

**FY2019 Community Action Plan
KCCA**

**Michigan Department of Health and
Human Services**

**Bureau of Community Action &
Economic Opportunity**

Community Services Block Grant

PURPOSE

The Community Action Plan (CAP) serves as a roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, Public Law 105-285, Section 678B (11) eligible entities must complete a CAP, as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE COMMUNITY SERVICES POLICY MANUAL (CSPM)

To comply with Bureau of Community Action and Economic Opportunity's (BCAEO) CSPM item 301 pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using a processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet.

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) Information Memorandum (IM) #138, dated January 26, 2015, CSBG eligible entities will comply with implementation of the Organizational Standards effective January 1, 2016. Additionally, States reported on the development and implementation of the Standards to OCS beginning January 1, 2016.

STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in Michigan's State Plan.

STATE ACCOUNTABILITY MEASURES

Alongside Organizational Standards, the state will be reporting on State Accountability Measures in order to ensure accountability and improve program performance. Information provided in the CAP may be used to meet the requirements of the measures.



STATE OF MICHIGAN
Department of
Health and Human
Services

Community Services
Block Grant
Planning Application for
FY 2019

Bureau of Community Action and
Economic Opportunity
Grand Tower Building
235 S. Grand Ave, Suite 202
Lansing, MI 48909
(517)241-4871
Fax: (517)335-5042

Submission Date: August 3, 2018

Grant Term: October 1, 2018 to September 30, 2020

Submit the CAP electronically to the MDHHS-BCAEO@michigan.gov mailbox.
Use current forms. Documents must be submitted in their original format.

Contract Number:	CSBG14-41016	Yr 6 (FY19)	Federal ID:	38-6004862
Agency Name:	Kent County Community Action			
Agency Address:	121 Franklin St. SE, Suite 110 Grand Rapids, MI 49507			
Contact Name Regarding Plan:	Susan Cervantes	Title:	Community Action Director	
Email:	Susan.cervantes@kentcountym	Phone:	(616) 632-7961	
Geographic Area to be served:	Kent County			

Certification (Check A, B, or C as appropriate)		Authority: PA 230 of 1981 Completion: Mandatory Penalty: No Funds Released
A.	<input type="checkbox"/> Approved by the Agency's Governing Board	
B.	<input type="checkbox"/> Approved by the Agency's Advisory Board	
C.	<input checked="" type="checkbox"/> Will be approved by the Agency's Board on: 8/27/2018	
<small>The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, genetic information, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your county.</small>		

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization. Per Organizational Performance Standards the Community Assessment, which is part of the CAP, must be formerly accepted by the governing board.

Board Chairperson

Date

CSBG Planning Application Coversheet and Checklist:

Page	Name of Document	Attachments	Yes	No
3.	Agency Information		✓	
4.	Completed Checklist		✓	
5.	Tri-Partite Board		✓	
6.	Community Assessment	Most recent copy should be uploaded in FACSPRO	✓	
7.	Service Delivery System		✓	
8.	Assurance of Funds	Complete & Attach the Excel form titled <i>Programs and NPIs (Service Delivery Q.2)</i>	✓	
8.	Drug and Child Support Services and Referrals	State drug testing is currently not required in Michigan but be aware of this assurance in the CSBG Act if it becomes law.	✓	
9.	Linkages		✓	
10.	Coordination & Collaboration	Partners must be entered in FACSPRO	✓	
11.	Coordination with Employment & Training Activities		✓	
12.	Specific Assistance		✓	
13.	Notice of Public Hearing/Public Comment Period	Attach Copy of Notices (Required)	✓	
14.	Income Eligibility Exception and New Program Questions		✓	
Attachment	CSBG Expenditure Plan Spreadsheet (With required Service Categories)	Complete Template	✓	
Attachment	Programs and Funding Excel Sheet	Complete Template	✓	
	Logic Models	Complete in FACSPRO	✓	

Tripartite Board Information (Section 676(b) of the CSBG Act):

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that “fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”

Note: Also see CSBG Information Memorandum #82

- 1. Please explain below how the individuals on your board are involved in the decision-making process and how they participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above.**

NOTE: Please place emphasis on the *low-income individuals* on your board.

Governing Board:

The KCCA Governing Board will have the final approval of the CAP Plan. This board consists of three Kent County commissioners and two City of Grand Rapids commissioners. This board was reconstituted in October of 2017 with the transition to the County of Kent under the Municipal Partnership Act (PA8).

Advisory Board:

The KCCA Advisory Governing Board which includes individuals with low income took part in a the CAP plan discussion on July 19, 2018 to discuss the funding amount, the development of the plan in alignment with the Community Needs Assessment (CNA) and the Strategic Plan, how the plan would be implemented especially in light of the pending service change occurring within the utility assistance realm. The Board also considered the historical nature of the program operations. The Advisory Governing Board decided that an emphasis on services that assist in obtaining self-sufficiency would be most effective.

These services would align to the highest identified concern from the CNA which was the increase in the poverty rate. Board members discussed the necessity of training staff for the new focus. Training would be important in the areas of understanding the mind state of our customers as the place where they make decisions from, training on implicit bias which would allow for staff to examine their thoughts or stereotypes that affect their understanding, actions, and decisions in an unconscious manner, training on motivational interviewing which would assist our customers resolve their indecisive feelings and insecurities to find the internal motivation and commitment they need to change their behavior to move out of poverty, and a training on strength based Appreciative Inquiry which would work toward engaging our customers in self-determined change. The discussion also confirmed the continued utilization of the Bridges out of Poverty system as well as any resource that could be found within the Community Action network. The Advisory Governing Board also agreed for a set aside amount to hire a consultant to conduct the Community Needs Assessment in 2018-2019. The voting for the plan was unanimous.

2. Does your Board have any vacancies over 90 days? Yes No

If Yes, please explain what your agency is doing to fill the vacancy(ies):

Community Needs Assessment (Section 676(b)(11) of the CSBG Act):

A Community Needs Assessment (CNA) is defined as a comprehensive assessment of community needs and resources as defined in the CSBG Act. Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.

1. As part of the CNA, please explain how the agency collected and included current data specific to the following for the service area? (Check all that apply) (related to Org Std 3.2)

- Data on Poverty Data on Gender Data on Age Data on Race/Ethnicity

How did you collect this data?

- Focus Groups Client Interviews Parent Surveys Questionnaires

Data Sources: Census, American Community Surveys, Voice GR Other: Nation Center for Law and justice, Community Services Policy Manual, FACSPro, national guide from the Partnership

2. Describe how your agency collected and analyzed both qualitative and quantitative data on the geographic service area(s) for the CNA? (Related to Org Std 3.3)

The CNA was conducted when the agency existed under ACSET. Staff both collected and analyzed the data. Qualitative and quantitative data on Kent County was collected and analyzed by research with other resources, in comparison with census data and evaluated with CSBG IS information. Other resources included annual CSBG IS data from FacsPro, area survey results from Voice GR, 2-1-1 data, and national data as indicated in the assessment report. The Advisory Board viewed the draft results in September 2014 and formally adopted the study in January of 2015.

3. List and summarize any other community needs assessments and other client and community needs studies your agency is currently using for annual and long-range strategic planning:

Currently, KCCA is using the Community Needs Assessment information, census data, Vocies GR data, Area Agency of Aging data and Essential Needs Task Force information for annual and long-range strategic planning. Agency staff is assisted clients to participate in the Voices Kent survey in late 2017 which was the Voices GR survey but has expanded to include the entire Kent County. KCCA staff evaluated all outcomes of the assessment and included them in the report. There was a summary of results with analysis in the conclusion portion of the assessment. Since October 2017, KCCA staff has been in initial meetings with other departments of the Kent County such as the Health Department to ascertain the possibility of combining all of the required needs into a major community needs assessment with the assistance of consultants. The data acquired from

VoicesKent is completed and has been offered to partnership agencies to be shared. ul and current to include in the upcoming Community Needs Assessment.

4. From the community assessments and client and community needs studies currently being used by your agency for annual and long range strategic planning:

- Describe the top three emerging needs your agency plans to address (directly or through coordination/linkages):

#	Top Three Needs	Program to Address Top Need	List your agency or a partner agency (or both) providing the program or service to address the need?	If need is not addressed by your agency, choose an option why:
1.	Increase in Poverty Rate	Self-Sufficiency services	KCCA	Choose an item.
2.	Transportation	KCSM Ridelink/ITP	KCCA/ Hope Network, the Rapid, Senior Neighbors	Choose an item.
3.	Affordable Wages	Information and Referral	West MiWorks!	Another agency providing Service

Service Delivery System: (Section 676(b)(5) of the CSBG Act)

Describe the OVERALL Service Delivery System for services provided or coordinated with CSBG funds, targeted to low-income families in the state– please include specific examples.

Describe the agency’s service delivery system for services provided with or coordinated with CSBG funds.

Please include:

1. Where do the clients enter into your agency’s system? (Check all that apply)

- Main Administrative Office
- Centralized Call Center
- Field Offices/Neighborhood Centers County(ies): Kent
- Mobile Site
- On-line Application
- Other:

2. List the services provided by your agency and the funding source(s):

NOTE: To answer this, fill out and attach the Excel form titled *Programs and Funding*

3. Describe the intake process utilized for clients seeking services and assistance. Please note if the process is the same at all locations.

The intake process utilized for clients seeking services and assistance is performed in an one-on-one, in-person setting with staff. Some of the programs allow for intake to be performed at home visits if the client’s situation necessitates it. For the programs which require income eligibility, a pre-screening is performed in order that the customer can be informed on a preliminary basis if they might be eligible for the service. All intakes and eligibility determinations are performed in Spanish when necessary. All processes are the same as the intake process is generated at the main office.

4. Describe the method used to refer clients to programs operated by your agency and to refer clients to services and assistance from outside entities.

The method used to refer clients to programs operated by KCCA is that once the intake is completed in FACSPRO, the system guides staff with programs that the customer would be eligible for internally. Also, during the intake process, the customers and staff interact for over an hour and staff learn what other services that they may have a need for. The method to refer clients to services and assistance from outside entities is gathering the information during the intake interview and making the appropriate referral to an outside entity. Staff also utilize the 211 online database and the Resource Guide if there is an identified need that they are unfamiliar with. Those customers in case management services are also followed up on as to whether they utilized their referrals.

5. If you do not use FACSPRO for real time data entry for some programs, explain how you gather and report the data to the main administrative office to roll up into the Annual Report. If no field offices/neighborhood centers, write N/A:

KCCA utilizes FACSPRO for real time data. KCCA does not operate field offices/neighborhood centers. Intake workers who perform home visits have Surface tablets and wi-fi hot spots so that FACSPRO is accessible to them at all times. In addition, travel scanners were purchased to have the ability to scan the required documents at the home visits.

6. Identify which counties, if any, in the CSBG service area **do not** have a neighborhood (county) center and explain how services are delivered to residents of those counties:
Not applicable

7. How does your agency avoid duplication of services in your service area?

KCCA avoids duplication of services by coordinating with the different service agencies that provide the same service. For example, our utility assistance programs utilize ORA and CE PASS to determine if a client has received assistance from another agency. In Kent County, with the exception of True North, each agency providing utility assistance is geographic and/or programmatic in their intentions. For additional assistance programs, each agency has a tendency to focus their resources on a specific issue which naturally avoids duplication of service. KCCA attends monthly meetings of the Essential Needs Task Force which focuses attention on the five major issues of food/nutrition, workforce development, transportation, energy efficiency, and homelessness. At these monthly meetings discussion takes place about agency resources and programs which leads to increased knowledge of service provision which leads to avoiding duplication of services. Lastly, since KCCA is the largest agency in Kent County fighting the causes of poverty, other agencies look to KCCA first before expending their limited resources.

8. How does your agency use the ROMA cycle to improve service delivery?

KCCA utilizes the ROMA cycle to improve service delivery by acknowledging each cycle in the evaluation of our service delivery. During the **Assessment** phase, KCCA staff utilize the CSBG IS, the customer satisfaction survey, the Community Needs Assessment and expenditure reports from FACSPRO to the programs' strengths and weaknesses. Once this information is assessed then staff **plan** for the service delivery in the next program year, making adjustments, suggestions and/or corrections so that the service delivery will be enhanced. Taking into consideration any changes, staff then **implement** the new service delivery and programs so as to provide services that produce the desired results. Once a year, staff calculates and reports out the progress and the **achievement of results** as they relate to programs and service delivery, although these results are presented monthly

and bi-monthly to staff and Advisory Governing Board members respectfully. The results are **evaluated**, analyzed and utilized to compare program expectations to actual results. The ROMA cycle is the guiding force behind the success of our service delivery.

9. If your agency provides case management, how is this service provided?

KCCA provides case management to over 200 senior individuals and/or families. Each family is assessed as to their needs upon initial meeting, and is given referrals to internal and external programs to meet their needs. The individual/family is followed by our Community Service Assistant's until our service is no longer needed. Each family receives at least one contact a month although most see staff semi-monthly. Our primary focus is those seniors who are monolingual in Spanish, which is a barrier to their ability to be independent. Although, this year we were approached to provide the Outreach and Assistance to Native American seniors so this will be a new aspect in which we will focus our service delivery.

In addition, with the transition to the County of Kent, KCCA now operates the Family Self Sufficiency program within the Housing Choice Voucher program. This is a five year program where families/individuals are given the opportunity to participate in activities to increase their self sufficiency as well as to establish an escrow account.

CSBG Federal Assurances: (Sections 676(b)(1)(A)&(B) and 676(b)(4) of the CSBG Act)

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds.

Note: Because CSBG funds support the CAA as a whole, please include all services and programs.

This section will be covered by filling out the attached Programs and Funding Excel sheet.

Drug and Child Support Services and Referrals: (Section 678G of the CSBG Act)

Drug Testing and Rehabilitation: (1) inform participants who test positive for any controlled substances about the availability of treatment or rehabilitation services and refer such participants for appropriate treatment or rehabilitation services.

NOTE: Drug testing is not currently required in Michigan, but this assurance is part of the CSBG Act so is placed here for reference. If Michigan did start requiring drug testing, agencies would be required to refer those who test positive to appropriate treatment and rehabilitation services.

Child Support Services and Referrals:(1) inform custodial parents in single-parent families that participate in programs, activities or services carried out or provided with CSBG funds about the availability of child support services; and (2) refer eligible parents to the child support offices of State and local governments.

1. If providing services through CSBG funding, how does your agency determine if a participant is a custodial parent in a single-parent family?

KCCA determines if a participant is the custodial parent in a single-parent family by requesting documentation. In FACSPRO, the CSA must answer what type of household that the participant resides in. A suggestion would be to add a box in FACSPRO to check that would indicate if the single parent is the custodial one. Also, staff asks to see the social security numbers of the household members. In addition, if the household is renting, the household members are most times on the lease.

2. If a participant is a custodial parent in a single-parent family, how does the agency inform and refer them to child support offices?

Usually if the single parent is the custodial parent, they will be receiving child support which can be documented from MICHild. When staff determines eligibility documentation of the child support must be presented. If it is not presented, then the parent is given the required booklet. In addition, some participants indicate that they have an open case but are not receiving any child support. We ask for their documentation for MICHild that shows non-receipt of child support. If the participant indicates that the other parent is incarcerated, staff can obtain this documentation from the internet.

Linkages: (Section 676(b)(3)(B) of the CSBG Act and State Accountability Measure 7Sa)

Gaps in services are needs (for services or assistance) of low-income persons that have not been met or is not being sufficiently met by either the CAA or other service providers, usually due to lack of staff, funding, or resources. The gaps in services may correspond to the Top Three Needs in the Community Needs Assessment and/or can also be identified by the CAA or a coordinating organization. Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

1. Identify, by county, the gaps in services which still exist:

The gaps in service within the Kent County area are due to:

1. Funding reductions to most emergency programs which limits assistance:

- There has been considerable funding reduction which decreases the number of households being served and/or reduces the amount of assistance that a family can receive. With an increase of poverty rate and population in Kent County, this gap is widening daily. In addition, the process for applying for the assistance is changing drastically beginning on 10/1/2018 and this will have a marked disadvantage for our customers.

2. Policy changes

- There are now guidelines which require persons applying for cash grants through the Michigan Department of Health and Human Services must participate in daily scheduled meetings, training etc. for 30 days before a grant will be authorized. Also, policy changes are occurring with Medicaid recipients as well as SNAP recipients. These families will face hardships that may be new and different from what agencies have seen in the past. Community agencies will be uncertain if the combined resources will be enough to meet the needs that these changes will have on community families.
- The Department of Health and Human Services has now adopted a policy that states that heating assistance will only occur during the heating season which is November 1st to May 31st. This causes a hardship for those clients that cannot apply for assistance during this timeframe even though they are in need. It also creates a hardship for the agencies that may be able to assist with heating costs but due to the heavy load of requests for assistance the agency may not be able to get to the person in need or may run out of funds before assisting the person. It is uncertain at this time, with the new proposed system for utility assistance if the funding will be available year round.

2. How were gaps in service identified (Check all that apply)

- Community Needs Assessment
- Customer Surveys
- Focus Group

- Anecdotal information from customers, partner agencies, etc.
 Other

3. Explain how your agency plans to meet these unmet needs or coordinate services and funding with other organizations.

KCCA will utilize all types of services to address identified gaps in service. KCCA maintains strong information linkages through staff monthly participation on all the primary sub-committees of the KCENTF. Each sub-committee works in a specific "Basic Need" area: Housing; Food; Transportation; Employment; Energy Efficiency. Thereby, keeping current on information and ensuring that all applicable referrals are made. Annually, over two thousand issue specific referrals are given out to customers. In addition, KCCA is a partner with United Way 2-1-1. Follow-up services are provided to all customers. Case Management at KCCA is provided to the elderly population through the Outreach and Assistance efforts. Each customer is formally assessed annually and assisted in meeting their identified needs through case management activities. Follow-up services are provided to all customers to ascertain whether the assistance that they required was helpful and if there is anything else that they may need.

KCCA utilizes linkages with other community resources to fill the gaps in service in many ways. KCCA has just performed a review and revision of media resources including our website, brochures and 2-1-1 data; including establishing new media contacts for more exposure on television. KCCA has also established a public relations calendar per Organizational Standard 2.3. KCCA remains a Community Navigator for the Department of Health and Human Services and has assisted customers to apply for their benefits on-line with staff assistance. Eleven staff are trained to be Navigators and will continue to be with the recent changes in the way that customers are going to be required to apply for utility assistance. Recent involvement with the new "Consumer Energy - EASE program enables staff to work with customers using Energy Education to help the customer to review their utility usage, develop plans on ways they can reduce usage and track results through their account. Additionally, KCCA serves on every committee of the Essential Needs Task Force of Kent County and is able to garner and disseminate information in committee format.

4. Explain any gaps in service that your agency does not plan on addressing or coordinating services to meet the unmet needs this fiscal year.

KCCA will not directly address the affordable wage issue. This gap in service is better offered by the Michigan Works! agency that has the expertise and funding to address it. KCCA will make referrals to Michigan Works! for those customers that are evaluated to be underemployed or unemployed. In addition, KCCA staff have been ensuring that when they are working with an able bodied adult that receives food stamps, that adult is referred to the program in Kent County that assists in job skills development. KCCA staff will be educated about the changes to the Medicaid and SNAP programs, in an effort to refer households to Michigan Works!.

5. What is the reason behind those gaps identified in question 4?

- Federal Rules
- State Rules
- Lack of Funding
- Lack of resources, staff, etc.
- Other

Please provide a narrative if needed

Coordination & Collaboration: (Sections 676(b)(9) and 676(b)(3)(C) of the CSBG Act and State Accountability Measure 7Sa)

It is a requirement of the CSBG Act that CAAs explain how they will coordinate funds/services by collaborating and partnering with other public and private organizations, including faith-based organizations, charitable groups, and community organizations. This information must be entered into FACSPRO, which rolls up into the CSBG Annual report – see your system admin.

1. Please explain how your agency will coordinate services with other organizations within your geographical service area.

KCCA coordinates services with other public and private resources through partnerships, affiliations, MOUs, and formal agreements. Primary coordination takes place on the Kent County Essential Needs Task Force. It is within this task force that public and private resources are utilized to identify trends, needs and resources in the community. On an individual basis, coordination of resources may take place to assist a customer in fully meeting their need.

2. Please provide your agency's sustainability plan to leverage other funding sources and increase programmatic and/or organizational capacity.

KCCA'S sustainability plan aligns with the transition process that is occurred when ACSET CAA became part of Kent County on October 1, 2017. The transition was the result of evaluating the need for ACSET CAA to increase and/or maintain their organizational capacity in light of the fact that ACSET MWA had regionalized to seven counties. The transition was also proposed so that the Community Development Department of the county would remain solvent with the transition. The transition was seen as a potential opportunity for the Kent County community.

The goals as they relate to the sustainability of both agencies are:

- a. An opportunity to improve services to customers by braiding resources to fully address customer's needs, coordinate services to avoid duplication and to be dependent on each agency's expertise
- b. An opportunity to maintain federal funding by decreasing the risk of recapture due to lack of spending
- c. An opportunity to address administrative realities that federal funds require significant activities but funds are not keeping pace with costs, aligning necessary staff to ensure quality services to customers within the funding restrictions, and shared leadership roles which will decrease administrative costs
- d. An opportunity to relocate the Community Development staff to the building already occupied by CAA but owned by Kent County to ensure customer friendly, ADA compliant, accessibility with free parking
- e. An opportunity to intentionally brand with community outreach and effective messaging about the services that are provided.

3. Please list any new partnerships created in this fiscal year to stimulate coordination and linkages within the community action network.

County of Kent – Sheriff’s Department – Work Release Inmates

County of Kent – Juvenile Detention – Residential Treatment Center

4. Public Resources – has your agency entered their public partnerships, affiliations, MOUs and Formal Agreements into FACSPRO?

Yes

No

If no, why not?

5. Private Resources - has your agency entered their private partnerships, affiliations, MOUs and Formal Agreements into FACSPRO?

Yes

No

If no, why not?

Coordination with Employment & Training (E&T) Activities: (Section 676(b)(5) of the CSBG Act)

If the agency provides E&T activities with Workforce Investment Act funds, the agency must describe how it will coordinate the provision of employment and training activities in communities with entities providing activities through statewide and local workforce investment systems. If the agency provides supportive services to Work First or Welfare-to-Work program participants with non-Workforce Investment Act funds, describe the services provided.

Note: The CSBG Act, Sec. 676 (b)(5) requires that CAAs coordinate the provision of employment and training activities with Workforce Investment Act programs. The Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 (WIA).

WIOA requires priority be given to public benefits recipients, other low-income individuals, and individuals who are basic skills deficient when providing career and training services using WIOA Title I Adult funds.

1. Does the agency coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, with entities providing activities through statewide and local workforce development systems under such Act?

Yes If Yes, describe how the agency will coordinate the provision of Employment & Training Activities under the **WIOA**. (For example, workforce services for out-of-school youth and career pathways approaches and bundled service strategies that support postsecondary education and training for adults, priority given to low-income individuals, etc.)

No

If No, does the agency provide supportive services (such as extended day care, transportation, skills enhancement, etc.) to **Work First or Welfare-to-Work** program participants with non-WIOA funds?

Yes No If yes, please list the fund source and services provided:

2. If No to all above, please explain why:

KCCA does not coordinate the provision of employment and training activities or provide supportive services to Work First/Welfare to Work program participants. The West Michigan Works! associated with Kent County has ample funding to provide the services themselves, so it is not necessary for KCCA to do so. KCCA does provide referrals to customers that are determined to be underemployed or unemployed.

Specific Assistance to Individuals:

Specific Assistance is anything of monetary value that is given to the client, such as training stipends, payments on behalf of clients to vendors, payments to clients, clothing, transportation (including bus passes/tokens and gas cards), food, shelter, medical care, etc.

Specific Assistance programs require an eligibility component requirement for both income and assets.

Please list the Agency’s **CSBG-funded** Specific Assistance below. If specific assistance will be provided, it should also be listed in the budget on the Specific Assistance page.

1. All **CSBG-funded** Specific Assistance must be entered in FACSPRO. Please include the CSBG Program Title, the FACSPRO Program Name, and the FACSPRO System Name below:

Program Title	Agency Program Name in FACSPRO	System Name in FACSPRO
<i>ACME CSBG Homeless Prevention</i>	<i>CSBG</i>	<i>ACME CSBG Homeless Prevention</i>
<i>KCCA CSBG Homeless Prevention</i>	<i>CSBG</i>	<i>KCCA CSBG Homeless Prevention</i>

2. If **CSBG-funded** Specific Assistance is provided in the form of non-cash awards such as tokens, gift cards, bus passes, food baskets, etc., please describe the program below.

Not applicable.

3. How is the funding tracked in FACSPRO?

The funding is tracked in FACSPRO by the budget function for Specific Assistance. In addition, monthly reconciliation takes place between FACSPRO and the General Ledger obtained from the system utilized by the County of Kent for fiscal purposes.

Public Hearing/Public Comment Period:

A summary of the agency’s proposed plan must be published and made available locally for review and comment by officials and other residents within the service area. The agency shall conduct at least one public hearing or provide for a public comment period.

1. The agency has made (or will make) the plan available for review using the following process:

Public Hearing

Date of Public Hearing was/will be: _____

Place of Public Hearing was/will be: _____

Public Comment Period

Inclusive Dates for Comment: August 13, 2018 through September 4, 2018

2. When and where was/will be the Notice(s) published or posted? List the dates and where below

Date	Where (name of newspaper, website, or public place posted)
August 13, 2018	https://www.accesskent.com/Departments/CommunityAction
	County of Kent, 300 Monroe NW, Grand Rapids, MI 49503
	Kent County Community Action 121 Franklin SE, Grand Rapids, MI 49507

***Submit a pdf copy of proof of the published notice(s) with the CAP Application.**

Income Eligibility Exceptions: Please explain if your agency has any programs that use the income eligibility exception listed in CSPM 502.

1. Name of program: Latin American Seniors Services
2. Service Area: Kent County
3. Reason for eligibility determination exclusion (See 502): The services provided in the LAS service programs are permitted to provide services to individuals up to 200 % of poverty.
4. Proof that the clients will be predominantly income-eligible: Quarterly, staff take the information from CareAdvantage and compare it to the information in FACSPRO to obtain a percentage of eligible clients. For example, when evaluating the client information for the meal program, staff found that 84% of the clients are CSBG eligible. Therefore, when allocating expenses staff does not allocate over 80% to CSBG.

5. Name of program: Tax Preparation
6. Service Area: Kent County
7. Reason for eligibility determination exclusion (See 502): The services provided have historically been provided to clients that receive services from KCCA.
8. Proof that the clients will be predominantly income-eligible: Per the CSBG-IS the majority of our customers fall below 125% of poverty.

New Programs (Optional): Please answer the following questions for any new programs your agency may have reservations about: Not applicable.

CSBG Category Summary Page

Date:

Agency Name:

Planned Program Period: Beginning Date:

Ending Date:

CSBG Summary of Work Program and Planned Expenditures

Program Accounts	Planned Expenditures	
Administration:	16% of Total Funds	\$ 184,285
Direct Program:	84% of Total Funds	\$ 971,446
Employment	\$	-
Education	\$	-
Income Management	\$	109,422
Housing	\$	40,813
Emergency Services	\$	467,130
Nutrition	\$	128,227
Linkages	\$	194,442
Self-Sufficiency	\$	-
Health	\$	31,413
Total Direct Program	\$	971,446
Total Funds : Administration and Direct Programs:		\$ 1,155,730

Agency Name: Kent County Community Action
 Mailing Address: 121 Franklin Suite 110, Grand Rapids MI 49507
 300 Monroe, Grand Rapids MI 49503

Grant Number: CSBG14-41016 NFA 20
 Grant Amount: \$1,155,730
 Grant Period: October 1, 2018 through September 30, 2020

CSBG EXPENDITURE PLAN - SUMMARY

LINE ITEM	TOTAL	ADMIN	DIRECT PROGRAM
SALARIES	\$ 502,109	\$ 96,453	\$ 405,656
FRINGE BENEFITS	\$ 222,295	\$ 42,643	\$ 179,652
OCCUPANCY	\$ 106,162	\$ 11,312	\$ 94,850
COMMUNICATION	\$ 4,500	\$ -	\$ 4,500
SUPPLIES	\$ 30,713	\$ 60	\$ 30,653
EQUIPMENT	\$ 2,100	\$ 50	\$ 2,050
TRANSPORTATION	\$ 30,880	\$ 865	\$ 30,015
CONTRACTED SERVICES	\$ 19,557	\$ 5,318	\$ 14,239
SPECIFIC ASSISTANCE TO INDIVIDUALS	\$ 100,000		\$ 100,000
MISCELLANEOUS	\$ 137,415	\$ 27,584	\$ 109,831
TOTALS:	\$ 1,155,730	\$ 184,285	\$ 971,446

Authority: P.A. 230 of 1981, as amended
 Completion: Mandatory
 Penalty: No Funds Released

The Michigan Department of Health & Human Services (MDHHS) does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, genetic information, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make you needs known to the MDHHS office in your area.

CSBG EXPENDITURE DETAIL

LINE ITEM: SALARIES AND WAGES (1)

POSITION TITLE	1. SALARY	Full-F or Part- P Time	2. CSBG %	TOTAL CSBG	3. ADMIN	4. DIRECT PROGRAM
Director	\$ 97,991	f	62.5%	\$ 61,200	\$ 61,200	\$ -
Financial Analyst	\$ 60,303	f	16.6%	\$ 10,000	\$ 10,000	\$ -
Financial Analyst	\$ 52,397	f	19.1%	\$ 10,000	\$ 10,000	\$ -
CQI Specialist	\$ 26,351	p	57.9%	\$ 15,253	\$ 15,253	\$ -
Com Dev Program Manager	\$ 70,069	f	4.3%	\$ 3,000	\$ -	\$ 3,000
Com Action Program Manager	\$ 75,083	f	43.7%	\$ 32,800	\$ -	\$ 32,800
Clerk II	\$ 49,985	f	72.4%	\$ 36,210	\$ -	\$ 36,210
Clerk II	\$ 34,625	f	75.9%	\$ 26,280	\$ -	\$ 26,280
Project Supervisor - Wx & Rehab	\$ 68,231	f	7.5%	\$ 5,100	\$ -	\$ 5,100
WX/Housing Specialist II	\$ 53,846	f	3.7%	\$ 2,000	\$ -	\$ 2,000
WX/Housing Specialist II	\$ 46,824	f	3.3%	\$ 1,530	\$ -	\$ 1,530
Weatherization Specialist I	\$ 44,978	f	3.4%	\$ 1,530	\$ -	\$ 1,530
Clerk III	\$ 49,158	f	7.3%	\$ 3,570	\$ -	\$ 3,570
Community Resource Specialist	\$ 56,413	f	1.4%	\$ 816	\$ -	\$ 816
Community Resource Specialist	\$ 46,824	f	1.3%	\$ 612	\$ -	\$ 612
Community Resource Specialist	\$ 51,555	f	1.2%	\$ 612	\$ -	\$ 612
Project Supervisor - Senior Serv	\$ 62,057	f	14.8%	\$ 9,180	\$ -	\$ 9,180
Community Resource Specialist	\$ 53,846	f	9.5%	\$ 5,100	\$ -	\$ 5,100
Project Supervisor - Transportatio	\$ 56,286	f	6.3%	\$ 3,570	\$ -	\$ 3,570
Clerk II	\$ 34,625	f	29.5%	\$ 10,200	\$ -	\$ 10,200
Community Services Assistant	\$ 39,399	f	63.5%	\$ 25,000	\$ -	\$ 25,000
Community Services Assistant	\$ 39,399	f	88.8%	\$ 35,000	\$ -	\$ 35,000
Community Services Assistant	\$ 39,399	f	63.5%	\$ 25,000	\$ -	\$ 25,000
Community Services Assistant	\$ 36,195	f	91.2%	\$ 33,000	\$ -	\$ 33,000
Community Services Assistant	\$ 39,399	f	80.3%	\$ 31,630	\$ -	\$ 31,630
Community Services Assistant	\$ 39,399	f	66.0%	\$ 26,000	\$ -	\$ 26,000
Community Services Assistant	\$ 39,399	f	84.0%	\$ 33,086	\$ -	\$ 33,086
Warehouse Coordinator	\$ 37,807	f	19.5%	\$ 7,390	\$ -	\$ 7,390
Driver	\$ 33,437	f	7.6%	\$ 2,550	\$ -	\$ 2,550
Driver	\$ 30,891	f	8.3%	\$ 2,550	\$ -	\$ 2,550
Clerk II	\$ 34,625	f	84.0%	\$ 29,080	\$ -	\$ 29,080
Cook	\$ 32,227	f	15.8%	\$ 5,100	\$ -	\$ 5,100
On Call Driver	\$ 16,114	p	12.7%	\$ 2,040	\$ -	\$ 2,040
On Call Driver	\$ 16,114	p	12.7%	\$ 2,040	\$ -	\$ 2,040
Subtotal # of FTEs			0.25	SUBTOTAL:	\$ 96,453	\$ 401,576
Total # of FTEs			11.64	SALARY TOTAL	\$ 96,453	\$ 405,656

CSBG EXPENDITURE DETAIL

LINE ITEM: SALARIES AND WAGES (2)

POSITION TITLE	1. SALARY	FULL or PART TIME	2. % CSBG	TOTAL CSBG	3. ADMIN	4. DIRECT PROGRAM
On Call Driver	\$ 16,114	p	12.7%	\$ 2,040	\$ -	\$ 2,040
On Call Driver	\$ 16,114	p	12.7%	\$ 2,040	\$ -	\$ 2,040
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
	\$ -		0.0%	\$ -	\$ -	\$ -
Subtotal # FTEs			0.25	SUBTOTAL:	\$ -	\$ 4,080

CSBG EXPENDITURE DETAIL

LINE ITEM: FRINGE BENEFITS

	ADMIN	DIRECT PROGRAM	ADMIN	DIRECT PROGRAM
REQUIRED FRINGE BENEFITS				
FICA (%):	7.65%	Times Total	Times Total	
Program Salaries and Wages	\$ 96,453	\$ 405,656	\$ 7,379	\$ 31,033
Program portion of taxable salaries. Use base wage only				
Unemployment (%):	0.05%	Times Total	Times Total	
Program Salaries and Wages	\$ 96,453	\$ 405,656	\$ 48	\$ 203
Admin Workers' Comp:	0.25	Cents per \$100 of		
Program Salaries and Wages	\$ 96,453		\$ 241	
Direct Program Workers' Comp:	0.25	Cents per \$100 of		
Program Salaries and Wages		\$ 405,656		\$ 1,014
OPTIONAL FRINGE BENEFITS (FTEs should match salary page)				
Retirement:	# of FTEs:	1.56	10.08	Enter Total # FTEs →
times contributions for each per month:		475.05	\$ 3,251	Enter \$ per month →
times number of program months:		12.00	12.00	8893 \$ 37,401.48
Health Insurance:	# of FTEs:	1.56	10.08	Enter Total # FTEs →
times contributions for each per month:		1025.84	\$ 7,021	Enter \$ per month →
times number of program months:		12.00	12.00	19204 \$ 80,766.11
Life Insurance:	# of FTEs:	1.56	10.08	Enter Total # FTEs →
times contributions for each per month:		4.48	\$ 31	Enter \$ per month →
times number of program months:		12.00	12.00	84 \$ 352.92
Disab. Insurance:	# of FTEs:	1.56	10.08	Enter Total # FTEs →
times contributions for each per month:		67.86	\$ 421	Enter \$ per month →
times number of program months:		12.00	12.00	1270 \$ 5,650.68
<p>Unemployment base wage cannot exceed your agency's base wage per employee per the Unemployment Insurance Agency . If maximum unemployment amount is not used, please list the other funds source that it will be paid with. Social Security at 6.2% cannot exceed base wage of \$128,400 per employee plus Medicare at 1.45% for all wages. For Worker's Compensation, list the cents per \$100 of salary paid in Worker's Comp insurance.</p>				
<p>Other: (Itemize Below) Note: If you have additional benefits, these costs can be included under "Other" with an explanation of how the costs were derived - show formulas used or provide specific explanation here or on the "Comments" page.</p>				
Vision			\$ 336.43	\$ 1,415
Dental			\$ 1,724.58	\$ 7,253
Cash In Lieu			\$ 115.74	\$ 487
Other post employment benefits			\$ 3,346.92	\$ 14,076
			\$ -	\$ -
FRINGE TOTALS:			\$ 42,643	\$ 179,652

CSBG EXPENDITURE DETAIL

LINE ITEM: OCCUPANCY (1)

1. COST ITEM (TOTAL COST)				TOTAL COST	CSBG %	CSBG TOTAL AMOUNT	2. ADMIN	3. DIRECT PROGRAM
Rent Paid to a Third Party:								
Address:		121 Franklin SE		City:		Grand Rapids		
Use: Administrative functions & Program Operations								
area in sq. ft.	monthly sq. ft. cost		months					
8528	x \$ 1.58	x	12	\$ 161,691	66%	\$ 106,162	\$ 11,312	\$ 94,850
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x		\$ -	0%	\$ -		\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x		\$ -	0%	\$ -	\$ -	\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x		\$ -	0%	\$ -	\$ -	\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x		\$ -	0%	\$ -	\$ -	\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x	0	\$ -	0%	\$ -	\$ -	\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x	0	\$ -	0%	\$ -	\$ -	\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x	0	\$ -	0%	\$ -	\$ -	\$ -
Address:				City:				
Use:								
area in sq. ft.	monthly sq. ft. cost		months					
0	x \$ -	x	0	\$ -	0%	\$ -	\$ -	\$ -
SUBTOTAL:							\$ 11,312	\$ 94,850
OCCUPANCY TOTAL:							\$ 11,312	\$ 94,850

CSBG EXPENDITURE DETAIL

LINE ITEM: COMMUNICATION

1. COST ITEM (TOTAL COST)	2. ADMIN	3. DIRECT PROGRAM
Telephone:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Cell Phone:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Copying:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Postage:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Advertising (programs & personnel recruitment):		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Internet Fees:		
	AT&T	
Agency cost: \$ 1,500	% admin 0.00%	
	direct program 0.00%	\$ 1,500
Printing:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Other (Identify):		
Brochures & Reports to inform public about grantee services		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ 3,000
Item:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
Item:		
Agency cost: \$ -	% admin 0.00%	
	direct program 0.00%	\$ -
COMMUNICATION TOTAL:		\$ 4,500

CSBG EXPENDITURE DETAIL

LINE ITEM: SUPPLIES

1. COST ITEM (TOTAL COST)	2. ADMIN	3. DIRECT PROGRAM
Consumable Office Supplies		
ADMIN		
Cost per month: \$ 5 times # of months: 12	\$ 60	
SUPPORT		
Cost per month: \$ 460		
times # of months: 12		
		\$ 5,520
Non-Consumable Supplies (Under \$5,000): (Itemize)		
Item:		
Food costs associated with Senior Meal programs for CSBG seniors	\$ -	\$ 12,133
Item:		
7 Computer, Monitor and Accessories sets @ approx. \$1,846 each	\$ -	\$ 13,000
Item:		
	\$ -	\$ -
Item:		
	\$ -	\$ -
Item:		
	\$ -	\$ -
Item:		
	\$ -	\$ -
Item:		
	\$ -	\$ -
SUPPLIES TOTAL:	\$ 60	\$ 30,653

CSBG EXPENDITURE DETAIL

LINE ITEM: EQUIPMENT

1. COST ITEM (TOTAL COST)	TOTAL COST	CSBG %	CSBG TOTAL AMT	2. ADMIN	3. DIRECT PROGRAM
Rent/Lease:					
Item: Copier Leases					
Cost per month					
\$ 457	x	12	\$ 5,484	38.30%	\$ 2,100
			\$ 50		\$ 2,050
Item:					
Cost per month					
\$ -	x	0	\$ -	0.00%	\$ -
			\$ -		\$ -
Item:					
Cost per month					
\$ -	x	0	\$ -	0.00%	\$ -
			\$ -		\$ -
Item:					
Cost per month					
\$ -	x	0	\$ -	0.00%	\$ -
			\$ -		\$ -
Depreciation:					
Item:					
Acquisition Cost:	\$0.00				
Cost per month					
\$ -	x	0	\$ -	0.00%	\$ -
			\$ -		\$ -
Item:					
Acquisition Cost:	\$0.00				
Cost per month					
\$ -	x		\$ -	0.00%	\$ -
			\$ -		\$ -
Item:					
Acquisition Cost:	\$0.00				
Cost per month					
\$ -	x		\$ -	0.00%	\$ -
			\$ -		\$ -
Purchase:					
Item:			\$ -	\$ -	\$ -
Item:			\$ -	\$ -	\$ -
Item:			\$ -	\$ -	\$ -
Other:					
Item:					
Cost per month					
\$ -	x		\$ -	0.00%	\$ -
			\$ -		\$ -
\$ -	x		\$ -	0.00%	\$ -
			\$ -		\$ -
EQUIPMENT TOTAL:				\$ 50	\$ 2,050

CSBG EXPENDITURE DETAIL

LINE ITEM: TRANSPORTATION

1. COST ITEM (TOTAL COST)			2. ADMIN	3. DIRECT PROGRAM
Program Mileage (employee reimbursement):	ADMIN	DIRECT PROGRAM		
Miles:	1000.0	3110.0		
times cost per mile:	0.545	0.545		
			\$ 545	\$ 1,695
Meals:				
Total Meal Cost:			\$ -	\$ -
Lodging : (Identify # of staff & # of nights)				
Lodging at CSBG conference: 6 staff for 3 nights @ \$75				
Lodging for 2 at CAP Annual conf for 4 nights @ \$215/night				
Total Lodging Cost:			\$ 320	\$ 3,070
Air Fare and Public Transportation (Identify destination/conference):				
2 roundtrip tickets for CAP Annual conference @ 725 each			\$ -	\$ 1,450
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Vehicle Rent (Identify each vehicle by Type and Program):				
Truck Rental for Food Distribution Programs			\$ -	\$ 1,800
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Vehicle Gas and Maintenance:				
Gas and Maintenance costs associated with providing CSBG allowable activities to Kent County residents			\$ -	\$ 20,000
			\$ -	\$ -
			\$ -	\$ -
Vehicle Insurance (Type and Program):				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Other (Identify and Itemize Cost):				
Parking Fees for meetings: 60 fees @ \$5 each			\$ -	\$ 300
Registration CAP Annual Conf. 2 @ \$850			\$ -	\$ 1,700
			\$ -	\$ -
**Will not exceed State of Michigan rates for meals and lodging unless at conference site			\$ -	\$ -
TRANSPORTATION TOTAL:			\$ 865	\$ 30,015

CSBG EXPENDITURE DETAIL

LINE ITEM: SPECIFIC ASSISTANCE (1)

	DIRECT PROGRAM
Specific Assistance Given to Individuals:	
Describe Assistance (If contractual, provide contractor's name):	
Homeless Diversion/Prevention vouchers for emergency housing needs	
	\$ 100,000
Describe Assistance (If contractual, provide contractor's name):	
	\$ -
Describe Assistance (If contractual, provide contractor's name):	
	\$ -
Describe Assistance (If contractual, provide contractor's name):	
	\$ -
Describe Assistance (If contractual, provide contractor's name):	
	\$ -
Describe Assistance (If contractual, provide contractor's name):	
	\$ -
Describe Assistance (If contractual, provide contractor's name):	
	\$ -
SUBTOTAL:	\$ 100,000

CSBG EXPENDITURE DETAIL

LINE ITEM: MISCELLANEOUS

1. COST ITEM (TOTAL COST)	2. ADMIN	3. DIRECT PROGRAM
Miscellaneous (Itemize and describe cost):		
Item: DBA FACSPro		
Annual license fee		
	\$ -	\$ 6,200
Item: MCA Annual Membership		
	\$ 3,000	\$ -
Item: CAPLAW Annual Dues		
	\$ 222	\$ -
Item: Storage Expense		
	\$ -	\$ 740
Item: Cyber Liability insurance		
	\$ 75	\$ 290
Item: National Community Action Foundation		
Membership Dues		
	\$ 1,950	\$ -
Item: Cost Allocation Plan - provided by MAXIMUM		
See Cost Allocation Methodology Manual for Explanation		
	\$ 22,337	\$ 102,601
SUBTOTAL:	\$ 27,584	\$ 109,831
MISCELLANEOUS TOTAL:	\$ 27,584	\$ 109,831

You may enter additional comments on this sheet or attach supplemental materials to your CM-468.

Kent County is self insured and therefore the unemployment amounts are calculated differently than an agency that is not self-insured.

Unemployment costs not included in the CSBG formula will be covered by DOE, LIHEAP, HUD, OAA, KCSM, CSFP/TEFAP and City Support funds.

300 Monroe NW Grand Rapids is the location of the administrative offices for the County of Kent.

**NOTICE OF PUBLIC COMMENT PERIOD
ON
PROPOSED FY2019 COMMUNITY SERVICES BLOCK GRANT PLAN (CSBG)**

The Kent County Community Action will accept public comments as required by the Michigan Department of Health and Human Services CSBG State Plan for FY2019. Public comments will be accepted on the CSBG FY2019 proposed plan from August 13, 2018 through September 4, 2018.

The plan summary is as follows:

A total of \$1,155,730 is planned to be utilized in Kent County for the purpose of reducing the causes, conditions and effects of poverty, and for the promotion of social and economic opportunities for persons with low income.

Persons or organizations wanting to comment on or review the proposed plan should contact Susan Cervantes during the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday at the office of Kent County Community Action, 121 Franklin S.E., Suite 100 Grand Rapids, MI 49507. The plan will be posted at <https://www.accesskent.com/Departments/CommunityAction> for review. Materials are available in alternative formats by calling (616) 632-7950.

