



CAP

Supporting Solutions that Build Stronger
Individuals, Families and Communities

Kennebec Valley Community Action Program

TO: Martha Naber, President
KVCAP Board of Directors

FR: Patricia Kosma, CEO
KVCAP

RE: KVCAP Comprehensive Plan and Budget – FY 2011

DA: September 15, 2010

The management of KVCAP is very pleased to present to the Board of Directors the Comprehensive Plan and Budget for the fiscal year 2011.

In this document, you will find information on current services, anticipated new service opportunities, and long-term strategic issues and opportunities. Organizational charts for each department are under one section for an easy reference. You will also find budgets for all the programs, along with useful charts and graphs.

Staff will be prepared to present the plan at the September 22, 2010 meeting of the Board of Directors.

We hope that you will find the report helpful and informative. We invite your questions, comments and suggestions.

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Mission Statement

KVCAP supports solutions that build stronger individuals, families and communities.

Approved by Board of Directors: March 2007

Vision Statement

The vision of Kennebec Valley Community Action Program is to provide services that meet the needs of our clients and communities in an ever-changing environment. We will be a leader in our field, an advocate for those we serve, and a facilitator of partnerships and collaborations that will expand and enhance our service, while continuing to provide high quality, financially viable programming and services.

Approved by Board of Directors: April 2007

Management Philosophy

(Board approved 6/25/97)

The board of directors of KVCAP is endorsing the following statement of management philosophy to serve as a guide for board action and the day-to-day operations of the agency. It is hoped that this articulation of our general approach to meeting the mandate of the agency's mission will help everyone involved with KVCAP to maintain a clear consensus regarding the operating chain of command of the agency and the basic standards which will be applied to the assessment of agency operating decisions and employee behavior.

KVCAP has been very successful in serving its constituents' needs and maintaining a competent, effective staff of employees by adhering to the philosophy that the agency is a business, which provides social services. This means that, while our major function is to fulfill the mandate of the mission by sensitively and effectively meeting the needs of our clientele, internal agency operations are efficiently conducted according to general principles of business management. The board endorses business-like internal operations because we believe this is a sensible, understandable, effective way for the organization to operate internally.

Chain of Command

The authority to manage the affairs of this agency originates in the interests and needs of our clientele. The board of directors is selected according to the bylaws of the agency to represent the constituencies of the agency.

The board carries out its responsibility by establishing policy, hiring the executive director, and monitoring his/her ongoing management of the agency. As the sole employee of the board, the executive director is responsible for implementing the mandates of the board of directors. This will be done consistent with the bylaws of the agency and the policy directives of the board. The executive director is responsible for hiring and overseeing the agency's senior management who in turn will see to the staffing of the agency and oversight of operating staff. The executive director and staff designated by him/her will contribute to the development of agency policies subject to the approval of the board, and the executive director and all staff will operate the agency consistent with these policies.

All employees of the agency operate within an established chain of command. Ideally, each employee of the agency reports to and is directed by one clearly designated supervisor. In circumstances where one person carries out disparate roles, there will be a clear delineation of which activities of the person are overseen by which of two or more supervisors.

Organizational structure must always embody a complete alignment of the responsibilities and authority of each position in the agency. This means when an employee is accountable for the completion of a function within the agency, the employee must be given the necessary tools and authority to successfully complete the task. In order to assure maximum efficiency and flexibility, decision-making authority for a given function should be placed as far down the chain of command as is practically possible. Of course, when an employee receives decision-making authority, she/he is also responsible for results.

The executive director will see that all staff of the agency is regularly evaluated and appropriate action is taken regarding staff tenure, promotion and other employment related decisions. Evaluations of employees will be solely based on objective measurement of their performance of the tasks assigned to them, not on personal liking or other elements of behavior unrelated to job performance. When necessary, between formal evaluations, the executive director may need to review the performance of employees, particularly when job responsibilities change, and take appropriate management action to remedy performance problems in the interest of the agency.

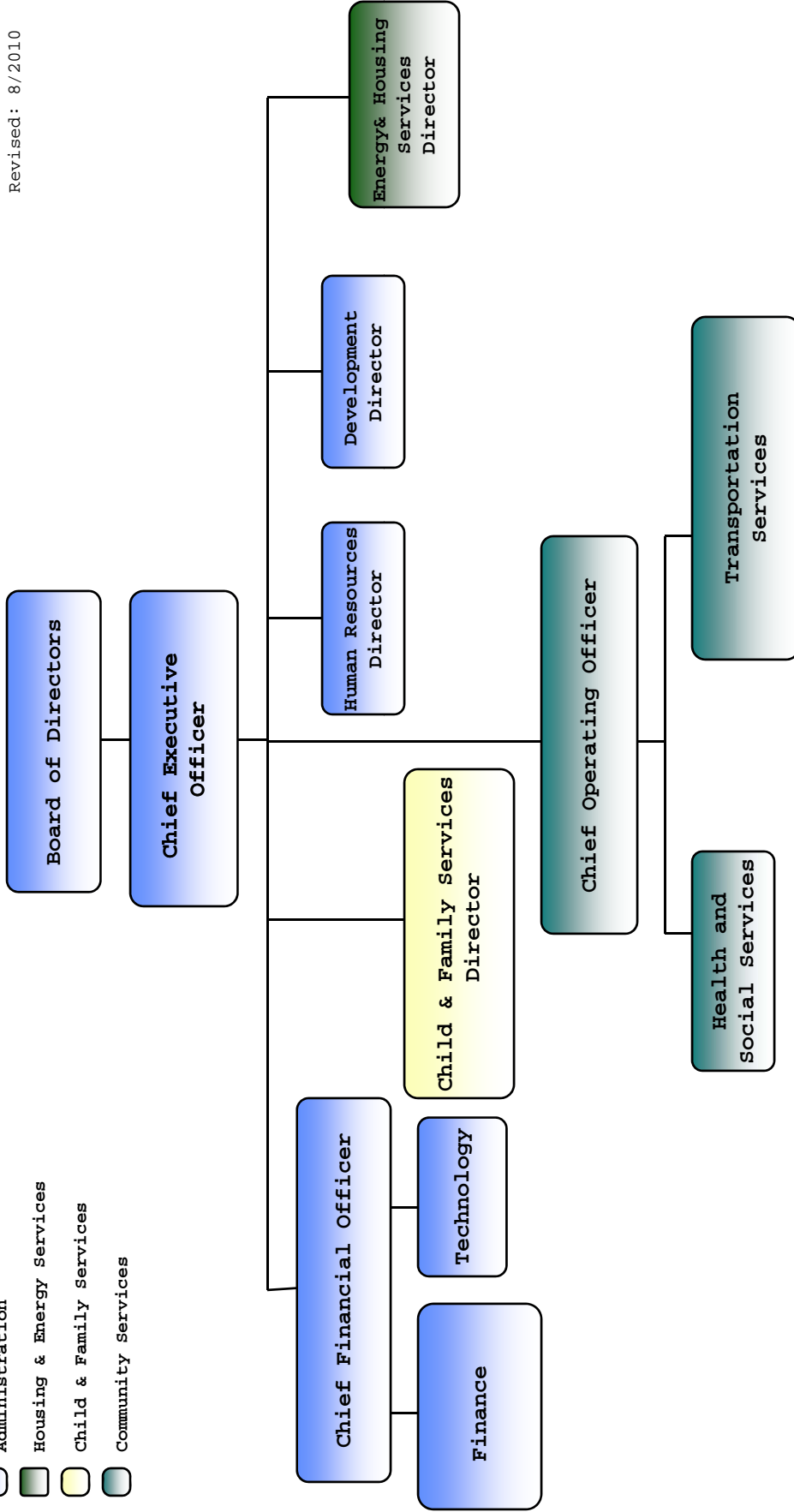
The performance of the executive director will be formally evaluated by the board of directors annually.

Note: The board's acceptance of the annual review of the executive director constitutes its endorsement of her/his management strategy and style. When complaints arise regarding the executive director's management of the agency, the board will assume that he/she has behaved appropriately in the operation of the agency. The obligation to prove otherwise rests with the complaining party.

KVCAP Management Chain of Command

- Administration
- Housing & Energy Services
- Child & Family Services
- Community Services

Organizational Chart
Revised: 8/2010

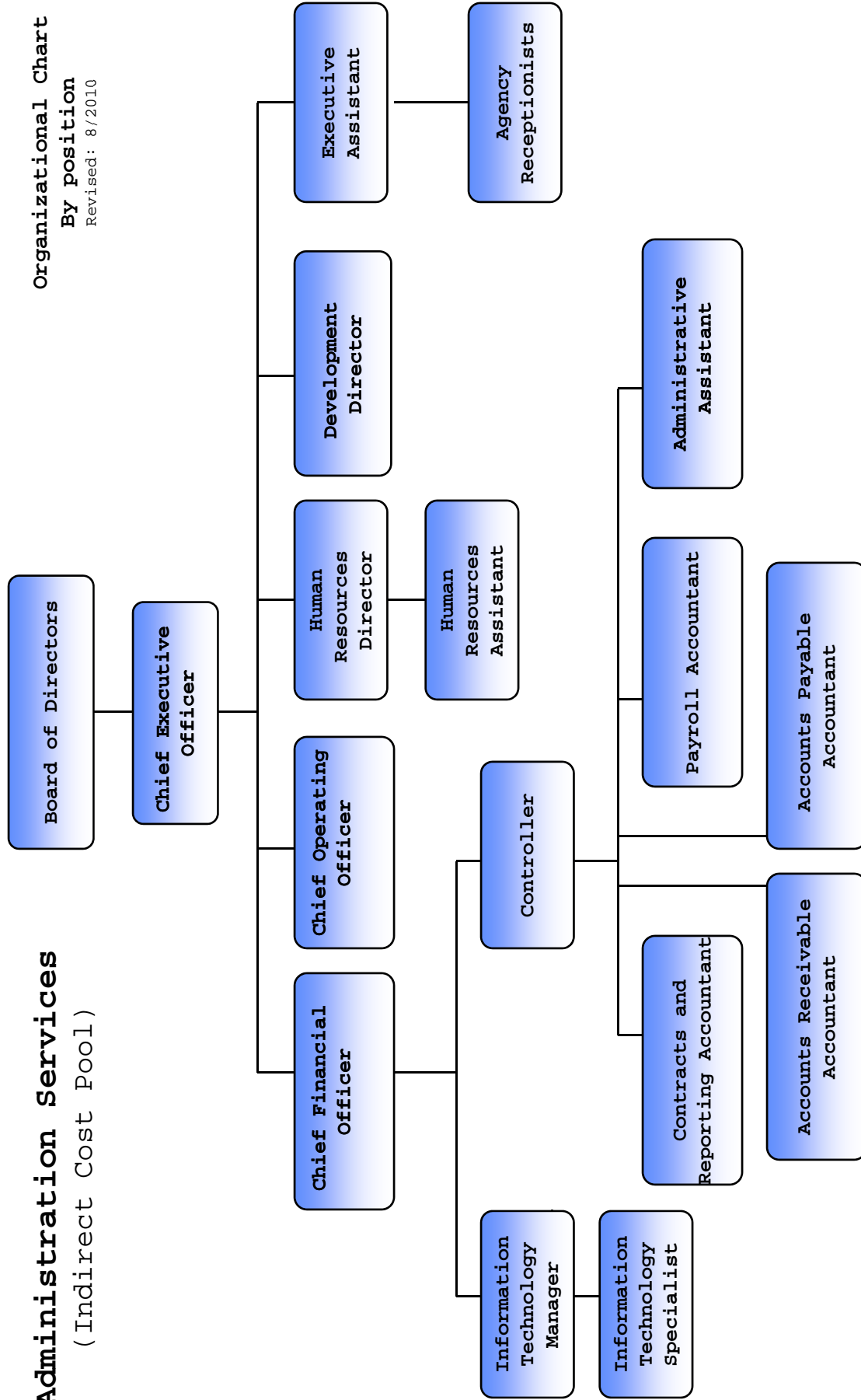


Administration Services

(Indirect Cost Pool)

Organizational Chart

By position
Revised: 8/2010

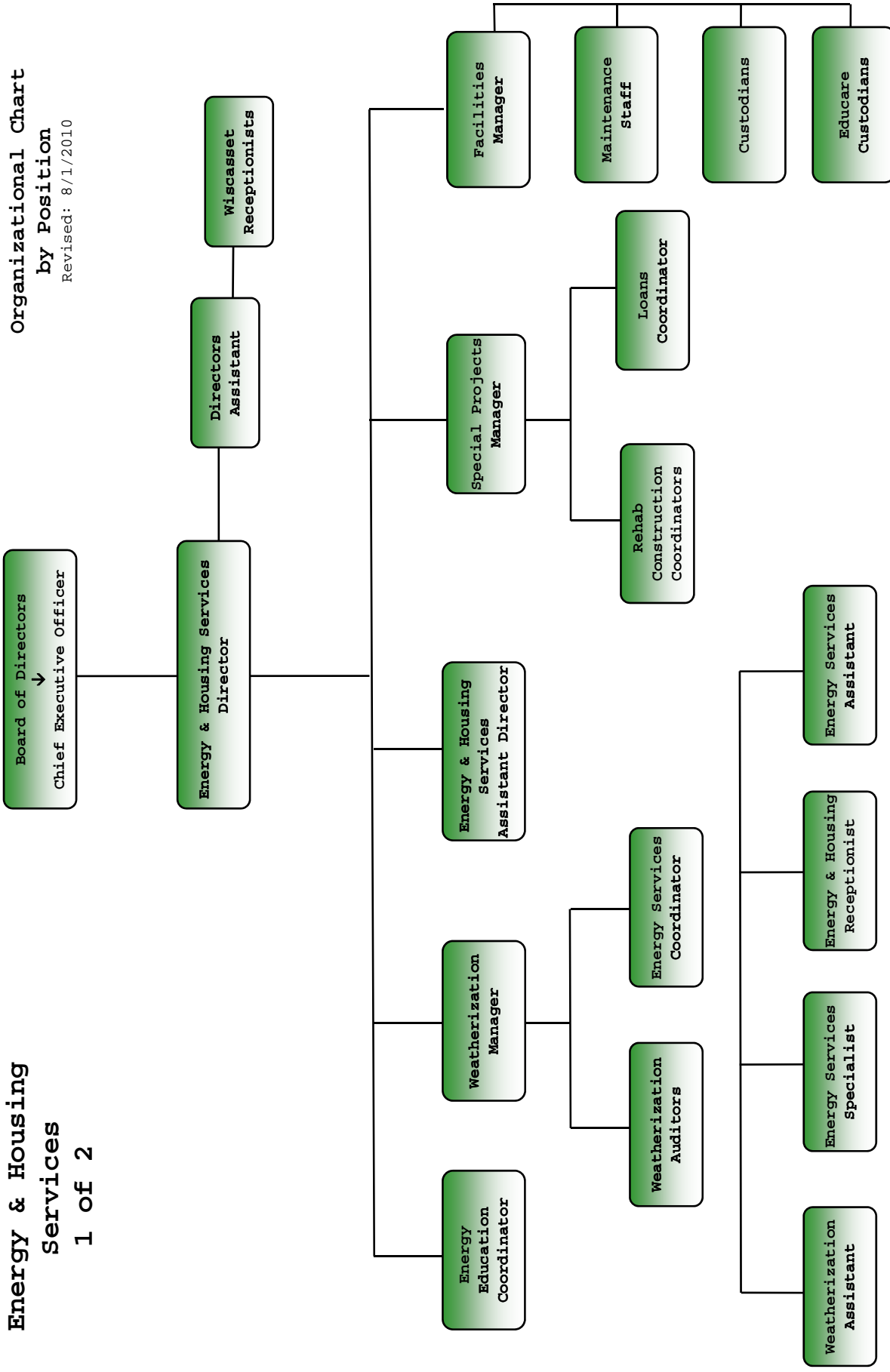


Energy & Housing Services

1 of 2

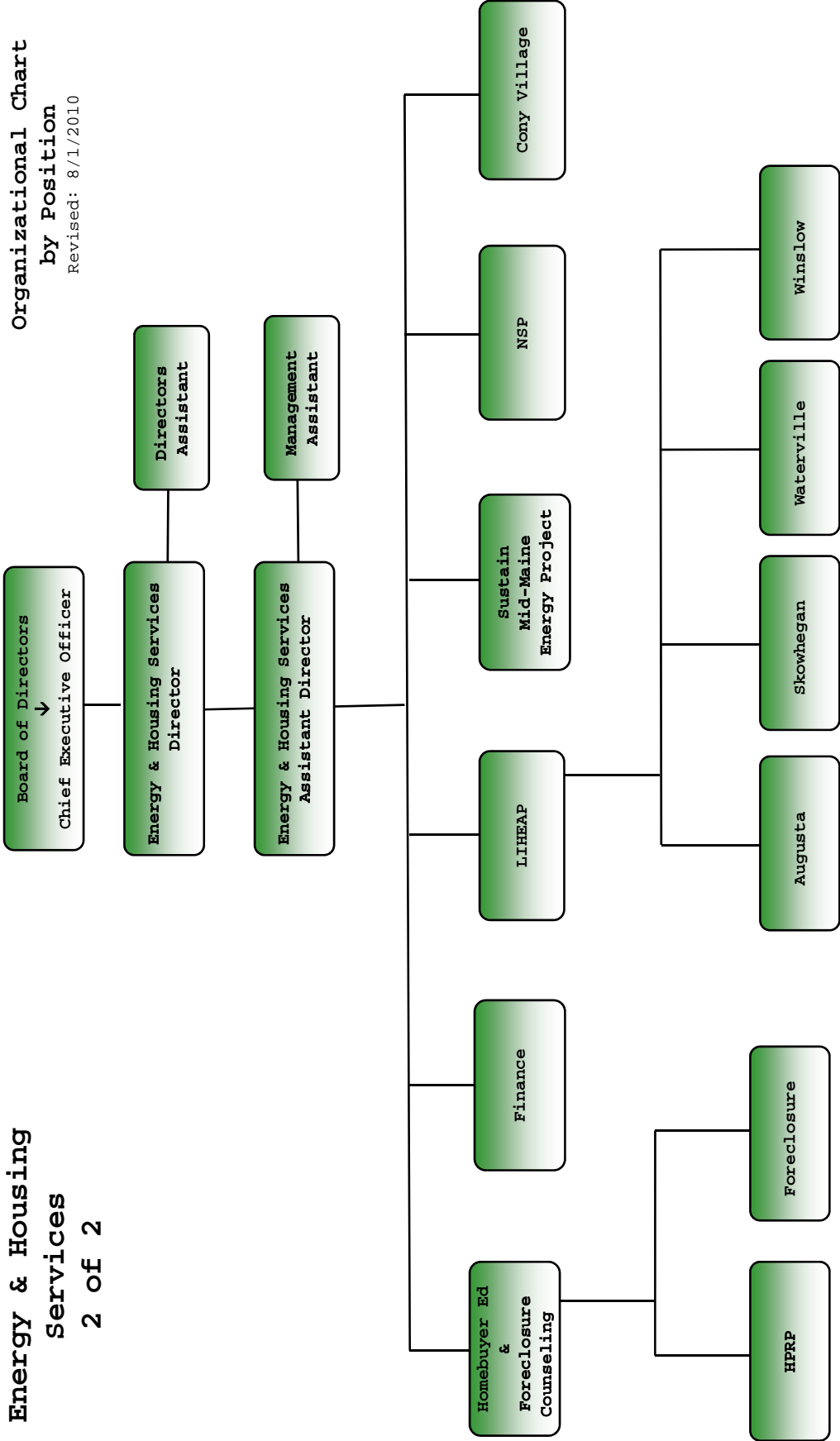
Organizational Chart by Position

Revised: 8/1/2010



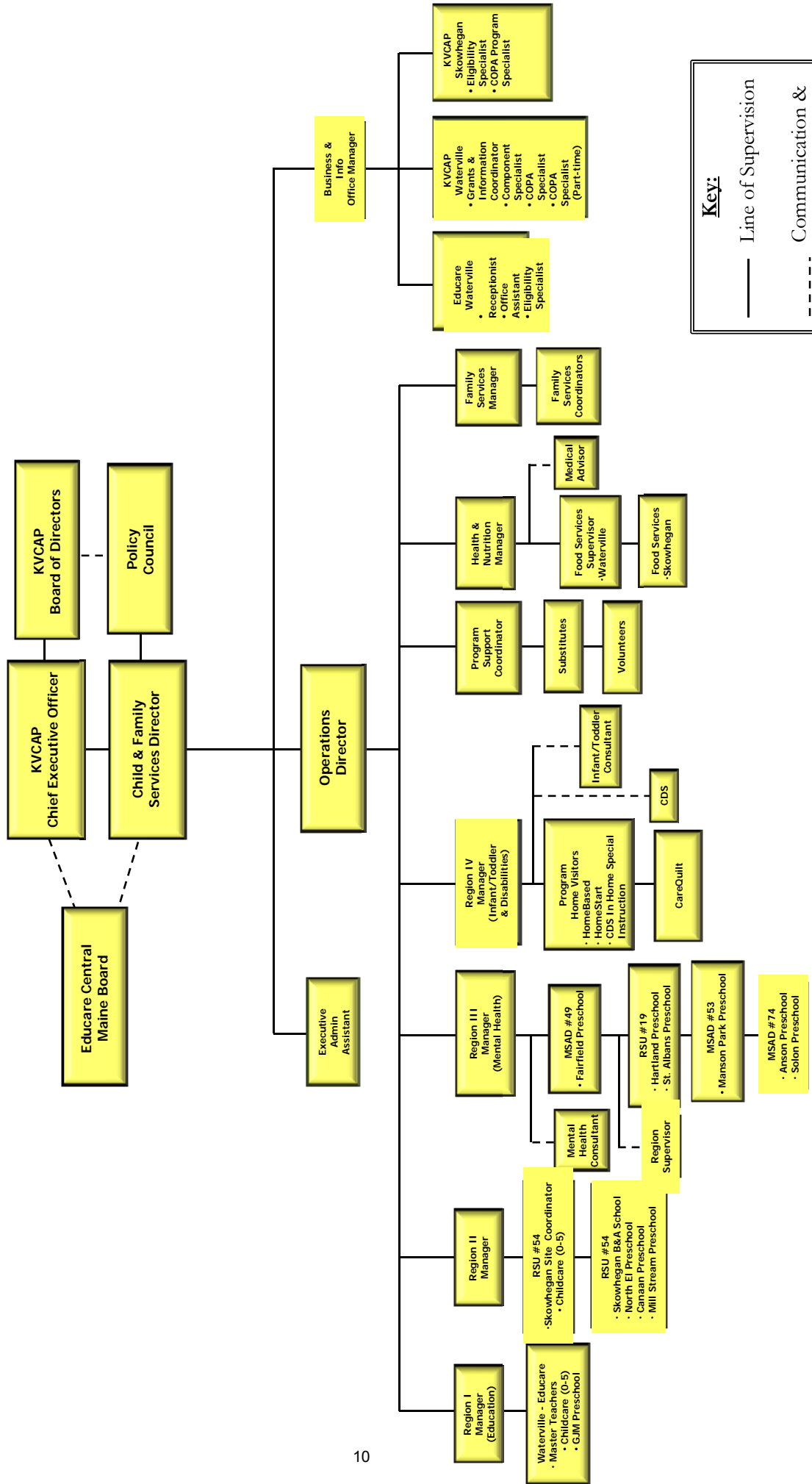
Energy & Housing Services
2 of 2

Organizational Chart by Position
Revised: 8/1/2010



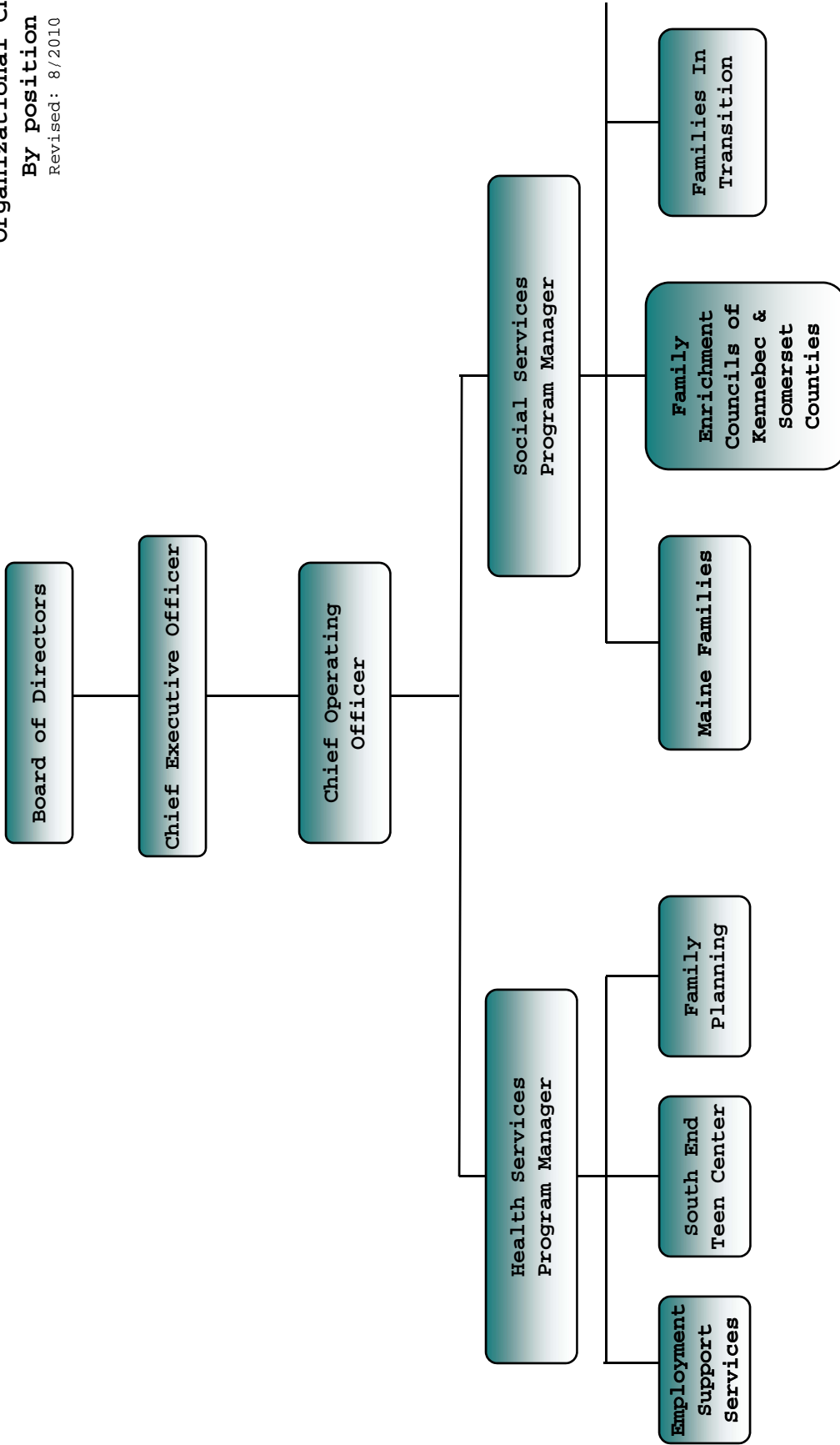
Child and Family Services

2010 - 2011



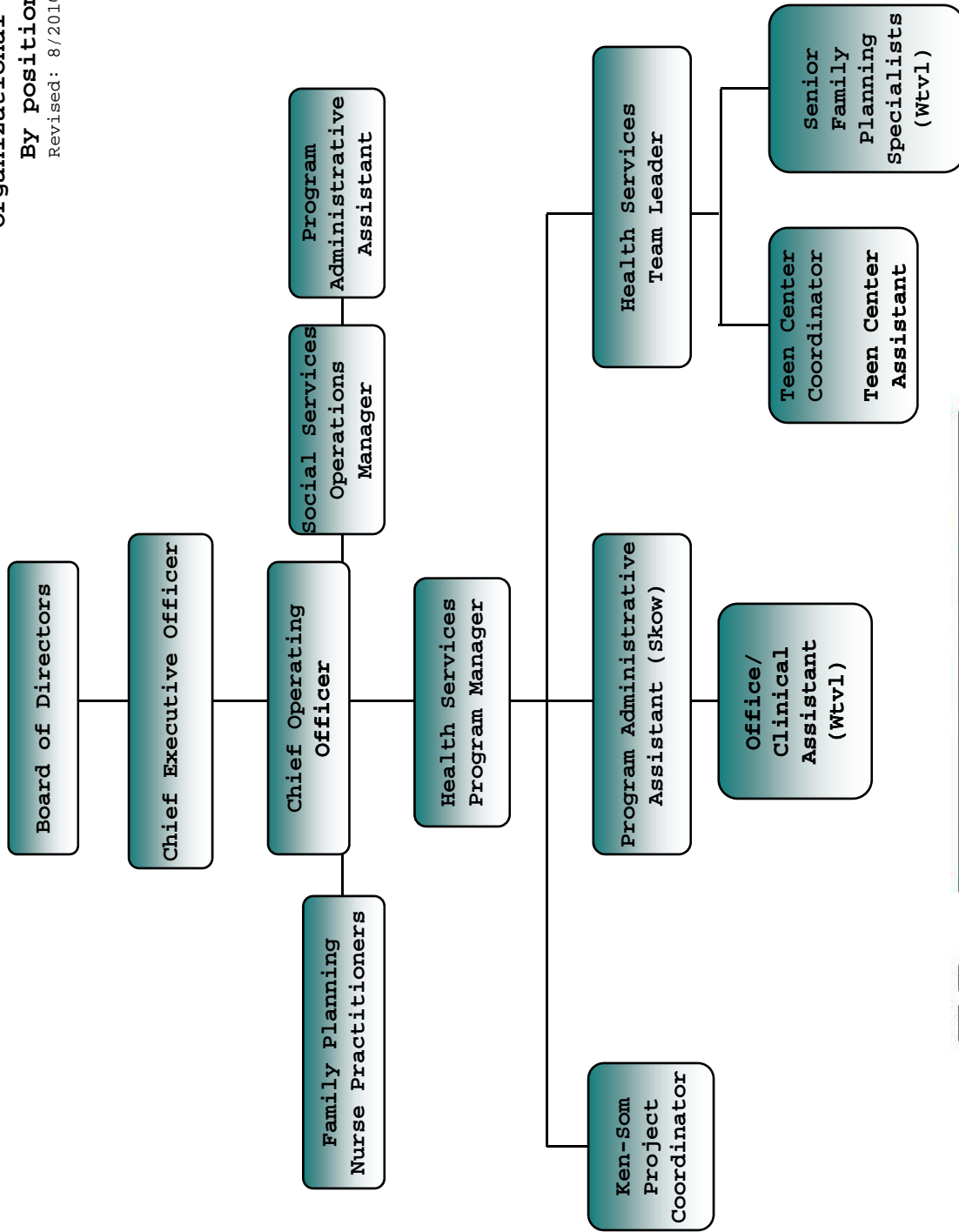
Health & Social Services Outline (1 of 3)

Organizational Chart
By position
Revised: 8/2010



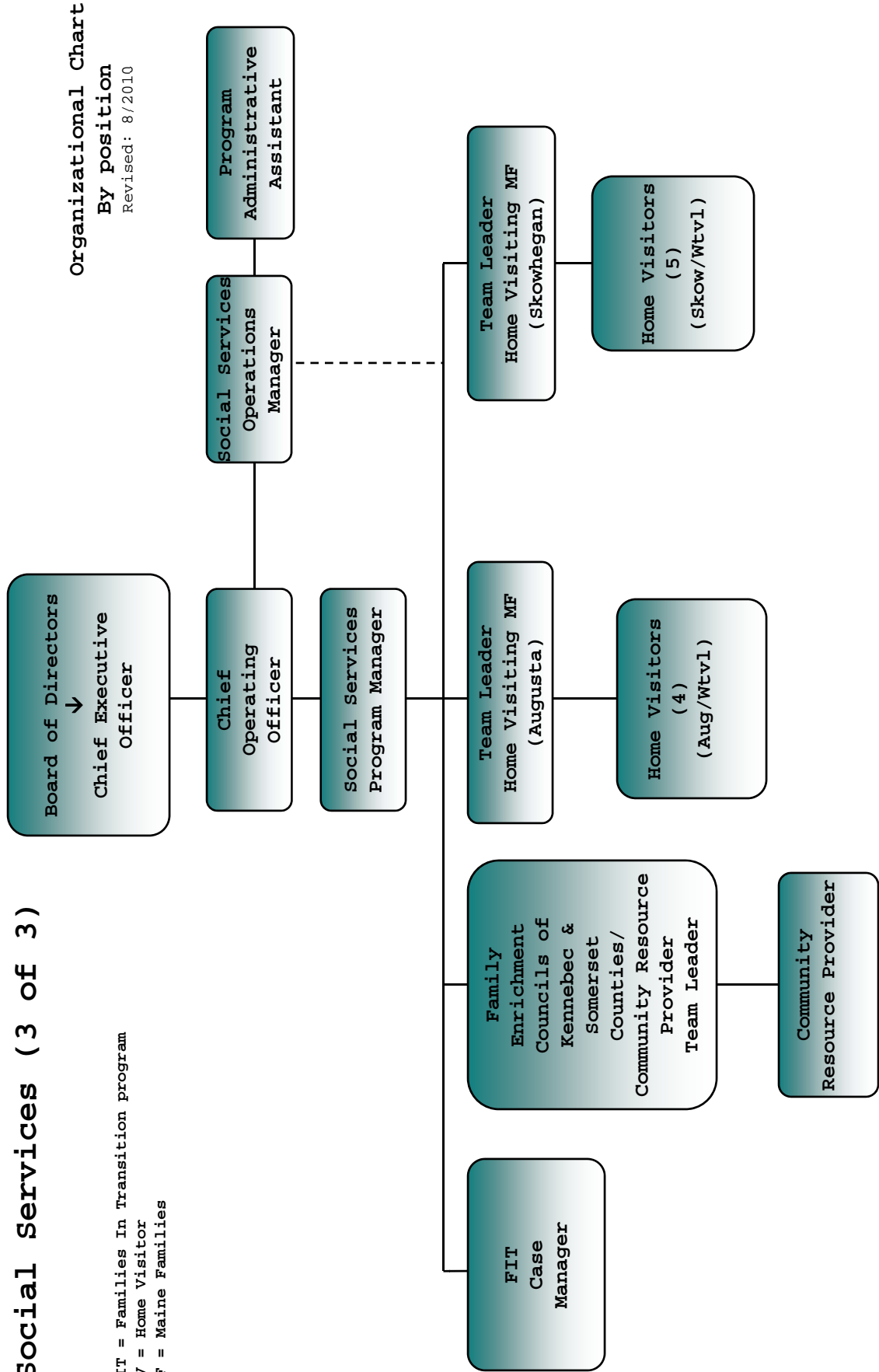
Health Services (2 of 3)

Organizational Chart
By position
Revised: 8/2010



Social Services (3 of 3)

FIT = Families In Transition program
 HV = Home Visitor
 MF = Maine Families



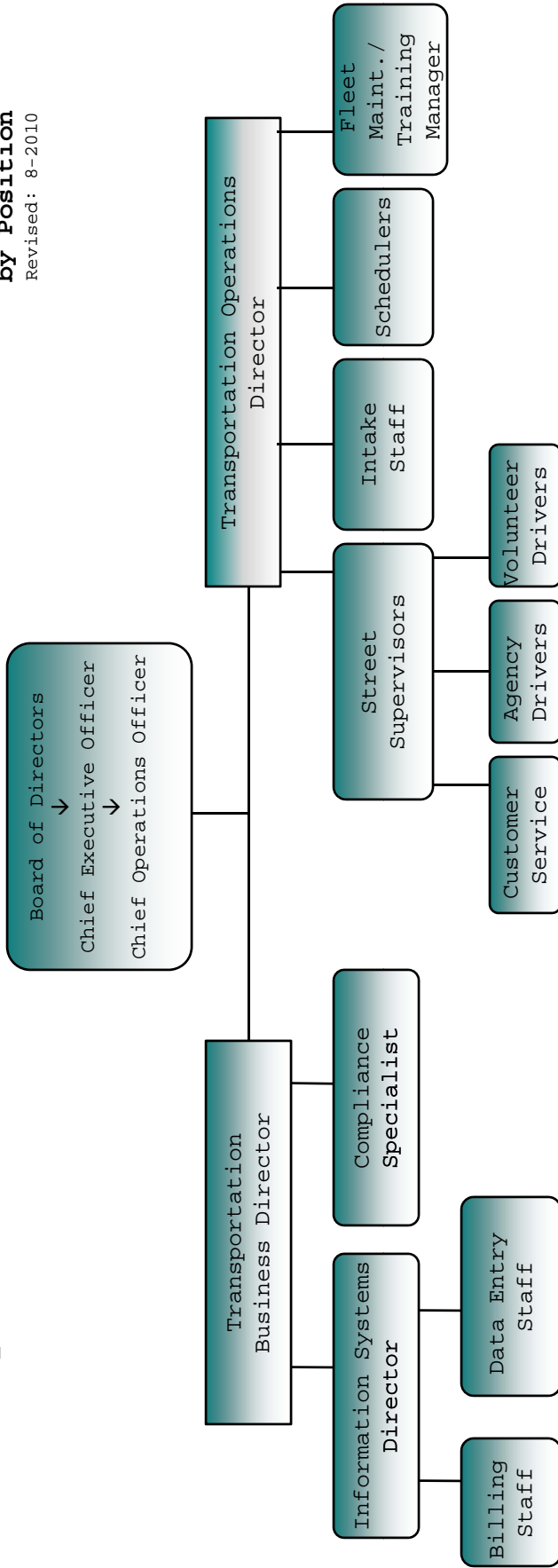
Organizational Chart
 By position
 Revised: 8/2010



Transportation Services

Organizational Chart by Position

Revised: 8-2010

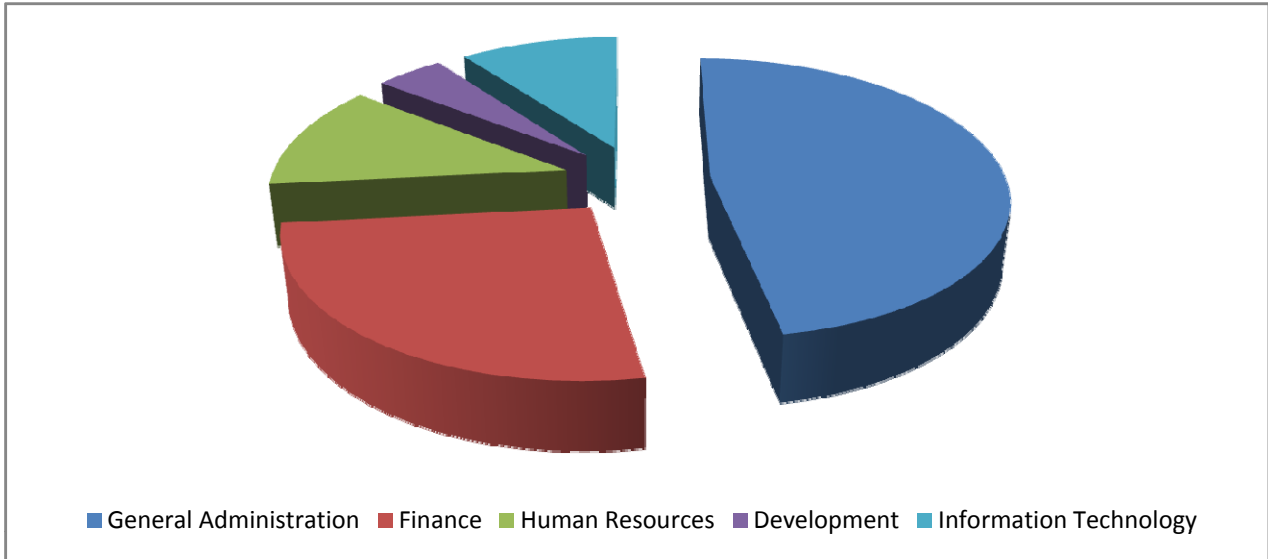


**Kennebec Valley Community Action Program
Administration (Indirect Cost Pool) Operating Budgets
October 1, 2010 - September 30, 2011**

Expenses:	General Administration	Finance	Human Resources	Development	Information Technology	Total
Personnel	\$ 436,575	\$ 278,201	\$ 142,948	\$ 52,261	\$ 104,342	\$ 1,014,327
Payroll Taxes & Employee Benefits	\$ 83,704	\$ 71,384	\$ 28,288	\$ 8,179	\$ 27,375	\$ 218,930
Staff Development	\$ 25,500	\$ 4,500	\$ 9,000	\$ 1,000	\$ 5,000	\$ 45,000
Travel	\$ 16,500	\$ 10,500	\$ 1,325	\$ 325	\$ 4,125	\$ 32,775
Office Costs	\$ 61,300	\$ 9,650	\$ 9,550	\$ 10,000	\$ -	\$ 90,500
Insurance	\$ 20,750	\$ -	\$ 500	\$ -	\$ 1,450	\$ 22,700
Telecommunications	\$ 17,275	\$ 2,200	\$ 225	\$ -	\$ 2,850	\$ 22,550
Space & Occupancy	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Contract Services	\$ 27,500	\$ 17,700	\$ 4,000	\$ -	\$ 2,500	\$ 51,700
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 4,000	\$ 4,000	\$ 1,500	\$ -	\$ 13,000	\$ 22,500
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Depreciation	\$ 1,475	\$ 5,000	\$ -	\$ -	\$ 3,100	\$ 9,575
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 25,723	\$ 32,000	\$ 3,500	\$ 1,200	\$ 6,000	\$ 68,423
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 786,302	\$ 435,135	\$ 200,836	\$ 72,965	\$ 169,742	\$ 1,664,980

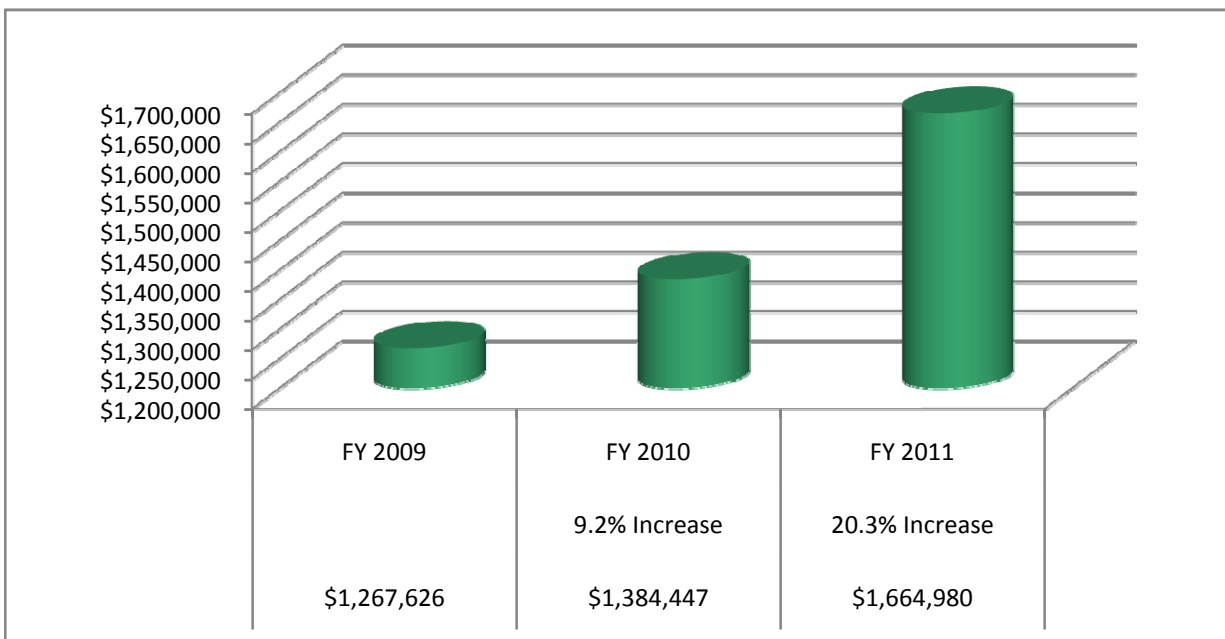
**Kennebec Valley Community Action Program
Administration / Indirect Cost Pool Operating Budget
October 1, 2010 - September 30, 2011**

The Administration/Indirect Cost Pool budget represents the costs that are approved through our annual indirect cost rate proposal. These costs cover the following areas shared by agency programs and represented in the chart below: General Administration (which makes up 47.2% of the budget), Finance (26.1%), Human Resources (12.1%), Development (4.4%), and Information Technology (10.2%).



For fiscal year 2011, a \$1,664,980 budget is proposed. The budget represents a 20.3%, or \$280,533, increase over fiscal year 2010.

**Administrative/Indirect Cost Comparison
FY 2009 - FY 2011**



**Kennebec Valley Community Action Program
Administration/Indirect Cost Pool Operating Budgets
October 1, 2010 - September 30, 2011**

The indirect cost rate is based on agency salaries. For this fiscal year, we have seen an increase in the operating salary base compared to fiscal year 2010, which has allowed for certain increases in the administrative budget. Below is a line by line comparison of the FY 2010 and FY 2011 budgets. Personnel and Payroll Taxes & Employee Benefits lines show the standard increase to employee salaries based upon performance evaluations and the related increase in taxes and benefits costs. This also includes a new administrative staff position in Finance focussing primarily on the accounting of agency projects such as Educare and Cony Village, and 100% of the expenses related to the Development Director position, which was previously funded through the CSBG ARRA grant. Increases in Staff Development and Contract Services are to accomodate the annual staff appreciation day and future management and board activities.

Expenses:	FY 2010	FY 2011	Increase/ (Decrease)
Personnel	\$ 812,138	\$ 1,014,327	\$ 202,189
Payroll Taxes & Employee Benefits	\$ 186,915	\$ 218,930	\$ 32,015
Staff Development	\$ 30,000	\$ 45,000	\$ 15,000
Travel	\$ 33,751	\$ 32,775	\$ (976)
Office Costs	\$ 86,750	\$ 90,500	\$ 3,750
Insurance	\$ 15,000	\$ 22,700	\$ 7,700
Telecommunications	\$ 18,652	\$ 22,550	\$ 3,898
Space & Occupancy	\$ 65,000	\$ 65,000	\$ -
Contract Services	\$ 35,700	\$ 51,700	\$ 16,000
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 29,400	\$ 22,500	\$ (6,900)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -
Interest	\$ -	\$ 1,000	\$ 1,000
Depreciation	\$ 8,081	\$ 9,575	\$ 1,494
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 63,060	\$ 68,423	\$ 5,363
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 1,384,447	\$ 1,664,980	\$ 280,533

*Note: The total Administrative/Indirect Cost Pool budget is 7.4% of the agency's annual operating budget.

PART III. ADMINISTRATION/INDIRECT COST POOL (Director: Patricia L. Kosma)

A. General Administration

1. Customer Services
2. Wellness

B. Finance

C. Human Resources

D. Development

E. Information Technology

A. General Administration

Budget: \$786,302

1. Customer Services (Executive Assistant: Sheila Avila)

Mission: To enhance employees' awareness of customer service both internally and externally, as well as, support programs in their efforts to maintain strong customer services.

Staff: 2 full-time equivalents

Description of clients: All KVCAP managers, supervisors, employees, and program clients

Continuing Services: Providing receptionist and telephone support to agency programs and external customers. Attend trainings on customer service.

Anticipated New Service Opportunities: Enhance current supervisory trainings with customer service themes, hold networking meetings with other program receptionists as needed.

2. Wellness Program (Cathy Kershner & Suzanne Walsh)

Enhanced Wellness Program

Healthier employees are more productive and more satisfied according to recent surveys. With that in mind, KVCAP 's Wellness Committee continues to implement programs to benefit the health and well being of staff. Some of those programs are as follows:

- All employees, including those who do not purchase Agency health insurance, benefit from the wellness initiatives and programs, including reimbursement for gym membership and Weight Watchers programs.
- The Community Health Educator from RFGH conducted presentations on a number of Wellness topics for staff, clients and visitors to the Skowhegan campus.
- Flu shots were administered to approximately 80 employees
- H1N1 shots were administered to approximately 50 employees

- Provided H1N1 information on numerous occasions through KVCAP's Bulletin Board throughout the winter and early spring months

Anticipated Programs/Benefits:

- Continue to explore strategies that will enable all staff, especially those harder to reach staff such as drivers, classroom staff, outlying sites, etc. to be able to participate in wellness activities.
- Continue to work with MGMC, Workplace Health to implement a Health Risk Assessment program for all interested staff.

KVCAP's Wellness Committee is charged with improving upon past activities and implementing new activities that will meet the goals and objectives of the wellness committee including the need for increased employee participation and the importance of meaningful incentives.

Senior Management continues to advocate for, and be more involved in Wellness activities and programs. We will continue to explore ways to design programming and incentives that are unique and meaningful, as well as meeting the needs of a wide variety of employees.

B. Finance (Chief Financial Officer: Mark K. Johnston; Controller: Patricia Walker)

Mission: The mission of the KVCAP Finance department is to support agency operations in fulfilling agency and program objectives. We do this by ensuring the accurate recording of agency financial activity; timely reporting of financial results in compliance with federal and state regulations and generally accepted accounting principles; and offering support and training to agency managers in areas of financial reporting and compliance.

Budget: \$ 435,135

Staff: 7 full-time equivalents

Description of clients: All KVCAP managers, supervisors, and employees.

Continuing Services: The KVCAP Finance Department will continue to manage the financial systems within the agency to allow programs to track revenues and expenditures and monitor performance to established budgets. We provide assistance in developing budgets, resolving financial issues with funding sources, and ensuring adherence to contract guidelines; as well as, assistance in preparing and presenting quarterly financial accountability reports to the Board of Directors. This is accomplished by providing one-on-one assistance to agency managers, as well as, holding quarterly meetings to review financial information, creating specialized reporting formats, and offering financial trainings for agency managers and agency staff as appropriate and necessary.

Prior Year Accomplishments: In Fiscal Year 2010, the Finance Department has moved forward with our goal of a “paperless” office by enrolling the remainder of volunteer drivers and Weatherization and Housing contractors in direct deposit for vendors through our accounts payable system. We have worked with Transportation program to include an automated accounts payable function in their new software that will create a file that can be uploaded into MIP for payables processing. Our department has also grown with the addition of a program assistant shared by Finance, Human Resources, and Information and Technology. This staff person has been a true asset to these three departments within Administration and is assisting staff by taking on a lot of clerical duties and also assisting with the management of the Cony Village and Educare Central Maine databases. Finally, department staff are working with other agency staff to develop a compliance monitoring group that will establish a regular reporting mechanism to management as well as update agency policies and establish procedures within the various programs to manage compliance in regards to client files and risk assessment.

Anticipated New Service Opportunities: In the coming year, the Finance Department looks forward to working on the following activities:

- to continue to work on our fiscal compliance and reference manual for agency management, this is a work in progress that will continue to grow and expand as regulations continue to change and become more stringent;
- to lead and collaborate with agency staff on the newly formed compliance team to report on areas of compliance to agency management and the board of directors, to finalize updating agency compliance policies, and to expand the agency’s risk management monitoring and other compliance programs;
- to offer managers and other key employees the ability to generate financial reports through our MIP accounting system;

We look forward to continuing our efforts and exploring new options to not only move the department, and eventually the agency, into a “paperless” environment, but to keep up with the changing times and increased regulation as it applies to our programs and the agency as a whole.

C. Human Resources (Director: Cathy Kershner)

Mission: To provide information, consultation, and strategic management of KVCAP’s human resources programs in the areas of compensation and benefits, staff training and development, recruitment and retention, employee relations, and safety. Human Resources will support KVCAP’s operational efficiency and success, and ensure that legal compliance requirements are met through the development and maintenance of effective personnel policies.

Budget: \$200,836

Staff: 3 full-time equivalents

Description of clients: All KVCAP managers, supervisors and employees.

Continuing Services:

- 1) Creating and maintaining systems that allow KVCAP to attract, retain, and promote qualified, productive and satisfied employees including:
 - Competitive wages and benefits
 - Ongoing training and support for continuing education
 - Flexible, family-friendly work schedules and policies
 - Employee recruitment and retention programs
 - Performance management tools and strategies
 - Information systems that promote effective employee relations
- 2) Work in partnership with departments to create organizational structures that will allow for expansion and change, and placing or moving skilled employees appropriately within those structures.
- 3) Provide agency training options for all supervisory staff, including updating & maintaining the Supervisors Manual in the following areas.
 - Hiring & Discrimination
 - Performance Evaluations
 - Discipline & Termination
 - Harassment & Workplace Violence
 - Employee Safety
 - Family Medical Leave & Privacy

Prior Year Accomplishments:

- 1) Hired a new employee to divide a 40 hour work week between Human Resources, Finance and the IT Department
- 2) Administered a Partially Self Funded Health Insurance plan for the fourth year
- 3) Continued to updated job descriptions to reflect ADA and FLSA requirements
- 4) Conducted Sexual Harassment training for all staff
- 5) Worked with the HEAP Manager to re-write and re-grade all HEAP staff job descriptions
- 6) Organized a very successful blood drive at KVCAP
- 7) Lead KVCAP's charitable giving campaign to a record year of contributions

Anticipated New Service Opportunities:

Human Resources

- 1) Work with KVCC to organize a Writing Workshop for managers and supervisors
- 2) Provide all employees the opportunity to attend trainings related to budgeting & saving, and retirement planning
- 3) Provide supervisory trainings on the topics indicated above to all supervisors
- 4) Conduct ergonomic training for all required staff

D. Development (Development Director: Casey Bromberg)

Mission: The work of the Development division of KVCAP will be in five major areas – Communications/Public Relations, Outreach and Advocacy, Fundraising, Grant Expansion and General Program Support, with the overall objective of promoting KVCAP in the community and building our capacity on both a financial and organizational level.

Budget: \$ 72,965

Anticipated New Service Opportunities:

Public Relations

Develop and implement strategies for communications, marketing and public relations at the agency level and individual programs and initiatives.

- 1) Coordinate plans and tools in concert with the KVCAP Mission Statement, as well as, goals and objectives based on individual program mission statements and the agency Strategic Plan.
- 2) Identification of key agency issues/messages for the upcoming year.
- 3) Identification of the target audience(s) and media relations/contacts.
- 4) Development of a timeline around the key issues.
- 5) Design of a communications/public relations strategy for each key issue with an identified spokesperson or liaison for each program and/or issue.

Outreach and Advocacy

Capitalize on KVCAP's standing in the community to build connections, volunteer and resource capacity.

- 1) Development of an easily-adaptable presentation for municipal leaders, community groups and conferences that can be facilitated to promote KVCAP.
- 2) Determine a schedule for regular presentations with community partners.
- 3) Identify new sources for community education.
- 4) Maintain communication with community partners via e-mail newsletter and social media.

- 5) Build relationships with local, state and federal lawmakers to keep CAA issues on the front burner.

Fundraising

Build financial capacity for KVCAP.

- 1) Explore annual fundraising opportunities at the community level that promote awareness of KVCAP while raising funds for either specific programmatic or discretionary purposes.
- 2) Identify donors for an annual effort for major gift fundraising.
- 3) Work with ALT members to determine needs for in-kind donations.
- 4) Utilize community partners for outside fundraising.

Grant Expansion

Offer new sources of sustainable funding and provide application support.

- 1) Maintain a database of funding sources for all programs and track funding relationships.
- 2) Utilize search engines for identification of new funding sources and opportunities.
- 3) Identify and communicate compliance issues with all funding opportunities.
- 4) Liaise with state and federal agencies, as well as private foundations, to promote funding opportunities for KVCAP.
- 5) Provide editing and graphic design support for any and all program applications.
- 6) Draft narratives and design programs for funding opportunities that cross divisions.

General Program Support

Maintain strong communication across divisions to promote opportunities for new program design, capacity building, additional funding and public awareness/recognition.

E. Information Technology (IT Manager: Eric Caron)

Mission: To oversee and ensure that our information systems and telecommunications are secure and reliable, and continually improve our way of business through ever increasing technology. In addition, providing the highest level of customer service to all KVCAP employees that use technology in the workplace.

Budget: \$169,742

Staff: 2 full-time equivalents

Description of clients: All KVCAP managers, supervisors and employees.

Continuing Services: The Information Technology Department has the overall responsibility for maintaining and ensuring the secure and trouble-free operation of the agency's information systems and telecommunications infrastructure. We are responsible for all three main offices and Head Start locations, and provide computer and telephone support via "Help Desk", in person, and/or through e-mail.

Some of our accomplishments this past year included:

- Completed agency wide switch to Office 2007
- Changed over to our new mobile wireless carrier - Verizon Wireless
- Rolled out smart phones for managers and directors, with services that now include; Email, calendar, and contact synchronization.
- Worked with Finance to deploy an agency wide electronic timesheet program
- Deployed departmental scanners and multifunction printers to help cut down on paper usage

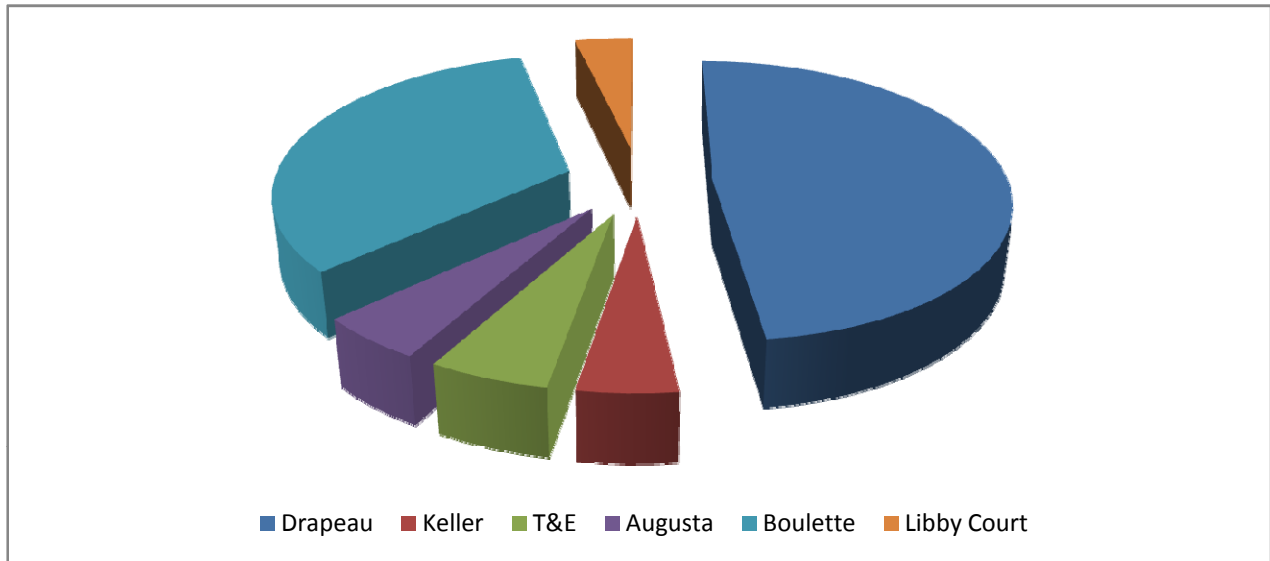
Anticipated New Service Opportunities: Update current VM and Phone system with VOIP technologies, expand our electronic document storage efforts, and expand voice/data as well as wireless connectivity to our new Educare facility.

Kennebec Valley Community Action Program
Facilities Operating Budgets
October 1, 2010 - September 30, 2011

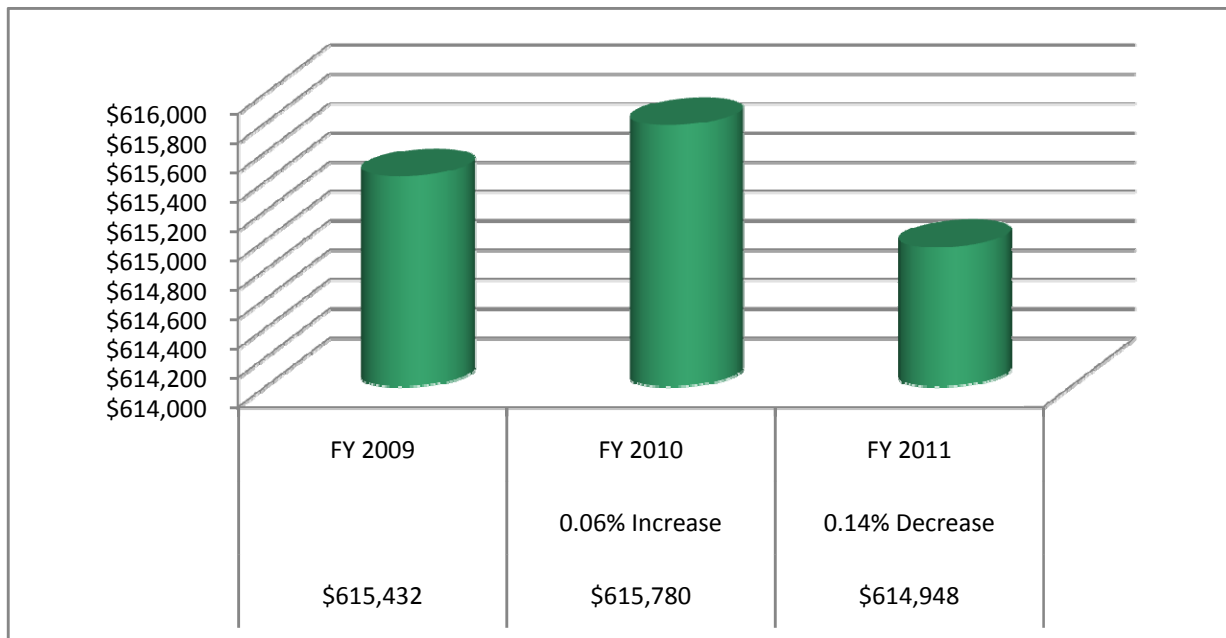
Expenses:	Drapeau	Keller	T&E	Augusta	Boulette	Libby Court	Total
Personnel	\$ 119,980	\$ 7,500	\$ 11,400	\$ 5,100	\$ 68,000	\$ 8,700	\$ 220,680
Payroll Taxes & Employee Benefits	\$ 30,563	\$ 2,904	\$ 3,732	\$ 1,512	\$ 29,459	\$ 3,924	\$ 72,094
Staff Development	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Travel	\$ -	\$ -	\$ -	\$ 50	\$ 200	\$ -	\$ 250
Office Costs	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Insurance	\$ 7,492	\$ 720	\$ 960	\$ 864	\$ 4,500	\$ 564	\$ 15,100
Telecommunications	\$ 4,152	\$ -	\$ -	\$ 660	\$ 1,500	\$ -	\$ 6,312
Space & Occupancy	\$ 52,611	\$ 5,895	\$ 8,900	\$ 10,720	\$ 41,600	\$ 4,630	\$ 124,356
Contract Services	\$ 25,184	\$ 1,000	\$ 1,600	\$ 4,776	\$ 6,664	\$ 276	\$ 39,500
Vehicle	\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 10,975	\$ 660	\$ 960	\$ 300	\$ 2,640	\$ 480	\$ 16,015
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 27,595	\$ 1,728	\$ 2,622	\$ 1,176	\$ 15,640	\$ 2,004	\$ 50,765
Interest	\$ 2,730	\$ 4,440	\$ -	\$ -	\$ 19,680	\$ -	\$ 26,850
Depreciation	\$ 10,269	\$ 3,123	\$ 3,654	\$ 5,559	\$ 13,920	\$ 1,926	\$ 38,451
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 725	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 875
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 295,976	\$ 27,970	\$ 33,828	\$ 30,717	\$ 203,953	\$ 22,504	\$ 614,948

**Kennebec Valley Community Action Program
Facilities Operating Budget
October 1, 2010 - September 30, 2011**

The facilities budget represents the costs associated with the normal maintenance and upkeep of the six office centers of the agency. These cost centers are represented in the chart below and are broken down as follows: Robert E. Drapeau Center (which makes up 48% of the budget), the George Keller Building (4.5%), the Transportation and Energy Center (5.5%), the KVCAP office in Augusta (5%), the Mitchell Boulette Center including the Skowhegan Child Development Center (33%), and the Energy Services Center at Libby Court (4%).



For fiscal year 2011, a \$614,948 budget is proposed. The budget represents a 0.14%, or (\$832), decrease over fiscal year 2010.



Kennebec Valley Community Action Program
Facilities Operating Budgets
October 1, 2010 - September 30, 2011

The most significant changes in the FY 2011 budget are listed below in a line by line comparison of the FY 2010 and FY 2011 budgets. Personnel and Administration (Indirect) show the standard increase to employee salaries based upon performance evaluations. A small decrease in Payroll Taxes & Employee Benefits represents a reduction in workers comp charges. There was a significant decrease in the Travel line which is offset by an increase in the Vehicle expense line as the Facilities staff have an agency owned vehicle to use rather than paying mileage reimbursements to staff. A reduction in interest is related to the mortgage on the Keller Building being paid off.

Expenses:	FY 2010	FY 2011	Increase/ (Decrease)
Personnel	\$ 214,352	\$ 220,680	\$ 6,328
Payroll Taxes & Employee Benefits	\$ 73,794	\$ 72,094	\$ (1,700)
Staff Development	\$ 500	\$ 500	\$ -
Travel	\$ 1,700	\$ 250	\$ (1,450)
Office Costs	\$ 300	\$ 300	\$ -
Insurance	\$ 17,627	\$ 15,100	\$ (2,527)
Telecommunications	\$ 6,320	\$ 6,312	\$ (8)
Space & Occupancy	\$ 129,980	\$ 124,356	\$ (5,624)
Contract Services	\$ 36,500	\$ 39,500	\$ 3,000
Vehicle	\$ 100	\$ 2,900	\$ 2,800
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 17,900	\$ 16,015	\$ (1,885)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 49,302	\$ 50,765	\$ 1,463
Interest	\$ 28,303	\$ 26,850	\$ (1,453)
Depreciation	\$ 38,452	\$ 38,451	\$ (1)
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 650	\$ 875	\$ 225
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 615,780	\$ 614,948	\$ (832)

*Note: Space and occupancy costs include the following accounts:

- Rent (2011 budget amount = \$3,800 - 21% decrease over 2010) [Gold Street parking lot]
- Electricity (\$48,000 - 7% decrease)
- Fuel (\$46,276 - 2% increase)
- Water/Sewer (\$8,280 - 0% increase)
- Rubbish Removal (\$6,000 - 5% increase)
- Snow Removal/Landscaping (\$12,000 - 14% decrease)

PART IV: FACILITIES (Chair's Name: David Gilpatrick)

Mission: Plan and prioritize capital improvements including Life Safety Code 101 and ADA compliance for all agency-owned and operated buildings; Provide assistance and information to individual programs and building managers; and, Assist programs and building managers in meeting their specific goals while understanding and working within the financial constraints of the agency.

Budget: \$614,948

Committee Membership: Kathy Colfer, Eric Caron, Tracye Fortin, David Gilpatrick, Mark Johnston, Cathy Kershner, Pat Kosma, Jeff Paquette, Bob Simpson, Suzanne Walsh

Description of clients: All KVCAP programs and agency staff

Continuing Services:

1) Maintaining all agency facilities including:

Augusta: - John Forster Building, Cony Road
 - KVCAP office, 219 Cony Road

Skowhegan: - Mitchell Boulette Center, 26 Mary Street
 - Skowhegan Child Development Center, Mary Street

Waterville:- Energy Center, 7 Libby Court
 - George Keller Building, 49 King Street
 - Robert E. Drapeau Center, 101 Water Street
 - South End Teen Center, 5 Libby Court
 - Transportation & Energy Center, 97 Water Street

2) Continue to improve building security at all office sites.

Kennebec Valley Community Action Program
Agency Operating Budgets
October 1, 2010 - September 30, 2011

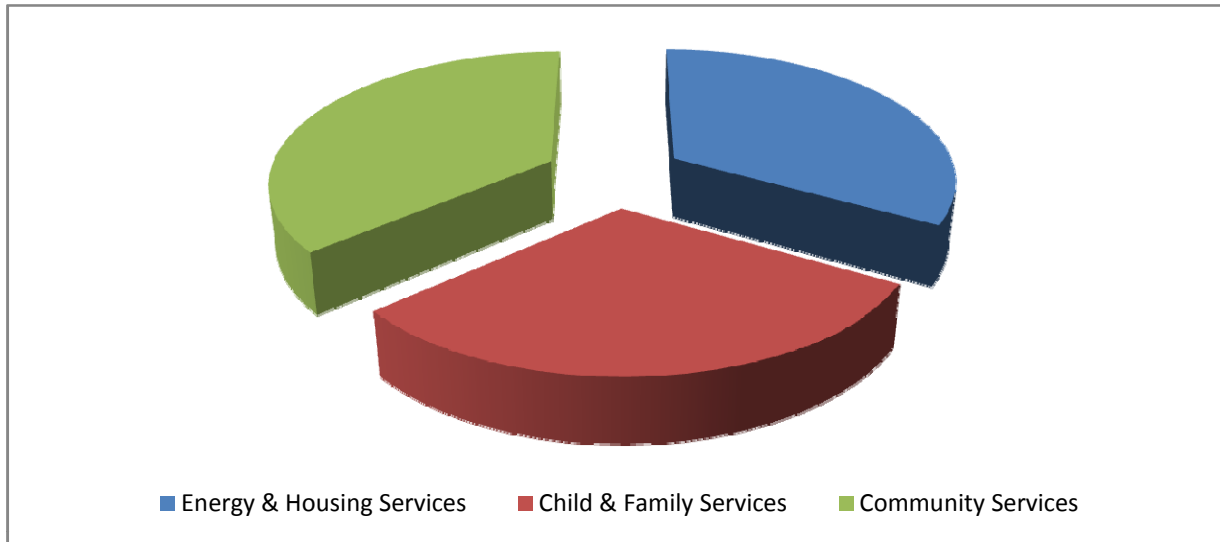
Revenue:	Energy & Housing Services	Child & Family Services	Community Services	Total
Grants & Contracts	\$ 6,761,736	\$ 5,750,946	\$ 2,123,400	\$ 14,636,082
Program Revenue	\$ 570,324	\$ 934,721	\$ 5,692,050	\$ 7,197,095
Other Revenue	\$ 92,458	\$ 13,000	\$ 239,603	\$ 345,061
Inkind	\$ -	\$ 119,125	\$ 59,893	\$ 179,018
Total Revenue:	\$ 7,424,518	\$ 6,817,792	\$ 8,114,946	\$ 22,357,256

Expenses:				
Personnel	\$ 1,123,874	\$ 3,527,469	\$ 2,378,567	\$ 7,029,910
Payroll Taxes & Employee Benefits	\$ 319,911	\$ 1,065,390	\$ 714,230	\$ 2,099,531
Staff Development	\$ 20,247	\$ 60,463	\$ 36,950	\$ 117,660
Travel	\$ 31,868	\$ 57,462	\$ 69,069	\$ 158,399
Office Costs	\$ 79,224	\$ 72,985	\$ 76,483	\$ 228,692
Insurance	\$ 17,601	\$ 13,750	\$ 7,782	\$ 39,133
Telecommunications	\$ 29,486	\$ 56,274	\$ 61,176	\$ 146,936
Space & Occupancy	\$ 240,898	\$ 244,202	\$ 180,264	\$ 665,364
Contract Services	\$ 2,466,151	\$ 387,675	\$ 141,540	\$ 2,995,366
Vehicle	\$ 53,512	\$ -	\$ 472,770	\$ 526,282
Housing Property Costs	\$ 1,000	\$ -	\$ -	\$ 1,000
Materials & Supplies	\$ 2,729,485	\$ 306,194	\$ 83,785	\$ 3,119,464
Direct Client Assistance	\$ -	\$ -	\$ 3,166,318	\$ 3,166,318
Administration (Indirect)	\$ 259,663	\$ 807,063	\$ 547,489	\$ 1,614,215
Interest	\$ 4,800	\$ -	\$ 5,000	\$ 9,800
Depreciation	\$ 25,157	\$ -	\$ 22,532	\$ 47,689
Common Carrier	\$ -	\$ -	\$ 30,000	\$ 30,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 11,490	\$ 99,740	\$ 61,098	\$ 172,328
Inkind	\$ -	\$ 119,125	\$ 59,893	\$ 179,018
Total Expenses:	\$ 7,414,367	\$ 6,817,792	\$ 8,114,946	\$ 22,347,105

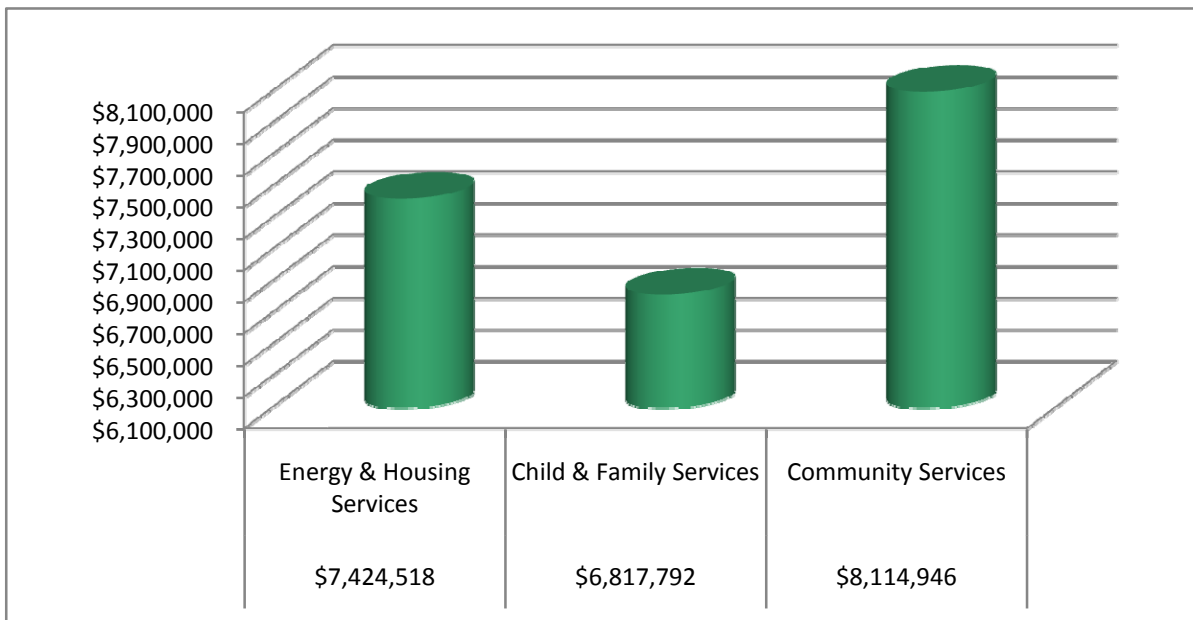
Surplus/(Deficit)	\$ 10,151	\$ -	\$ -	\$ 10,151
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**Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2010 - September 30, 2011**

The agency's operating budget consists of its three major departments - Energy and Housing Services (which contributes 33.2% of the budget), Child and Family Services (30.5%), and Community Services (36.3%).



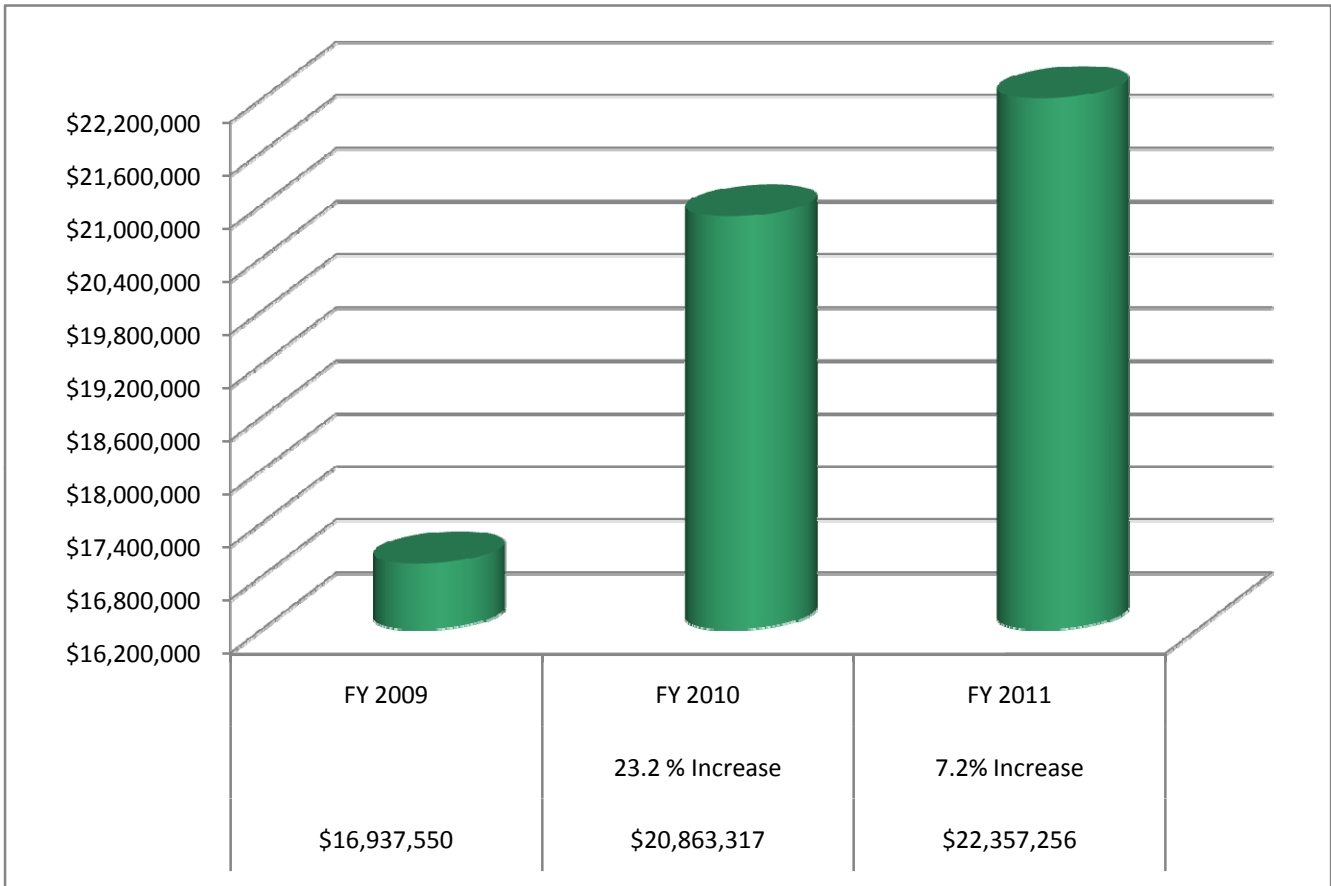
**Budget by Department
FY 2011**



**Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2010 - September 30, 2011**

For fiscal year 2011, a \$22,357,256 budget is proposed. This budget represents a 7.2% increase, or \$1,493,939 increase compared to 2010's 23.2 % increase.

**Agency Operating Budget Comparison
FY 2009 - FY 2011**



By department, Energy & Housing Services shows a 3.6% increase, Child & Family Services shows a 35.8% increase, and Community Services shows a 6.5% decrease. Please see each department listing for more details.

Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2010 - September 30, 2011

Revenue:	FY 2010	FY 2011	Increase/ (Decrease)
Grants & Contracts	\$ 13,176,105	\$ 14,636,082	\$ 1,459,977
Program Revenue	\$ 6,581,039	\$ 7,098,771	\$ 517,732
Other Revenue	\$ 240,539	\$ 345,061	\$ 104,522
Inkind	\$ 865,634	\$ 179,018	\$ (686,616)
Total Revenue:	\$ 20,863,317	\$ 22,258,932	\$ 1,395,615

Expenses:			
Personnel	\$ 5,764,974	\$ 7,027,510	\$ 1,262,536
Payroll Taxes & Employee Benefits	\$ 1,635,917	\$ 2,098,559	\$ 462,642
Staff Development	\$ 100,974	\$ 117,660	\$ 16,686
Travel	\$ 145,035	\$ 158,399	\$ 13,364
Office Costs	\$ 215,173	\$ 219,392	\$ 4,219
Insurance	\$ 35,951	\$ 39,133	\$ 3,182
Telecommunications	\$ 135,216	\$ 146,936	\$ 11,720
Space & Occupancy	\$ 628,939	\$ 664,464	\$ 35,525
Contract Services	\$ 2,715,737	\$ 2,927,566	\$ 211,829
Vehicle	\$ 664,933	\$ 526,282	\$ (138,651)
Housing Property Costs	\$ 70,000	\$ 1,000	\$ (69,000)
Materials & Supplies	\$ 2,671,055	\$ 3,110,064	\$ 439,009
Direct Client Assistance	\$ 3,526,519	\$ 3,166,318	\$ (360,201)
Administration (Indirect)	\$ 1,317,145	\$ 1,613,663	\$ 296,518
Interest	\$ 13,750	\$ 9,800	\$ (3,950)
Depreciation	\$ 20,652	\$ 47,689	\$ 27,037
Common Carrier	\$ 70,000	\$ 30,000	\$ (40,000)
Bad Debt Expense	\$ 480	\$ -	\$ (480)
Other	\$ 153,311	\$ 165,328	\$ 12,017
Inkind	\$ 865,634	\$ 179,018	\$ (686,616)
Total Expenses:	\$ 20,751,395	\$ 22,248,781	\$ 1,497,386

Surplus/(Deficit)	\$ 111,922	\$ 10,151	\$ (101,771)
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Kennebec Valley Community Action Program
Energy & Housing Services Operating Budgets
October 1, 2010 - September 30, 2011

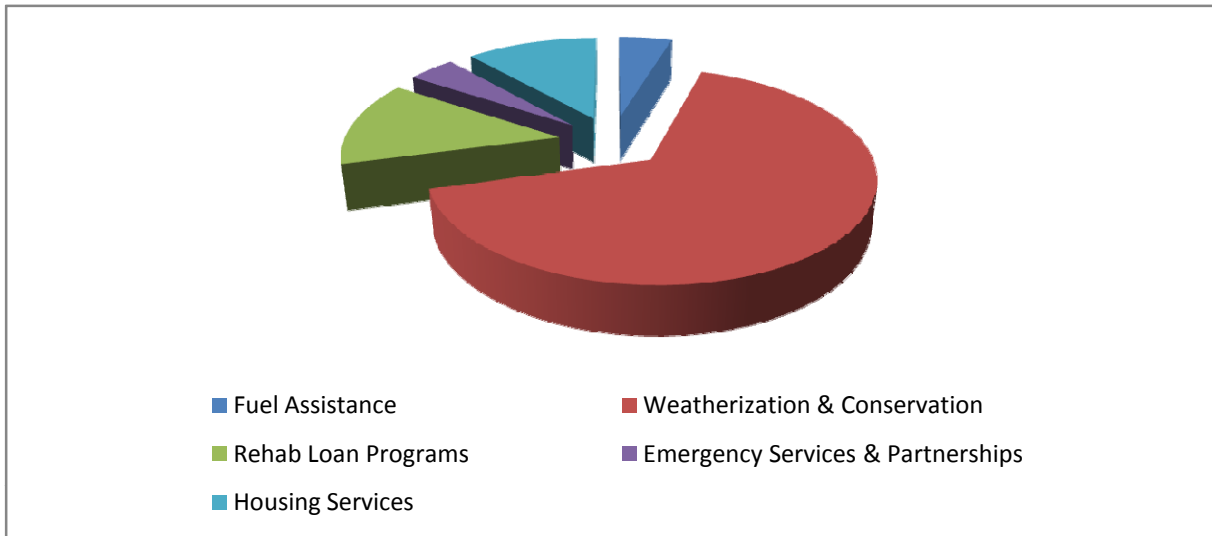
Revenue:	Fuel Assistance	Weatherization & Conservation	Rehab Loan Programs	Emergency Services & Partnerships	Housing Services	Total
Grants & Contracts	\$ 347,461	\$ 4,811,772	\$ 995,866	\$ 289,293	\$ 317,344	\$ 6,761,736
Program Revenue	\$ -	\$ 98,324	\$ -	\$ 20,200	\$ 451,800	\$ 570,324
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ 92,458	\$ 92,458
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 347,461	\$ 4,910,096	\$ 995,866	\$ 309,493	\$ 861,602	\$ 7,424,518

Expenses:	Fuel Assistance	Weatherization & Conservation	Rehab Loan Programs	Emergency Services & Partnerships	Housing Services	Total
Personnel	\$ 174,605	\$ 684,663	\$ 91,175	\$ 29,581	\$ 143,850	\$ 1,123,874
Payroll Taxes & Employee Benefits	\$ 66,114	\$ 188,779	\$ 22,417	\$ 8,676	\$ 33,925	\$ 319,911
Staff Development	\$ -	\$ 11,975	\$ -	\$ -	\$ 8,272	\$ 20,247
Travel	\$ 3,630	\$ 18,655	\$ -	\$ 1,766	\$ 7,817	\$ 31,868
Office Costs	\$ 22,300	\$ 41,609	\$ 2,575	\$ 3,060	\$ 9,680	\$ 79,224
Insurance	\$ -	\$ 9,850	\$ -	\$ 3,942	\$ 3,809	\$ 17,601
Telecommunications	\$ 9,074	\$ 14,284	\$ 2,550	\$ 1,158	\$ 2,420	\$ 29,486
Space & Occupancy	\$ 29,480	\$ 48,550	\$ 4,360	\$ 12,620	\$ 145,888	\$ 240,898
Contract Services	\$ 1,200	\$ 1,546,615	\$ 409,083	\$ 239,450	\$ 269,803	\$ 2,466,151
Vehicle	\$ -	\$ 46,542	\$ 6,970	\$ -	\$ -	\$ 53,512
Housing Property Costs	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Materials & Supplies	\$ -	\$ 2,106,422	\$ 435,383	\$ 180	\$ 187,500	\$ 2,729,485
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 41,058	\$ 157,570	\$ 20,988	\$ 6,810	\$ 33,237	\$ 259,663
Interest	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800
Depreciation	\$ -	\$ 25,157	\$ -	\$ -	\$ -	\$ 25,157
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 9,425	\$ 365	\$ 1,250	\$ 450	\$ 11,490
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 347,461	\$ 4,910,096	\$ 995,866	\$ 309,493	\$ 851,451	\$ 7,414,367

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ 10,151	\$ 10,151
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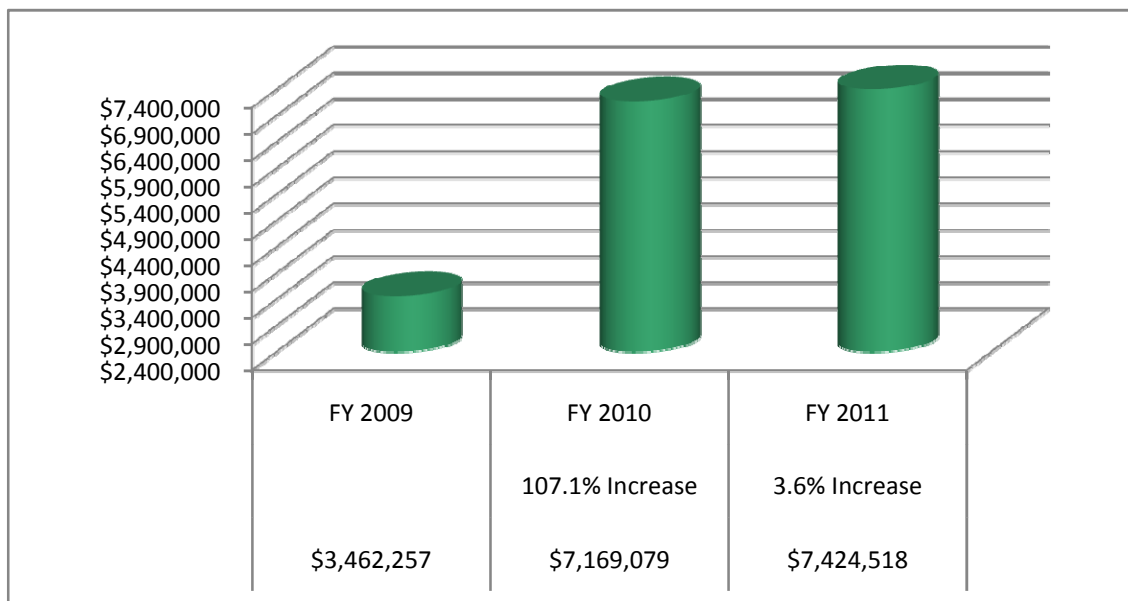
**Kennebec Valley Community Action Program
Energy & Housing Services Operating Budget
October 1, 2010 - September 30, 2011**

The Energy & Housing Services budget consists of the following programming: Fuel Assistance (which contributes 4.7% of the budget), Weatherization & Conservation (66.1%), Rehab Loan Programs (13.4%), Emergency Services & Partnerships (4.2%), and Housing Services (11.6%).



For fiscal year 2011, a \$7,424,518 budget is proposed. This budget represents a 3.6%, or \$255,439 increase compared to fiscal year 2010's budget.

**Energy & Housing Services Comparison
FY 2009 - FY 2011**



Kennebec Valley Community Action Program

Energy & Housing Services Operating Budget

October 1, 2010 - September 30, 2011

This year Energy & Housing Services is seeing a small increase in their budget. The increase is based on continued funding in DOE Weatherization from the American Reinvestment and Recovery Act through March 31, 2011 with new training and technical assistance funds from April 1, 2011 through March 31, 2012. There were also several smaller programs added to the budget for the fiscal year including the Homeless Prevention program and two Foreclosure Counseling programs.

On the expense side of the budget, the decrease in Personnel expense is offset by an increase in Contract Services. Reduction in Housing Property Costs is offset by increases in Space and Occupancy and Materials & Supplies. The significant reduction in Vehicle expense is related to the purchase of vehicles in the prior year budget.

Revenue:	FY 2010	FY 2011	Increase/ (Decrease)
Grants & Contracts	\$ 6,592,890	\$ 6,761,736	\$ 168,846
Program Revenue	\$ 538,689	\$ 570,324	\$ 31,635
Other Revenue	\$ 37,500	\$ 92,458	\$ 54,958
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 7,169,079	\$ 7,424,518	\$ 255,439

Expenses:			
Personnel	\$ 1,210,343	\$ 1,123,874	\$ (86,469)
Payroll Taxes & Employee Benefits	\$ 347,198	\$ 319,911	\$ (27,287)
Staff Development	\$ 12,650	\$ 20,247	\$ 7,597
Travel	\$ 30,301	\$ 31,868	\$ 1,567
Office Costs	\$ 89,302	\$ 79,224	\$ (10,078)
Insurance	\$ 18,522	\$ 17,601	\$ (921)
Telecommunications	\$ 38,833	\$ 29,486	\$ (9,347)
Space & Occupancy	\$ 140,985	\$ 240,898	\$ 99,913
Contract Services	\$ 2,324,397	\$ 2,466,151	\$ 141,754
Vehicle	\$ 185,570	\$ 53,512	\$ (132,058)
Housing Property Costs	\$ 70,000	\$ 1,000	\$ (69,000)
Materials & Supplies	\$ 2,287,806	\$ 2,729,485	\$ 441,679
Direct Client Assistance	\$ 3,450	\$ -	\$ (3,450)
Administration (Indirect)	\$ 269,579	\$ 259,663	\$ (9,916)
Interest	\$ 8,750	\$ 4,800	\$ (3,950)
Depreciation	\$ 9,120	\$ 25,157	\$ 16,037
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ 480	\$ -	\$ (480)
Other	\$ 9,871	\$ 11,490	\$ 1,619
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 7,057,157	\$ 7,414,367	\$ 357,210

Surplus/(Deficit)	\$ 111,922	\$ 10,151	\$ (101,771)
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Kennebec Valley Community Action Program

Fuel Assistance Operating Budgets

October 1, 2010 - September 30, 2011

Revenue:	*LIHEAP (Kennebec/ Somerset)	*LIAP (Kennebec/ Somerset)	*LIHEAP (Lincoln/ Sagadahoc)	*LIAP (Lincoln/ Sagadahoc)	Total
Grants & Contracts	\$ 231,832	\$ 50,531	\$ 53,775	\$ 11,323	\$ 347,461
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 231,832	\$ 50,531	\$ 53,775	\$ 11,323	\$ 347,461

Expenses:	*LIHEAP (Kennebec/ Somerset)	*LIAP (Kennebec/ Somerset)	*LIHEAP (Lincoln/ Sagadahoc)	*LIAP (Lincoln/ Sagadahoc)	Total
Personnel	\$ 112,900	\$ 27,755	\$ 27,700	\$ 6,250	\$ 174,605
Payroll Taxes & Employee Benefits	\$ 45,380	\$ 7,902	\$ 10,664	\$ 2,168	\$ 66,114
Staff Development	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 2,550	\$ -	\$ 1,080	\$ -	\$ 3,630
Office Costs	\$ 15,000	\$ 3,600	\$ 2,485	\$ 1,215	\$ 22,300
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ 6,205	\$ 1,344	\$ 1,275	\$ 250	\$ 9,074
Space & Occupancy	\$ 23,600	\$ 2,880	\$ 3,000	\$ -	\$ 29,480
Contract Services	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 26,197	\$ 7,050	\$ 6,371	\$ 1,440	\$ 41,058
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 231,832	\$ 50,531	\$ 53,775	\$ 11,323	\$ 347,461

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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*LIHEAP = Low-Income Home Energy Assistance Program

*LIAP = Low-Income Assistance Program

**Kennebec Valley Community Action Program
Weatherization & Conservation Operating Budgets
October 1, 2010 - September 30, 2011**

Revenue:	*DOE (Kennebec/ Somerset)	*DOE ARRA (Kennebec/ Somerset)	*HEAP Withz./CHIP (Kennebec/ Somerset)	*ARP (Kennebec/ Somerset)	Sustain Mid- Maine Energy Project
Grants & Contracts	\$ 264,170	\$ 2,419,531	\$ 1,289,987	\$ 22,555	\$ -
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ 98,324
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 264,170	\$ 2,419,531	\$ 1,289,987	\$ 22,555	\$ 98,324

Expenses:	*DOE (Kennebec/ Somerset)	*DOE ARRA (Kennebec/ Somerset)	*HEAP Withz./CHIP (Kennebec/ Somerset)	*ARP (Kennebec/ Somerset)	Sustain Mid- Maine Energy Project
Personnel	\$ 74,048	\$ 238,200	\$ 204,750	\$ 9,600	\$ 2,400
Payroll Taxes & Employee Benefits	\$ 18,830	\$ 69,016	\$ 63,306	\$ 2,568	\$ 972
Staff Development	\$ -	\$ 11,000	\$ -	\$ -	\$ -
Travel	\$ 700	\$ 11,500	\$ 1,200	\$ -	\$ -
Office Costs	\$ 2,776	\$ 15,468	\$ 9,890	\$ 225	\$ 9,300
Insurance	\$ 1,950	\$ 7,900	\$ -	\$ -	\$ -
Telecommunications	\$ 3,080	\$ 5,080	\$ 4,260	\$ -	\$ -
Space & Occupancy	\$ 3,600	\$ 22,000	\$ 12,600	\$ -	\$ 900
Contract Services	\$ 67,320	\$ 942,976	\$ 230,000	\$ -	\$ 67,800
Vehicle	\$ 2,190	\$ 10,800	\$ 25,477	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 70,571	\$ 1,015,100	\$ 682,360	\$ 8,000	\$ 9,400
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 17,308	\$ 53,916	\$ 47,084	\$ 2,162	\$ 552
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 1,497	\$ 15,000	\$ 8,660	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 300	\$ 1,575	\$ 400	\$ -	\$ 7,000
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 264,170	\$ 2,419,531	\$ 1,289,987	\$ 22,555	\$ 98,324

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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* DOE = Department of Energy (Weatherization) * HEAP Withz./CHIP = Home Energy Assistance Program Weatherization/Central Heating Improvement Program
 * DOE ARRA = Department of Energy (Weatherization) - American Reinvestment and Recovery Act * ARP = Appliance Replacement Program

**Kennebec Valley Community Action Program
Weatherization & Conservation Operating Budgets
October 1, 2010 - September 30, 2011**

Revenue:	*DOE (Lincoln/ Sagadahoc)	*DOE ARRA (Lincoln/ Sagadahoc)	*HEAP Wthz./CHIP (Lincoln/ Sagadahoc)	*ARP (Lincoln/ Sagadahoc)	Total
Grants & Contracts	\$ 83,931	\$ 445,718	\$ 271,737	\$ 14,143	\$ 4,811,772
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ 98,324
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 83,931	\$ 445,718	\$ 271,737	\$ 14,143	\$ 4,910,096

Expenses:	*DOE (Lincoln/ Sagadahoc)	*DOE ARRA (Lincoln/ Sagadahoc)	*HEAP Wthz./CHIP (Lincoln/ Sagadahoc)	*ARP (Lincoln/ Sagadahoc)	Total
Personnel	\$ 22,900	\$ 73,490	\$ 55,000	\$ 4,275	\$ 684,663
Payroll Taxes & Employee Benefits	\$ 6,740	\$ 12,132	\$ 13,050	\$ 2,165	\$ 188,779
Staff Development	\$ -	\$ 975	\$ -	\$ -	\$ 11,975
Travel	\$ 225	\$ 3,010	\$ 1,300	\$ 720	\$ 18,655
Office Costs	\$ 740	\$ 2,460	\$ 750	\$ -	\$ 41,609
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 9,850
Telecommunications	\$ 934	\$ 930	\$ -	\$ -	\$ 14,284
Space & Occupancy	\$ 600	\$ 5,400	\$ 3,450	\$ -	\$ 48,550
Contract Services	\$ 21,450	\$ 162,069	\$ 55,000	\$ -	\$ 1,546,615
Vehicle	\$ 875	\$ 3,050	\$ 4,150	\$ -	\$ 46,542
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 24,200	\$ 164,754	\$ 126,037	\$ 6,000	\$ 2,106,422
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 5,267	\$ 17,298	\$ 13,000	\$ 983	\$ 157,570
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ 25,157
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 150	\$ -	\$ -	\$ 9,425
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 83,931	\$ 445,718	\$ 271,737	\$ 14,143	\$ 4,910,096

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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* DOE = Department of Energy (Weatherization) * HEAP Wthz./CHIP = Home Energy Assistance Program Weatherization/Central Heating Improvement Program
* DOE ARRA = Department of Energy (Weatherization) - American Reinvestment and Recovery Act * ARP - Appliance Replacement Program

Kennebec Valley Community Action Program

Rehab Loan Programs Operating Budgets

October 1, 2010 - September 30, 2011

Revenue:	Maine Home Repair Network	MSHA Rehab Loan Program (Kennebec/Somerset)	MSHA Rehab Loan Program (Lincoln/Sagadahoc)	Total
Grants & Contracts	\$ 300,000	\$ 376,233	\$ 319,633	\$ 995,866
Program Revenue	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 300,000	\$ 376,233	\$ 319,633	\$ 995,866

Expenses:	Maine Home Repair Network	MSHA Rehab Loan Program (Kennebec/Somerset)	MSHA Rehab Loan Program (Lincoln/Sagadahoc)	Total
Personnel	\$ 23,675	\$ 32,500	\$ 35,000	\$ 91,175
Payroll Taxes & Employee Benefits	\$ 5,042	\$ 7,645	\$ 9,730	\$ 22,417
Staff Development	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Office Costs	\$ 200	\$ 1,875	\$ 500	\$ 2,575
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ -	\$ 2,250	\$ 300	\$ 2,550
Space & Occupancy	\$ 360	\$ 3,000	\$ 1,000	\$ 4,360
Contract Services	\$ 119,400	\$ 158,750	\$ 130,933	\$ 409,083
Vehicle	\$ -	\$ 3,850	\$ 3,120	\$ 6,970
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 145,600	\$ 158,783	\$ 131,000	\$ 435,383
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (indirect)	\$ 5,458	\$ 7,480	\$ 8,050	\$ 20,988
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 265	\$ 100	\$ -	\$ 365
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 300,000	\$ 376,233	\$ 319,633	\$ 995,866

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Emergency Services & Partnerships Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	*TEFAP	Transitional Housing	**Family Violence Project	Neighborhood Stabilization	Total
Grants & Contracts	\$ 18,100	\$ -	\$ 2,700	\$ 268,493	\$ 289,293
Program Revenue	\$ -	\$ 20,200	\$ -	\$ -	\$ 20,200
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 18,100	\$ 20,200	\$ 2,700	\$ 268,493	\$ 309,493

Expenses:					
Personnel	\$ 8,900	\$ 3,997	\$ 1,684	\$ 15,000	\$ 29,581
Payroll Taxes & Employee Benefits	\$ 2,794	\$ 722	\$ 288	\$ 4,872	\$ 8,676
Staff Development	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 900	\$ 350	\$ 216	\$ 300	\$ 1,766
Office Costs	\$ 1,800	\$ 225	\$ -	\$ 1,035	\$ 3,060
Insurance	\$ -	\$ 1,422	\$ -	\$ 2,520	\$ 3,942
Telecommunications	\$ 660	\$ 374	\$ 124	\$ -	\$ 1,158
Space & Occupancy	\$ -	\$ 9,980	\$ -	\$ 2,640	\$ 12,620
Contract Services	\$ -	\$ 2,050	\$ -	\$ 237,400	\$ 239,450
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
Materials & Supplies	\$ -	\$ 60	\$ -	\$ 120	\$ 180
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 2,046	\$ 920	\$ 388	\$ 3,456	\$ 6,810
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 1,000	\$ 100	\$ -	\$ 150	\$ 1,250
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 18,100	\$ 20,200	\$ 2,700	\$ 268,493	\$ 309,493

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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*TEFAP = The Emergency Food Assistance Program

** Family Violence Project is a property management program.

Kennebec Valley Community Action Program
Housing Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	Real Estate Development	Home Buyer Education	Mortgage Lending	Foreclosure Counseling (ARRA)
Grants & Contracts	\$ -	\$ 50,000	\$ -	\$ -
Program Revenue	\$ 435,000	\$ 16,800	\$ -	\$ -
Other Revenue	\$ 66,000	\$ -	\$ 9,100	\$ 17,358
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 501,000	\$ 66,800	\$ 9,100	\$ 17,358

Expenses:				
Personnel	\$ 21,000	\$ 36,000	\$ 6,000	\$ 10,500
Payroll Taxes & Employee Benefits	\$ 7,608	\$ 6,736	\$ 1,263	\$ 2,673
Staff Development	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ 1,600	\$ 107	\$ 225
Office Costs	\$ -	\$ 3,975	\$ 200	\$ 525
Insurance	\$ 3,600	\$ -	\$ -	\$ -
Telecommunications	\$ -	\$ -	\$ -	\$ 345
Space & Occupancy	\$ 9,100	\$ -	\$ -	\$ 675
Contract Services	\$ 261,000	\$ 1,500	\$ -	\$ -
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 187,500	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 4,830	\$ 8,400	\$ 1,380	\$ 2,415
Interest	\$ 4,800	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 150	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 499,438	\$ 58,211	\$ 9,100	\$ 17,358

Surplus/(Deficit)	\$ 1,562	\$ 8,589	\$ -	\$ -
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Kennebec Valley Community Action Program
Housing Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	Neighborhoods Administration	Neighborhoods Foreclosure Mitigation	* HPRP	Total
Grants & Contracts	\$ 52,000	\$ 20,689	\$ 194,655	\$ 317,344
Program Revenue	\$ -	\$ -	\$ -	\$ 451,800
Other Revenue	\$ -	\$ -	\$ -	\$ 92,458
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 52,000	\$ 20,689	\$ 194,655	\$ 861,602

Expenses:				
Personnel	\$ 21,000	\$ 13,500	\$ 35,850	\$ 143,850
Payroll Taxes & Employee Benefits	\$ 4,548	\$ 3,774	\$ 7,323	\$ 33,925
Staff Development	\$ 8,272	\$ -	\$ -	\$ 8,272
Travel	\$ 4,300	\$ 100	\$ 1,485	\$ 7,817
Office Costs	\$ 4,700	\$ 90	\$ 190	\$ 9,680
Insurance	\$ -	\$ -	\$ 209	\$ 3,809
Telecommunications	\$ 1,020	\$ 120	\$ 935	\$ 2,420
Space & Occupancy	\$ 3,000	\$ -	\$ 133,113	\$ 145,888
Contract Services	\$ -	\$ -	\$ 7,303	\$ 269,803
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ 187,500
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 4,860	\$ 3,105	\$ 8,247	\$ 33,237
Interest	\$ -	\$ -	\$ -	\$ 4,800
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 300	\$ -	\$ -	\$ 450
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 52,000	\$ 20,689	\$ 194,655	\$ 851,451

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ 10,151
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*HPRP = Homeless Prevention and Rapid Re-Housing Program

PART VI: ENERGY & HOUSING SERVICES (Director: David Gilpatrick)

A. Energy Services

Energy and Housing Services Mission Statement 2010

Energy and Housing Services is dedicated to developing strategies for those struggling with economic insecurity and working families in the community to:

- Improve energy efficiency to reduce the energy burden.
- Support affordable housing.
- Sustain opportunities for homeownership.

Low-Income Home Energy Assistance Program (LIHEAP) Kennebec & Somerset

Budget: \$282,363 (Administrative),

Staff: 2 full-time equivalents, 10 temporary employees

Description of clients: Low-income households

Number of households to be served in FY 2011: 12,500

Continuing Services:

LIHEAP: Applications are taken from July 19 through April 30. Home visits are made to homebound individuals during the first month of the program. The staff will be conducting 135 town visits this year and they will be scheduled during the months July through December. Colorful posters are placed in Laundromats, stores, libraries, town offices, etc., informing possible clients about LIHEAP.

LIAP (Low-Income Assistance Program): Programs to assist qualified low-income customers pay their electric bills. Central Maine Power's LIAP benefit is calculated based on the relationship between the customer's total household income and the customer's annual electricity bill. Madison Electric's LIAP benefit is based upon the customer's percent of household income compared to the Federal Poverty Guidelines.

ECIP (Emergency Crisis Intervention Program): An emergency program dependent upon funding availability. ECIP funds may be used for households experiencing heating-related emergencies.

Long-Term Strategic Issues: To assure that all eligible households are afforded the opportunity to apply for LIHEAP and LIAP. Advocate for additional funding in both programs to serve the lowest income, highest consumption households better.

Low-Income Home Energy Assistance Program (LIHEAP) Lincoln & Sagadahoc

Budget: \$65,098 (Administrative),

Staff: 1 full-time equivalent, 2 temporary employees

Description of clients: Low-income households

Number of households to be served in FY 2011: 3,500

Continuing Services:

LIHEAP: Applications are taken from July 19 through April 30. Home visits are made to homebound individuals during the first month of the program. The staff will be conducting numerous town visits this year and they will be scheduled during the months July through December. Colorful posters are placed in Laundromats, stores, libraries, town offices, etc., informing possible clients about LIHEAP.

LIAP (Low-Income Assistance Program): Programs to assist qualified low-income customers pay their electric bills. Central Maine Power's LIAP benefit is calculated based on the relationship between the customer's total household income and the customer's annual electricity bill. Madison Electric's LIAP benefit is based upon the customer's percent of household income compared to the Federal Poverty Guidelines.

ECIP (Emergency Crisis Intervention Program): An emergency program dependent upon funding availability. ECIP funds may be used for households experiencing heating-related emergencies.

Long-Term Strategic Issues: To assure that all eligible households are afforded the opportunity to apply for LIHEAP and LIAP. Advocate for additional funding in both programs to serve the lowest income, highest consumption households better.

Central Maine Power (CMP) Line Extension Assistance Program (4 Counties)

Budget: Fee for service

Staff: 1 part-time equivalent

Description of clients: CMP customers with up to 115% medium income who are establishing new residential electric service

Number of clients to be served in FY 2011: 45

**HEAP/Weatherization and Central Heating Improvement Program (CHIP)
Kennebec & Somerset**

Budget: \$1,289,987 (\$721,487 HEAP/WZ, \$568,500 CHIP)

Staff: 6 full-time equivalents

Description of clients: HEAP eligible families, homeowners and renters

Number of clients to be served in FY 2011: 250

Continuing Services: Provides insulation and housing repairs to Low-Income Home Energy Assistance Program (LIHEAP) eligible homeowners and renters to reduce home heating costs and to conserve energy. The program also provides construction jobs and material purchases from building supply companies, thereby stimulating local economies, as well as, lowering home heating costs and conserving energy. Heating system replacement and repairs are provided through the CHIP program.

Anticipated New Service Opportunities: Additional LIHEAP funds may be designated for weatherization activities based upon demonstrated energy savings achieved and the “payback” of energy saved compared to rehabilitation costs.

Long-Term Strategic Issues: We need to pursue fund leveraging opportunities with state and local funds, as well as, other loan programs. These leveraging funds will enable weatherization services to be provided to more homes.

Long-Term Strategic Opportunities: Fund leveraging and supporting federal legislation to increase funding in this program.

**HEAP/Weatherization and Central Heating Improvement Program (CHIP)
Lincoln & Sagadahoc**

Budget: \$271,737 (\$172,637 HEAP/WZ, \$99,100 CHIP)

Staff: 4 full-time equivalents

Description of clients: HEAP eligible families, homeowners and renters

Number of clients to be served in FY 2011: 100

Continuing Services: Provides insulation and housing repairs to Low-Income Home Energy Assistance Program (LIHEAP) eligible homeowners and renters to reduce home heating costs and to conserve energy. The program also provides construction jobs and material purchases from building supply companies, thereby stimulating local economies, as well as,

lowering home heating costs and conserving energy. Heating system replacement and repairs are provided through the CHIP program.

Anticipated New Service Opportunities: Additional LIHEAP funds may be designated for weatherization activities based upon demonstrated energy savings achieved and the “payback” of energy saved compared to rehabilitation costs.

Long-Term Strategic Issues: We need to pursue fund leveraging opportunities with state and local funds, as well as, other loan programs. These leveraging funds will enable weatherization services to be provided to more homes.

Long-Term Strategic Opportunities: Fund leveraging and supporting federal legislation to increase funding in this program.

Appliance Replacement Program Kennebec & Somerset

Budget: \$22,555

Staff: 1 full-time equivalent

Description of clients: HEAP-eligible families, homeowners and renters that are having their homes weatherized or have been weatherized before the program took effect.

Number of clients to be served in FY 2011: 300

Continuing Services: Provides replacement refrigerators to Low-Income Home Energy Assistance Program (LIHEAP) eligible homeowners whose refrigerators fail the comprehensive testing measures. These replacement refrigerators will be Energy Star Equivalent or better. Other energy conservation measures allowed under this program include replacing incandescent lighting with energy efficient compact florescent bulbs, replacing waterbed mattresses with conventional mattresses and replacing halogen light fixtures. The result of this program will be lower utility bills for our low-income clients.

Appliance Replacement Program Lincoln & Sagadahoc

Budget: \$14,143

Staff: 1 full-time equivalent

Description of clients: HEAP-eligible families, homeowners and renters that are having their homes weatherized or have been weatherized before the program took effect.

Number of clients to be served in FY 2011: 150

Continuing Services: Provides replacement refrigerators to Low-Income Home Energy Assistance Program (LIHEAP) eligible homeowners whose refrigerators fail the

comprehensive testing measures. These replacement refrigerators will be Energy Star Equivalent or better. Other energy conservation measures allowed under this program include replacing incandescent lighting with energy efficient compact florescent bulbs, replacing waterbed mattresses with conventional mattresses and replacing halogen light fixtures. The result of this program will be lower utility bills for our low-income clients.

Maine Home Repair Network

Budget: \$300,000

Description of clients: Low-income and very low-income single family homeowners

Number of families to be served in FY 2011: 20

New Service: Maine Home Repair Network was formed to offer a more holistic approach in providing home repair services to homeowners so that they may maintain a safe, decent living environment. The network allows funds from CDBG grants, MSHA 1% loans and Rural Development 1% loans to be combined to address home repair needs that otherwise might not be covered.

Anticipated New Service Opportunities: It is anticipated that CAP agencies will continue to receive DECD dollars for home repair activities allowing KVCAP to better serve homeowners with additional dollars for needed home repairs.

Long-Term Strategic Issues: Continue membership in the Network to provide home rehabilitation services to improve the housing stock for the families we serve.

Maine State Housing Rehabilitation Loan Program Kennebec & Somerset

Budget: \$376,233

Description of clients: Single-family homeowners.

Number of clients to be served in FY 2011: 20

Continuing Services: Provides rehab grants or loans to clients in Kennebec and Somerset counties, bringing the homes to HQS standards, addressing health and safety issues, while striving to increase the life of the home. Our objective is to continue with this program as long as it proves to be cost-effective.

Maine State Housing Rehabilitation Loan Program

Lincoln & Sagadahoc

Budget: \$319,633

Description of clients: Single-family homeowners.

Number of clients to be served in FY 2011: 20

Continuing Services: Provides rehab grants or loans to clients in Kennebec and Somerset counties, bringing the homes to HQS standards, addressing health and safety issues, while striving to increase the life of the home. Our objective is to continue with this program as long as it proves to be cost-effective.

The Emergency Food Assistance Program (TEFAP)

Kennebec & Somerset

Budget: \$18,100

Staff: 1 part-time equivalent

Description of clients: Food banks and soup kitchens in Kennebec and Somerset counties.

Number of clients to be served in FY 2011: 45

Continuing Services: Work to have a positive impact on the serious hunger problem that exists by coordinating and enhancing existing community food resources. Services include facilitating a food distribution network, coordinating hunger prevention activities, providing information and training to community food resources, and coordinating transportation of donated commodities to area food assistance programs.

Long-Term Strategic Opportunities: Continue to expand partnerships with local food growers to increase availability of fresh, seasonal crops.

Family Violence Project

Budget: \$2,700

Staff: 1/2 full-time equivalents

Description of clients: Low –income families from domestic abuse situations

Number of clients to be served in FY 2011: 6

Continuing Services: Provide oversight, leased of new tenants and maintenance for the 3 unit apartment building owned by Family Violence in Augusta.

Long-Term Strategic Opportunities: Continue to work with Family Violence on any new projects.

Transitional Housing

Budget: \$20,200

Staff: 1 full-time equivalent

Description of clients: Low- and very low-income families in need of housing

Number of clients to be served in FY 2011: 4

Continuing Services: Provide subsidized rental units to clients who are homeless or who cannot afford market rents.

Anticipated New Service Opportunities: New families are always at risk of becoming homeless. As one family recovers and moves out of our transitional housing, another is ready and waiting to move in.

Long-Term Strategic Issues: We need to identify methods to reduce the costs of maintaining our transitional housing.

Long-Term Strategic Opportunities: Project planning to identify cost-saving methods. Cost analysis to identify methods to reduce costs and minimize vacancies.

Neighborhood Stabilization Program

Budget: \$268,493

Description of clients: Very-low to Medium income families

Estimated number of clients to be served in FY2011: 4

Federal funding through the Department of Economic and Community Development (DECD) was granted to KVCAP to administer this program. KVCAP will purchase qualifying foreclosed homes in Waterville to rehab, repair or replace and then sell them to eligible buyers.

HOUSING SERVICES: (Director: David Gilpatrick)

Mission: The mission of Housing Services is to:

- Educate, empower, and advocate for our customers to obtain and maintain safe, decent, and affordable housing
- Support homeownership opportunities in our service area
- Promote economic and community pride in our service area

Budget: \$ 861,602

Staff: 6 full-time equivalents

Homeownership Education

Description of clients: No Income Restrictions

Estimated number of clients to be served in FY2011: 1500

a) Pre-Purchase Counseling

The Housing Department provides one-on-one consultations and analysis to assist potential homebuyers to identify barriers and set goals to overcome those barriers. The Housing Department also facilitates eleven Homebuyer Education classes each year throughout our service area to teach potential homebuyers the many facets of home financing, ownership and maintenance to ensure a successful experience when purchasing their first home.

b) Post-Purchase Counseling

One-on-one consultations and analysis are available to assist homeowners with budgeting, home maintenance, refinancing, hazard insurance and other questions to help them succeed as homeowners.

c) Foreclosure Counseling

Confidential counseling services are provided through 3 separate grants to provide homeowners facing delinquency in an effort to circumvent the loss of their homes through foreclosure.

d) HPRP (Homeless Prevention and Rapid Re-Housing Program)

To provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.

Real Estate Development

Description of clients: Very Low to Moderate Income Households

Estimated number of households to be served in FY 2011: 4

This program's primary focus is on the development and sale of single family homes using sustainable and green standards for continued affordability and energy savings for the homebuyer.

a) Cony Village LLC

KVCAP and Bread of Life Ministries (Augusta) formed a separate company in 2005 to develop 26 acres of land in Augusta into 43 units of affordable housing.

b) Shawmut/Fairfield Development

A partnership with a subsidiary of the Waterville Housing Authority, WHA, Inc., and KVCAP was formed to create 15 affordable homes on a 7-acre parcel in the Shawmut neighborhood in Fairfield.

c) Oakland/Mill Run

Another alliance was formed with Waterville Housing Authority (WHA), Inc. to develop affordable homes on land owned by WHA, Inc. in Oakland. Up to 30 homes will be constructed.

d) School Projects

Through a partnership with two area high school vocational programs, we provide students the opportunity for home-building projects by funding the materials and land costs while the school provides the technical training.

Kennebec Valley Community Action Program
Child & Family Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	Child Care	Head Start/Early Head Start	*CACFP	Total
Grants & Contracts	\$ 643,951	\$ 4,967,274	\$ 139,721	\$ 5,750,946
Program Revenue	\$ 99,643	\$ 835,078	\$ -	\$ 934,721
Other Revenue	\$ 13,000	\$ -	\$ -	\$ 13,000
In-kind	\$ -	\$ 119,125	\$ -	\$ 119,125
Total Revenue:	\$ 756,594	\$ 5,921,477	\$ 139,721	\$ 6,817,792

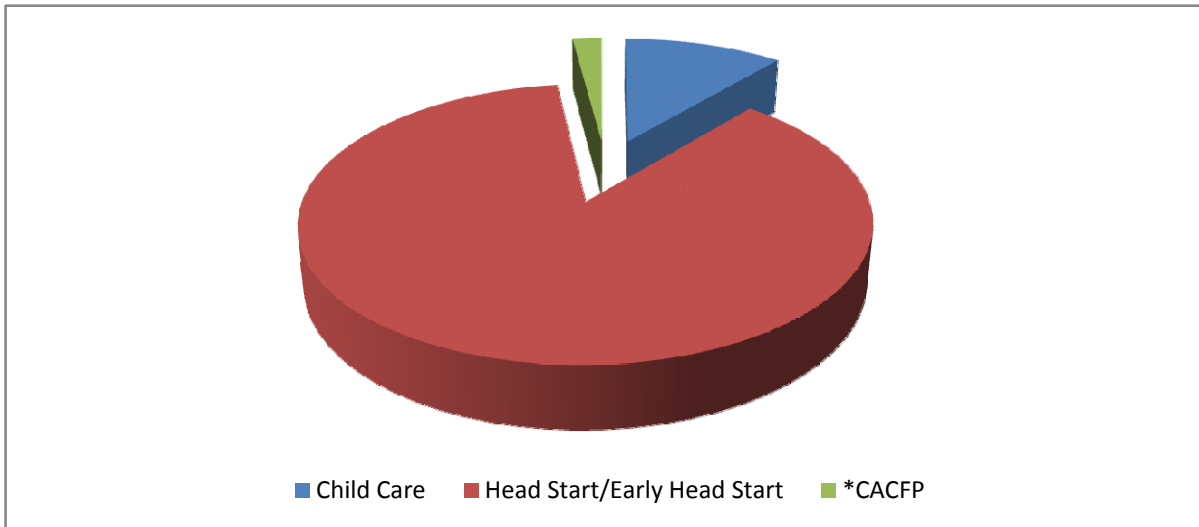
Expenses:				
Personnel	\$ 364,209	\$ 3,163,260	\$ -	\$ 3,527,469
Payroll Taxes & Employee Benefits	\$ 130,576	\$ 934,814	\$ -	\$ 1,065,390
Staff Development	\$ 750	\$ 59,713	\$ -	\$ 60,463
Travel	\$ 5,092	\$ 52,370	\$ -	\$ 57,462
Office Costs	\$ 4,560	\$ 68,425	\$ -	\$ 72,985
Insurance	\$ 786	\$ 12,964	\$ -	\$ 13,750
Telecommunications	\$ 271	\$ 55,506	\$ 497	\$ 56,274
Space & Occupancy	\$ 20,071	\$ 207,210	\$ 16,921	\$ 244,202
Contract Services	\$ 134,630	\$ 252,045	\$ 1,000	\$ 387,675
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 11,850	\$ 173,041	\$ 121,303	\$ 306,194
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 83,769	\$ 723,294	\$ -	\$ 807,063
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 30	\$ 99,710	\$ -	\$ 99,740
In-kind	\$ -	\$ 119,125	\$ -	\$ 119,125
Total Expenses:	\$ 756,594	\$ 5,921,477	\$ 139,721	\$ 6,817,792

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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*CACFP - Child and Adult Care Food Program

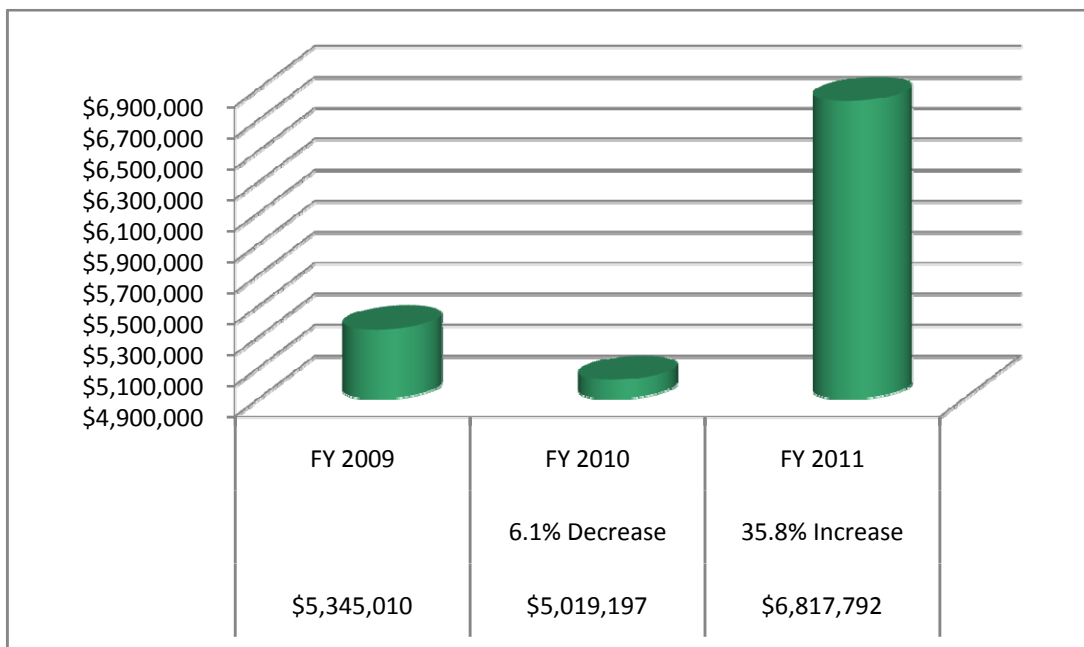
**Kennebec Valley Community Action Program
Child & Family Services Operating Budget
October 1, 2010 - September 30, 2011**

The Child & Family Services budget includes the following program areas related to the early care and education of the children in our services area and are represented in the chart below: Child Care (which contributes 11% of the budget), Head Start/Early Head Start (87%), and the Child and Adult Food Care Program [CACFP] (2%).



For fiscal year 2011, a \$6,817,792 budget is proposed. This budget represents a 35.8%, or \$1,798,595 increase compared to fiscal year 2010's budget.

**Child & Family Services Comparison
FY 2009 - FY 2011**



Kennebec Valley Community Action Program

Child & Family Services Operating Budget

October 1, 2010 - September 30, 2011

The increase in Child and Family Services budget for FY 2011 is entirely due to the opening of the Educare Center. There is \$1,726,502 from funding related to the Educare Center and \$278,181 from Federal Head Start Expansion funds from the American Reinvestment and Recovery Act.

Revenue:	FY 2010	FY 2011	Increase/ (Decrease)
Grants & Contracts	\$ 3,802,986	\$ 5,750,946	\$ 1,947,960
Program Revenue	\$ 388,011	\$ 934,721	\$ 546,710
Other Revenue	\$ 13,000	\$ 13,000	\$ -
Inkind	\$ 815,200	\$ 119,125	\$ (696,075)
Total Revenue:	\$ 5,019,197	\$ 6,817,792	\$ 1,798,595

Expenses:			
Personnel	\$ 2,072,731	\$ 3,527,469	\$ 1,454,738
Payroll Taxes & Employee Benefits	\$ 571,193	\$ 1,065,390	\$ 494,197
Staff Development	\$ 49,595	\$ 60,463	\$ 10,868
Travel	\$ 37,612	\$ 57,462	\$ 19,850
Office Costs	\$ 45,783	\$ 72,985	\$ 27,202
Insurance	\$ 8,547	\$ 13,750	\$ 5,203
Telecommunications	\$ 30,567	\$ 56,274	\$ 25,707
Space & Occupancy	\$ 310,612	\$ 244,202	\$ (66,410)
Contract Services	\$ 252,557	\$ 387,675	\$ 135,118
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 293,689	\$ 306,194	\$ 12,505
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 476,733	\$ 807,063	\$ 330,330
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 54,378	\$ 99,740	\$ 45,362
Inkind	\$ 815,200	\$ 119,125	\$ (696,075)
Total Expenses:	\$ 5,019,197	\$ 6,817,792	\$ 1,798,595

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program

Child Care Operating Budgets

October 1, 2010 - September 30, 2011

Revenue:	Child Care	*UWMM - Skowhegan Before & After	Total
Grants & Contracts	\$ 643,951	\$ -	\$ 643,951
Program Revenue	\$ 99,643	\$ -	\$ 99,643
Other Revenue	\$ -	\$ 13,000	\$ 13,000
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 743,594	\$ 13,000	\$ 756,594

Expenses:			
Personnel	\$ 356,955	\$ 7,254	\$ 364,209
Payroll Taxes & Employee Benefits	\$ 127,292	\$ 3,284	\$ 130,576
Staff Development	\$ 750	\$ -	\$ 750
Travel	\$ 4,299	\$ 793	\$ 5,092
Office Costs	\$ 4,560	\$ -	\$ 4,560
Insurance	\$ 786	\$ -	\$ 786
Telecommunications	\$ 271	\$ -	\$ 271
Space & Occupancy	\$ 20,071	\$ -	\$ 20,071
Contract Services	\$ 134,630	\$ -	\$ 134,630
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 11,850	\$ -	\$ 11,850
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 82,100	\$ 1,669	\$ 83,769
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 30	\$ -	\$ 30
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 743,594	\$ 13,000	\$ 756,594

Surplus/(Deficit)	\$ -	\$ -	\$ -
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*UWMM = United Way Mid-Maine

Kennebec Valley Community Action Program
Head Start/Early Head Start Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	State Head Start	Head Start	Early Head Start	*T&TA
Grants & Contracts	\$ 401,755	\$ 2,502,479	\$ 684,973	\$ 43,268
Program Revenue	\$ -	\$ 57,202	\$ 180,601	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ 46,516	\$ -	\$ -
Total Revenue:	\$ 401,755	\$ 2,606,197	\$ 865,574	\$ 43,268

Expenses:				
Personnel	\$ 255,635	\$ 1,333,889	\$ 436,267	\$ -
Payroll Taxes & Employee Benefits	\$ 75,515	\$ 364,960	\$ 143,258	\$ -
Staff Development	\$ -	\$ 6,781	\$ 797	\$ 21,104
Travel	\$ 6,329	\$ 27,878	\$ 6,659	\$ 7,254
Office Costs	\$ -	\$ 51,108	\$ 17,317	\$ -
Insurance	\$ -	\$ 11,936	\$ 1,028	\$ -
Telecommunications	\$ -	\$ 43,113	\$ 10,893	\$ -
Space & Occupancy	\$ -	\$ 158,076	\$ 49,134	\$ -
Contract Services	\$ 5,480	\$ 114,295	\$ 44,033	\$ 5,760
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 122,418	\$ 46,228	\$ 1,250
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 58,796	\$ 302,541	\$ 100,340	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 22,686	\$ 9,620	\$ 7,900
Inkind	\$ -	\$ 46,516	\$ -	\$ -
Total Expenses:	\$ 401,755	\$ 2,606,197	\$ 865,574	\$ 43,268

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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*T&TA = Training & Technical Assistance

* FHS ARRA = Federal Head Start - American Reinvestment and Recc

Kennebec Valley Community Action Program
Head Start/Early Head Start Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	*FHS ARRA Expansion	Educare	Total
Grants & Contracts	\$ 205,572	\$ 1,129,227	\$ 4,967,274
Program Revenue	\$ -	\$ 597,275	\$ 835,078
Other Revenue	\$ -	\$ -	\$ -
In-kind	\$ 72,609	\$ -	\$ 119,125
Total Revenue:	\$ 278,181	\$ 1,726,502	\$ 5,921,477

Expenses:			
Personnel	\$ 126,186	\$ 1,011,283	\$ 3,163,260
Payroll Taxes & Employee Benefits	\$ 34,275	\$ 316,806	\$ 934,814
Staff Development	\$ 4,031	\$ 27,000	\$ 59,713
Travel	\$ 3,250	\$ 1,000	\$ 52,370
Office Costs	\$ -	\$ -	\$ 68,425
Insurance	\$ -	\$ -	\$ 12,964
Telecommunications	\$ 1,500	\$ -	\$ 55,506
Space & Occupancy	\$ -	\$ -	\$ 207,210
Contract Services	\$ 3,572	\$ 78,905	\$ 252,045
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 3,145	\$ -	\$ 173,041
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 29,023	\$ 232,594	\$ 723,294
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 590	\$ 58,914	\$ 99,710
In-kind	\$ 72,609	\$ -	\$ 119,125
Total Expenses:	\$ 278,181	\$ 1,726,502	\$ 5,921,477

Surplus/(Deficit)	\$ -	\$ -	\$ -
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*T&TA = Training & Technical Assistance

Kennebec Valley Community Action Program
CACFP Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	*CACFP	Total
Grants & Contracts	\$ 139,721	\$ 139,721
Program Revenue	\$ -	\$ -
Other Revenue	\$ -	\$ -
Inkind	\$ -	\$ -
Total Revenue:	\$ 139,721	\$ 139,721

Expenses:		
Personnel	\$ -	\$ -
Payroll Taxes & Employee Benefits	\$ -	\$ -
Staff Development	\$ -	\$ -
Travel	\$ -	\$ -
Office Costs	\$ -	\$ -
Insurance	\$ -	\$ -
Telecommunications	\$ 497	\$ 497
Space & Occupancy	\$ 16,921	\$ 16,921
Contract Services	\$ 1,000	\$ 1,000
Vehicle	\$ -	\$ -
Housing Property Costs	\$ -	\$ -
Materials & Supplies	\$ 121,303	\$ 121,303
Direct Client Assistance	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -
Interest	\$ -	\$ -
Depreciation	\$ -	\$ -
Common Carrier	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -
Other	\$ -	\$ -
Inkind	\$ -	\$ -
Total Expenses:	\$ 139,721	\$ 139,721

Surplus/(Deficit)	\$ -	\$ -
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*CACFP = Child and Adult Care Food Program

PART VII. CHILD AND FAMILY SERVICES (Director: Kathryn Colfer)

Head Start, Early Head Start, Child Care Programs

Mission: Through an integrated approach, provide each child with the high quality early care and education that honors her/his unique characteristics and promotes the development of social, emotional, physical, and cognitive skills essential for a healthy, successful, and productive life.

Budget: \$6,817,792

Staff: 140

During this past year Head Start provided comprehensive early care and education services to 266 preschool children (ages 3-5) and 77 Early Head Start children, and their families. All programs were fully enrolled during the program year. Service options include combined option, center-based, home based and family childcare (HomeStart). Our HomeStart model is a contractual partnership with Family Childcare Providers for full-day, year round service for children ages 6 weeks to 5 years of age. Head Start in public school settings operates following the district calendar year, assuring that Head Start Performance Standards are met. Sometimes family circumstances change and, in order to continue to meet the child's needs and retain service to the child/family, Head Start service may shift from a center-based model to a combined option or home-based model. An average of 84% of children enrolled in center-based care attended daily.

Early Head Start is a full-day/full-year model. One service location is affiliated with a community college and therefore operates by semester. With many families working as well as attending school, the center remains open year round. However, for some families, their school schedules include a school break for vacations, semesters, or a reduced class schedule. In these circumstances, service may shift from a center-based model to a combined option or home based model in order to continue to meet the child's needs and retain services to the child/family.

Full day, full year Early/Head Start services are provided in partnership with the Maine Department of Health and Human Services (DHHS), with some service provided through the Child Care Development Block Grant. A minimum fee, as published by DHHS, is assessed. Fees are based on a sliding fee scale. Children in full-day care who lose their child care subsidy continue to receive Early/Head Start services.

A service enhancement is CareQuilt. CareQuilt extends service to other care providers of children enrolled in Early/Head Start. The goal of CareQuilt is to enhance stability in a child's world by offering support through communication, educational materials, and health and safety equipment and resources – such as car seats, highchairs, smoke alarms, first aid kits, fire extinguishers, safety gates, and educational toys and books.

Services for children ages 3-5 include nutritious meals, medical, dental, mental health, nutrition and special services for children with disabilities. Social service, advocacy and support services are provided to families, based upon their individual needs. Services are provided part or full

day, part or year round. Services for children ages 6 weeks-3 years (Early Head Start - EHS) incorporates all of the Head Start content areas noted above into a comprehensive program for young children, operating full or part day program, year round. EHS supports an integrated continuum of care for children and families. We partner with KVCAP's Healthy Families Program to offer education and support for expectant parents to gain skills and resources that promote optimal development during the critical first years of life.

Parent involvement is a cornerstone of service delivery. Parent involvement opportunities include decision making, program planning and evaluation, Policy Council, parent committees, training and networking opportunities, comprehensive health services for their children, and curriculum planning. Over 450 parents volunteered their services to the program this year and/or participated in goal setting, home visits, planning, training or direct participation in their child's classroom or family childcare home. The program promotes the involvement of the whole family and coordinates specific activities to encourage male involvement.

Health and dental services are other major components of service delivery. Ninety-nine percent (99%) of enrolled children had access to an ongoing source of continuous and accessible, routine, preventative, and acute **medical care** and 82% had access to ongoing, continuous and routine and preventative/acute **dental care**. Access to child dental services continues to be a challenge due to the lack of dentists in the area, especially dentists who accept MaineCare patients. Only 65% of enrolled children ages 3-5 had access to a dental exam.

One systematic issue in Maine that continues to impact how many children are up-to-date on preventative/primary health care is that physicians often do not follow the Early Periodic Screening Diagnostic Test schedule. Program numbers indicate that only approximately 60% of children are up-to-date, due in large part to the lack of periodic lead testing. If lead were excluded, 80% of children in Head Start (3-5) would be considered up-to-date. Staff has been working at the local and state levels to encourage and educate physicians and families regarding the importance of lead testing.

Our philosophy is to partner with existing resources within the community to offer comprehensive Head Start services in mixed socio-economic groups. Options have been designed to meet the varied service needs within our communities. Partnerships include 6 with school districts for preschool services, 6 partnerships with family child care for service to children from 6 weeks to five years of age, and 1 school district for before and after school child care. All other programs are operated on agency premises. Child Development Services is an integral partner in delivery of service in all settings. Every effort is made to prepare *all* children to succeed in kindergarten.

Educare Central Maine (ECM), a 14 classroom, state of the art early care and education center, opened in September of 2010. ECM is a partnership between KVCAP, Waterville Public Schools, the William and Joan Alford Foundation and the Buffett Early Childhood Fund. This new partnership provides an opportunity to strengthen the current, long-standing relationship with Kennebec Valley Community College by providing lab school facilities.

Approximately 59% of children ages 3-5, and 17.5% of children ages 0-3, from Grantee's service area that are eligible for service, receive Head Start services.

Family Child Care (HomeStart) Head Start & Early Head Start

HomeStart is a full-day, full-year program, Monday through Friday for children 6 weeks to 5 years of age in contracted Family Childcare Provider homes. Home-based Coordinators meet with the Provider bi-weekly and the family bi-annually at minimum.

Locations:

HomeStart – Athens, Fairfield, Ripley and Waterville. Children 0-5 attend full-day, full-year with blended childcare funding.

- Staffed by Home-based Coordinators
- Partnership includes contracted Family Childcare Providers

Head Start

Location	Service	# Head Start children	# all children in mix socio-economic groups	Staffing
EARLY HEAD START				
All Early Head Start programming is full year.				
Educare – In collaboration with Waterville Public Schools and Philanthropic Community	Full-day, full-year with support from child care funding. Monday through Friday.	36	40	5 classrooms staffed with 10 Teachers for a 1/4 Primary Caregiving ratio, 5 Assistant Teachers and 5 Center Aides with assistance from on-site Family Services Coordinators.
Home-based	Services are offered throughout northern Kennebec and Somerset Counties for children ages 0-3 and pregnant women in partnership with Kennebec Healthy Families.	21	21	Home-based Coordinators provide home visits and coordinate playgroup activities with assistance from a Family Services Coordinator.

Location	Service	# of children	# all children in mix socio-economic groups	Staffing
<u>Skowhegan Child Development Center</u>	Full-day, full-year with support from childcare funding. Monday through Friday.	14	16	2 classrooms staffed with 4 Teachers for a 1/4 Primary Caregiving ratio, 2 Assistant Teachers and 1 Center Aide with assistance from a Somerset County Family Services Coordinator. Center aide floats as assigned between all classrooms (0-5).
<u>HomeStart</u>	Full-day, full-year with support from child care funding. Monday through Friday for children 6 weeks to 3 years of age in contracted Family Childcare Provider homes.	8	8	Home-based Coordinators meet with the Provider bi-weekly and the family bi-annually at minimum.
HEAD START				
The following sessions are 3 hours, operating Tuesday through Friday, in conjunction with and contained both within public schools and KVCAP owned facilities. Hours of service and service delivery weeks meet Head Start requirements within the public school calendar.				
<u>MSAD #53 - Manson Park Preschool</u>	Part-day, Part-year. Morning and afternoon sessions.	20	60	CFS – Staffed by 1 Co-teacher with assistance from a Somerset County Family Services Coordinator. Public school provides 2 Co-teachers and 2 Ed Techs.

Location	Service	# of children	# all children in mix socio-economic groups	Staffing
<u>RSU #19 - Hartland Preschool</u>	Part-day, Part-year. Morning and afternoon sessions.	15	32	CFS – Staffed by 2 Teachers with assistance from a Somerset County Family Services Coordinator. Public School provides 1 Ed. Tech.
<u>RSU #19 – St. Albans Preschool</u>	Part-day, Part-year. Morning and afternoon sessions.	15	32	CFS - Staffed by 2 Co-teachers with assistance from a Somerset County Family Services Coordinator. Public school provides 1 Co-teacher.
<u>MSAD #49 – Fairfield Preschool</u>	Part-day, Part-year. Morning and afternoon sessions.	30	64	CFS - Staffed by 2 Teachers and 2 Assistant Teachers with assistance from a Kennebec County Family Services Coordinator. Public school provides 1 Teacher and 1 Assistant Teacher.
The following sessions are 3.5 hours, operating Tuesday through Friday, in conjunction with and contained both within public schools and KVCAP owned facilities. Hours of service and service delivery weeks meet Head Start requirements within the public school calendar.				
<u>MSAD #54 – Canaan Preschool</u>	Part-day, Part-year. Morning and afternoon session.	10	32	CFS - Staffed by 2 Teachers and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.

Location	Service	# of children	# all children in mix socio-economic groups	Staffing
MSAD #54 – Norridgewock – Mill Stream Preschool (One classroom {17 children} ARRA Expansion funded)	Part-day, Part-year. Morning and afternoon sessions.	16	32	CFS - Staffed by 2 Teachers and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
MSAD #54 – North Elementary Preschool, Skowhegan	Part-day, part-year. Morning and afternoon sessions.	24	32	CFS - Staffed by 2 Teachers and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
Educare – In collaboration with Waterville Public Schools and Philanthropic Community	Part-day, Part-year. Morning and afternoon sessions.	51	102	CFS – Staffed by 6 Teachers and 3 Assistant Teachers with assistance from on-site Family Services Coordinator
The following sessions are 4 hours, operating Tuesday through Friday, in conjunction with and contained both within public schools and KVCAP owned facilities. Hours of service and service delivery weeks meet Head Start requirements within the public school calendar.				
MSAD #74 – Anson Preschool	Part-day, Part-year. Morning session.	8	16	CFS - Staffed by 1 Teacher and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
MSAD #74 – Solon Preschool	Part-day, Part-year. Morning session.	8	14	CFS - Staffed by 1 Teacher and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
The following sessions operate full year. Service delivery weeks meet Head Start requirements.				

Location	Service	# of children	# all children in mix socio-economic groups	Staffing
<p><u>Educare</u> – In collaboration with Waterville Public Schools and Philanthropic Community</p> <p>(One classroom { 17 children }ARRA Expansion funded)</p>	<p>Full-day, full year, with support from child care funding.</p> <p>Full-day, full year sessions. Monday through Friday.</p>	51	68	CFS – Staffed by 8 Teachers, 8 Assistant Teachers and 3 Center Aide Floaters with assistance from on-site Family Services Coordinators.
<p><u>Skowhegan Child Development Center</u></p>	<p>Full-day, full-year with support from child care funding.</p> <p>Monday through Friday.</p>	17	17	CFS - Staffed with 2 Teachers, 2 Assistant Teachers and 1 Center aide with assistance from a Somerset County Family Services Coordinator. Center aides float as assigned between all classrooms (0-5).
<p><u>Home-based</u></p> <p>(ARRA Expansion funded { 10 clients})</p>	<p>Services are offered throughout northern Kennebec and Somerset Counties for children ages 3-5.</p>	10	10	Home-based Coordinators provide home visits and coordinate playgroup activities.
<p><u>HomeStart</u></p>	<p>Full-day, full-year sessions with support from child care funding.</p> <p>Monday through Friday for children 3-5years of age-in contracted Family Childcare Provider homes.</p>	8	8	Home-based Coordinators meet with the Provider bi-weekly and the family bi-annually at minimum.

Anticipated New Service Opportunities: Partner with KVCAP Social Services to further develop services to pregnant women and EHS home visiting programming to create a seamless service system; expand service to children and their families who are experiencing homelessness and those engaged in the child welfare system, pursue opportunities to enhance community-based child care programming ie BackYard Farms; continue development of pre-k certified services within KVCAP child development programs; and explore development of shared services with community providers/develop alliances with other services providers to accomplish economies of scale in administrative functions.

Long-term Strategic Issues/Opportunities: Strategically position CFS to maximize funding and service potential as state and local regionalization efforts materialize; secure additional funding for expanded family service supports; maximize opportunities for growth and development of current/new programming which will also insure that the 15% federal administrative threshold is not exceeded, develop seamless service options regardless of subsidized eligibility; expand federal match contributions; and identify consistent, ongoing resources to support the need for all services, with focus on oral health, mental health and transportation assistance.

Develop systems to capture specific program data and implement fiscal management systems to identify and monitor efficiencies and effectiveness of delivery options; devote KVCAP Child and Family Services resources to the community development approach to engage community-based partners interested in the well being of children and families to create a seamless system of care for children (ages 0-5 years) and their families; strengthen marketing message and present to civic organizations; and develop/implement a financial strategy for funding ongoing capital improvements within CFS programs.

Kennebec Valley Community Action Program
Community Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	Health Services	Social Services	Transportation Services	*CSBG	Total
Grants & Contracts	\$ 210,606	\$ 684,576	\$ 827,679	\$ 400,539	\$ 2,123,400
Program Revenue	\$ 289,700	\$ 6,392	\$ 5,395,958	\$ -	\$ 5,692,050
Other Revenue	\$ 17,317	\$ 29,000	\$ 193,286	\$ -	\$ 239,603
Inkind	\$ 59,893	\$ -	\$ -	\$ -	\$ 59,893
Total Revenue:	\$ 577,516	\$ 719,968	\$ 6,416,923	\$ 400,539	\$ 8,114,946

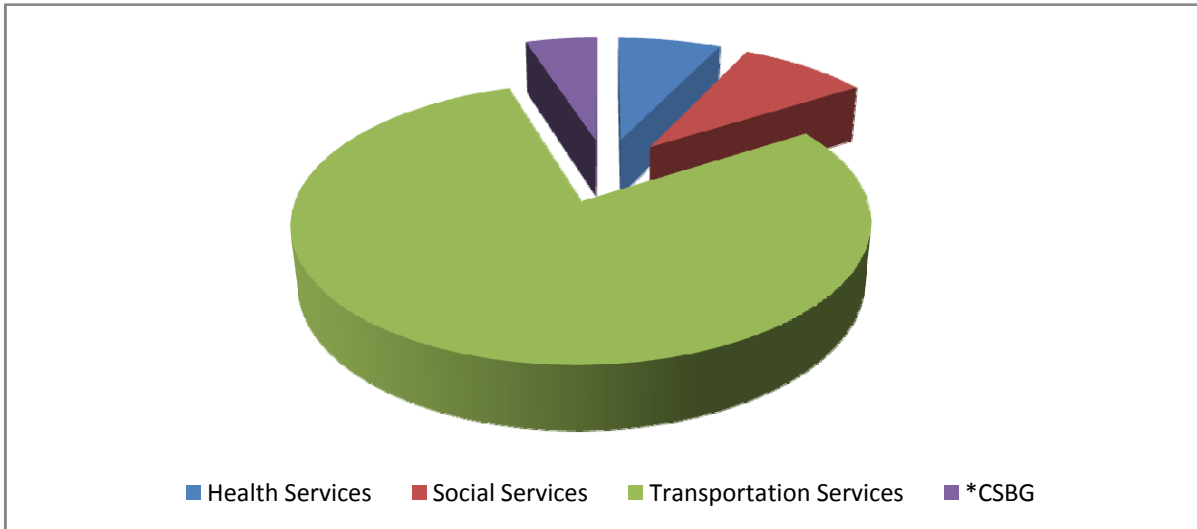
Expenses:	Health Services	Social Services	Transportation Services	*CSBG	Total
Personnel	\$ 253,248	\$ 425,520	\$ 1,475,260	\$ 224,539	\$ 2,378,567
Payroll Taxes & Employee Benefits	\$ 69,455	\$ 107,975	\$ 487,970	\$ 48,830	\$ 714,230
Staff Development	\$ 1,550	\$ 700	\$ 32,500	\$ 2,200	\$ 36,950
Travel	\$ 3,050	\$ 29,769	\$ 28,750	\$ 7,500	\$ 69,069
Office Costs	\$ 9,125	\$ 11,208	\$ 50,900	\$ 5,250	\$ 76,483
Insurance	\$ 5,700	\$ -	\$ 500	\$ 1,582	\$ 7,782
Telecommunications	\$ 5,200	\$ 8,683	\$ 39,593	\$ 7,700	\$ 61,176
Space & Occupancy	\$ 32,905	\$ 26,748	\$ 78,200	\$ 42,411	\$ 180,264
Contract Services	\$ 7,500	\$ 10,560	\$ 122,980	\$ 500	\$ 141,540
Vehicle	\$ -	\$ -	\$ 472,770	\$ -	\$ 472,770
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 63,435	\$ 250	\$ 14,000	\$ 6,100	\$ 83,785
Direct Client Assistance	\$ -	\$ -	\$ 3,166,318	\$ -	\$ 3,166,318
Administration (Indirect)	\$ 58,246	\$ 97,868	\$ 339,730	\$ 51,645	\$ 547,489
Interest	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Depreciation	\$ -	\$ -	\$ 21,000	\$ 1,532	\$ 22,532
Common Carrier	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 8,209	\$ 687	\$ 51,452	\$ 750	\$ 61,098
Inkind	\$ 59,893	\$ -	\$ -	\$ -	\$ 59,893
Total Expenses:	\$ 577,516	\$ 719,968	\$ 6,416,923	\$ 400,539	\$ 8,114,946

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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*CSBG = Community Services Block Grant

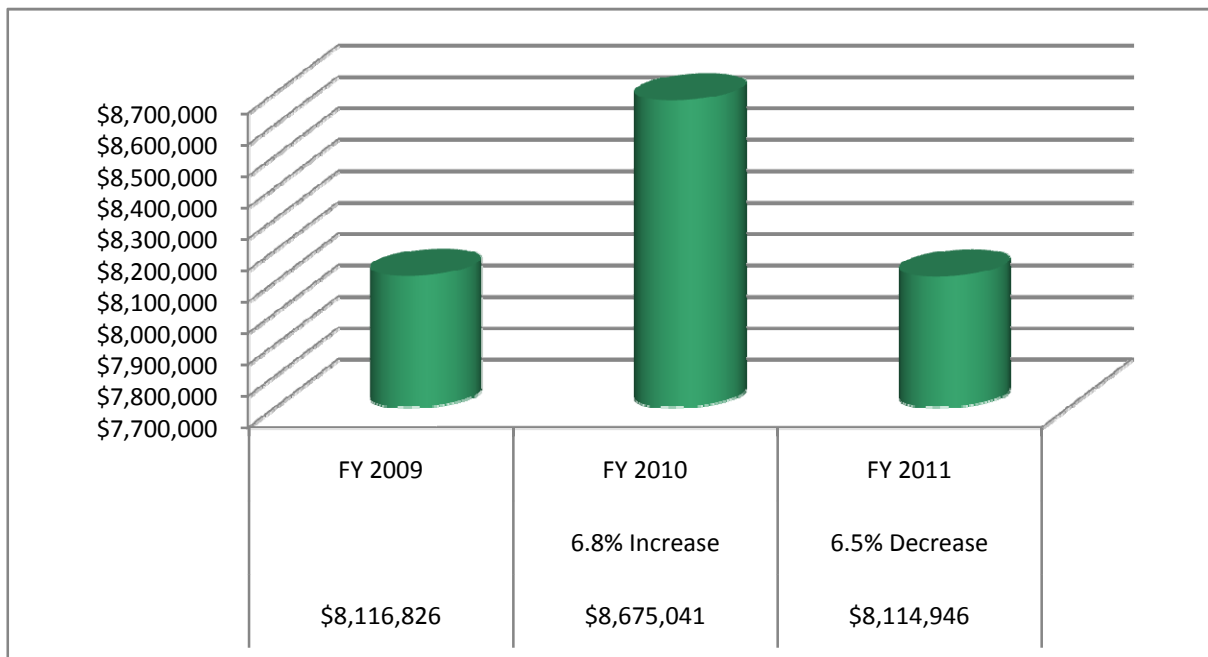
**Kennebec Valley Community Action Program
Community Services Operating Budget
October 1, 2010 - September 30, 2011**

The Community Services budget consists of Health Services programs (which contribute 7.1% of the budget), Social Services (8.9%), Transportation Services (79.1%), and Community Services Block Grant



For fiscal agent 2011, an \$8,114,946 budget is proposed. This budget represents a 6.5%, or (\$560,095) decrease compared to fiscal year 2010's budget.

**Community Services Comparison
FY 2009 - FY 2011**



Kennebec Valley Community Action Program

Community Services Operating Budget

October 1, 2010 - September 30, 2011

Decreases in the Community Services budget for FY 2011 are due to loss of programs. This year saw the end of funding for Family Life Education and Community Outreach programs in Health Services and the American Reinvestment and Recovery Act CSBG funding. There were also some small reductions in the Maine Families program (formerly Kennebec Healthy Families) and the Child Abuse and Neglect Councils.

Areas of note in expenses not related to loss of programs in Direct Client Services and Common Carrier expenses are due to more rides being provided by agency drivers compared to volunteers and friend and family drivers and taxi companies and a small reduction in MaineCare funding.

Revenue:	FY 2010	FY 2011	Increase/ (Decrease)
Grants & Contracts	\$ 2,780,229	\$ 2,123,400	\$ (656,829)
Program Revenue	\$ 5,654,339	\$ 5,692,050	\$ 37,711
Other Revenue	\$ 190,039	\$ 239,603	\$ 49,564
Inkind	\$ 50,434	\$ 59,893	\$ 9,459
Total Revenue:	\$ 8,675,041	\$ 8,114,946	\$ (560,095)

Expenses:			
Personnel	\$ 2,481,900	\$ 2,378,567	\$ (103,333)
Payroll Taxes & Employee Benefits	\$ 717,526	\$ 714,230	\$ (3,296)
Staff Development	\$ 38,729	\$ 36,950	\$ (1,779)
Travel	\$ 77,122	\$ 69,069	\$ (8,053)
Office Costs	\$ 80,088	\$ 76,483	\$ (3,605)
Insurance	\$ 8,882	\$ 7,782	\$ (1,100)
Telecommunications	\$ 65,816	\$ 61,176	\$ (4,640)
Space & Occupancy	\$ 177,342	\$ 180,264	\$ 2,922
Contract Services	\$ 138,783	\$ 141,540	\$ 2,757
Vehicle	\$ 479,363	\$ 472,770	\$ (6,593)
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 89,560	\$ 83,785	\$ (5,775)
Direct Client Assistance	\$ 3,523,069	\$ 3,166,318	\$ (356,751)
Administration (Indirect)	\$ 570,833	\$ 547,489	\$ (23,344)
Interest	\$ 5,000	\$ 5,000	\$ -
Depreciation	\$ 11,532	\$ 22,532	\$ 11,000
Common Carrier	\$ 70,000	\$ 30,000	\$ (40,000)
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 89,062	\$ 61,098	\$ (27,964)
Inkind	\$ 50,434	\$ 59,893	\$ 9,459
Total Expenses:	\$ 8,675,041	\$ 8,114,946	\$ (560,095)

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Health Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	Family Planning	*UWMM - Community Outreach	**Community Outreach Services	*UWMM - SETC	Total
Grants & Contracts	\$ 208,406	\$ -	\$ 2,200	\$ -	\$ 210,606
Program Revenue	\$ 285,700	\$ -	\$ 4,000	\$ -	\$ 289,700
Other Revenue	\$ 9,347	\$ 3,285	\$ 600	\$ 4,085	\$ 17,317
Inkind	\$ 59,893	\$ -	\$ -	\$ -	\$ 59,893
Total Revenue:	\$ 563,346	\$ 3,285	\$ 6,800	\$ 4,085	\$ 577,516

Expenses:	Family Planning	*UWMM - Community Outreach	**Community Outreach Services	*UWMM - SETC	Total
Personnel	\$ 245,915	\$ 1,614	\$ 4,105	\$ 1,614	\$ 253,248
Payroll Taxes & Employee Benefits	\$ 67,098	\$ 540	\$ 1,177	\$ 640	\$ 69,455
Staff Development	\$ 1,550	\$ -	\$ -	\$ -	\$ 1,550
Travel	\$ 3,050	\$ -	\$ -	\$ -	\$ 3,050
Office Costs	\$ 9,000	\$ 125	\$ -	\$ -	\$ 9,125
Insurance	\$ 5,700	\$ -	\$ -	\$ -	\$ 5,700
Telecommunications	\$ 5,200	\$ -	\$ -	\$ -	\$ 5,200
Space & Occupancy	\$ 32,905	\$ -	\$ -	\$ -	\$ 32,905
Contract Services	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 63,000	\$ 435	\$ -	\$ -	\$ 63,435
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 56,560	\$ 371	\$ 944	\$ 371	\$ 58,246
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 5,975	\$ 200	\$ 574	\$ 1,460	\$ 8,209
Inkind	\$ 59,893	\$ -	\$ -	\$ -	\$ 59,893
Total Expenses:	\$ 563,346	\$ 3,285	\$ 6,800	\$ 4,085	\$ 577,516

Surplus/(Deficit)					
	\$ -	\$ -	\$ -	\$ -	\$ -

*UWMM = United Way Mid-Maine

*SETC = South End Teen Center

** Community Outreach Services funding is from private funding sources and not contracted through Family Planning Association.

Kennebec Valley Community Action Program
Social Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	** Maine Families	*UWKV - Personal Body Safety	*UWMM - Personal Body Safety	*MCT - Personal Body Safety
Grants & Contracts	\$ 666,476	\$ -	\$ -	\$ 7,500
Program Revenue	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ 2,500	\$ 10,000	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 666,476	\$ 2,500	\$ 10,000	\$ 7,500

Expenses:				
Personnel	\$ 400,563	\$ 1,253	\$ 5,868	\$ 4,593
Payroll Taxes & Employee Benefits	\$ 101,103	\$ 839	\$ 2,210	\$ 1,192
Staff Development	\$ 700	\$ -	\$ -	\$ -
Travel	\$ 28,700	\$ 120	\$ 360	\$ 274
Office Costs	\$ 7,416	\$ -	\$ 87	\$ 85
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ 8,480	\$ -	\$ 125	\$ -
Space & Occupancy	\$ 26,748	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ 250
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 92,129	\$ 288	\$ 1,350	\$ 1,056
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 637	\$ -	\$ -	\$ 50
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 666,476	\$ 2,500	\$ 10,000	\$ 7,500

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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*UWMM = United Way Mid-Maine
** Maine Families is the new name for the Kennebec Healthy Families program.
*UWKV = United Way Kennebec Valley
*MCT = Maine Children's Trust

Kennebec Valley Community Action Program
Social Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	*UWKV - Baby Think It Over	*CAN Councils	Kids First	Total
Grants & Contracts	\$ -	\$ -	\$ 10,600	\$ 684,576
Program Revenue	\$ -	\$ -	\$ 6,392	\$ 6,392
Other Revenue	\$ 6,500	\$ 10,000	\$ -	\$ 29,000
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 6,500	\$ 10,000	\$ 16,992	\$ 719,968

Expenses:				
Personnel	\$ 4,561	\$ 6,870	\$ 1,812	\$ 425,520
Payroll Taxes & Employee Benefits	\$ 612	\$ 1,435	\$ 584	\$ 107,975
Staff Development	\$ -	\$ -	\$ -	\$ 700
Travel	\$ 200	\$ 115	\$ -	\$ 29,769
Office Costs	\$ -	\$ -	\$ 3,620	\$ 11,208
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ 78	\$ -	\$ -	\$ 8,683
Space & Occupancy	\$ -	\$ -	\$ -	\$ 26,748
Contract Services	\$ -	\$ -	\$ 10,560	\$ 10,560
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ 250
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 1,049	\$ 1,580	\$ 416	\$ 97,868
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ 687
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 6,500	\$ 10,000	\$ 16,992	\$ 719,968

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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*UWKV = United Way Kennebec Valley

*CAN = Child Abuse and Neglect

Kennebec Valley Community Action Program
Transportation Services Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	KV Transit	KV Van	*SHH - Move More Program	Total
Grants & Contracts	\$ 386,119	\$ 441,560	\$ -	\$ 827,679
Program Revenue	\$ 50,000	\$ 5,330,958	\$ 15,000	\$ 5,395,958
Other Revenue	\$ 104,899	\$ 88,387	\$ -	\$ 193,286
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 541,018	\$ 5,860,905	\$ 15,000	\$ 6,416,923

Expenses:				
Personnel	\$ 246,607	\$ 1,221,257	\$ 7,396	\$ 1,475,260
Payroll Taxes & Employee Benefits	\$ 87,850	\$ 398,374	\$ 1,746	\$ 487,970
Staff Development	\$ 3,500	\$ 29,000	\$ -	\$ 32,500
Travel	\$ 750	\$ 28,000	\$ -	\$ 28,750
Office Costs	\$ 11,600	\$ 39,300	\$ -	\$ 50,900
Insurance	\$ -	\$ 500	\$ -	\$ 500
Telecommunications	\$ 1,100	\$ 38,493	\$ -	\$ 39,593
Space & Occupancy	\$ 8,200	\$ 70,000	\$ -	\$ 78,200
Contract Services	\$ -	\$ 122,980	\$ -	\$ 122,980
Vehicle	\$ 121,345	\$ 347,265	\$ 4,160	\$ 472,770
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 14,000	\$ -	\$ 14,000
Direct Client Assistance	\$ -	\$ 3,166,318	\$ -	\$ 3,166,318
Administration (Indirect)	\$ 56,714	\$ 281,318	\$ 1,698	\$ 339,730
Interest	\$ -	\$ 5,000	\$ -	\$ 5,000
Depreciation	\$ -	\$ 21,000	\$ -	\$ 21,000
Common Carrier	\$ -	\$ 30,000	\$ -	\$ 30,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 3,352	\$ 48,100	\$ -	\$ 51,452
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 541,018	\$ 5,860,905	\$ 15,000	\$ 6,416,923

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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*SHH = Somerset Heart Health

Kennebec Valley Community Action Program
Community Services Block Grant Operating Budgets
October 1, 2010 - September 30, 2011

Revenue:	*CSBG	Total
Grants & Contracts	\$ 400,539	\$ 400,539
Program Revenue	\$ -	\$ -
Other Revenue	\$ -	\$ -
Inkind	\$ -	\$ -
Total Revenue:	\$ 400,539	\$ 400,539

Expenses:		
Personnel	\$ 224,539	\$ 224,539
Payroll Taxes & Employee Benefits	\$ 48,830	\$ 48,830
Staff Development	\$ 2,200	\$ 2,200
Travel	\$ 7,500	\$ 7,500
Office Costs	\$ 5,250	\$ 5,250
Insurance	\$ 1,582	\$ 1,582
Telecommunications	\$ 7,700	\$ 7,700
Space & Occupancy	\$ 42,411	\$ 42,411
Contract Services	\$ 500	\$ 500
Vehicle	\$ -	\$ -
Housing Property Costs	\$ -	\$ -
Materials & Supplies	\$ 6,100	\$ 6,100
Direct Client Assistance	\$ -	\$ -
Administration (Indirect)	\$ 51,645	\$ 51,645
Interest	\$ -	\$ -
Depreciation	\$ 1,532	\$ 1,532
Common Carrier	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -
Other	\$ 750	\$ 750
Inkind	\$ -	\$ -
Total Expenses:	\$ 400,539	\$ 400,539

Surplus/(Deficit)	\$ -	\$ -
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* CSBG = Community Services Block Grant

PART VIII. COMMUNITY SERVICES (Director: Suzanne Walsh)

- A. Health Services
- B. Social Services
- C. Transportation Services
- D. Community Services Block Grant

A. Health Services (Manager: Michele Prince)

Health Services

Health Services Mission: We support any person in making informed contraceptive and reproductive health care choices, as well as setting and achieving personal goals. We do this by providing education, clinical, and referral services in a confidential, non-judgmental, compassionate and professional manner.

Family Planning

Budget: \$563,346 (Federal Title X, Maine DHS General Funds, MaineCare, Client Donations/Fees, Third Party Insurance/Inkind)

Staff: 4 full-time equivalents, 3 part-time equivalents, 1 part time manager

Description of clients: Teens, women, and men in need of reproductive health care

Number of clients to be served in FY 2011: 1,952 (approximately 3,400 visits)

Continuing Services: Family Planning provides quality, reproductive health care to teens, women and men of northern Kennebec and Somerset counties. Clinics are located in Waterville and Skowhegan. Reproductive health care services include annual pelvic and breast exams, periodic pap smears and blood pressure screenings. We also offer colposcopy (follow-up for abnormal pap smears) by a trained clinician. Contraceptive methods available include the Pill, intrauterine devices (IUD), Depo Provera, emergency contraceptive pills (ECP), condoms, contraceptive foam/gel, diaphragms, and prescription for Nuva Ring and Evra Contraceptive Patch. Other services include: pregnancy testing and options counseling, sexually transmitted disease (STD) testing and treatment, information and referrals. Services are provided regardless of income, age, or marital status. The program receives federal and state funds to subsidize low-income patients that are unable to pay for services. Fees are based on income, using a sliding fee scale. In addition, donations and payments from clients, as well as third party payers such as MaineCare and insurance, are instrumental in the operation of the program. KVCAP Family Planning also offers a limited amount of outreach programming including topical presentations to schools and community groups, and teen pregnancy prevention programming.

Anticipated New Service Opportunities: This year our Supplemental Expansion Funds will allow outreach clinical services to be provided at a number of sites including Thomas

College and the Somerset County Jail. We will also explore opportunities to provide these services at other locations.

Long-Term Strategic Issues and Opportunities: The new MaineCare billing/coding system is scheduled to go on line at the beginning of September. This change will have an impact in the way we bill for services. We will monitor revenues closely and will be prepared to make changes to protocols and clinic coverage in order to maximize billing options. We will also be participating in a fiscal assessment, clinical efficiency and service quality project in collaboration with the Family Planning Association and Health Metrics. This project will help us to discover/confirm what we do well and where we can make improvements and find efficiencies, as well as demonstrate the value of services provided.

We will continue to explore potential funding opportunities in order to expand offerings and generate new income for the clinic. We will continue to fine tune scheduling strategies, a project with Health Metrics, which has already decreased the no-show rate by 15% since spring 2009. We will continue to work with our northern and western Maine CAP counterparts to explore ways to partner providing clinical and prevention services to our rural catchment areas. In addition, the clinic is experimenting with a variety of new-media strategies to market services, recruit more clients, and communicate more effectively with patients.

B. Social Services (Manager: Lanelle Freeman)

Social Services Mission: KVCAP Social Services improves communities by building on the strengths of people through encouragement, support, information and education.

Families in Transition (FIT)

Budget: \$28,099 (CSBG Funds)

Staff: 1 part-time Case Manager

Description of clients: Augusta families who are homeless and/or at risk of becoming homeless.

Number of clients to be served in FY 2011: 3 families (at any given time)

Continuing Services: Families in Transition provides case management and life skills education services to families living in KVCAP's Augusta transitional house.

Anticipated New Service Opportunities: At this time, there are no plans to develop more transitional houses.

Long-Term Strategic Issues: Case management for the Augusta T-House is funded by solely by CSBG.

Long-Term Strategic Opportunities: KVCAP has been exploring the possibility of transferring ownership of the FIT house to Crisis & Counseling, who would provide a similar service for a specific population in which they serve. KVCAP will continue to provide case management services to FIT families throughout this transition, if it is approved by the Maine State Housing Authority.

Maine Families (formerly KVCAP Healthy Families)

Budget: \$666,476 Department of Health and Human Services Contract

Staff: 11 full-time equivalents

Description of clients: The priority families in Kennebec and Somerset counties to be served by this contract will be: a) First-time families with a newborn or young infant; b) Pregnant and parenting adolescents, ages 14 through 22, ; c) First-time families who deliver at MaineGeneral Medical Center, Inland Hospital and Redington-Fairview General Hospital.

Number of clients to be served in FY 2011: 453

Home visiting programs statewide have joined together to form a stronger presence in the state by changing the name to Maine Families. This is part of a strategic plan to renew our commitment to working together to get every family off to a great start.

Continuing Services: Maine Families emphasizes case management and education to enable client access to services, including education programs, family planning, prenatal care, substance abuse and mental health and other social services. Program goals are to promote self-sufficiency through the prevention of subsequent pregnancies and through continued education; to improve the health of parent and child through prenatal care, well child visits, immunizations and enrollment in health insurance; and to increase the safety of parent and child through parent education, and access to other needed support services.

The program is universal and open to all families within the funding guidelines and are offered at no cost to families. Participation is voluntary, with the family's freedom of choice guiding the services. Visits are strength based and culturally competent and all work with the family is family-centered and individualized.

New Service Opportunities: Maine Families continues to collaborate with Southern Kennebec Child Development Corporation (SKCDC) and KVCAP Early Head Start to offer home visiting services to participants that are eligible for Early Head Start in Kennebec and Somerset counties. Maine Families will continue to solidify collaborations with existing community service programs to identify new service opportunities and eliminate duplication.

Long-Term Strategic Issues: The program will continue to foster its collaborative relationship with The Maine Children's Home for Little Wanderers and SKCDC's Expectant Parent Program. These partnerships enable the program to offer services for pregnant and parenting teens at the individual sites. Requests for this service are increasing and client satisfaction is high. The Program Manager also has participated on the Statewide committees

for Safe Sleep and Shaken Baby Syndrome. These committees have been dedicated to bringing statewide education programs through all Maine Hospitals, home visiting programs and public health nursing.

Long-Term Strategic Opportunities: It is anticipated that this contract will be put back out to competitive bid in the early of 2011. In addition, Maine will be receiving Federal Home Visiting money through the Health Care Reform legislation. At the present time, the state is preparing a statewide needs assessment as they prepare for this funding. We are exploring funding opportunities and inclusion of the business community that will enable program expansion. KVCAP has continued representation at the Statewide Home Visiting Coalition. This coalition is continually working with legislators, businesses and foundations to increase funding statewide.

Kennebec and Somerset County Child Abuse Prevention Councils

Budget: \$10,000 (Mid-Maine United Way-Personal Body Safety)
\$ 7,500 (Maine Children's Trust- 1, 2, 3, 4 Parents & Personal Body Safety)
\$ 9,000 (Kennebec United Way-Baby Think It Over & Personal Body Safety)
\$16,992 (Kids First)

Staff: 2 full-time equivalent (also partially funded through CSBG)

Description of clients: Kennebec and Somerset County communities and residents

Number of clients to be served in FY 2011: Approximately 1,000

Continuing Services: The State of Maine has established a child abuse and neglect council in every county. KVCAP operates the Kennebec and Somerset County Child Abuse Prevention Councils. The Council works collaboratively with other community efforts that are interested in preventing child abuse in all its forms. The Council's goal is to prevent child abuse and neglect by raising awareness, increasing knowledge and skills, mobilizing resources, and providing training and education. The State Contract for services has been significantly reduced for 2011. The new state contract will go into effect in October. At this time, we do not know the amount of funding that will be distributed. The Council will also continue to coordinate the Kids First Programs which is a four-hour workshop designed to help address problems and promote reduction of the negative effects of divorce.

Anticipated New Service Opportunities: The Council will continue to offer workshops on abuse/neglect and mandated reporting. The target audience will be social service professionals, educators and community members. We have had an overwhelming response to Personal Body Safety which is offered to the area schools for Pre-k through grade 4.

Long-Term Strategic Issues: The Council continues to work on building a presence in the community. We will focus on building collaborations with area schools and local businesses.

Long-Term Strategic Opportunities: The Council will be organizing a widespread community awareness strategy for the upcoming year. Management will continue to work at the state level to assist in the development of statewide events targeted to raise the awareness of the issue of child abuse and neglect.

C. Transportation Services (Director: James Wood)

Transportation

Budget: \$6,416.923

Staff: 47 full-time equivalents, 135+ volunteers

Description of clients: low-income, elderly, disabled, special needs children, general public

Number of clients to be served in FY 2011: 6,000+

Continuing Services:

KV Van - The KV Van program provides the following services: Full-service MaineCare transportation provider; Paratransit van and volunteer driver services; and MaineCare and DHHS Friend & Family Driver program. The program also provides transportation services to children with special needs, children and families under protective custody, and children going to a variety of medical and developmental services. Other services include general medical and social service transportation to low-income, elderly and disabled individuals via agreements with the Maine Department of Health & Human Services, Child Development Services, United Way, Inland Hospital and others in addition to some general public service.

KV Transit - KV Transit is a general public bus service operating in the greater Augusta and Waterville areas. Seniors, passengers with disabilities, and low-income people use the service heavily as an affordable means of transportation. The program also operates successful late afternoon runs from the Alford Youth Center to Waterville's North and South End areas, and from the Augusta Boys & Girls Club for Teens, which allows disadvantaged children an opportunity to attend after-school programming and have a safe, reliable ride home. The program also operates the Move More Kids public bus service in Somerset County during the summer months. The routes operate throughout lower Somerset County and are designed to offer area youth free transit access to services that promote physical activity. The program operates during the summer months and is funded primarily by the New Balance Foundation.

Anticipated New Service Opportunities: The program plans to provide enhanced dialysis transportation, increase services for seniors and Medicare recipients, and alternative transportation projects. A plan for restructuring the KV Transit program has been completed. With the aide of a consultant, the program conducted a series of public forums to solicit input into the plan. Proposed expansions include enhanced commuter services, intercity transit services, increases in vehicle size and availability, route redesigns to improve system efficiency and range, enhanced marketing, and improved access for people with disabilities.

The program also worked with SCARP and the Move More Kids project to obtain continued New Balance Foundation funding to support the summer public bus routes in the Greater Skowhegan area. The service is available to the public, but is focused on locations that provide activities for physical development for young people. Research and development are being conducted to continue and expand the project in future years to include transit oriented commuter services and after-school services.

Long-Term Strategic Issues: The strategic issues that the Transportation department is addressing are as follows: Restructuring the Transportation Program by centralizing many functions in order to increase operating efficiency and customer service; maintaining/increasing driver, dispatcher, volunteer and vehicle resources to meet increasing customer travel demands; soliciting funding and support for new transportation initiatives; and, maintaining/improving positive relationships with funding sources, service providers, and municipalities.

Long-Term Strategic Opportunities: New opportunities include the following: Soliciting new funding resources to expand services and support new initiatives; improving transportation for the general public; enhancing public transit opportunities in Somerset County, focusing on commuter and senior transportation; enhancing children's transportation services; and increasing public awareness of the program's services.

D. Community Services Block Grant –

KVCAP's Community Services Block Grant (CSBG) projected allocation for fiscal year 2011 is \$400,539 and pays a portion of 16 staff in various programs.

The CSBG funds received by KVCAP fall under the jurisdiction of the Board of Directors and are assigned to the Community Services Division. CSBG funding is unique in that it allows KVCAP the flexibility to design and implement programs that are innovative, client-driven, and designed to fill identified gaps in existing services. When possible, CSBG funds are linked with other funding sources to maximize service delivery and resources.

Programs recommended for funding represent a direct approach to programming. The activities funded by CSBG reflect a major emphasis on prevention and collaboration. All CSBG-funded programs rely on working collaboratively with other organizations, both internal and external, in order to maximize funds and provide an array of services that are comprehensive, "seamless," and easy to access. Programs funded through KVCAP typically fall into one of three categories: self-sufficiency, prevention, or life skills education.

The following is a description of the programs proposed for funding by CSBG in 2010- 2011.

Community Health Programming

Responsible for multiple components related to health, nutrition, and wellness to improve the health of employees, clients and the area communities. KVCAP staff members are actively involved with community-based and public health groups. CH is responsible for organizing the

KVCAP Wellness Committee, charged with improving the health of KVCAP employees, clients, and area communities. An array of healthy activities will be developed as well as initiatives that impact the KVCAP community, such as developing health related policies. Staff attend meetings of and act as liaison to community health groups such as Planned Approach To Community Health, Greater Waterville Communities for Children & Youth, Somerset County Association of Resource Providers, Somerset County Communities for Children, Greater Somerset County Public Health Collaborative/ Somerset Heart Health, Crisis and Counseling, Somerset County Teen Pregnancy Prevention Board, the Alford Youth Center Fitness Collaborative, and the Prevention Coalition.

Family Planning - The CSBG performance indicator states that *accessible and affordable health care services/facilities for low income people will be created or saved from reduction or elimination*. CSBG funding allows Family Planning to maintain clinic hours in its two main sites. CSBG also supports outreach work to the communities to provide limited reproductive health education and to provide hours dedicated to assessing community needs and marketing the service.

Families in Transition

Affordable, quality housing units coupled with case management for 3 homeless families who are living in KVCAP's Transitional Housing project in Augusta. Case management services include: intake and assessment, development of goal plans, education, information and referral, monitoring of progress, and follow-up. Home visits are done weekly or bi-weekly with each family to work on goals and to provide education on family and life skills management.

Family Enrichment Council of Kennebec and Somerset Counties

CSBG funding expands the Council through implementation of direct education related to prevention and parent education. Work with schools to implement programs such as "Personal Body Safety" and "Baby Think It Over" as well as training on child abuse and neglect.

KV-Homes/Homebuyer Education

CSBG funds a portion of KV-Homes staffing to provide homebuyer education and foreclosure prevention counseling. This need has increased significantly over the past year and the trend continues. Staff spend approximately 3 hours per day addressing client needs, both in person and by telephone, regarding information, education, and referral on foreclosure prevention and resources. Ten Homebuyer Education Classes are offered per year.

Skowhegan Before School Child Care Program

CSBG funds a portion of a before school childcare program in Skowhegan. The service design responds to the needs of working parents who require before school care for their child(ren) between the hours of 6:00 am and 8:30 am. The program can served up to 20. Programming includes breakfast, homework help, reading aloud, optional rest time, art and movement activities as well as individual and group activities. The program services children in grades Kindergarten through 4th grade. Service is delivered in the North Elementary School in

Skowhegan (which houses Kindergarten and Grade 1). Children in Grades 2 through 4 attend public school at the Bloomfield Elementary School in Skowhegan and the school system provides transportation from the before school care to Bloomfield Elementary.

Somerset Initiative

Health Services works with community groups in Somerset County to address teen issues (especially as they relate to teen pregnancy) including providing technical assistance to the Somerset County Teen Pregnancy Prevention Board. The long-term goal is to reduce teen pregnancy in these communities.

Funding for Transportation Services is included for community involvement and marketing strategies for the Somerset Move More Kids initiative in the Skowhegan area as well as exploration of business commuter initiatives in Somerset County. This supplements a grant from the New Balance Foundation which provides access to recreation programs for youth in Somerset County.

South End Teen Center

CSBG provides for staffing and facilities operation. A Teen Coordinator is responsible for youth programming, event planning, and assisting with grant writing as well as maintaining ongoing relationships with organizations that support or collaborate with the SETC. In addition, a KVCAP educator provides group and one-on-one work with the youth on such topics as communication, family life issues, self-esteem, peer relationships, staying healthy, etc.