

## State of Maine Procurement Justification Form

### PART I: OVERVIEW

Department Office/Division/Program:		DHHS/OCFS	
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Mary Alderman	
(If applicable) Department Reference #:		CFS -20-70XX (See attached list)	
Amount: (Contract/Amendment/Grant)	\$ See attached list	Advantage CT / RQS #:	See attached list
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	10/1/2019      3/25/2020
	Previous End Date:	New End Date:	9/30/2020      9/30/2020
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		See attached list	
Brief Description of Goods/Services/Grant:		Community Action Agency: securing & maintaining employment; securing adequate education; achieving better income management; securing adequate housing; providing emergency services; improving nutrition; creating linkages among anti-poverty programs; and, achieving self-sufficiency.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization – Covid-19

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

According to Maine Revised Statute, Title 22, Subtitle 4, Part 1-A, Chapter 1477 §5327 Allocation of Community Services Block Grant funds, the Maine Department of Health and Human Services has established Community Action Agencies to be the "first priority" recipients of Community Service Block Grant funds. The Community Action Agencies receive 7-year designations from the Maine Department of Health and Human Services, and using the funds under that designation, initiate, sponsor and provide programs and services responsive to the

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### PART III: SUPPLEMENTAL INFORMATION

needs of the poor that are not otherwise being met through additional partnerships with other public and private sector organizations, as well as requiring maximum feasible participation and representation within the low-income communities the Agency serves. Community Action Agencies are a primary source of direct support for people who live in poverty: The Community Action Service facilitates for low income clients; securing and maintenance of employment; securing adequate education; achieving better income management; securing adequate housing; providing emergency services; improving nutrition; creating linkages among anti-poverty programs; and, achieving self-sufficiency.

The Federal government requires any CSBG grant funds left over from a prior contract year be rolled over into the new contract year. The purpose of this amendment is to add remaining FY19 funds and additional FY20 funds to FY20 contracts to enable agencies to increase over all services; but most importantly to appropriately serve the increased need in families affected by COVID-19.

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Community Services Block Grant (CSBG) funds are required to go to "eligible entities" in each state, Section 675(b) CSBG Act. There are 10 Community Action Agencies (CAAs) in Maine and their status as "eligible entities" are reviewed every 7 years. Designation of these ten (10) CAA's as an "eligible entity" is effective through September 30, 2018. The process to re-designate the agencies began with a request for comments from other state agencies to provide opportunity to discuss the working relationships they have with the CAAs, due by July 31, 2018. However, at this time, there are no additional eligible CAAs in Maine that would otherwise be able to compete for the work other than the already currently designated agencies, therefore, it is unlikely that these designations will change once the process is complete.

State of Maine statutory authority for the CSBG Program is provided in Maine Revised Statute, Title 22, Subtitle 4, Part 1-A, Chapter 1477, Sections 5321-5329.

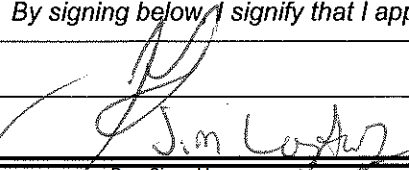
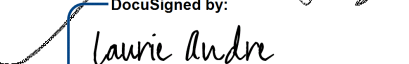
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The amount of the amendment was determined by the amount of CSBG grant funds left in the FY19 contract.

#### 4. Describe the plan for future competition for the goods or services.

Competitive bids for CSBG funds are not done because allocation of Community Services Block Grant funds to eligible entities is based on an historical formula. State of Maine statutory authority for the distribution of CSBG funds is provided in Maine Revised Statute, Title 22, Subtitle 4, Part 1-A, Chapter 1477, Section 5327. The Department does not intend to RFP these services.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>		<b>Date:</b>	23 June 20
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	A4D4AF6018C54EC... Laurie Andre	<b>Date:</b>	6/30/2020

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Agreement #	Amend Letter	Vendor	CT 10A	Amendment Amount	New Agreement Amount
CFS-20-7000	A	Aroostook County Action Program, Inc.	20190813000000000502	\$ 109,328.24	\$ 436,766.40
CFS-20-7002	A	Midcoast Maine Community Action Program	20190814000000000518	\$ 60,210.21	\$ 325,659.82
CFS-20-7003	A	Community Concepts Inc.	20190814000000000514	\$ 90,867.02	\$ 491,473.75
CFS-20-7004	A	Kennebec Valley Community Action Program	20190814000000000517	\$ 102,403.43	\$ 504,873.32
CFS-20-7005	A	Penquis CAP, Inc.	20190814000000000519	\$ 111,035.98	\$ 600,561.85
CFS-20-7006	A	The Opportunity Alliance	20190814000000000522	\$ 119,122.66	\$ 500,083.05
CFS-20-7007	A	Waldo Community Action Partners	20190814000000000523	\$ 66,288.91	\$ 302,097.39
CFS-20-7008	A	Downeast Community Partners	20190814000000000515	\$ 72,042.54	\$ 389,657.51
CFS-20-7009	A	Western Maine Community Action, Inc.	20190814000000000524	\$ 72,881.16	\$ 297,681.11
CFS-20-7010	A	York County Community Action Corporation	20190814000000000526	\$ 72,080.98	\$ 389,865.42
<b>Total</b>				<b>\$ 876,261.13</b>	<b>\$4,238,719.62</b>