



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/OCFS		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger		
(If applicable) Department Reference #:		CFS-26-7000A		
Agency Department Code:	10A	Advantage CT / RQS #:	CT 10A 20250710000CFS267000	
Amount: (Contract/Amendment/Grant)		Template Total: \$3,259,980.00 Amend 1: \$340,020.00 Revised: \$3,600,000.00		
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:	10/1/2025	New End Date (if Applicable):	N/A
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Aroostook County Action Program Presque Isle, ME		
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			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed

<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

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 seven (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 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 purpose of this Amendment is to add funds to agreement CFS-26-7000 (Aroostook County Action Program). Downeast Community Partners voluntarily relinquished their Community Services Block Grant Eligible Entity Status in September 2025. Aroostook County Action Program has been named the interim Eligible Entity for the Washington and Hancock Counties.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Community Services Block Grant (CSBG) funds are required to go to “eligible entities” in each state, Section 675(b) CSBG Act. There are currently nine (9) Community Action Agencies (CAAs) in Maine, and their status as “eligible entities” are reviewed every seven (7) years. Designation of these nine (9) CAAs as an “eligible entity” is effective through September 30, 2025. All nine (9) CAAs are currently in the process of being renewed for another seven (7) years, which would bring the new effective date through September 30, 2032. 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.

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.

PART III: SUPPLEMENTAL INFORMATION

Allocation of Community Services Block Grant Funds to eligible entities is based on a 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 historical formula currently in use is a base allocation; fifty percent (50%) of available funds pass through to eligible entities must be divided equally among all designated agencies, plus a calculated allocation based on the percentage of individuals in households under two hundred (200%) percent of poverty (based on latest census figures) in an agency’s designated region/county.

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

The services provided using CSBG funds are not competitively bid because allocation of Community Services Block Grant funds to eligible entities is based on a 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.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE


Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	22-Dec-25

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	1/27/2026

Procurement Justification Form (PJF)

DHHS Office:

OCFS

Service:

CSBG-SFY26

Vendor Name	Agreement Number	Amend Number	CT 10A	Start Date	End Date	Amend Amount	Revised Amount
(Aroostook Cty Action Prog Inc)	CFS-26-7000	A	20250710000CFS267000	10/1/2025	9/30/2026	\$ 340,020.00	\$ 690,660.00
(Midcoast Maine Community Action)	CFS-26-7002	n/a	20250710000CFS267002	10/1/2025	9/30/2026	\$ -	\$ 284,220.00
(Community Concepts Inc)	CFS-26-7003	n/a	20250710000CFS267003	10/1/2025	9/30/2026	\$ -	\$ 428,940.00
(Kennebec Valley Community)	CFS-26-7004	n/a	20250710000CFS267004	10/1/2025	9/30/2026	\$ -	\$ 430,740.00
(Penquis Comm Action Prog Inc)	CFS-26-7005	n/a	20250710000CFS267005	10/1/2025	9/30/2026	\$ -	\$ 524,160.00
(The Opportunity Alliance)	CFS-26-7006	n/a	20250710000CFS267006	10/1/2025	9/30/2026	\$ -	\$ 407,880.00
(Waldo Community Action Partner)	CFS-26-7007	n/a	20250710000CFS267007	10/1/2025	9/30/2026	\$ -	\$ 252,540.00
(W ME Comm Action Inc)	CFS-26-7009	n/a	20250710000CFS267009	10/1/2025	9/30/2026	\$ -	\$ 240,660.00
(York Cty Comm Action Corp)	CFS-26-7010	n/a	20250710000CFS267010	10/1/2025	9/30/2026	\$ -	\$ 340,200.00
Total Items amended	1				Totals	\$340,020.00	\$3,600,000.00