine Kids Count report.

Summary of Trends and Issues:

York County has a fast-growing population, with increasing pressure on housing availability. This is especially true for the Kittery-York area, which has seen an influx of people who live in Maine and commute to work in Massachusetts and New Hampshire. Housing is considerably less affordable than in the state as a whole for low-to moderate-income households, with a high proportion paying more than 35% of their monthly income for housing.

The poverty rate has risen slightly but steadily each year from 2000 to 2003. This trend is somewhat different than the state as a whole which had a slight decrease in the poverty rate during the same period. York County's 2003 poverty rate was more than a percentage point higher than it was in 2000. During a four year period from 2001 to 2005 the number of York county households receiving food stamps increased each year; actually the number in FY05 was 54.9 % greater than in FY02, greater than the statewide increase during the same period. Moreover, the number of York County households receiving LIHEAP benefits increased from FY02 to FY05 and the percentage of school-age children eligible for free and reduced school lunch in York County increased somewhat each year as well.

Because of the high cost of living, especially housing, in York County the 2004 'livable wage' estimate for a four-person household (2 parents, both wage earners, and 2 children) was more than 2.6 times higher than the poverty level for a four-person household, and the gap was even greater in the Portsmouth-Kittery metropolitan area. Median household income was more than \$6,300 lower than the livable wage for a four-person household in the Portsmouth-Kittery area.

Summary of Services for all ten (10) CAAs

The ten state community action agencies work with low-income people to become sufficient by assisting these individuals and families to overcome economic and social barriers that prevent them from being fully responsible for and in control of their own lives. Funding under the Community Services Block Grant assists agencies in meeting the needs of low income families through a variety of core programs, including: energy assistance, transportation services, child care services, housing services, health services, mental health and drug addiction services, referral, case management services, and community building activities.

Beyond the core service, the State of Maine CAAs' work plans reflect strategies to address the unique needs of each service area. Examples of these include:

1. Aroostook County Action Program Inc. (ACAP) developed and delivers Kids Integrated Dental Services (KIDS) for Maine Care-eligible children enrolled in Aroostook WIC and Head Start programs. This program was established in response to the significant need for dental care for these children and the lack of providers in our area. KIDS provide clinical assessments, oral prophylaxis, fluoride treatments, sealants, referrals, and oral hygiene instruction for these children, and their eligible siblings under age 18.
2. Penquis CAP, Inc. administers the Law Project which provides free representation to victims of domestic violence to assure safety, of themselves and their children, and to assist victims in assuring a fair and equitable financial settlement at the time of separation and/or divorce and to prevent further victimization which may be caused by poverty.
3. Waldo Community Action Partners has served as the host for the Waldo County Healthy Community Coalition since its inception in 2003. This collaborative effort combines the expertise and resources of a wide array of stakeholders throughout the county including service agencies, faith-based leaders, health professionals, grassroots organization, and community members. Through the establishment of partnerships with local organizations and people the HCC engages community members in dialogue about the "health" of their town. Utilizing this energy the coalition works with residents to jump-start an ongoing community improvement process and helps to sustain this through the provision of technical assistance and capacity building that helps to strengthen community members' work.
4. Washington Hancock Community Agency's Helping Hands Garage is dedicated to helping income eligible people buy vehicles that provide transportation to work for them and their families at a reasonable cost and finance rate. Our primary goals are to enable people with low incomes to develop good credit histories so they will qualify for loans from mainstream lenders, and to provide them safe, affordable transportation so they can commute to work and access medical services.

F. (1) (b) Linkages

The Community Action Agencies of Maine have many strategies to ensure that the needs of the community are met in a collaborative fashion. These strategies ensure that there is coordination among service providers within each CAA catchment area, as well as, across the boundaries of the CAAs.

The Maine Association of Community Action Agencies serves as a venue for the executive

directors of each agency to discuss and develop strategies to address issues that cross agencies. Furthermore, many of the executive directors have formed strong partnerships with the agencies that border their catchment area to ensure that citizens are served according to their need.

Agency directors also serve on numerous community boards and commissions within their service area to provide coordination of services and eliminate duplication. These include regional ACCESS collaborative (Alliance for Child Care, Education and Supportive Services), university and Community College Boards, Child Abuse & Neglect Councils, regional Child Development Services, regional Communities for Children, mental health agencies, transportation boards, literacy coalitions, development commissions, local Department of Health and Human Services offices, financial institutions, and local government organizations.

A final example of the CAAs commitment to linking families to needed resources in a collaborative fashion is with MIDCOAST Maine Community Action. MMCA has served as the coordinator for a state pilot project on Integrated Case Management Systems through the Family Development Programs. The ICMS Project is designed to establish improved coordination of services between community-based and state department-based services for families. The project has a cross-disciplinary approach to working with families affected by domestic violence, substance abuse, mental health issues and child abuse issues. A Lead Case manager is designated to coordinate meetings and case plans with family members, community service providers and state services providers.

F. (1) (c) Coordination with Other Public and Private Resources

All ten Community Action Programs in Maine leverage CSBG funds with other federal funds, state general funds, state special revenue funds, and private funding to provide services to low income individuals and families. The scope of coordination is demonstrated in the State's CSBG/IS FY2006 report tables.

F. (1) (d) Innovative Community and Neighborhood Initiatives

The agencies engage in community and neighborhood initiatives that strengthen the community. Examples of such initiatives include;

1. People's Regional Opportunity Program (PROP) is kicking off the **Cumberland County Ending Homelessness Initiative**. This project has two distinct, but related components: preventing people from becoming homeless and assisting homeless individual/households in securing, and remaining in, stable housing in their community. This project will also increase awareness of the extent of homelessness at the local level, and resources required to address the problem.

A. Shelter Services Component

The program will provide outreach, casework, and advocacy for individuals and families from Cumberland County CDBG communities in the area's only emergency shelters (the City of Portland's Oxford Street and Family Shelters, and Preble Street's Women's Shelter). Through quick identification and intervention, staff will assist individuals' and families' return to their home community and will work to ensure that each consumer receives the supports and entitlements necessary to secure, and remain in, stable housing.

B. Community Services Component

The program will work closely with General Assistance administrators, PROP Social Services, 211 Maine, and other area service providers and community organizations to

identify homeless individuals and families and those in eminent danger of becoming homeless, and then coordinate resources and services in their community. Staff will engage each individual/family in problem solving and developing strategies to secure stable housing, within their hometown when desired and possible.

2. The **Northern Penobscot County Domestic Violence Coalition** was convened by Penquis CAP in response to concerns that the needs of victims of domestic violence were not being met. Through the Coalition's ongoing work, a resource guide was developed to help victims and service providers identify and access needed resources; a successful community conference on domestic and sexual abuse was held; and plans were developed to establish a transition house for victims of domestic violence.
3. The **Youth Ideas and Partnership Project (YIPP)** is a program operated by Penquis CAP in collaboration with the Katahdin Partnership (under Millinocket Regional Hospital). YIPP provides youth in northern Penobscot County with opportunities to design and implement community service projects. By fostering community engagement, YIPP provides youth with healthy, safe, productive alternatives to drug use and other negative behaviors.

F. (2) Community Needs Assessments

State contracts with the Community Action Agencies are renewed on an annual basis. The contracts contain an annual work plan (Rider A, Section III) developed by the Community Action Agencies' management teams; drawing from recent community needs assessments. The community needs assessments are submitted as either part of the contract, or as a supplement. The work plans proposed in the contracts are reviewed and approved by the Department prior to renewal of the contracts. Part of the funding for the Maine Community Action Association goes to a report on poverty in Maine. In 2003, and again in 2006, the Maine Community Action Association contracted with the Margaret Chase Smith Center for Public Policy to present the profile of poverty in the State of Maine. From this document, each CAA could quantify the need for their poor (Attachment H).

F. (3) Tripartate Boards

State of Maine statute (22 M.R.S., Section 5325) requires each community action agency to establish a board of directors with between 15 and 30 members, of which one third represent low-income residents, one third represent public officials, and one third represent private sector organizations. This requirement is also included in Rule 10-144 Chapter 2, Section 1.4, filed with the Maine Secretary of State. (See Attachment C.)

Community Action Agencies submit to the Division of Purchased Services a roster of current board members each year when the contract is reviewed and renewed. The Community Services Coordinator, in order to ensure that each of the statutorily required members is adequately represented, reviews this roster at this time. Any changes in Board membership during the contract year must be submitted to the Community Services Coordinator. All ten CAAs in the State of Maine are in conformance with this requirement, currently.

F. (4) State Charity Tax Program

Not Applicable

G. Programmatic Assurances

ASSURANCE 676(b)(1)

Community Services Block Grant funds are directed solely to the objectives stated in subsection 676(b)(1)(A)(B)(C). Funds are distributed among all of the state's designated community action agencies through a formal contract process. The actual programs and activities used to address these Goals and Objectives vary from agency to agency, depending on the specific needs within their service areas. However, the CSBG contract must include a specific agency work plan that addresses the state's mandatory contract Goals and Indicators, which mirror the CSBG National Goals. The Department of Health and Human Services approves no contract until this requirement is met. The inclusion of the agency work plan in the contract ensures that services are directed to enable families and individuals to achieve the objectives in subsection 676(b)(1)(A)(B)(C).

ASSURANCE 676(b)(4)

As USDA donated commodity food distribution sites, most of the designated community action agencies are active participants in the Temporary Emergency Food Assistance Program (TEFAP), which includes all food pantries, shelters, congregate meal sites, etc. The Maine (and Regional) Coalitions for Food Security, made up of local United Way's, Food Networks, Cooperative Extension, and various community groups, are actively involved in the process of developing food security planning, food rescue initiatives and emergency assistance as well as;

- Community-based needs assessments,
- Comprehensive, multi-sector project strategies,
- Community linkages and stakeholders,
- Crisis response strategies for individuals and communities
- Long term strategic designs i.e. State Nutrition Action Plan

ASSURANCE 676(b)(5)

Three of Maine's community action agencies are designated service providers for the Department of Labor Workforce Investment Act (WIA) which provides services to adult, youth, and the dislocated workers throughout their service areas in Career Centers located throughout the state. These Career Centers develop active, effective partnerships with local, county, and state organizations. All CAA's partner closely with the Training and Development/Career Centers in their area providing referrals, internships and volunteer opportunities to individuals receiving TANF, Incubator Without Walls Programs that work closely with low income individuals interested in learning how to successfully operate a micro enterprise, job placement, and vocational training programs.

ASSURANCE 676(b)(6)

The ten designated CSBG program agencies also administer the Title XXVI emergency energy crisis intervention programs. Joint administration within their agencies assures statewide program coverage.

ASSURANCE 676(b)(9)

The State CSBG Coordinator has an ongoing working relationship with the TANF and ASPIRE initiatives, including the planning and coordination of support services, such as child care and

transportation, for individuals and families enrolled in the ASPIRE program and those who have left the TANF program but still require support services to assist them in reaching self-sufficiency. The State CSBG Coordinator also works closely with the Maine State Housing Authority that administers HUD funds and the LIHEAP Program, assisting with HUD applications for housing assistance for low-income individuals and families. The State CSBG Coordinator reports to the Director of Public Service Management who meets with the Senior Management Team, responsible for planning and coordinating all federal grants and state general funds for social services under the jurisdiction of the Office of Child and Family Services.

As stated above in Assurance '676(b)(5), the ten designated community action agencies are members of the Department of Health and Human Services regional Welfare to Work Community Task Forces, and are active members of local and regional social service consortiums.

H. Fiscal Controls and Monitoring

H.(1) State Program Monitoring

The Purchase of Service Policy Manual promulgated under the Administrative Procedures Act regulates the fiscal controls and reporting procedures and requirements. The standard contract for the CAA also addresses fiscal controls and reporting requirements.

The reorganization of the Department of Health and Human Services, as previously mentioned, has resulted in a new unit for Quality Assurance, the Community Services Unit at OCFS. This unit will be responsible for the monitoring of the ten CAAs. On an annual basis, the Community Services Unit will conduct a formal site visit. Following the formal site visit, the Community Services Unit Supervisor will complete a report on the review for submission to the Director of Public Service Management.

The formal site visit consists of seven major components.

- The first component is a review of all financial reports. The financial review includes a review of income and expenses, examination of any significant funding changes, and a review of any previous audit findings, etc.
- The second and third components are an in-depth program and services review, including an examination of client files, a review of an agencies' intake, assessment and referral process, a review of confidentiality procedures, and community connections; understanding and documentation of the agency's collaborative efforts within its communities.
- The fourth and fifth components are reviews of the agency management; self-evaluation, strategic plans, operational plans, and human resources; including training and qualification of staff, whether the agency has personnel policies in place, whether appropriate background checks were completed, etc.
- The sixth component is a review of Results Oriented Management and Accountability (ROMA) Performance Indicators and Program Evaluation.
- Finally, the Community Services Unit will review the make up of the board of directors to ensure compliance with state and federal regulations.

Each year, the CSBG State Coordinator will meet with the Director of Public Service Management and discuss any additional initiatives, monitoring, technical assistance and training the State Coordinator needs for the year.

For Fiscal Year 2007 – The Community Service Unit will be completing a round of site reviews according to these seven components and working with the CAAs regarding improvement of needs assessments and service delivery towards a closer connection between service delivery and evidence based need assessment. The Unit Supervisor will also be working to clarify reporting requirements between the Divisions of Purchased Services and Public Service Management as

H. (3) Fiscal Controls, Audits and Withholding

Assurance 676(b)(7) – Federal Audits

Community agencies are subject to the Federal audit requirements contained in OMB Circular A-133 and the Department of Health and Human Services audit requirements contained in the Maine Uniform Accounting and Auditing Practices for Community Agencies.

Assurance 676(b)(8)

Please see section on corrective action, termination, and reduction of funding

Assurance 676(b)(10)

State of Maine statute (22 M.R.S. Section 5324) and Rules filed with the Maine Secretary of State (10-144 Chapter 2, Section 1.3) specify the requirements for an entity eligible to receive Community Services Block Grant funding. As stated, the Community Service Unit within the Division of Public Service Management, Office of Child and Family Services, is the entity authorized to designate a community action agency. In designating a CAA, the Division considers whether the board of directors is established in accordance with federal requirements, whether the agency can demonstrate evidence of fiscal control, and whether the agency can demonstrate evidence of adequate program planning in accordance with federal and state requirements. The designations of the Division are for seven years, unless just cause is found to withdraw the designation

Community stakeholders are selected for representation on CAA Boards through a democratic process as required by Maine Statute. (See Attachment D.) The Community Action Agencies address the process for selection of community stakeholders, including petitioning for representation, in each of their policy and procedures manuals. The state Community Services Unit Supervisor reviews these manuals during regular site visits.

Community Action Agencies submit to the Division of Purchased Services, a roster of current board members each year when the contract is reviewed and renewed. The Community Services Coordinator, in order to ensure that each of the statutorily required members is adequately represented, reviews this roster at this time. Any changes in Board membership during the contract year must be submitted to the Community Services Coordinator. All ten CAAs in the State of Maine are in conformance with this requirement, currently.

I. Accountability and Reporting Requirements

I. (1) Results Oriented Management and Accountability (ROMA)

The Maine Community Action Association and the State of Maine has over the past few years been engaged in a collaborative effort to develop a performance management system that not only meets the ROMA goals of the Office of Child and Family Services, but also assists the agencies in the overall planning and management of their programs. A task force, with representation from the majority of CAA agencies, has agreed to performance targets for each of the core services delivered at the CAAs. These performance targets directly correspond to all six ROMA Goals, an increase of 3 goals being reported on since the last state plan submitted two years ago.

Each of the goals, performance measures and activities being reported on by Community Action Agencies (with CSBG funding), are listed below by major program area.

Maine Child and Family Services Program Report

CSBG Performance Measures for All Agencies

Fiscal Year: 2007

CSBG/ROMA Goal 1: Low-Income People Become More Self-Sufficient

Indicator	Performance Target	# of Agencies
1.1.A	Of the <u>1066</u> unemployed participants expected to achieve employment, <u>641 (60.1%)</u> will achieve employment and be continuously employed for at least 90 days.	6
1.2.A	Of the <u>2272</u> unemployed or under employed participants expected to be successful, <u>898 (39.5%)</u> will get, maintain or improve their employment by completing a job training or education course	8
1.2.B	Of the <u>492</u> unemployed or under employed participants expected to be successful, <u>361 (73.4%)</u> will get, maintain or improve their employment by completing a job training or education course	1
1.2.C	Of the <u>492</u> unemployed or under employed participants expected to be successful, <u>361 (73.4%)</u> will get, maintain or improve their employment by completing a job training or education course	1
1.2.H	Of the <u>1892</u> unemployed or underemployed participants expected to be successful, <u>1463 (77.3%)</u> will remain in or obtain safe and affordable housing in support of employment.	7
1.3.B.2	Of the <u>97</u> customers participating in the FDA program, <u>64 (66%)</u> will save at least \$150 within 6 months	9
1.3.B.3.a	Of the <u>84</u> customers participating in the Family Development Account program, <u>33 (39.3%)</u> will save enough money to start or expand a business during the program year.	7
1.3.B.3.b	Of the <u>85</u> customers participating in the Family Development Account program, <u>37 (43.5%)</u> will save enough money to increase education during the program year.	7
1.3.B.3.c	Of the <u>97</u> customers participating in the Family Development Account program, <u>16 (16.5%)</u> will save enough money to purchase a home during the program year.	9

CSBG/ROMA Goal 2: The Conditions in Which Low-Income People Live Are Improved

	Performance Target	# of Agencies
2.1.B	As a result of the <u>13</u> housing projects/initiatives, <u>560</u> safe and affordable housing units will be created.	6
2.1.C	As a result of the <u>142</u> home improvement projects/initiatives, <u>3339</u> safe and affordable housing units for low-income participants will be preserved or improved through construction, weatherization or rehabilitation.	10
2.1.D	As a result of the <u>287</u> health care services/facilities, <u>354337</u> new or maintained opportunities will be available for low-income participants.	9

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

Indicator	Performance Target	# of Agencies
3.1	<u>1083242</u> volunteer hours will be donated to the CAA.	10
3.2	Of the <u>12905</u> people invited to participate in customer feedback opportunities, <u>5317 (41.2%)</u> will respond.	10
3.2.A	<u>197</u> low-income individuals will serve on agency governance/advisory groups/committees.	10
3.2.C	Of the <u>516</u> people seeking to purchase a home, <u>253 (49%)</u> will achieve ownership.	10
3.2.D	As a result of CAA created or supported programs and services, <u>350</u> low –income participants will be engaged in community groups or committees.	10

CSBG/ROMA Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved

Indicator	Performance Target	# of Agencies
4.1	The CAA works with <u>962</u> public and private organizations to expand resources and opportunities to achieve family and community outcomes.	10

CSBG/ROMA Goal 5: Agencies Increase Their Capacity to Achieve Results

Indicator	Performance Target	# of Agencies
5.1.F	The dollar value of volunteer time will be <u>\$10,621,524.00</u>	10

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

Indicator	Performance Target	# of Agencies
6.1.A	Of the <u>8927</u> seniors who are receiving agency services, <u>6701 (75.1%)</u> will remain in independent living situations that meet their needs for at least 6 months.	9
6.2.A	Of the <u>19222</u> households seeking emergency services, <u>18282 (95.1%)</u> will receive assistance that resolves the immediate crisis within two weeks.	5
6.2.B	Of the <u>46300</u> customers seeking heating assistance, <u>41179 (88.9%)</u> will receive assistance within 45 days.	9
6.2.B	Of the <u>1245</u> households seeking emergency services, <u>1036 (83.2%)</u> will receive assistance that resolves the immediate crisis within two weeks.	5
6.2.B	Of the <u>3790</u> households seeking services for “no heat” or “no electricity” situations, <u>3295 (86.9%)</u> will receive assistance that resolves the crisis within 48 hours.	10

6.2.C	Of the <u>10602</u> households seeking emergency services, <u>8577 (80.9%)</u> will receive assistance that resolves the immediate crisis within two weeks.	3
6.2.D	Of the <u>148</u> households seeking emergency services, <u>123 (83.1%)</u> will receive assistance that resolves the immediate crisis within two weeks.	2
6.2.E	Of the <u>100</u> households seeking emergency services, <u>75 (75%)</u> will receive assistance that resolves the immediate crisis within two weeks.	2
6.2.F	Of the <u>102</u> households seeking emergency services, <u>77 (75.5%)</u> will receive assistance that resolves the immediate crisis within two weeks.	2
6.2.G	Of the <u>148</u> households seeking emergency services, <u>123 (83.1%)</u> will receive assistance that resolves the immediate crisis within two weeks.	2
6.2.H	Of the <u>102</u> households seeking emergency services, <u>77 (75.5%)</u> will receive assistance that resolves the immediate crisis within two weeks.	2
6.3.A.2	Of the <u>12030</u> customers who receive food supplements for infants and children, <u>9668 (80.4%)</u> will have heights and weights within 10% of age appropriate levels.	5
6.3.A.3	Of the <u>3678</u> children enrolled in agency services, <u>3274 (89%)</u> will demonstrate progress toward meeting developmental goals.	9
6.3.B	Of the <u>3317</u> youth enrolled in agency services, <u>2809 (84.7%)</u> will demonstrate goals such as: <ul style="list-style-type: none"> • Increased communication skills • Increased self-awareness • Increased safety habits (no substance use, wear seat belts, use cont 	5
6.3.C.2	Of the <u>3030</u> parents enrolled in agency services, <u>2510 (82.8%)</u> will demonstrate improved family functioning skills.	7

I. (2) Annual Report

The State of Maine will be submitting the FY2008 and FY2009 Annual Reports under separate cover as directed.

ATTACHMENT A

**Letter dated November 10, 1992
by Governor John J. McKernan, Jr.**

**Designating the Maine Department of
Human Services
as the Lead State Agency
to Administer the CSBG Program**



JOHN R. MCKERNAN, JR.
GOVERNOR

STATE OF MAINE
OFFICE OF THE GOVERNOR
AUGUSTA, MAINE
04303

November 10, 1992

Department of Health & Human Services
Administration for Children & Families
Office of Community Services
370 L'Eonfant Promenade, S.W.
Washington, D.C., 20447

Dear Sirs:

It is my pleasure to notify you that, effective July 1, 1992, I have designated the Maine Department of Human Services as the state-level administrative agency for all aspects of the Community Services Block-Grant. I also have designated the Division of Purchased and Support Services, housed in the Department's Bureau of Child and Family Services, as the functional unit authorized to apply for and administer all Community Services Block Grant funds.

Sincerely,


John R. McKernan, Jr.
Governor

njw/talbot

ATTACHMENT B

Assurances and Certifications

U.S. Department of Health & Human Services

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—
Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4,

debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—
Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—
Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its

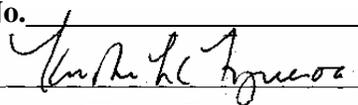
certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion—
Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant No. _____

/s/  _____

Date 8/23/07

Signature Kirsten Figueroa, eputy Commissioner of Finance
Maine Department of Health & Human Services

U.S. Department of Health and Human Services

Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE Certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees; (ii) All “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee’s payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee’s payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about —
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee’s policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will —
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted —
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
221 State Street, Augusta, Kennebec County, ME 04333

Signature /s/ Kirsten L Figueroa
Title Kirsten Figueroa, Deputy Commissioner of Finance
Organization Maine Department of Health & Human Services

Date 8/23/07

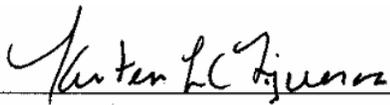
Check if there are workplaces on file that are not identified here.

U.S. Department of Health and Human Services

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any sub awards which contain provisions for the children's services and that all sub grantees shall certify accordingly.

/s/ 
Signature Kirsten Figueroa, Deputy Commissioner of Finance
Maine Department of Health & Human Services

8/23/07
Date

**U.S. Department of Health and Human Services
Administration for Children and Families
Certification of Lobbying**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature /s/ Kirsten Figueroa

Date 9/23/07

Title Kirsten Figueroa, Deputy Commissioner of Finance

Organization Maine Department of Health & Human Services

Grant Number _____

ATTACHMENT C

Department of Health & Human Services

Rules 10-144 Chapter 2

**Community Services Block Grant
Program**

Available on State of Maine web site:

<http://www.maine.gov/sos/cec/rules/10/chaps10.htm>

10-144 DEPARTMENT OF HEALTH AND HUMAN SERVICES

Chapter 2: COMMUNITY SERVICES BLOCK GRANT PROGRAM

NOTE: This chapter was formerly with the Executive Department, Division of Community Services. Now under the Department of Health and Human Services, it is being replaced by a chapter entitled: RULES: COMMUNITY ACTION AGENCIES.

Basis Statement: These rules were adopted to enable the Division of Community Services to provide consistent statewide guidelines for the use of federal funds appropriated under the Community Services Block Grant Act of 1981 (P.L. 97-35). The rules also implement the Maine Community Services Act (P.L. 1983, Chapter 176, Section 3). These rules establish funding and program requirements, implementation, monitoring, evaluation, procurement and property management procedures for administrative and program expenditures made by the Community Action Agencies which are the designated recipients of CSBG funds from the Division. The costs of administration of this program for designated recipients will vary depending on the work plan submitted by each approved Community Action Agency. The Division anticipates its administrative expenditures to not exceed \$ 86,357.00 in the federal fiscal year ending September 30, 1984.

TABLE OF CONTENTS

	Page
1.1 Policy	1
1.2 Definitions	1
1.3 Designation	4
1.4 Community Action Agency Board of Directors	6
1.5 Annual Funding Requirements	8
1.6 CSBG Evaluation.....	14
1.7 Monitoring and Technical Assistance.....	15
1.8 Financial Policies and Procedures	16
1.9 Safeguarding of Information and Investigations.....	18
1.10 Allocation.....	19
Attachment A. Procurement.....	21

1.1 Policy

The purpose of the original rules for the Community Services Block Grant Program was to implement on a State and local level Title VI of the Omnibus Budget Reconciliation Act of 1981, 42 U.S.C. Section 9901 *et seq.* That Act establishes a five-year Community services Block Grant Program through which federal grants will be made to states in order to provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community.

These rules were amended to improve upon the Community Services Block Grant Program and to implement the Maine Community Services Act , 5 M.R.S.A. Section 3511 *et seq.* and the Human Services Reauthorization Act (P.L. 98-558). These rules are applicable to all agencies which have been designated or have applied for designation as eligible to receive Community Services Block Grant funds.

1.2 Definitions

As used in these rules, the following terms shall have the following meanings, unless the context otherwise indicates:

- A. **Agency-wide audit.** "Agency-wide audit" means a financial audit of all agency funds, restricted and unrestricted, by an independent qualified outside auditor which leads to submission of agency financial statements as of the end of the CAA's fiscal year. Such agency financial statements at a minimum shall include:
1. Auditor's report (opinion).
 2. Statement of support, Revenue and Expenses and Changes in Fund Balances, showing unrestricted and restricted funds.
 3. Comparative consolidated Agency Balance Sheet showing unrestricted and restricted funds.
 4. Appropriate notes to financial statements.
 5. A schedule of grant Revenues, Expenses and Changes in Grant Balances.
- B. **Community Action Agency.** "Community Action Agency" (CAA) means a private, nonprofit agency which has previously been designated by and authorized to accept funds from the federal Community Services Administration under the United States Economic Opportunity Act of 1964.
- C. **Conflict of interest.** "Conflict of interest" means any of the following:
1. A person employed by a community action agency while serving, or while a member of his or her immediate family serves, on a board or committee of that agency if that board or committee has authority to order personnel actions affecting his or her job;

2. A board member of a community action agency participating in any decision affecting an organization of which he/she is also an officer or employee when the organization is contracting with that agency to perform a component of its CSBG work program
 3. A person whose salary is paid for in whole or in part with CSBG funds for a job over which a member of his or her immediate family exercises supervisory authority; or
 4. A board member participating in any decision in which the member or a member of his/her immediate family has a direct or indirect financial interest.
- D. **Delegate agency.** "Delegate agency" means any agency, corporation, municipality, board or council which receives CSBG funds from a community action agency under the terms of any agreement, subcontract or contract for special services when such funds exceed \$20,000 in any program year.
- E. **Direct service.** "Direct service" means an expenditure that is directly attributable to a client benefit and is not an agency or program administrative cost.
- F. **Division.** "Division" means the Division of Community Services, within the Executive Department, State of Maine, or its successor agency.
- G. **Immediate family.** "Immediate family" means any of the following persons: husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law daughter, daughter-in-law.
- H. **Low-income person.** "Low-income person" means a person whose income is at or below 150% of the poverty line promulgated by the federal Office of Management and Budget or who is eligible for any other program which has income guidelines and is operated by the community action agency.
- I. **Procurement standards.** "Procurement standards" means procedures for purchasing property, services, equipment and inventory for programs operated in whole or in part with CSBG funds which are consistent with the provisions of Attachment 0 of OMB Circular A-110, Section 1.8 of these rules and Attachment A.
- J. **Property management standards.** "Property management standards" means procedures for maintaining and disposing of property acquired in whole or in part with CSBG funds which are consistent with the provisions of Attachment N to OMB Circular A-110 and Section 1.8(B) of these rules.
- K. **Service area.** "Service area" means the geographic area within the jurisdiction of the community action agency and which area is to be served with CSBG funds. In no event shall the geographic boundaries of a CSBG service area be different from those of a county in the State of Maine, unless specifically authorized by the Director of the Division, provided that a community action agency may target CSBG funds to specific communities within this service area in light of the following factors:

1. The extent of persistent unemployment and underemployment;
2. The number and proportion of persons receiving cash or other assistance on a needs basis from public agencies or private organizations;
3. The number of migrant or transient low-income families;
4. School dropout rates, or other incidence of low educational attainment.
5. The incidence of disease, disability and infant mortality;
6. Substandard housing conditions;
7. Adequacy of community facilities and services; and
8. The incidence of crime and juvenile delinquency.

Notwithstanding the above factors, residents of all communities within the community action agency's service area shall be eligible for CSBG-funded services.

1.3 Designation

- A. No community action agency may receive, obligate, or expend Community Services Block Grant funds under a sub-grant with the Division unless it maintains a designation under these rules.
- B. The Division shall designate an agency as eligible to receive Community Services Block Grant funds for its service area and to carry out the purposes of a Community Services Block-Grant program as defined in the Maine Community Service Act and these rules. The following criteria shall be considered:
 1. A board of directors established in accordance with Section 1.4.
 2. Evidence of adequate fiscal control and fund accounting procedures in order to assure the proper disbursement of and accounting for CSBG funds.
 3. Evidence of adequate program planning for a comprehensive program in accordance with Section 1.5(C)(1).
- C. **Term of Designation**

A designation shall be effective for seven years unless withdrawn prior thereto in accordance with Section 1.3(D). Prior to the expiration of a community action agency's designation, the Division, at its discretion, may conduct a public hearing in the agency's service area in order to generate public comment regarding the agency's effectiveness.

D. Withdrawal of Designation

1. The Division may withdraw the designation of a community action agency when the agency has demonstrated substantial incompetency and a clear inability to carry out the purposes of the Maine Community Services Act, the CSBG Program or these rules. Such incompetency and inability shall at a minimum be documented by a noncompliance finding as a result of the procedures established by Section 1.7 (B) of these rules.
2. The Division shall notify the Community Services Advisory Board,, the CAA executive director and board chairperson of a proposed withdrawal of designation. This notice shall be written and shall state the reasons for the intent to withdraw the designation, what corrective actions are necessary and a reasonable time, not to exceed 6 months, within which the agency must rectify the problem.
3. At the end of the time provided for in Subsection (2) above a designation withdrawal evaluation focusing on the specific conditions cited in the notice of intent to withdraw designation shall be performed by the Division. The results of this evaluation shall be shared with the CAA executive director and board, and the Community Services Advisory Board.
4. The CAA may request a hearing before a review board to show cause why the CAA should not have its designation withdrawn. The request shall be made to the Division director within 10 working days of receipt of the results of the evaluation. A meeting of the Community Services Advisory Board shall be scheduled within 20 working days of receipt of the request in order to appoint an ad hoc review board to be composed of 3 members of the Community Services Advisory Board.
5. The review board shall hold a hearing within 20 working days of its appointment.
6. The review board shall issue a written recommendation in support of or in opposition to the Division's evaluation within 10 working days of the review board hearing.
7. Within 5 working days of the review board's recommendation, the Director of the Division shall issue an order which withdraws designation, or rescinds the notice of intent, or provides for other appropriate action. If no hearing was requested, the Division Director may issue a withdrawal of designation within 15 working days after the notice of the results of the evaluation.
8. To appeal the Division's order withdrawing designation, the community action agency must file a petition for review of the final agency decision in the appropriate superior court within 30 days, under the Maine Rule of Civil Procedure, Rule 80B.
9. Notwithstanding any other provision, financial malfeasance by a community action agency may be cause for immediate withdrawal of the agency's designation by the Division. Financial malfeasance is the mismanagement and/or

unlawful use of CSBG funds which has a significant impact on the CSBG program.

1.4 Community Action Agency Board of Directors

- A. **Composition of the Board.** The board shall consist of at least fifteen and not more than thirty members.
1. Elected public officials or their permanent representatives or officials of public agencies operating in the service area shall comprise one-third of the board.
 2. Representatives of low-income persons shall comprise one-third of the board.
 3. Representatives of business, industry, labor, religious, welfare, civic, education, or other major groups and interests in the community shall comprise one-third of the board.
 4. No person shall serve on the board of directors where a conflict of interest exists, as defined in Section 1.2(C)(1) and (3).
- B. **Board Powers and Responsibilities.** The board of directors of a CAA shall possess the following powers and responsibilities:
1. To provide overall direction, oversight and policies of the agency;
 2. To hire, fire, and evaluate the performance of the executive director of the CAA;
 3. To determine major personnel, organization, fiscal and program policies;
 4. To determine overall program goals and priorities for the CAA including provisions for evaluating programs against performance;
 5. To make final approval of all program proposals, budgets and contracts;
 6. To enforce compliance with all contract and grant requirements;
 7. To convene public meetings to provide low-income and other citizens of the service area the opportunity to comment upon policies and programs of the community action agencies;
 8. To determine rules and procedures for the board of directors and committees consistent with these rules;
 9. To select the officers and all committees of the board of directors;
 10. To hold meetings of the board of directors in accordance with the freedom of access law;

11. To perform an annual agency-wide audit which shall be submitted to the Division of Community Services within 6 months of the end of the CAA's fiscal year;
12. To evaluate agency programs and assess community and agency needs;
13. To fill all board vacancies as soon as reasonably practicable.

C. Meetings and Minutes

1. Full board meetings shall be held at least once every ten weeks, and at least six times annually. Annual meetings shall be publicized with a notice in a local newspaper no less than seven days prior to the annual meeting.
2. No less than five days prior to each full board meeting, the agenda and all attachments except those documents that emanated from the Division shall be mailed to the Division. Minutes and all attachments of each board meeting and all committee meetings shall be recorded and copies forwarded to the Division no later than the date of mailing the agenda of the next meeting. Minutes shall be made available to the public upon request. All meetings of CAA boards shall be open to the public.
3. Voting by proxy is not permitted at meetings of the board or of its committees. This prohibition applies to all members of the board.

D. Bylaw Requirements. The bylaws of the community action agency shall include the following:

1. The total number of seats on the board and the allotment of seats to public officials, representatives of low-income individuals, and representatives of organizations.
2. Specific procedures for selecting board members:
 - a. Each sector of the board should reasonably reflect the geographic distribution of low-income people served by the CAA.
 - b. Representatives of low-income persons shall be chosen in accordance with democratic selection procedures adequate to assure that they represent the low-income persons in the geographic area served by the CAA. low income persons shall be permitted to vote in the selection process. In order to qualify for board membership a low-income representative need not be low-income himself or herself.
 - c. The board shall select organizations from the private sector such as business and industry, educational, welfare, civic, labor, or religious organizations to be represented on the board of directors. Once an organization is selected and indicates its agreement to be represented, it shall choose the person to represent it on the board.

3. A description of performance standards (such as attendance, etc.) for members of the board, the violation of which may be grounds for removal. This shall include standards of conduct for board members.
4. A description of specific procedures to be followed in the case of removal of representatives of low-income persons, organizations, and public officials.
5. Provisions for the selection and service of board member alternates if alternates are to be used including:
 - a. Alternates must be elected/selected in the same manner, at the same time, and by the same people who have elected/selected the representative.
 - b. No alternate may be counted toward a quorum or cast a vote when his/her primary board member is present at a meeting.
 - c. No alternate may hold an office of the board.
6. Procedures for selecting new board members in the case of a vacancy on the board including:
 - a. An explanation of when a vacancy occurs; and
 - b. A provision that all board vacancies shall be filled as soon as reasonably practicable.
7. Provision for the term of office for board members and provision for the total length of service which shall be the same for all sectors.
8. Provision for residency requirement, if any.
9. Provisions for the appointment and responsibilities of board committees, if any. Each sector of the board must be fairly represented on the executive committee. Each sector of the board should be fairly represented on other committees to the maximum extent feasible.
10. Provision for the number of members present which shall constitutes quorum for board or committee meetings:
 - a. Members present shall represent more than 50% of the non-vacant seats on the board or committee; and
 - b. At least one representative from each sector must be present for a board meeting.
11. Provision for board members to abstain from voting on any matters that present a conflict of interest as defined in Section 1.2(C)(2) and (4).

1.5. Annual Requirements

- A. Community action agencies shall submit the following items upon designation and thereafter submit to the Division any changes or amendments to those items:
 - 1. Articles of Incorporation;
 - 2. Proof of IRS Section 501(c)(3) status;
 - 3. A statement of the appeals procedure available to denied applicants for services operated in conjunction with CSBG funds;
 - 4. Biographical summaries of the community action agency executive director and fiscal officer.

- B. The following documents are to be reviewed by the board of directors each year and submitted to the Division if any amendments or changes have been made:
 - 1. Bylaws
 - 2. Personnel Policies;
 - 3. Affirmative Action Plan; and
 - 4. Financial Procedures Manual, which documents all financial activities.

- C. Annually the CAA shall:
 - 1. Adequately plan for a comprehensive program designed to use available funds:
 - a. To provide a range of services and activities having a measurable and potentially major impact on causes and conditions of poverty in the service area or those areas of the service area where poverty is a particularly acute problem.
 - b. To provide activities designed to assist low-income residents including the elderly poor in the service area:
 - (i) To secure and retain meaningful employment;
 - (ii) To attain an adequate education;
 - (iii) To make better use of available income;
 - (iv) To obtain and maintain adequate housing and a suitable living environment;
 - (v) 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;

- (vi) To remove obstacles and solve problems which block the achievement of self-sufficiency;
 - (vii) To achieve greater participation in the affairs of the community;
 - (viii) To make more effective use of other programs related to the purposes of this CSBG program.
- c. To provide on an emergency basis for the provision of such supplies and services, nutritious food stuffs, and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor .
 - d. To coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals.
 - e. To encourage the use of the private sector of the community in efforts to ameliorate poverty in the service area.

2. Agree and certify that:

- a. No CSBG funds of a community action agency or its delegate agency shall be used to pay the salary or expenses of any staff member or agent acting for such recipient or delegate agency to engage in any activity designed to influence legislation or appropriations pending before the U.S. Congress.
- b. Its board members, volunteers and employees will not:
 - (i) Use his or her official position authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for public office; or
 - (ii) Directly or indirectly coerce, attempt to coerce, command or advise a state, local or CAA officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.
- c. Its employees will not be a candidate for public elective office, except nonpartisan candidacies are permitted. An employee may be a candidate in any election if none of the candidates is to be nominated or elected at such election as representing a party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected.
- d. No CSBG funds or CSBG-funded employees or equipment shall be used for activities to provide voters with transportation to the polls or provide

similar assistance in connection with an election or any voter registration activity. This does not prohibit access to the public areas or office space to a community action agency's facilities for voter registration activities, so long as those activities do not interfere with the normal operation of the office.

- e. It will provide for coordination between antipoverty programs in its service area where appropriate with the emergency energy crisis intervention program (ECIP) conducted in its service area.
 - f. No person shall on the ground of race, color, national origin, sex, age or handicap be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under a CSBG sub-grant.
3. Submit the following documents as a part of its funding application on a date set by the Division:
 - a. Work Plan (CSBG forms 2, 2a - 4 copies;
 - b. Budget (CSBG Forms 3, 4, 5) - 4 copies;
 - c. Board Membership List by sector and indicating the date of appointment/election and the term of office;
 - d. Updated Financial Procedures Manual.
 4. Submit agency and program information and data as prescribed by the Division for purpose of preparation of the annual report. This information is to be made available to the Division by December 1 of each calendar year. The reporting period shall be the previous federal fiscal year beginning, on October 1 and ending on September 30. This information shall include, but not be limited to the following:
 - a. Senior staff;
 - b. Board membership;
 - c. Program services information, such as households served and program budget information;
 - d. Brief program descriptions for use in program glossary;
 - e. Summary of agency financial support data by source of funds: total, federal, state, county, town and others, as well as the percent each category represents of total agency funding;
 - f. Agency administrative budget and employment
 5. Submit a copy of the CAA annual report.

D. Funding Approval

1. The Division will approve an application for funding from a designated agency when the work plan:
 - a. Shows evidence of adequate program planning;
 - b. Proposes services and activities having a measurable and potentially major impact on causes of poverty in the service area; and
 - c. Provides that CSBG funds will be used for direct service activities designed to assist low-income residents as set forth in Section 1.5C(1)(b) as follows:
 - i. At least 10% of the CSBG funds for CSBG FY 1985;
 - ii. At least 20% of the CSBG funds for CSBG FY 1986;
 - iii. At least 30% of the CSBG funds for CSBG FY 1987.
2. The Division reserves the right to require an applicant for CSBG funding to alter or revise its work plan and/or budget in order to meet realistic planning objectives or avoid duplication.
3. The Division reserves the right to publicize and issue a Request for Proposals in a competitive CSBG funding process for any service area or any portion of a service area when:
 - a. The service area is not being served;
 - b. A withdrawal of designation has occurred or has been initiated; or
 - c. The Division has discretionary funds to be expended.
4. The Division reserves the right to place a special condition on any sub-grant. Special conditions may include but are not limited to:
 - a. Designating mandatory provisions of an approved work plan;
 - b. Establishing alterations in a community action agency's service area;
 - c. Assuring compliance with state and federal rules and laws and the sub-grant;
 - d. Requiring improved service delivery to area residents;
 - e. Assuring implementation of the CSBG plan.

- D. The Division approval of the work plan and budget is expressly contingent on the following conditions:
- a. **Improvement of Real Property**

The community action agency agrees to expend no CSBG funds for the purchase or improvement of land, or the purchase, construction or permanent improvement of any building or other facility, with the exception of low-cost residential weatherization or other energy-related home repairs.
 - b. **Fidelity Bonding/Liability Insurance** The community action agency agrees to:
 - i. Secure fidelity bonding in the aggregate amount of no less than \$500,000 for each employee and board member authorized to sign checks or obligate funds for the agency;
 - ii. Assume liability for unauthorized or improper fund obligations;
 - iii. Obtain adequate liability insurance for all professional staff, for personal injury and for property damage and
 - iv. Secure indemnification insurance for board members.
 - c. **CSBG Fund Accounting**

The community action agency agrees to maintain records in a manner that demonstrates proper disbursement of and accounting for CSBG funds and to cooperate with the Division's annual audit of CSBG funds or with other state or federal investigations fulfilling the purposes of Section 679 of the Community Services Block Grant Act.
 - d. **Nondiscrimination.** The community action agency agrees that no person shall on the basis of race, sex, national origin, religion, color, age or handicap be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with CSBG funds.
 - e. **Quarterly and Periodic Reports.** The community action agency agrees to submit quarterly financial reports on CSBG Form 269 no later than twenty working days after the end of each calendar quarter. Such quarterly financial reports shall indicate all actual personnel, non-personnel and other expenditures for the quarter.
 - f. **Revisions of Work Plan or Budget.** The community action agency agrees to submit to the Division for its approval four (4) copies of CSBG Form 8, with attachments as necessary,, in the event of any proposed revision of an agency's approved work plan (Form 2 and 2A) or approved budget (CSBG Form 3, 4 and 5). No revision will be effective until the Division

grants written approval on CSBG Form 8, except that the Sub-Grantee may transfer total amounts not to exceed 10% from one line item cost category of an approved budget to another line item cost category without securing prior Division approval.

E. Procedure for Termination of Funding

1. The Division may terminate present or future funding for any community action agency which received funding in the previous fiscal year for cause.
 - a. "For cause" shall include but not be limited to the following reasons:
 - (i) The Division's CSBG grant or any State appropriation or both have been suspended or terminated in whole or in part by CSBG, the State, or both;
 - (ii) The CAA has failed or is unwilling to comply with the terms and conditions of its approved work plan, budget or its sub-grant;
 - (iii) The CAA has submitted required reports which are incorrect or incomplete in any material respect or are filed untimely;
 - (iv) The CAA has failed to adequately monitor and evaluate program activities delegated to another agency or party;
 - (v) The CAA has failed to respond adequately to an audit disallowance under any CSBG sub-grant between the CAA and the Division. Notwithstanding the above, the Division shall not withhold funds for allowable costs incurred prior to any such termination;
 - (vi) Any matter that would constitute grounds for withdrawal of designation under Section 1.3(D).
2. A termination shall be preceded by a written notice of intent to terminate sent from the Division to the CAA executive director and board chairperson and the Community Services Advisory Board chairperson. The notice shall state the grounds for termination and set forth the procedure by which the CAA may show cause why the funding should not be terminated.
3. The CAA may request a hearing before a review board to show cause why the CAA should not be terminated. The request shall be made to the Division director within 10 working days of receipt of the notice of intent. A meeting of the Community Services Advisory Board shall be scheduled within 20 working days of receipt of the request in order to appoint an ad hoc review board to be composed of 3 members of the Community Services Advisory Board.
4. The review board shall hold a hearing within 20 working days of its appointment.

5. The review board shall issue a written recommendation in support of or in opposition to the Division's notice of intent within 10 working days of the review board hearing.
6. Within 5 working days of the review board's recommendation, the Director of the Division shall issue an order which terminates funding for the CAA, or rescinds the notice of intent, or provides for other appropriate action. If no hearing was requested, the Division Director may issue a termination order within 15 working days after the notice of intent to terminate.
7. A termination order is reviewable by the Secretary of Health and Human Services upon the request of either the CAA or the Division within 5 working days of the order. The Division shall request a review by the Secretary of any termination order. Such review shall be based upon the record. The termination order shall not become effective until a finding is issued by the Secretary confirming the Division's finding of cause.
8. To appeal the Division's termination order, the community action agency must file a petition for review of the final agency decision in the appropriate superior court within 30 days, under the Maine Rules of Civil Procedures, Rule 80B.

1.6 CSBG Evaluation

- A. An evaluation of each community action agency shall be performed by the Division, or its subcontractor designee every three years.
- B. This evaluation shall evaluate, make recommendations, and identify required remedial actions in any or all of the following areas:
 1. The extent of compliance with the provisions of these rules, the Division's CSBG sub-grant agreement, State statutes and pertinent U.S. Department of Health and Human Services grant and regulatory requirements.
 2. The extent of effective management and coordination of all agency programs, whether or not funded by the Division, which may include but are not limited to Home Energy Assistance, Weatherization, Transportation, Energy Crisis Intervention, Head Start, WIC, Family Planning, Housing, Day Care, Commodity Food, and Alcoholism programs.
 3. The extent of unresolved questioned costs identified in the most recent final audit of each agency program.
 4. The extent of accurate reporting of fiscal disbursements and proper accounting for expenditures, as required by Section 1.5(C) of these rules.
 5. The extent of participation of low-income residents in agency decision making.
 6. The extent of the organization and functioning of the board of directors.

7. The extent to which financial, material and human resources are mobilized.
8. The extent to which the agency develops and maintains effective community support and community relations.

1.7 Monitoring and Technical Assistance

- A. **Monitoring.** The Division will assign fiscal and program monitors to ensure compliance with federal regulations, with these rules and with each sub-grant.
1. Monitors will be responsible for making periodic on-site visits to each community action agency.
 2. Monitoring visits will include a review of compliance, CSBG administration and contract performance.
 3. Monitors will be required to submit on-site reports to the Director of the Division with a copy to the executive director of the community action agency, within thirty calendar days of the visit.
 4. Program monitors will be responsible for attending community action agency board of directors meetings on a quarterly basis.
 5. Fiscal monitors will determine the accuracy of record keeping and make a thorough examination of the agency's CSBG budget for conformity to program rules and agency work plans.
 6. Monitors will provide training and technical assistance. This T&TA will be the result of either Division or the CAA's recognized needs and will be separate from compliance monitoring.
- B. **Monitoring follow-up and noncompliance findings.** Division CSBG program and fiscal monitoring staff will adhere to the following schedule in the case of noncompliance with federal regulations, these rules, an agency's approved work plan or the sub-grant agreement.
1. Within ten calendar days of a determination of noncompliance, resulting from a monitoring visit and made after consultation with the Division's CSBG Program Director and with the Business Manager, if appropriate, the nature of the noncompliance will be reported in writing to the community action agency requesting correction of the problem. Appropriate corrective action must be made within a reasonable and appropriate time not to exceed thirty calendar days of receipt of the notice
 2. Monitoring staff will work with the agency throughout the period providing technical assistance to work out the problem.

3. Monitoring staff will prepare a final report on the result of any noncompliance finding and will send copies to the CSBG Program Director of the Division and the community action agency's executive director and board chairperson.
 4. If a significant noncompliance condition is not resolved to the satisfaction of the Division by the agency within the stated time frames, the Director of the Division may withhold that community action agency's funding for the coming month or months until the noncompliance is resolved to the Division's satisfaction. Written notice of the Division's intent to withhold shall be given to the CAA executive director and board and to the Community Services Advisory Board.
- D. **Technical Assistance.** The Division will provide technical assistance and training to community action agencies to enhance general program performance and to correct noncompliance conditions based on:
1. Periodic monitoring findings;
 2. Evaluation findings;
 3. Agency requests; and
 4. Periodic assessment of training or technical assistance needs.

1.8 Financial Policies and Procedures

- A. **Procurement.** When purchasing materials, equipment, property or services with CSBG funds, the community action agency shall follow the requirements of Attachment A, "Procurement" , which is hereby incorporated by reference.
- B. **Property Management Requirements**
1. **Federal Requirements.** The CAA shall be bound by, and the Division shall use in its review, general federal property management requirements set out in Attachment N to OMB Circular A-110. Reference to the "Federal sponsoring agency" shall be interpreted to read "Division of Community Services".
 2. **Inventory.** Each CAA shall maintain and update an accurate listing of all property, tools and equipment retained in its inventory which have a unit cost of more than \$300 and are purchased in whole or in part with CSBG funds.
 3. **Property Purchase.** Each CAA shall secure prior approval from the Division for the purchase of any vehicle, equipment, single inventory item or tool with an acquisition cost of \$10,000 or more, at least a portion of which is CSBG funded.

4. Property Disposition

- a. The CAA shall request and receive approval for disposition of any equipment, single inventory item or tool with a unit acquisition cost of \$1000 or more purchased in whole or in part with CSBG funds or any vehicle regardless of acquisition cost purchased in whole or in part with CSBG funds. All requests shall be submitted to the Division. The Division reserves the right to require reprogramming the entire resale amount.
- b. Prior to the sale of any vehicle approved for disposition purchased in whole or in part with CSBG funds, the CAA shall:
 - (i) Prepare a bid announcement which identifies each vehicle, describes its condition and states that the high bid on each vehicle will be accepted;
 - (ii) Place an advertisement in a local newspaper for three days announcing a public sale with sealed bids to be submitted no later than a specified date and hour with the bid announcement to be mailed in advance upon request.
 - (iii) Prepare a notice of bid award to be mailed to all bidders;
 - (iv) Prepare title transfer documents;
 - (v) Reprogram the proceeds from the vehicle sale into the current CSBG budget;
 - (vi) Retain documentation for all bid solicitation, award and title transfer for no less than three years from the date of sale.
- c. Public Sale of Other Materials, Equipment or Property. The CAA shall follow identical procedures as in 4(b) above in the case of the sale of any other property purchased in whole or in part with CSBG funds, with the qualification that like equipment or materials may be sold and listed in the bid announcement in lots, with quantities identified.

C. Records

1. Retention of Records

- a. Financial records, supporting documents, statistical records, and all other records pertinent to a CSBG sub-grant are covered by these requirements.
- b. The retention period for each year's records starts from the end date of the CAA's program year.
- c. Records shall be retained for a minimum of three years. If any litigation, claim or audit has not been fully resolved before the expiration of the

three-year period, all relevant records shall be retained until one year after resolution.

2. Access to Records

- a. CAA's and CAA delegate agency(ies) shall provide the following agencies and persons with access to all books, records, documents and compilations of data relating to the CSBG program:
 - (i) The Division and its authorized representatives;
 - (ii) The United States Comptroller General or his/her designee; and
 - (iii) Department of Health and Human Services.

1.9 Safeguarding of Information and Investigations

All employees and other persons involved in the administration of the CSBG program shall adhere to the following policy regarding the safeguarding of information:

- A. Except as provided in Subsection B, the names of applicants for assistance from programs administered by a CAA and specific information about individually named applicants, such as income, assets, and assistance received, shall be confidential, shall not be open to public inspection, and shall not be released to any person or agency not directly involved in the administration or auditing of the CSBG program.
- B. Confidential information, as described in Subsection A, will be released only under the following circumstances:
 1. Information concerning applicants for and recipients of assistance provided in whole or in part with CSBG funds may be used or disclosed for purposes directly connected with the administration of the CSBG or related program, including:
 - a. Establishing eligibility;
 - b. Determining type and amount of assistance; and
 - c. Providing services for applicants and recipients.
 2. Any confidential information about an applicant will be released if the applicant gives written consent to such release.
 3. All information pertaining to a decision on eligibility for assistance will be made available to the applicant or recipient or his or her authorized representative in conjunction with an agency appeals procedure under Section 1.5(A)(3) of these rules.

4. A State agency with a legitimate reason to know shall have access to the information.

C. Investigations

1. The Division will immediately follow up and investigate any reports from recipients, denied applicants, and other sources concerning poor administration of the program, conflict of interest or any other alleged violation of these rules or the CSBG program. The Division will notify the CAA of all such reports and nature of the complaint.
2. The Division will provide to complaining parties and the executive director and board chairperson of the community action agency involved a written response stating the results of the investigation of the complaint.

1.10 Allocation

- A. The allocation of Community Services Block Grant funds shall be distributed as follows:

1. At least 90% shall be passed through to designated community action agencies.
 - a. Fifty percent (50%) of the amount passed through shall be divided equally among all designated agencies. If two designated agencies combine into one designated agency, they shall be treated as two designated agencies for the first year for the purpose of this subsection (a).
 - b. Fifty percent (50%) of the amount passed through shall be divided among all designated agencies based on each agency's percentage of the State's low-income households.
2. Five percent (5%) shall be retained by the Division for administrative expenses at the State level.
3. Up to 5% shall be set aside by the Division for a discretionary fund. This fund may be:
 - a. Retained by the Division for special projects or training;
 - b. Awarded to organizations or agencies which submit successful proposals in response to the Division's Request for Proposals; or
 - c. Used for any other lawful purpose.

- B. Any funds which are transferred to the Community Services Block Grant shall be distributed in an equitable manner to be established by the Division with 20% being divided equally among all designated agencies.

STATUTORY AUTHORITY: P & S Law 1982 Chapter 94; P.L. 1983 Chapter 110; P & S Law 1983 Chapter 45; 5 M.R.S.A. §§ 3511 *et seq.*

EFFECTIVE DATE: April 1, 1982

AMENDED:

November 1, 1983
Sec. 1.10 - June 15, 19814 (EMERGENCY)
August 22, 1984
September 15, 1985
October 25 - Appendix A
January 25, 1987 - Section 1.10(A)(1)(a)

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 5, 1996

AMENDED:

December 13, 2005 – Section 1.10(A)(1), filing 2005-493

ATTACHMENT A

Procurement

A. General Procurement Goals and Objectives

1. The community action agency must ensure that all procurement of materials, property or equipment with CSBG funds are conducted in a manner to provide open and free competition and to avoid any appearance of impropriety.
2. The CAA must maintain a written code of conduct to govern the performance of its officers, employees or agents engaged in the award of contracts and the administration of CSBG funds. The code shall include at a minimum the following provisions:
 - a. No CAA employee, officer or agent shall participate in the selection, award or administration of a contract in which CSBG funds are to be used where to his or her knowledge any of the following persons or entities may possibly benefit from the selection, award or administration of such contract.
 - (i) The employee, officer or agent;
 - (ii) A member of the immediate family of the employee, officer or agent;
 - (iii) A partner of the employee, officer or agent;
 - (iv) An organization in which any person described in subsections (I) through (III) above has a financial interest or with whom said person is negotiating or has any arrangement concerning prospective employment.
 - b. No CAA employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value from a contractor or potential contractor;
 - c. The CAA agrees not to employ any person while he or she, or a member of his or her immediate family, is an officer or agent of the sub-grantee or exercises supervisory authority over that person; and
 - d. Disciplinary actions to be applied for violations of the code.
3. Proposed procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement.

4. Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured.
5. The CAA shall make positive efforts to utilize small and minority owned businesses as a source of supplies and services. Such efforts shall allow these sources the maximum feasible opportunity to compete for contracts which utilize CSBG funds.
6. Any information concerning contract requirements which CAA's personnel share with one prospective contractor must be shared with all prospective contractors to whom the CAA has sent bid materials. ..
7. Some form of price or cost analysis shall be made in connection with every procurement action.
8. Awards shall be made to the bidder whose bid is responsive to the requirements set out in the Invitation to Bid or Request for Proposals and is most advantageous to the recipient, price and other factors considered. Bid awards shall be In writing with all bidders notified of the successful bidder. All bid documents shall become public information subject to disclosure upon request after the bids are opened.
9. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
10. The following provisions must appear in all contracts where procurement is, In whole or in part, CSBG funded:
 - a. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
 - b. All contracts In excess of \$10,000 shall contain suitable provisions for termination by the CAA including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated because of circumstances beyond the control of the contractor.
 - c. All contracts awarded in excess of \$10,000 by community action agencies and their contractors shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
 - d. All contracts and subgrants for construction or repair shall include a provision for compliance with the Copeland 'Anti-Kickback' Act (18

USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or agency shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The community action agency shall report all suspected or reported violations to the grantor agency.

- e. Where applicable, all contracts awarded by community action agencies in excess of \$2,000 for construction contracts and In excess of \$2,500 for other contracts which involve the employment of mechanics or laborers for work financed in whole or in part by CSBG funds shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 - f. All contracts (except those awarded by the small purchases procedures of Section B.1) awarded by community action agencies shall include a provision to the effect that (1) the Division of Community Services, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract; and. (2.) the contractor must place the same provision as stated in subsection (1) In any subcontract which would have had to have the provision were It awarded directly by the community action agency.
 - g. Community action agencies shall require contractors to maintain all required records for three years after final payments have been made and all other pending matters are closed. If an audit litigation or other action involving the records is started before the end of the 3 year period, the records must be retained until all issues arising out of the action are resolved or until the end of the 3 year period whichever Is later.
 - h. Contracts and subcontracts of amounts in excess of \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368). Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provision shall require a reporting of violations to the grantor agency and to the U.S.E.P.A. Assistant Administrator for Enforcement (ENM-329).
11. The community action agency shall request and obtain written approval from the Division for any agency procurement contract, agreement or bid proposal prior to its award when:

- a. The procurement is for furnishing any of the work or services provided for in a sub-grant agreement with a community action agency;
 - b. The procurement, at least a portion of which is CSBG funded, is expected to exceed \$10,000; or
 - c. The proposed procurement is a sole source procurement including when only one bid or proposal is received, in which the aggregated expenditure is expected to exceed \$5,000, at least a portion of which is CSBG funded.
 - d. The community action agency fails to comply with its own procurement procedures, with the requirements of this Attachment, the rules or with OMB Circular A-110, Attachment 0.
12. A system for contract administration shall be maintained to ensure contractor conformance with terms, conditions and specifications of the contract and to ensure adequate and timely follow-up of all purchases.
13. Procurement records and files for purchases in excess of \$300 shall include:
- a. Basis for contractor selection;
 - b. Justification for lack of competition when competitive bids or offers are not obtained;
 - c. Basis for award cost or price; and.
 - d. Executed contract if one is required
14. The CAA shall be bound by, and the Division shall use in Its review, general federal procurement principles set out in Attachment 0 to OMB Circular A-110. Reference to the "Federal sponsoring agency" shall be interpreted to read "Division of Community Services".

B. Procurement Procedures

1. In the case of individual purchases of \$300 or less, at least a portion of which Is CSBG funded, the CAA may purchase items or services from the most convenient supplier provided the price is reasonable.
2. In the case of individual purchases between \$300 and \$2,500, the CAA shall:
 - a. Perform a price survey for the required Items or services;
 - b. Receive price quotations or bids from at least three reputable vendors and document them on a survey sheet; and

-
- c. Purchase the items or services from the vendor whose bid or proposal will be the most advantageous to the CAA, price and other relevant factors considered.
3. Competitive sealed bids with advertising and executed contracts are required for all other procurements, except as provided in Section B(4) below.
 - a. The CAA must prepare an Invitation to Bid or a Request for Proposals, which:
 - (i) Identifies all requirements which prospective bidders must fulfill;
 - (ii) Identifies all factors which the CAA will consider in evaluating bids;
 - (iii) Establishes relative weights of all factors, including cost, by means of which the CAA will rank bids; and
 - (iv) Establishes the maximum amount of the contract, its duration, and Its geographical scope and states that failure to execute the contract will result in bid disqualification.
 - b. The Invitation to Bid or Request for Proposals shall include the following provisions:
 - (i) The contract award is subject to prior approval by the Division upon review by its Attorney;
 - (ii) Any and all bids may be rejected when it is in the interests of the CAA to do so;
 - (iii) All bids constitute firm offers which may not be withdrawn for a specified period of time from the bid opening;
 - (iv) The submission of a bid constitutes acceptance of the terms and conditions of the Invitation to Bid or Request for Proposals; and
 - (v) All bids must be sealed and received by the specified CAA contact person prior to a specified time for a bid opening at a specified time and location.
 - c. The CAA must publish a newspaper advertisement in, at a minimum, the newspaper with the greatest circulation in the CAA's service area.
 - d. This newspaper advertisement shall specify and provide at least the following:
 - (i) A concise description of the materials, supplies or services to be procured;

- (ii) The CAA's contact person from whom prospective bidders may obtain bid materials;
 - (iii) The deadline for delivery of sealed bids, including time of day and the time and place for the bid opening;
 - (iv) A statement that the advertisement is subject In all respects to the terms and conditions of the Invitation to Bid or Request for Proposals.
 - e. The newspaper advertisement shall be published with enough time prior to the bid opening to permit prospective bidders to obtain, prepare and submit bids.
 - f. The Invitation to Bid or Request for Proposals must be mailed or delivered to no less than three prospective contractors who may reasonably be expected to submit a bid.
4. Sole source procurement may be used when procurement is infeasible under the methods set forth in Section B(1)(2) or (3).
- a. Sole source procurement may be used only when:
 - (i) Public exigency or emergency will not permit a delay necessary for competitive solicitation, or
 - (ii) A specific item or service Is available from only one source;
 - b. A written statement justifying the use of sole source procurement shall be included in the CAA procurement file.
5. The Division will not reimburse the CAA for procurements which are not made and documented in accordance with this part, Including:
- a. Documentation of the basis of contractor selection, including the method by which multiple price quotations from varying contractors were compared and evaluated: and
 - b. Documentation of the basis for the contract award amount, including the estimate for materials or services which the CAA expects to procure by means of the subcontractor.
6. The Division may permit procurement by methods other than as provided in these rules upon the written request with justification from a CAA.

C. Division Responsibilities Regarding Procurements

- 1. The Division will provide prompt and timely review of all proposed sole source procurements requiring approval and will answer any such request In writing within a time frame which meets the needs which have prompted the request. If the

Division denies a request for proposed sole source procurement, it will provide written reasons for this denial and technical assistance in finding alternative means of meeting the procurement need which necessitated the request.

2. Division staff will provide technical assistance for CAA's compliance with these requirements.
3. The Division may require that all bid materials be submitted to the Division for its prior written approval.
4. In any case where a CAA receives no responsive bid to an Invitation to Bid or Request for Proposal, or decides for any reason to award no bid, it shall immediately notify the Division's Attorney. A decision to reject all bids for proposals shall be supported by a well-documented rationale.
5. Neither the Division nor the State of Maine assumes any liability in the event of protests, disputes, or breaches of contract.

ATTACHMENT D

State of Maine Statute

Maine Revised Statute Title 22

Health & Welfare

Subtitle 4: Health & Human Services

Part 1-A: Administration

Chapter 1477: Community Services

Section 5321 – Section 5329

Available on State of Maine web site:

<http://janus.state.me.us/legis/statutes/22/title22sec5321.html>

Title 22, Chapter 1477, COMMUNITY SERVICES (HEADING: PL 1991, c. 780, Pt. DDD, @14 (new))

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Chapter 1477: COMMUNITY SERVICES (HEADING: PL 1991, c. 780, Pt. DDD, @14 (new))

§5321. Definitions

As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings.
[1991, c. 780, Pt. DDD, §14 (new).]

1. Bureau. *[1995, c. 502, Pt. D, §11 (rp).]*

2. Community action agency. "Community action agency" means a private nonprofit agency that has previously been designated by and authorized to accept funds from the Federal Community Services Administration under the United States Economic Opportunity Act of 1964. *[1991, c. 780, Pt. DDD, §14 (new).]*

3. Director. "Director" means the director of the division. *[1995, c. 502, Pt. D, §12 (amd).]*

3-A. Division. "Division" means the Division of Purchased and Support Services within the department.

[1995, c. 502, Pt. D, §13 (new).]

4. Poverty level. "Poverty level" means the official poverty level issued by the Director of the United States Office of Management and Budget. *[1991, c. 780, Pt. DDD, §14 (new).]*

5. Service area. "Service area" means the geographical area within the jurisdiction of a community action agency.
[1991, c. 780, Pt. DDD, §14 (new).]

§5322. Division responsibilities

The division shall carry out the responsibilities of State Government related to planning and financing community services and community action agencies and shall administer state and federal community services programs and other block grants that may be available, including, but not limited to, the Community Services Block Grant.

[1995, c. 502, Pt. D, §14 (amd).]

§5323. Powers and duties

1. Federal, state and other funds. Through plans and contracts, the division shall obtain, distribute and administer federal, state and other community services funds. Balances of funds appropriated to the division to carry out the purposes of this chapter may not lapse, but must be carried forward from year to year to be expended for the same purpose.

[1995, c. 502, Pt. D, §14 (amd).]

2. Monitoring of poverty level. The division shall monitor the poverty level of state citizens and carry out the following activities: *[1995, c. 502, Pt. D, §14 (amd).]*

A. Conduct an annual survey of poverty in Maine, reporting the results of this survey to the Governor, the Legislature and the public; *[1991, c. 780, Pt. DDD, §14 (new).]* *[1995, c. 502, Pt. D, §14 (amd).]*

B. Make recommendations annually to the Governor and the Legislature on ways and means to combat and reduce poverty in the State; *[1991, c. 780, Pt. DDD, §14 (new).]* *[1995, c. 502, Pt. D, §14 (amd).]*

C. Seek federal, state and private funds to combat poverty in the State; and *[1991, c. 780, Pt. DDD, §14 (new).]*

D. Advise the Governor, the Legislature and local officials on the impact of state and local policies on poverty in the

Title 22, Chapter 1477, COMMUNITY SERVICES (HEADING: PL 1991, c. 780, Pt. DDD, @14 (new))

State. [1991, c. 780, Pt. DDD, §14 (new).]

3. Overseeing community action agencies. The division shall oversee community action agencies as follows. [1995, c. 502, Pt. D, §14 (amd).]

A. The division shall designate community action agencies every 7 years in accordance with the requirements of this chapter. [1995, c. 502, Pt. D, §14 (amd).]

B. The division shall establish audit requirements in accordance with the Human Services Community Agency Accounting Practices Act. [1995, c. 502, Pt. D, §14 (amd).]

C. The division shall evaluate community action agencies every 3 years. [1995, c. 502, Pt. D, §14 (amd).]

4. Planning and coordination for state services. The division shall provide planning and coordination for state services to people with low income. [1995, c. 502, Pt. D, §14 (amd).]

5. Technical assistance. The division shall provide technical assistance to community action agencies and other groups serving the interests of people with low income in this State. [1995, c. 502, Pt. D, §14 (amd).]

6. Monitoring local program operators. The division shall monitor subgrantees to ensure conformance with appropriate rules. [1995, c. 502, Pt. D, §14 (amd).]

§5324. Community action agencies

1. Designation. Community action agencies must be designated by the division to carry out the purposes of this chapter. In making these designations, the division shall solicit and consider comments from other state agencies or authorities that operate programs in which community action agencies participate. These designations are for 7 years. [1995, c. 502, Pt. D, §14 (amd).]

2. Designation withdrawn. The division may withdraw its designation of a community action agency after an evaluation in which the agency has demonstrated substantial incompetency and a clear inability to carry out the purposes of this chapter, unless there is or has been financial malfeasance, which may be cause for immediate withdrawal of designation. In performing these evaluations, the division shall solicit and consider comments from other state agencies or authorities that operate programs in which the community action agency participates. [1995, c. 502, Pt. D, §14 (amd).]

The division shall notify an agency of a pending withdrawal of designation. Upon notification, the agency has up to 6 months to take corrective action, at which time a designation withdrawal evaluation must be performed by the division. Failure to pass this evaluation means immediate loss of designation. [1995, c. 502, Pt. D, §14 (amd).]

Upon the final order from the division that rescinds a community action agency's designation, the community action agency may file a petition for review of this final decision in the appropriate Superior Court within 30 days under the Maine Rules of Civil Procedure, Rule 80B. [1995, c. 502, Pt. D, §14 (amd).]

3. Community action agencies. Community action agencies have the power and duty to:

[1991, c. 780, Pt. DDD, §14 (new).]

A. Develop information regarding the causes and conditions of poverty in the service area; [1991, c. 780, Pt. DDD, §14 (new).]

B. Determine how much and how effectively assistance is being provided to deal with those causes and conditions; [1991, c. 780, Pt. DDD, §14 (new).]

C. Establish priorities among projects, activities and areas as needed for the best and most efficient use of available resources; [1991, c. 780, Pt. DDD, §14 (new).]

D. Develop, administer and operate programs to reduce poverty with particular emphasis on self-help approaches and programs to promote economic opportunities through affirmative action; [1991, c. 780, Pt. DDD, §14 (new).]

E. Initiate, sponsor and provide programs and services responsive to the needs of the poor that are not otherwise being met; [1991, c. 780, Pt. DDD, §14 (new).]

F. Promote interagency cooperation and coordination of all services and activities in the service area that are related to the purposes of this chapter; [1991, c. 780, Pt. DDD, §14 (new).]

G. Establish effective procedures by which the poor and other concerned area residents may influence the character of

Title 22, Chapter 1477, COMMUNITY SERVICES (HEADING: PL 1991, c. 780, Pt. DDD, @14 (new))

programs affecting their interests, provide for their regular participation in the implementation of those programs and provide technical and other support needed to enable low-income and neighborhood groups to secure on their own behalf available assistance from public and private sources; [1991, c. 780, Pt. DDD, §14 (new).]

H. Join with and encourage business, labor and other private groups and organizations to undertake, together with private officials and agencies, activities in support of the purposes of this chapter that will result in the increased use of private resources and capabilities in providing social and economic opportunities to low-income citizens;

[1991, c. 780, Pt. DDD, §14 (new).]

I. Enter into contracts with federal, state and local public agencies and private agencies and organizations, businesses and individuals as necessary to carry out the purposes of this chapter; and [1991, c. 780, Pt. DDD, §14 (new).]

J. Receive funds from federal, state and local public and private sources as appropriate to carry out the purposes of this chapter. [1991, c. 780, Pt. DDD, §14 (new).]

§5325. Governing board for community action agency

1. Board of directors; establishment. Each community action agency shall establish a governing board of directors, which must consist of not less than 15 nor more than 30 members. One third of the members must be representatives of low-income residents of the service area who are selected through a democratic process in accordance with guidelines established by the bureau. One third of the members must be elected public officials or their designees or officials of public agencies operating in the service area. One third of the members must be representatives of private sector organizations, including business and industry, as well as educational, civic, labor and religious organizations. All meetings of the board of directors must be in accordance with the freedom of access laws.

[1991, c. 780, Pt. DDD, §14 (new).]

2. Responsibilities. A community action agency board of directors is responsible for the following:

[1991, c. 780, Pt. DDD, §14 (new).]

A. Overall direction, oversight and development of policies of the agency;

[1991, c. 780, Pt. DDD, §14 (new).]

B. Selection, evaluation and dismissal of the executive director of the community action agency;

[1991, c. 780, Pt. DDD, §14 (new).]

C. Approval of all contracts; [1991, c. 780, Pt. DDD, §14 (new).]

D. Approval of all agency budgets; [1991, c. 780, Pt. DDD, §14 (new).]

E. Performance of an annual audit by an independent, qualified outside auditor. The audit must be submitted upon completion to the bureau; [1991, c. 780, Pt. DDD, §14 (new).]

F. Convening public meetings to provide low-income and other citizens of the service area the opportunity to comment upon policies and programs of the community action agencies; and [1991, c. 780, Pt. DDD, §14 (new).]

G. Evaluate agency programs and assess community and agency needs. [1991, c. 780, Pt. DDD, §14 (new).]

§5326. Programs

All programs administered by community action agencies must conform with federal and state laws and regulations. Applicants for programs and assistance must be promptly notified of their rights and responsibilities when they qualify for or are denied services. [1991, c. 780, Pt. DDD, §14 (new).]

§5327. Allocation of Community Services Block Grant funds

1. Distribution of Community Services Block Grant funds. In accordance with Title 5, section 1670, the division shall administer and distribute to community action agencies Community Services Block Grant funds received from the

Title 22, Chapter 1477, COMMUNITY SERVICES (HEADING: PL 1991, c. 780, Pt. DDD, @14 (new))

Federal Government. The division may expend up to but not more than 5% of the block grant per fiscal year to carry out its administrative functions under this chapter. [1995, c. 502, Pt. D, §14 (amd).]

2. Community action agencies; priority. Of the amount passed through to local agencies, community action agencies must receive first priority in the allocation of Community Services Block Grant funds. These funds must be distributed according to a formula determined annually as follows. [1995, c. 502, Pt. D, §14 (amd).]

A. Twenty percent of the amount passed through to local agencies must be divided equally among all designated agencies. [1991, c. 780, Pt. DDD, §14 (new).] [1995, c. 502, Pt. D, §14 (amd).]

B. The balance of the funds must be distributed according to rules adopted by the division.

[1995, c. 502, Pt. D, §14 (amd).]

3. Block grant proposals. Proposals for Community Services Block Grant funds submitted to the Legislature by the division in accordance with Title 5, section 1670 must be developed and must: [1995, c. 502, Pt. D, §14 (amd).]

A. Include a description of current allocation of Community Services Block Grant funds and how the plan proposes to change that allocation; [1991, c. 780, Pt. DDD, §14 (new).] [1995, c. 502, Pt. D, §14 (amd).]

B. Retain the absolute minimum necessary for administrative costs; and [1991, c. 780, Pt. DDD, §14 (new).]

[1991, c. 780, Pt. DDD, §14 (new).] [1995, c. 502, Pt. D, §14 (amd).]

C. Provide for maximum flexibility within community action agencies for the use of Community Services Block Grant funds. [1991, c. 780, Pt. DDD, §14 (new).] [1995, c. 502, Pt. D, §14 (amd).]

§5328. Confidentiality of records

1. Confidentiality. Records containing the following information are confidential and may not be considered public records for the purpose of Title 1, section 402, subsection 3: [1995, c. 502, Pt. D, §14 (amd).]

A. Information acquired by a state agency, municipality, district, private corporation, copartnership, association, fuel vendor, private contractor, individual or an employee or agent of any of those persons or entities, providing services related to authorized programs of the division or programs administered by community action agencies, when that information was provided by the applicant for those services or by a 3rd person; and [1995, c. 502, Pt. D, §14 (amd).]

B. Statements of financial condition or information pertaining to financial condition submitted to any of the persons or entities set forth in paragraph A in connection with an application for services related to authorized programs of the division or programs administered by community action agencies. [1995, c. 502, Pt. D, §14 (amd).]

2. Exceptions. Notwithstanding subsection 1, a person or agency directly involved in the administration or auditing of authorized programs of the division or programs administered by community action agencies and an agency of the State with a legitimate reason to know must be given access to those records described in subsection 1. [1995, c. 502, Pt. D, §14 (amd).]

3. Waiver of protection. Nothing in this section may be construed to limit in any way the right of any person whose interest is protected by this section to waive in writing the benefits of protection. [1991, c. 780, Pt. DDD, §14 (new).]

4. Reports to State Government or Federal Government. Notwithstanding subsection 1, the division may make full and complete reports concerning its administration of authorized programs as may be required by the Federal Government, an agency or department of the Federal Government or the Legislature. [1995, c. 502, Pt. D, §14 (amd).]

§5329. Rules

The division shall adopt rules to carry out the requirements of this chapter. [1995, c. 502, Pt. D, §14 (amd).]

ATTACHMENT E

State of Maine
Community Action Agency
Redesignations
Effective
October 1, 2004
Through
September 30, 2011

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Aroostook County Action Program
Connie Sandstrom, Executive Director
PO Box 1116, 771 Main Street
Presque Isle, ME 04769

Connie
Dear Ms. Sandstrom:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Aroostook County Action Program is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Aroostook County Action Program is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

David Stauffer, Acting Director
Community Services Center

pw

Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Coastal Economic Development Corp.
Jessica Harnar, Executive Director
34 Wing Farm Parkway, Suite 101
Bath, ME 04530

Jessica
Dear Ms. Harnar:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Coastal Economic Development Corp. is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Coastal Economic Development Corp. is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

David Stauffer, Acting Director
Community Services Center

pw

Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Community Concepts, Inc.
Charleen Chase, Executive Director
P.O. Box 278, Market Square
South Paris, ME 04281

Dear Ms. Chase:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Community Concepts, Inc. is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Community Concepts, Inc. is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

A handwritten signature in black ink, reading "David M. Stauffer". The signature is written in a cursive style with a large, sweeping flourish at the end.

David Stauffer, Acting Director
Community Services Center

pw
Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Kennebec Valley Community Action Program
Raymond Richard, Executive Director
97 Water Street
Waterville, ME 04901

Dear ^{Ray}~~Mr. Richard~~:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Kennebec Valley Community Action Program is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Kennebec Valley Community Action Program is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

David Stauffer, Acting Director
Community Services Center

pw

Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Penquis Community Action Program
Charles Newton, Executive Director
P.O. Box 1162
Bangor, ME 04402-1162

Charlie
Dear Mr. Newton:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Penquis Community Action Program is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Penquis Community Action Program is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

A handwritten signature in cursive script that reads "David H. Stauffer".

David Stauffer, Acting Director
Community Services Center

pw
Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

People's Regional Opportunity Program
Grant Lee, Executive Director
510 Cumberland Avenue
Portland, ME 04101

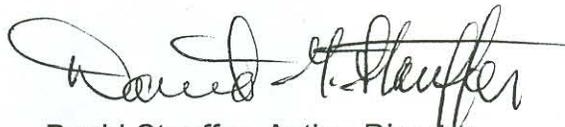

Dear Mr. Lee:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., People's Regional Opportunity Program is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

People's Regional Opportunity Program is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,



David Stauffer, Acting Director
Community Services Center

pw

Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor

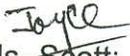


John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Waldo County Committee for Social Action
Joyce Scott, Executive Director
P.O. Box 130, 9 Field Street
Belfast, ME 04915-0130

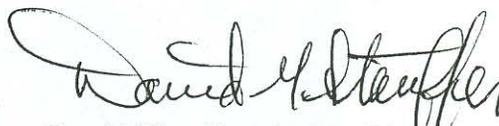

Dear Ms. Scott:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Waldo County Committee for Social Action is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Waldo County Committee for Social Action is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,



David Stauffer, Acting Director
Community Services Center

pw
Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Washington-Hancock Community Agency
Tim King, Executive Director
P.O. Box 280
Milbridge, ME 04658

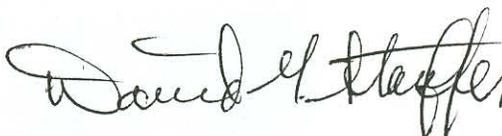

Dear Mr. King:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Washington-Hancock Community Agency is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Washington-Hancock Community Agency is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,



David Stauffer, Acting Director
Community Services Center

pw
Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

Western Maine Community Action, Inc.
Fenwick Fowler, Executive Director
P.O. Box 200
East Wilton, ME 04234-0200

Fen
Dear ~~Mr.~~ Fowler:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., Western Maine Community Action, Inc. is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

Western Maine Community Action, Inc. is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

David Stauffer, Acting Director
Community Services Center

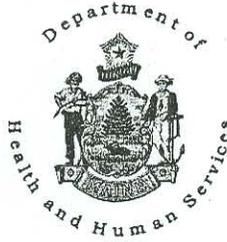
pw
Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

John Elias Baldacci
Governor



John R. Nicholas
Commissioner

**Maine Department of Health and Human Services
Community Services Center
11 State House Station
Augusta, Maine 04333-0011**

July 13, 2004

York County Community Action Corp.
Thomas D. Nelson, Executive Director
P.O. Box 72, 6 Spruce St.
Sanford, ME 04073-0072

Dear ^{Tom} Mr. Nelson:

In accordance with the Maine Community Services Act, Title 22 Maine Revised Statutes Chapter 1477, et.seq., York County Community Action Corp. is hereby designated as a Community Action Agency to carry out the purposes of said Chapter.

York County Community Action Corp. is further authorized to receive federal Community Services Block grant funding and to accept other federal funds as designated as a Community Action Agency.

This designation is in effect from October 1, 2004 through September 30, 2011 so long as the agency is in compliance with the provisions of Chapter 1477, et.seq.

Sincerely,

David Stauffer, Acting Director
Community Services Center

pw
Enclosures

Physical Location:

221 State Street
Augusta, Maine 04333-0011

Tel. (207) 287-5060
Fax: (207) 287-5031
TTY: (207) 287-5048

ATTACHMENT F

**State of Maine
123rd Legislature**

Legislative Notices

**Joint Standing Committee on Appropriations and
Financial Affairs**

**Joint Standing Committee on Health and Human
Services**

Public Hearings

Available on State of Maine web site:

http://maine.gov/legis/ofpr/phschedule_021907.htm

STATE OF MAINE
123rd LEGISLATURE

LEGISLATIVE NOTICES

JOINT STANDING COMMITTEE ON APPROPRIATIONS AND FINANCIAL AFFAIRS

Sen. Margaret Rotundo, Senate Chair

Rep. Jeremy Fischer, House Chair

Public Hearing Schedule for the 2008-2009 Biennial Budget for the period: February 20-23, 2007, Room 228, State House

The Joint Standing Committee on Appropriations and Financial Affairs and the Joint Standing Committee on Health and Human Services will be holding public hearings in Room 228 of the State House on the Governor's budget bill for the 2008-2009 biennium LD No. 499 "**An Act Making Unified Appropriations and Allocations for the Expenditures of State Government, General Fund and Other Funds, and Changing Certain Provisions of the Law Necessary to the Proper Operations of State Government for the Fiscal Years Ending June 30, 2008 and June 30, 2009**". The proposed budget initiatives may be viewed on the Bureau of Budget's website at:

http://www.maine.gov/budget/budget_information.htm

The audio portions of public hearings and work sessions held in Room 228 of the State House may be monitored over the Internet by addressing:

http://janus.state.me.us/legis/audio/approps_cmte.html

The committee will hear testimony regarding **all portions** of the bill except Part B (self-funded position reclassifications and range changes). **Agencies are to address all initiatives regardless of fund type** (Note: this is a change from past years when agencies only addressed initiatives funded by the General Fund and Fund for a Healthy Maine).

(To be held in conjunction with the Joint Standing Committee on Health and Human Services):

Tuesday 02/20/07	9:00 a.m.	Department of Health and Human Services <ul style="list-style-type: none"> • Overview of Budget
		Department of Health and Human Services (Formerly BDS) <ul style="list-style-type: none"> • Freeport Towne Square • Medicaid Services – Mental Retardation • Mental Retardation Services - Community • Mental Retardation Waiver - Supports • Mental Retardation Waiver - MaineCare • Residential Treatment Facilities Assessment
	1:00 p.m.	Department of Health and Human Services (Formerly BDS) <ul style="list-style-type: none"> • Consumer Directed Services • Office of Advocacy • Traumatic Brain Injury • Driver Education & Evaluation Program – Substance Abuse • FHM – Substance Abuse • Office of Substance Abuse • Office of Substance Abuse – Medicaid Seed • Office of Management and Budget

- Regional Operations

(To be held in conjunction with the Joint Standing Committee on Health and Human Services):

- Wednesday
02/21/07
- 9:00 a.m. Department of Health and Human Services (Formerly BDS)
- Departmentwide (includes implementation of a managed care effort)
 - Disproportionate Share – Dorothea Dix Psychiatric Center
 - Disproportionate Share – Riverview Psychiatric Center
 - Dorothea Dix Psychiatric Center
 - Riverview Psychiatric Center
 - Elizabeth Levinson Center
 - Mental Health Services – Child Medicaid
 - Mental Health Services – Children
 - Mental Health Services – Community
 - Mental Health Services – Community Medicaid
 - *Language (Part “Z” – authorizes a transfer of positions to the Office of Integrated Access and Support program)*
 - *Language (Part “CC” – distributes savings from a managed care effort for behavioral health services)*
- 1:00 p.m. Department of Health and Human Services (Formerly DHS)
- Bureau of Child and Family Services - Central
 - Bureau of Child and Family Services - Regional
 - Charitable Institutions, Aid to
 - Child Care Food Program
 - Child Care Services
 - Child Welfare Services
 - Foster Care
 - Head Start
 - FHM – Head Start
 - Special Children’s Services
 - Youth in Need of Services Pilot Program
 - Community Services Block Grant
 - FHM – Service Center
 - Community Services Center
 - Office of Licensing and Regulatory Services
 - Departmentwide
 - Disability Determination – Division of
 - Division of Purchased Services
 - Purchased Social Services
 - FHM - Purchased Social Services
 - Multicultural Services, Rate Setting and Quality Improvement
 - Office of Administrative Hearings
 - Office of Data, Research and Vital Statistics
 - Office of Management and Budget
 - OMB Operations - Regional
 - Training Programs and Employee Assistance
 - *Language (Part “AA” – allocates the cost of certain legal expenses)*
 - *Language (Part “BB” – distributes certain information technology appropriations)*
 - *Language (Part “DD” – distributes savings and headcount from a departmentwide reorganization)*

- *Language (Part “EE” – distributes savings resulting from a reduction in payments to the HHS Service Center)*

(To be held in conjunction with the Joint Standing Committee on Health and Human Services):

Thursday 02/22/07	9:00 a.m.	Maine Children’s Trust Incorporated Executive Department – Office of the Governor <ul style="list-style-type: none"> • Ombudsman Program Disability Rights Center Maine Health Data Organization Hospice Council, Maine Licensure of Water System Operators, Board of <ul style="list-style-type: none"> • Water System Operators – Board of Licensure
	10:30 a.m.	Department of Health and Human Services (Formerly DHS) <ul style="list-style-type: none"> • Additional Support for Persons in Retraining and Employment (ASPIRE) • Bureau of Family Independence – Central • Bureau of Family Independence – Regional • FHM – BFI - Central • Food Stamp Administration • General Assistance – Reimbursement to Cities & Towns • Office of Integrated Access and Support – Central Office • State Supplement to Federal Supplemental Security Income (SSI) • Temporary Assistance for Needy Families (TANF)

(To be held in conjunction with the Joint Standing Committee on Health and Human Services):

Thursday 02/22/07	1:00 p.m.	Department of Health and Human Services (Formerly DHS) <ul style="list-style-type: none"> • Bureau of Medical Services (<i>Admin</i>) • FHM – Bureau of Medical Services • Medical Care – Payments to Providers (MaineCare/Medicaid) • Medical Care – Payments to Providers – Non Match • <i>Language (Part “W” – authorizes transfer from the General Fund Unappropriated Surplus for hospital settlements and Prospective Interim Payments)</i> • <i>Language (Part “X” – authorizes available General Fund balances in the Bureau of Medical Services account to carry-forward. Also, allows transfers between MaineCare General Fund accounts by Financial Order)</i> • <i>Language (Part “GG” – requires a review of the organizational structure of the Office of MaineCare Services)</i>
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(To be held in conjunction with the Joint Standing Committee on Health and Human Services):

Friday 2/23/07	9:00 a.m.	Department of Health and Human Services (Formerly DHS) <ul style="list-style-type: none"> • Congregate Housing • Elder and Adult Services, Bureau of • FHM – Drugs for the Elderly and Disabled • Long-Term Care – Human Services • Low-Cost Drugs to Maine’s Elderly • Maine Rx Plus Program
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- Nursing Facilities
- Office of Elder Services Adult Protective Services
- State Boarding Homes
- *Language (Part "Y" – nursing facilities cost-of-living adjustment)*

(To be held in conjunction with the Joint Standing Committee on Health and Human Services):

Friday
2/23/07

1:00 p.m.

Department of Health and Human Services (Formerly DHS)

- Abstinence Education
- Aids Lodging House
- Cerebral Palsy Centers – Grants to
- Community Family Planning
- Cystic Fibrosis, Treatment of
- Dental Disease Prevention
- Drinking Water Enforcement
- FHM – Bureau of Health
- FHM – Donated Dental
- FHM – Family Planning
- FHM – Human Leukocyte
- FHM - Immunization
- FHM – Medical Care
- Bureau of Health
- Human Leukocyte Antigen Screening Fund
- Hypertension Control
- Maine Asthma and Lung Disease Research Fund [DHHS]
- Maine School Oral Health Fund
- Maine Small Business Health Coverage
- Maine Water Well Drilling Program
- Maternal and Child Health
- Maternal and Child Health Block Grant Match
- Plumbing – Control Over
- Rape Crisis Control
- Risk Reduction
- Sexually Transmitted Diseases
- Tuberculosis Control Program

CONTACT PERSON:

Diane Pruett
5 State House Station
Augusta, Maine 04333-0005
287-1316 or 287- 1635

ATTACHMENT G

**Resolution of Preliminary Plans
for Mergers of**

Penquis CAP and Coastal CAP

**Community Concepts Inc. and
Western Maine Community Action**



PENQUIS

Community Action Program

CONTACT: Charles Newton, Executive Director, Penquis CAP, 973-3500
Mona Stearns, Interim Executive Director, Coastal CAP, 596-0361

FOR IMMEDIATE RELEASE
September 22, 2005

PENQUIS CAP AND COASTAL CAP TO MERGE

BANGOR—Coastal Community Action Program in Rockland, Maine, and Penquis Community Action Program, Inc. in Bangor, Maine, will merge. The Boards of Directors of both organizations approved the consolidation in separate meetings on September 20th and 21st. The target effective date of the merger is October 1, 2005.

Coastal Community Action Program will fold all of its programs and services into Penquis Community Action Program. According to Mona Stearns, Interim Executive Director of Coastal CAP, there will be no interruption in services. “Not only will people continue to have access to current services, but, over time, we expect that Penquis CAP will be able to increase the programming that is available to area residents.”

Enhancing existing services, strengthening operational capacity, increasing efficiency and reducing overhead are among the expected benefits. “The merger has some very real long-term advantages to both organizations,” said Charles Newton, Executive Director of Penquis CAP. “Penquis CAP programs and subsidiaries will have additional communities to serve, which will provide growth opportunities, and Coastal CAP will realize its goal of providing an expanded array of services to the mid-coast region.”

Newton acknowledged that the upcoming year will have its challenges. “The merger is a complex and somewhat uncommon event. This means that funding sources don’t necessarily have clearly defined processes in place to handle the necessary changes and, as always, those processes will vary from funding source to funding source.”

“No doubt there will be some bumps along the way, but this is an exciting time for those of us at Penquis CAP and those who are joining us from Coastal CAP. Sharing in the important work we do, sharing in the commitment to the mission and the commitment to excellence, we’ll bring about even more positive change for more people and communities.”

--END--

For Immediate Release
December 12, 2005

**Western Maine Community Action and Community Concepts, Inc.
Vote to Pursue Strategic Partnerships and Not Merge**

The Boards of Directors of Western Maine Community Action and Community Concepts Inc. have voted to conclude their study of a potential merger and to instead pursue strategic partnerships between the two organizations.

The Boards had voted in May, 2005, to explore the potential of a merger between these Community Action agencies. A Merger Study Committee, established by the Boards, discovered that, although both organizations offer a wide range of services in Franklin, Oxford and Androscoggin Counties, there was little duplication in programming. The study committee did, however, identify several potential partnerships, such as in housing services and shared utilization of a financial software program.

Fenwick Fowler, Executive Director of WMCA, expressed appreciation for the hard work of the study committee, Boards and staff. He said, "In today's economy, we all need to look where regionalization may make sense. I am proud that both organizations took an honest, hard look at our programming in light of diminishing resources. Our conclusion is that our long term relationships with customers and funding agencies would best be served by strategically working as partners to produce savings and increase efficiencies."

Matthew Smith agreed, stating that, "Our common interest is in providing assistance to Maine individuals and families. Our study of a possible merger, while not resulting in a merger, certainly offers considerable opportunities for future partnerships that will allow us to become better service providers during a period of declining resources. We intend to explore these areas going forward."

ATTACHMENT H

“Poverty in Maine”

2006

**Maine Community Action Association
Margaret Chase Smith Policy Center**

**Available from the Margaret Chase Smith Policy Center Website
at <http://www.umaine.edu/mcsc/>**

ATTACHMENT I

County Coverage Of Community Action Agencies State of Maine

MAINE COMMUNITY ACTION AGENCIES 2007 COUNTY COVERAGE

Community Action Agencies

Aroostook County Action Program, Inc.
 Mid Coast Maine Community Action
 (Coastal Economic Development Center)
 Community Concepts, Inc.
 Kennebec Valley Community Action Program
 Penquis Community Action Program, Inc.

People's Regional Opportunity Program
 Waldo Community Action Partners
 Washington Hancock Community Action
 Western Maine Community Action, Inc.
 York County Community Action Corp.

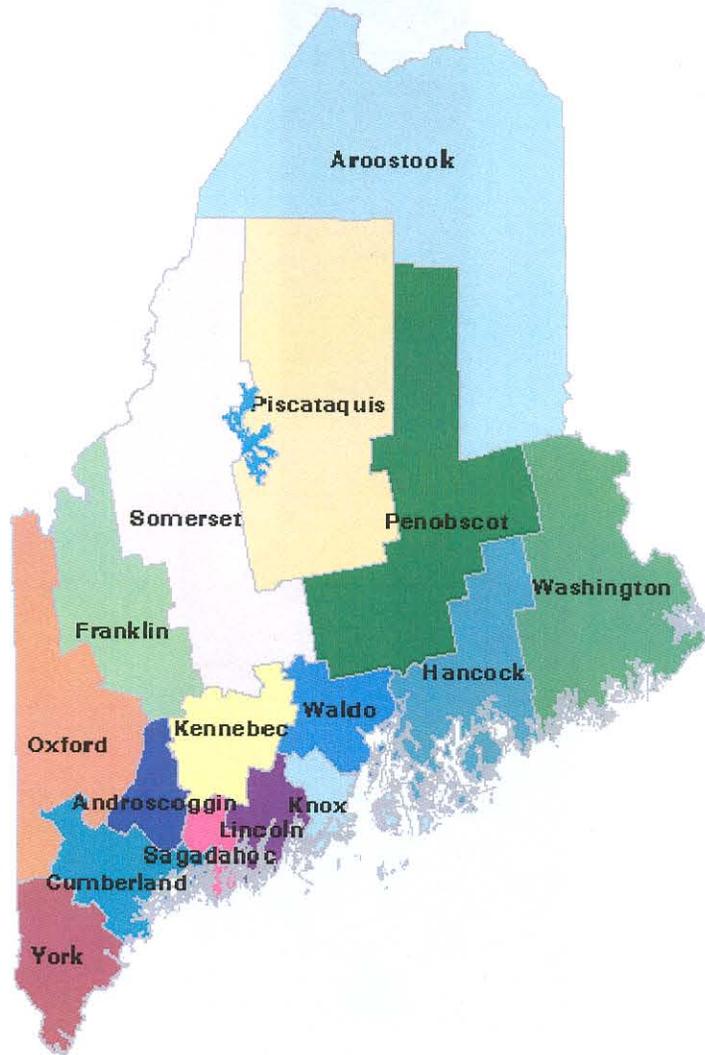
ACAP
 MMCA

 CCI
 KVCAP
 PENQUIS

PROP
 WCAP
 WHCA
 WMCA
 YCCAC

COUNTIES

Aroostook
 Sagadahoc, & parts of Lincoln, Northern Cumberland,
 Knox & Waldo
 Androscoggin & Oxford
 Kennebec & Somerset
 Penobscot, Piscataquis, Knox & parts of Waldo &
 Lincoln
 Cumberland
 Waldo
 Washington & Hancock
 Androscoggin, Franklin & Oxford
 York





John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

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