



TO: Martha Naber, President
KVCAP Board of Directors

FR: Patricia Kosma, CEO
KVCAP

RE: KVCAP Comprehensive Plan and Budget – FY 2012

DA: September 15, 2011

The management of KVCAP is very pleased to present to the Board of Directors the Comprehensive Plan and Budget for the fiscal year 2012. 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 28, 2011 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 chief executive officer, and monitoring his/her ongoing management of the agency. As the sole employee of the board, the chief executive officer 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 chief executive officer 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 chief executive officer and staff designated by him/her will contribute to the development of agency policies subject to the approval of the board, and the chief executive officer 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 chief executive officer 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 chief executive officer 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.

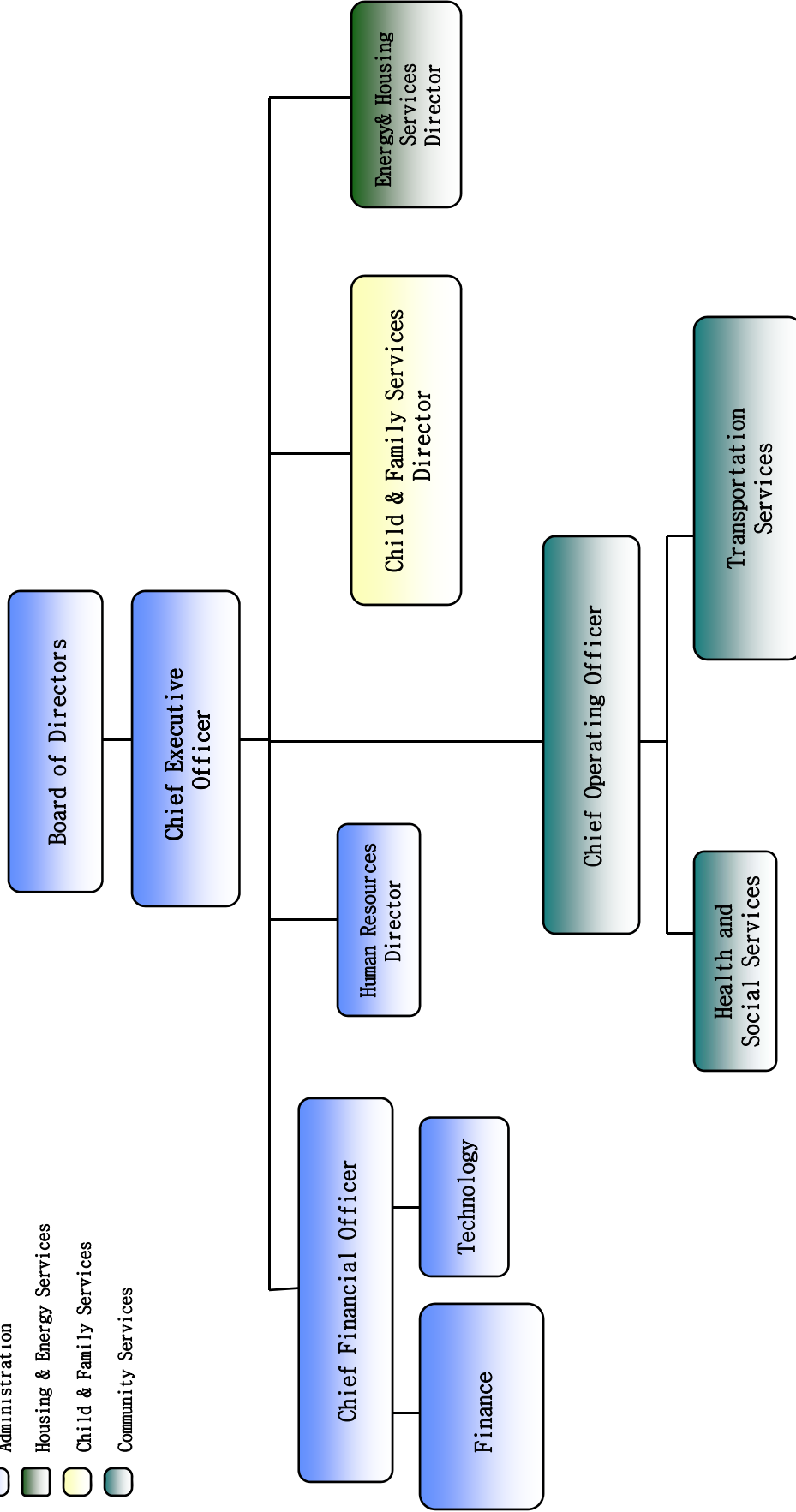
The performance of the chief executive officer will be formally evaluated by the board of directors annually.

Note: The board's acceptance of the annual review of the chief executive officer constitutes its endorsement of her/his management strategy and style. When complaints arise regarding the chief executive officer'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.

Organizational Chart
Revised: 8/2011

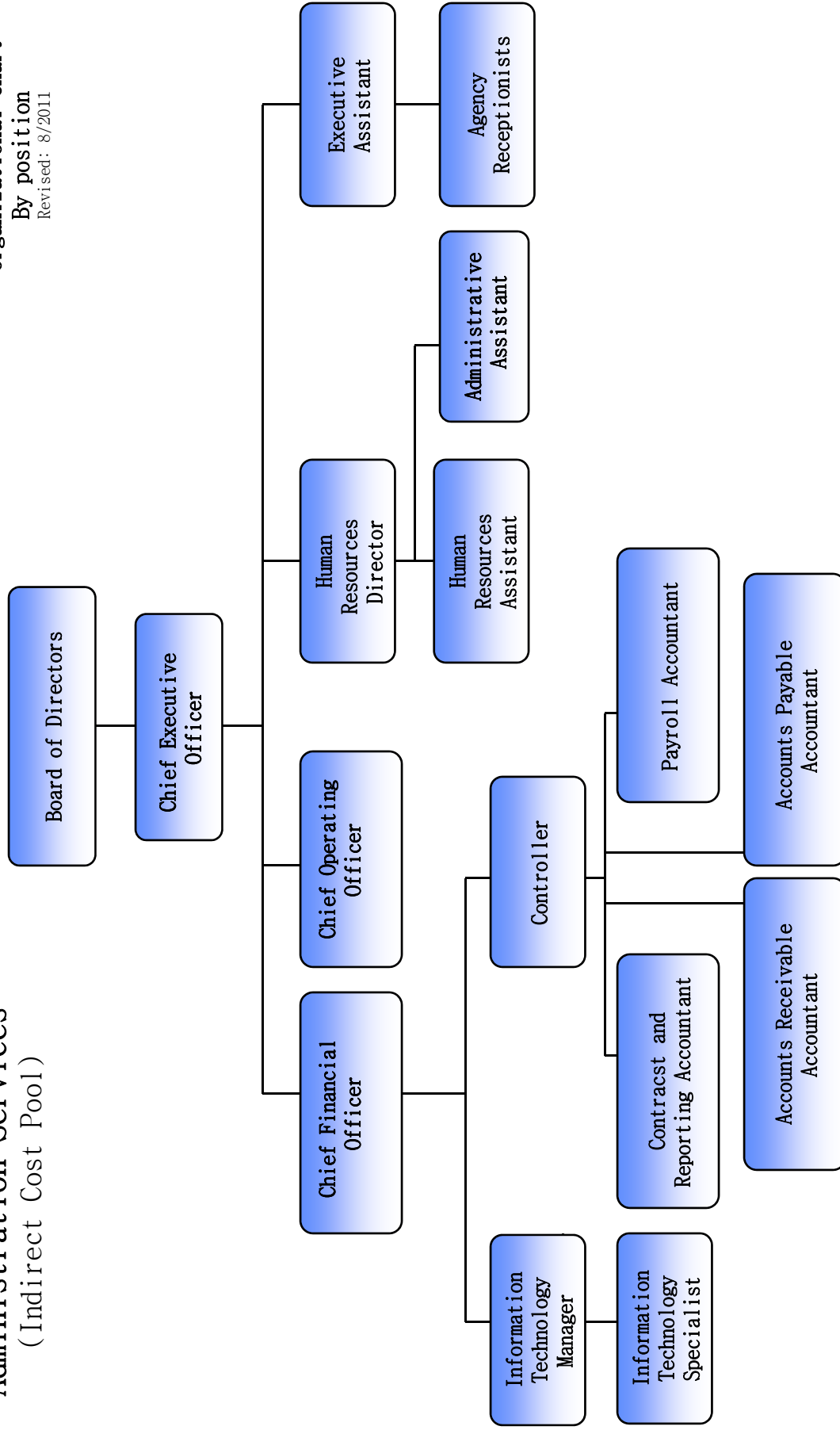
KVCAP Management Chain of Command

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



Administration Services
(Indirect Cost Pool)

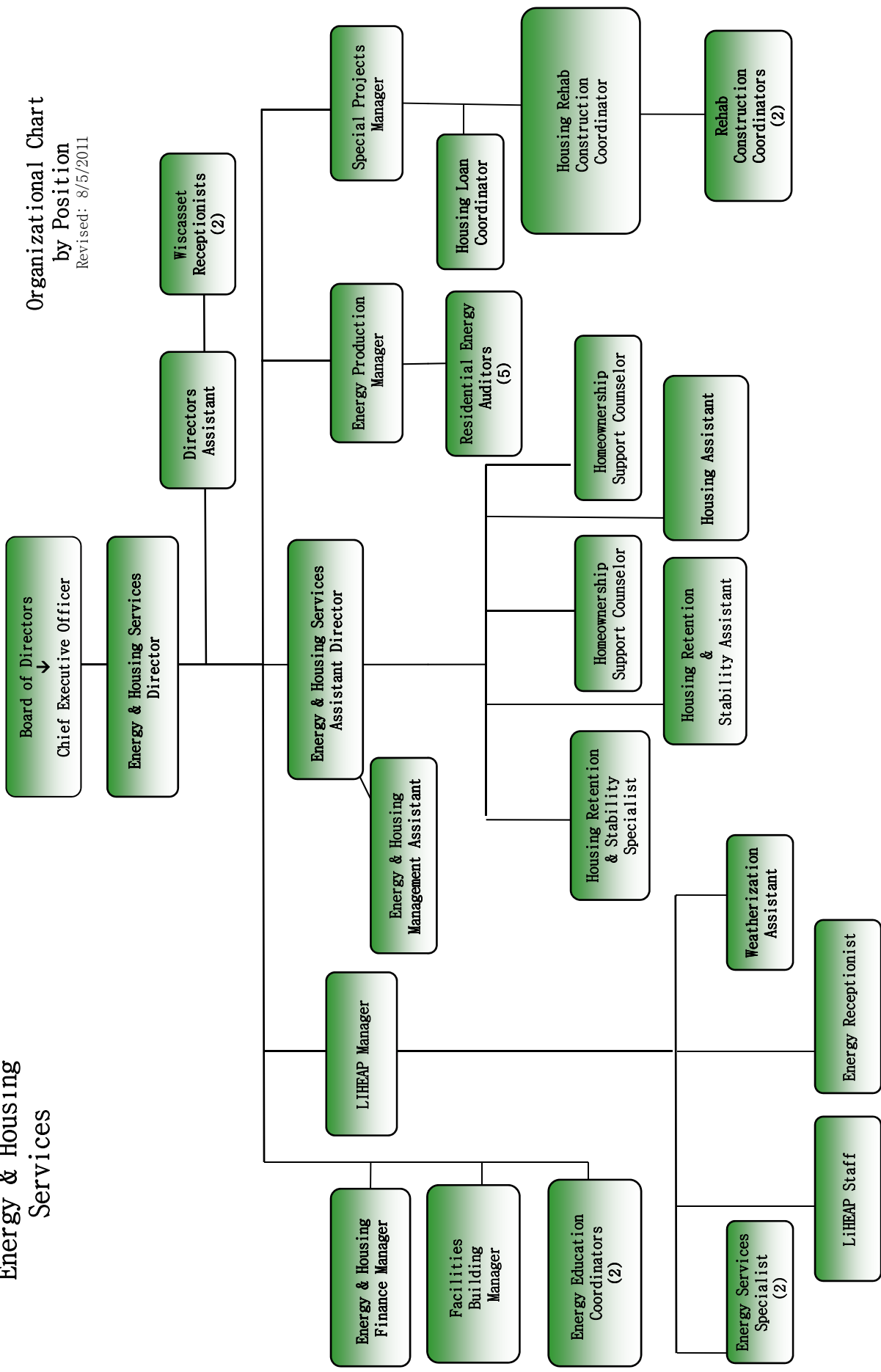
Organizational Chart
By position
Revised: 8/2011



Energy & Housing Services

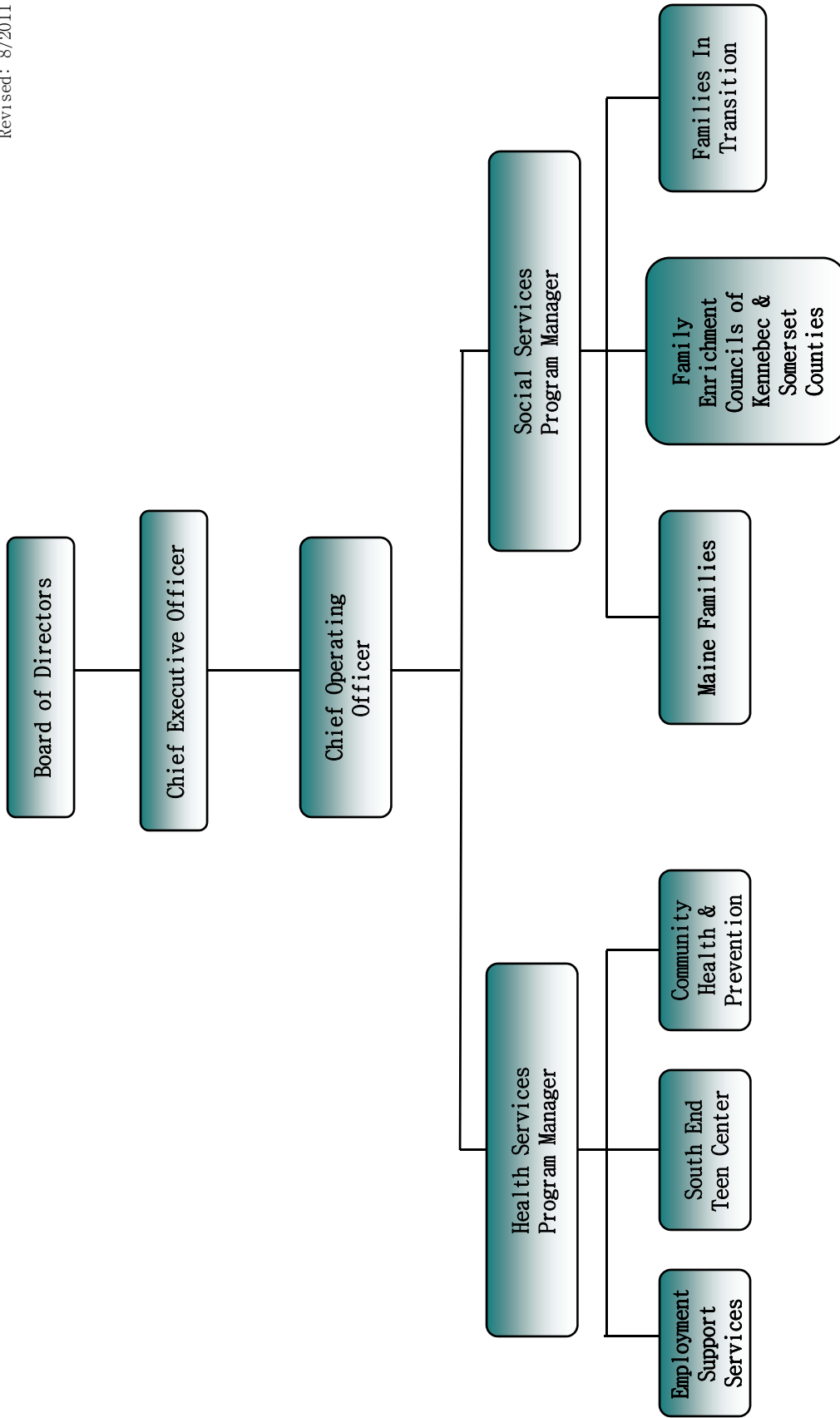
Organizational Chart by Position

Revised: 8/5/2011



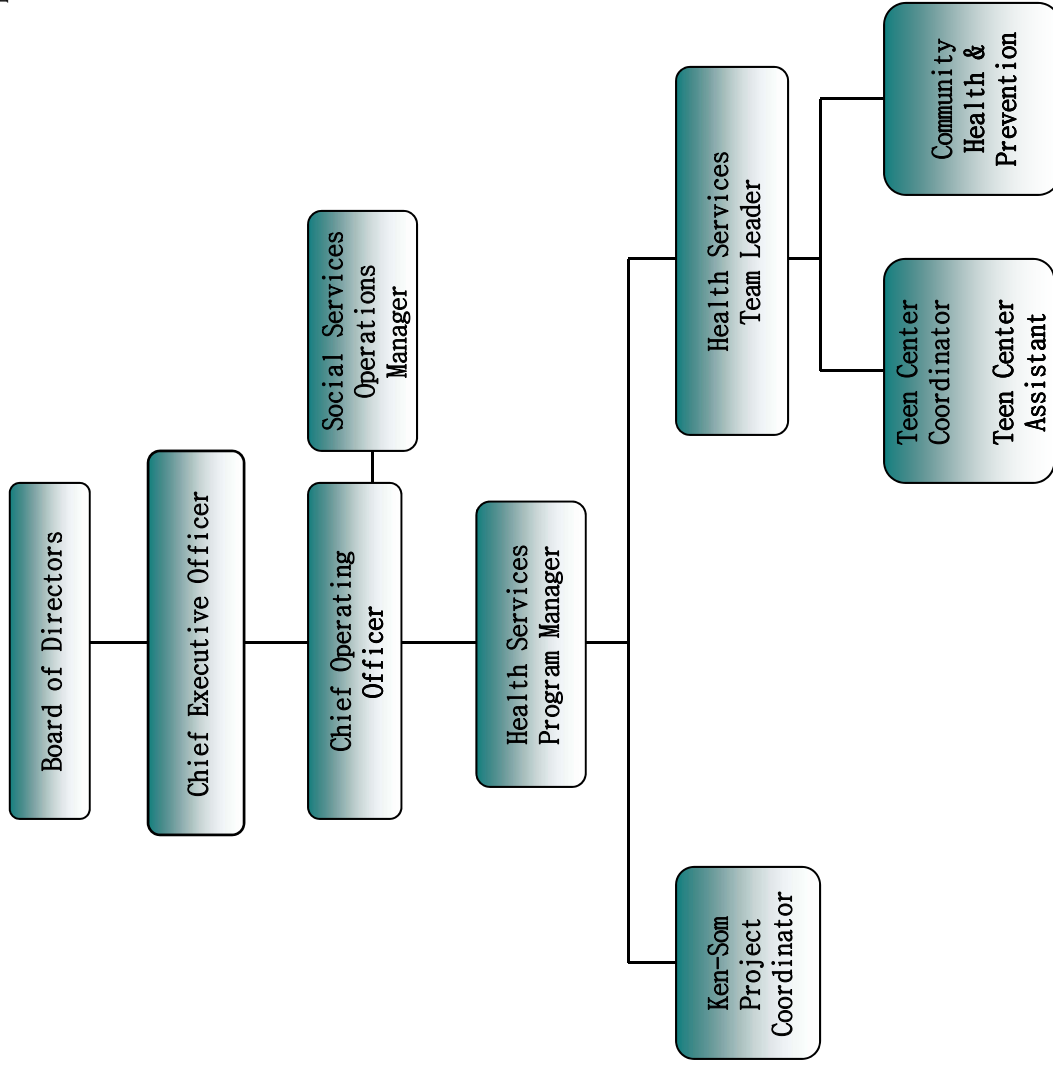
Health & Social Services Outline (1 of 3)

Organizational Chart
By position
Revised: 8/2011



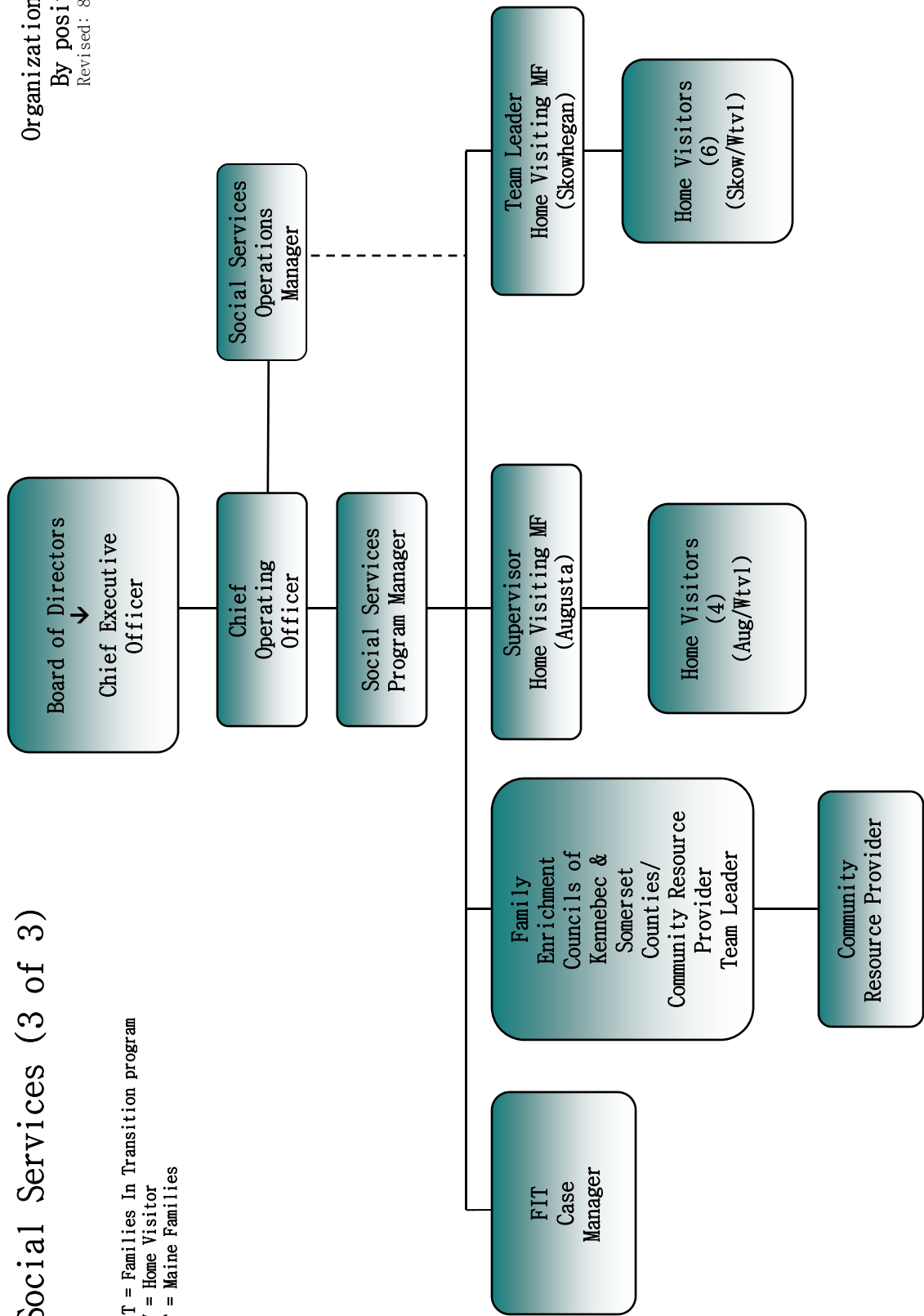
Health Services (2 of 3)

Organizational Chart
By position
Revised: 8/2011



Social Services (3 of 3)

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

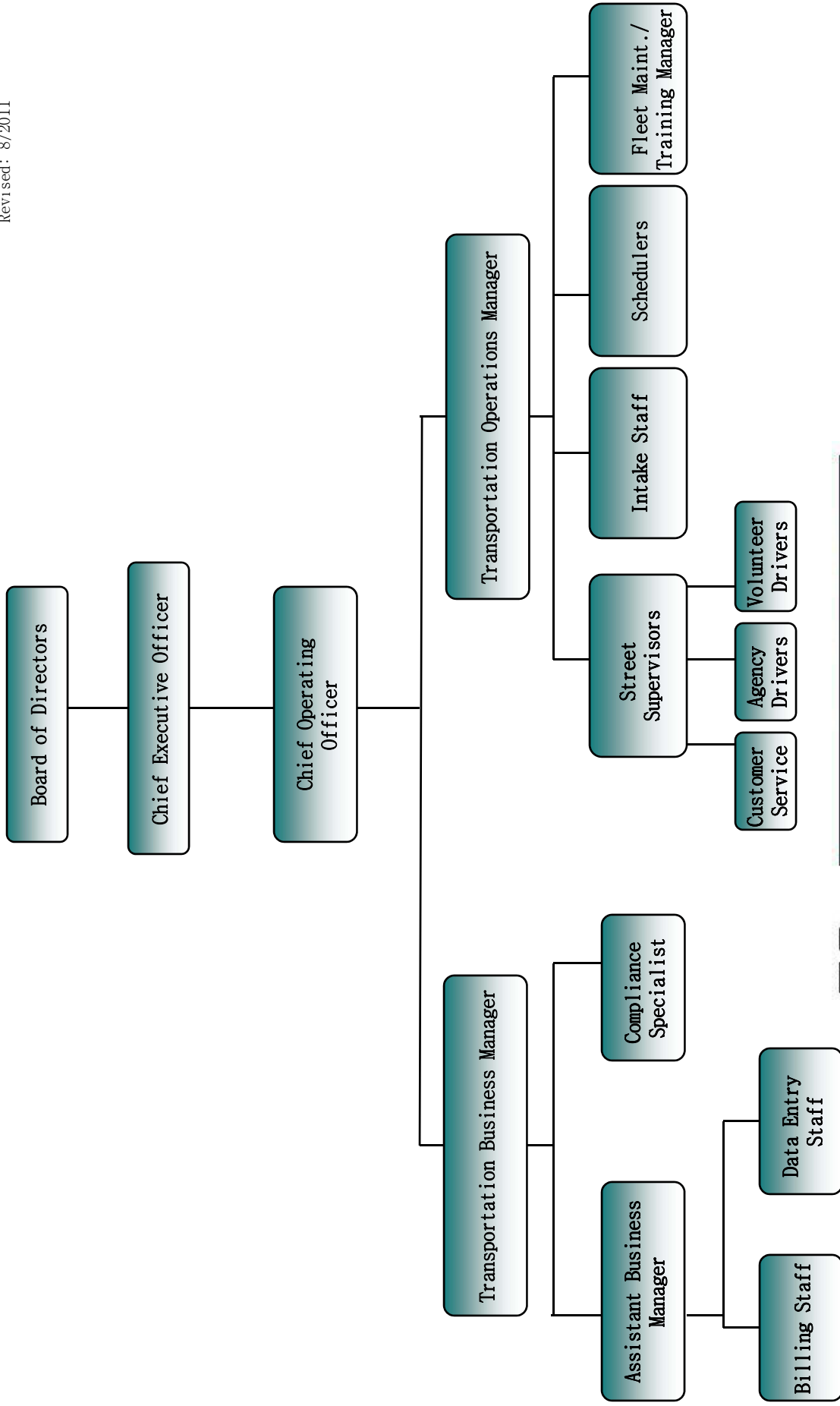


Organizational Chart
 By position
 Revised: 8/2011



Transportation Services

Organizational Chart
By position
Revised: 8/2011

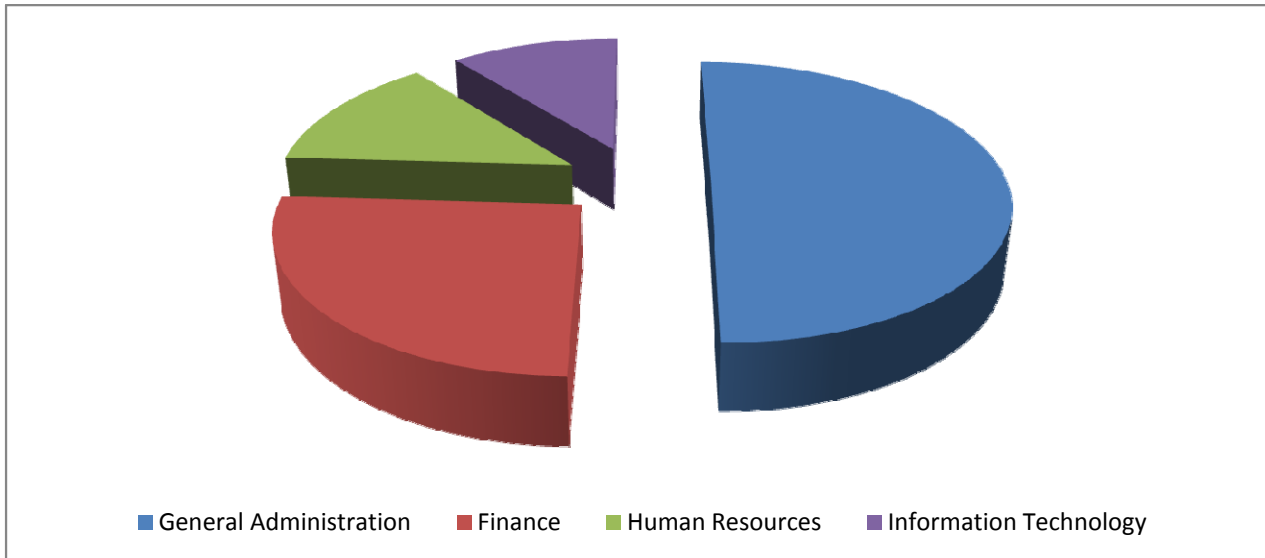


**Kennebec Valley Community Action Program
Administration (Indirect Cost Pool) Operating Budgets
October 1, 2011 - September 30, 2012**

Expenses:	General Administration	Finance	Human Resources	Information Technology	Total
Personnel	\$ 477,051	\$ 239,445	\$ 140,316	\$ 98,773	\$ 955,585
Payroll Taxes & Employee Benefits	\$ 102,603	\$ 62,364	\$ 28,936	\$ 27,633	\$ 221,536
Staff Development	\$ 6,250	\$ 6,250	\$ 6,500	\$ 3,500	\$ 22,500
Travel	\$ 10,053	\$ 2,188	\$ 751	\$ 3,396	\$ 16,388
Office Costs	\$ 56,324	\$ 8,908	\$ 11,353	\$ 340	\$ 76,925
Insurance	\$ 19,873	\$ -	\$ -	\$ 2,827	\$ 22,700
Telecommunications	\$ 15,574	\$ 1,504	\$ 147	\$ 1,950	\$ 19,175
Space & Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 16,435	\$ 3,664	\$ 3,318	\$ 2,433	\$ 25,850
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 5,521	\$ 1,529	\$ -	\$ 4,200	\$ 11,250
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 1,500	\$ 5,000	\$ -	\$ -	\$ 6,500
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 11,432	\$ 40,110	\$ 500	\$ 10,050	\$ 62,092
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 722,616	\$ 370,962	\$ 191,821	\$ 155,102	\$ 1,440,501

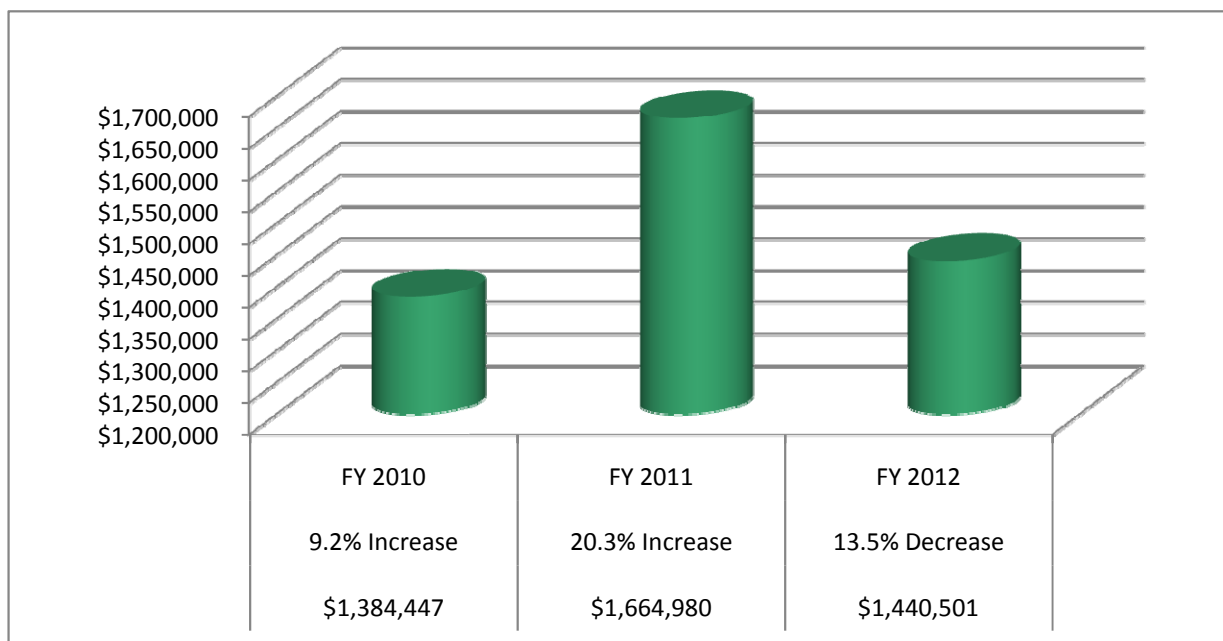
**Kennebec Valley Community Action Program
Administration / Indirect Cost Pool Operating Budget
October 1, 2011 - September 30, 2012**

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 50.2% of the budget), Finance (25.7%), Human Resources (13.3%), and Information Technology (10.8%).



For fiscal year 2012, a \$1,440,501 budget is proposed. The budget represents a 13.5%, or (\$224,479), decrease compared to fiscal year 2011.

**Administrative/Indirect Cost Comparison
FY 2010 - FY 2012**



**Kennebec Valley Community Action Program
Administration/Indirect Cost Pool Operating Budgets
October 1, 2011 - September 30, 2012**

The indirect cost rate is based on agency salaries. For this fiscal year, we have seen an decrease in the operating salary base compared to fiscal year 2011. In order to maintain our 23% indirect cost rate, expenses within the Administrative Services Cost Pool were scrutinized and areas of cost savings were found. An open position in Finance is remaining unfilled at this time; out of town travel and training expenses were reduced in favor of utilizing our available technology for conference calls, Go-To Meetings or similar virtual meetings, and webinars; the agency staff appreciation day was cancelled for the upcoming year due to budget constraints; and proposed Board and management activities were reevaluated with expenses being reduced accordingly.

Expenses:	FY 2011	FY 2012	Increase/ (Decrease)
Personnel	\$ 1,014,327	\$ 955,585	\$ (58,742)
Payroll Taxes & Employee Benefits	\$ 218,930	\$ 221,536	\$ 2,606
Staff Development	\$ 45,000	\$ 22,500	\$ (22,500)
Travel	\$ 32,775	\$ 16,388	\$ (16,387)
Office Costs	\$ 90,500	\$ 76,925	\$ (13,575)
Insurance	\$ 22,700	\$ 22,700	\$ -
Telecommunications	\$ 22,550	\$ 19,175	\$ (3,375)
Space & Occupancy	\$ 65,000	\$ -	\$ (65,000)
Contract Services	\$ 51,700	\$ 25,850	\$ (25,850)
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 22,500	\$ 11,250	\$ (11,250)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -
Interest	\$ 1,000	\$ -	\$ (1,000)
Depreciation	\$ 9,575	\$ 6,500	\$ (3,075)
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 68,423	\$ 62,092	\$ (6,331)
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 1,664,980	\$ 1,440,501	\$ (224,479)

*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. Information Technology

A. General Administration

Budget: \$722,616

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 trainings with customer service themes, hold networking meetings with other program receptionists as needed.

2. Enhanced Wellness Program (Cathy Kershner)

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.
- Flu shots and H1N1 Shots were administered to approximately 100 employees.
- Continue to explore strategies that will enable all staff, especially those harder to reach staff such as drivers, classroom staff, staff at 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.

The 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. The reorganized Wellness Committee lead by KVCAP's Wellness Nurse started the year with a Wellness symbol contest, which resulted in a new logo and tag line for the Wellness Program. During the holidays, a "Maintain not Gain" weight contest was held, and during the first months of winter a Move More Walking Program that included teams of employees was put in place. These newly created programs have resulted in employees who normally did not take part in Wellness activities to get involved.

Senior Management continues to advocate for, and be 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: \$370,962

Staff: 6.4 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, holding monthly 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 2011, the Finance Department's focus has been on wrapping up our agency's ARRA contracts and reporting, working with our program managers through the uncertainty of state and federal budgets and the potential impacts it would have on their programs, and expanding our financial work for Cony Village and Educare Central Maine. We have continued to look for ways to move us closer to our goal of a "paperless" office and have participated in several webinars on document management, grants management, and streamlining our HR and Payroll processes. We have continued to work with the 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, and have deferred finalizing this

component of the software in favor of developing a reconciliation feature to the program for reconciling payments to billings. Though our work on an agency-wide compliance program and developing a compliance monitoring group did not progress the way we would have liked, we did keep compliance and risk management and assessment a key topic in our monthly management meetings.

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

- to resume 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 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;
- and 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 regulations as they apply 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: \$191,821

Staff: 2.4 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 and 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) Administered a Partially Self Funded Health Insurance plan for the fifth year.
- 2) Completed the process of updating job descriptions to reflect ADA and FLSA requirements.
- 3) Worked with Transportation Managers to rewrite and regrade all job descriptions related to the reorganization of the program.
- 4) Worked with Transportation Managers and Workplace Health to have all driver physicals completed at Workplace Health, assuring mandated guidelines were met.
- 5) Took over the maintenance of the C&FS database which consists of staff trainings and other required documentation.
- 6) Assisted with KVCAP's charitable giving campaign to another record year of contributions.
- 7) Organized a five week writing workshop for managers and supervisors.

Anticipated New Service Opportunities:

- 1) Conduct training related to workplace ethics.
- 2) Provide all employees the opportunity to attend trainings related to budgeting and saving and retirement planning.
- 3) Provide supervisory trainings on the topics indicated above to all supervisors.
- 4) Conduct ergonomic training for all required staff.
- 5) Update the Affirmative Action Plan.

D. 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 to providing the highest level of customer service to all KVCAP employees that use technology in the workplace.

Budget: \$155,102

Staff: 2.2 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.

Prior Year Accomplishment:

- Updated our Waterville servers to the new Windows 2008 R2 platform.
- Completed our Educare work with Child and Family Services, which included: data, phone, and internet service for the new facility. Training rooms were outfitted with large screens and Audio/Video equipment, and a large screen with PC service in the conference room was also added.
- Our phone systems are now VOIP (Voice Over IP -Voice over Internet Protocol) based to our three main locations, as well as digital reception in Waterville, including wireless headsets. Additionally, remaining phones in Skowhegan were updated.
- Doubled our phone line capacity in our Waterville site.
- Installed over 50 new PC's/Laptops for programs, along with updating stations to the new Windows 7 platform.
- Helped coordinate and move Transportation and HEAP programs in our Waterville site.

Anticipated New Service Opportunities:

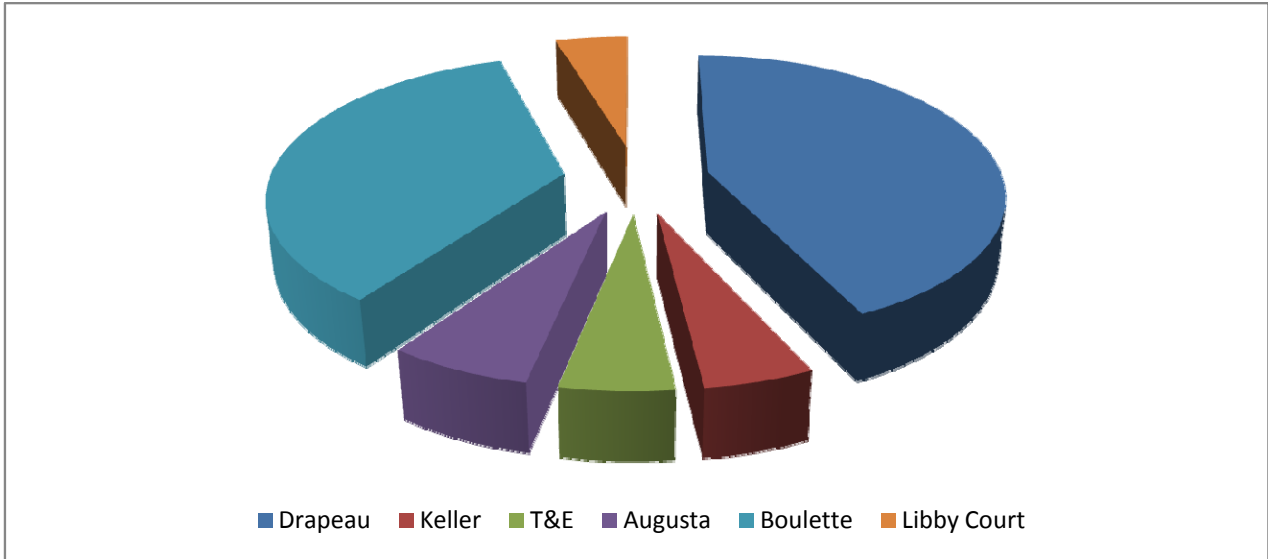
- Continue to expand on cutting printing costs.
- Increase workstation security methods.
- Complete workstation upgrades to Windows 7.

Kennebec Valley Community Action Program
Facilities Operating Budgets
October 1, 2011 - September 30, 2012

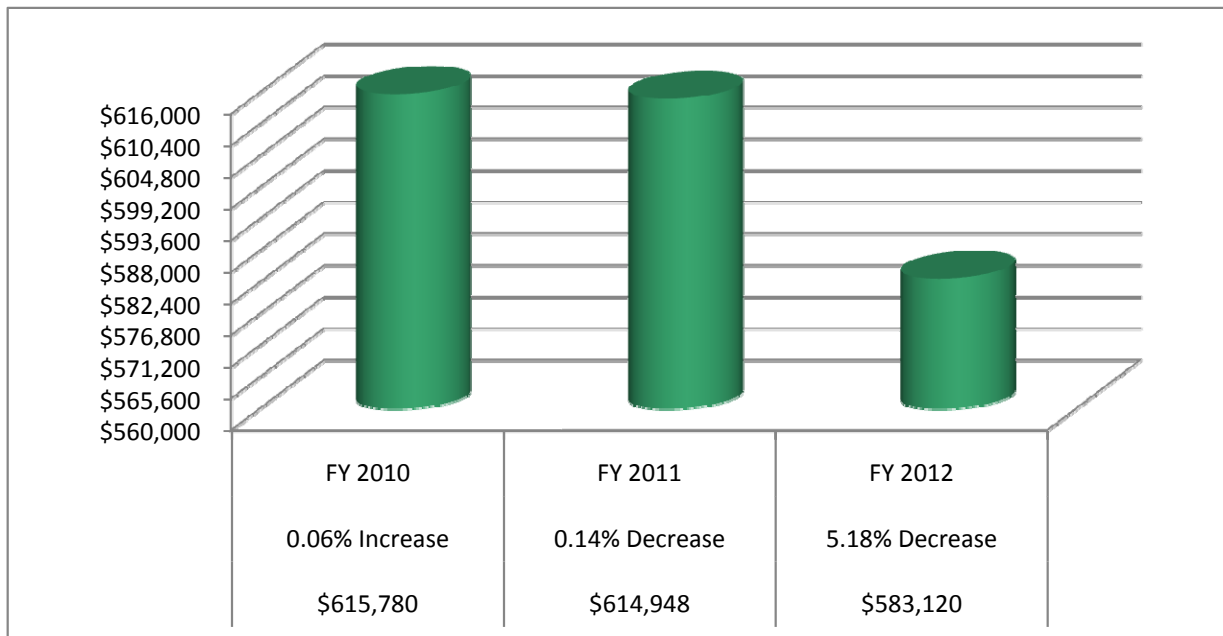
Expenses:	Drapeau	Keller	T&E	Augusta	Boulette	Libby Court	Total
Personnel	\$ 82,906	\$ 9,215	\$ 9,215	\$ 9,215	\$ 64,482	\$ 9,215	\$ 184,248
Payroll Taxes & Employee Benefits	\$ 26,415	\$ 3,375	\$ 2,955	\$ 2,935	\$ 20,548	\$ 2,935	\$ 59,163
Staff Development	\$ 205	\$ -	\$ -	\$ -	\$ 145	\$ -	\$ 350
Travel	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240
Office Costs	\$ 150	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 200
Insurance	\$ 14,104	\$ 1,566	\$ 1,567	\$ 1,567	\$ 10,971	\$ 1,567	\$ 31,342
Telecommunications	\$ 2,124	\$ -	\$ -	\$ 600	\$ 2,350	\$ -	\$ 5,074
Space & Occupancy	\$ 55,000	\$ 5,716	\$ 5,898	\$ 11,800	\$ 51,552	\$ 5,314	\$ 135,280
Contract Services	\$ 16,088	\$ 1,784	\$ 1,788	\$ 1,787	\$ 12,514	\$ 1,787	\$ 35,748
Vehicle	\$ 2,280	\$ -	\$ -	\$ 360	\$ 720	\$ -	\$ 3,360
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 5,875	\$ 625	\$ 625	\$ 625	\$ 4,625	\$ 625	\$ 13,000
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 19,070	\$ 2,119	\$ 2,119	\$ 2,119	\$ 14,831	\$ 2,119	\$ 42,377
Interest	\$ 15,039	\$ 1,671	\$ 1,671	\$ 1,671	\$ 11,697	\$ 1,671	\$ 33,420
Depreciation	\$ 11,103	\$ 3,118	\$ 4,342	\$ 5,377	\$ 12,615	\$ 1,913	\$ 38,468
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 720	\$ -	\$ -	\$ -	\$ 130	\$ -	\$ 850
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 251,319	\$ 29,189	\$ 30,180	\$ 38,056	\$ 207,230	\$ 27,146	\$ 583,120

**Kennebec Valley Community Action Program
Facilities Operating Budget
October 1, 2011 - September 30, 2012**

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 43.1% of the budget), the George Keller Building (5%), the Transportation and Energy Center (5.2%), the KVCAP office in Augusta (6.5%), the Mitchell Boulette Center including the Skowhegan Child Development Center (35.5%), and the Energy Services Center at Libby Court (4.7%).



For fiscal year 2012, a \$583,120 budget is proposed. The budget represents a 5.18%, or (\$31,828), decrease compared to fiscal year 2011.



Kennebec Valley Community Action Program
Facilities Operating Budgets
October 1, 2011 - September 30, 2012

The most significant changes in the FY 2012 budget are listed below in a line by line comparison of the FY 2011 and FY 2012 budgets. Personnel, Payroll Taxes & Employee Benefits, and Administration (Indirect) show a decrease due to reduced staffing. An increase in the Insurance line is to bring it to actual and an increase in the Interest line is due to the loan obtained for last year's capital improvement project. Decreases in Contract Services and Materials and Supplies are due to cost savings measures being implemented and a hold on special project activity. The other significant increase is in Space and Occupancy and it is primarily due to budgeting at a higher fuel cost than last year. The 2012 budget is based on \$3.40 per gallon for fuel compared to \$2.59 in 2011.

Expenses:	FY 2011	FY 2012	Increase/ (Decrease)
Personnel	\$ 220,680	\$ 184,248	\$ (36,432)
Payroll Taxes & Employee Benefits	\$ 72,094	\$ 59,163	\$ (12,931)
Staff Development	\$ 500	\$ 350	\$ (150)
Travel	\$ 250	\$ 240	\$ (10)
Office Costs	\$ 300	\$ 200	\$ (100)
Insurance	\$ 15,100	\$ 31,342	\$ 16,242
Telecommunications	\$ 6,312	\$ 5,074	\$ (1,238)
Space & Occupancy	\$ 124,356	\$ 135,280	\$ 10,924
Contract Services	\$ 39,500	\$ 35,748	\$ (3,752)
Vehicle	\$ 2,900	\$ 3,360	\$ 460
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 16,015	\$ 13,000	\$ (3,015)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 50,765	\$ 42,377	\$ (8,388)
Interest	\$ 26,850	\$ 33,420	\$ 6,570
Depreciation	\$ 38,451	\$ 38,468	\$ 17
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 875	\$ 850	\$ (25)
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 614,948	\$ 583,120	\$ (31,828)

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

- Rent (2011 budget amount = \$1,440 - 62.1% decrease compared to 2011)
- Electricity (\$45,000 - 6.25% decrease)
- Fuel (\$62,560 - 35.2% increase)
- Water/Sewer (\$8,280 - no change)
- Rubbish Removal (\$6,000 - no change)
- Snow Removal/Landscaping (\$12,000 - no change)

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

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

Budget: \$583,120

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 Center, 97 Water Street

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

Kennebec Valley Community Action Program
Agency Operating Budgets
October 1, 2011 - September 30, 2012

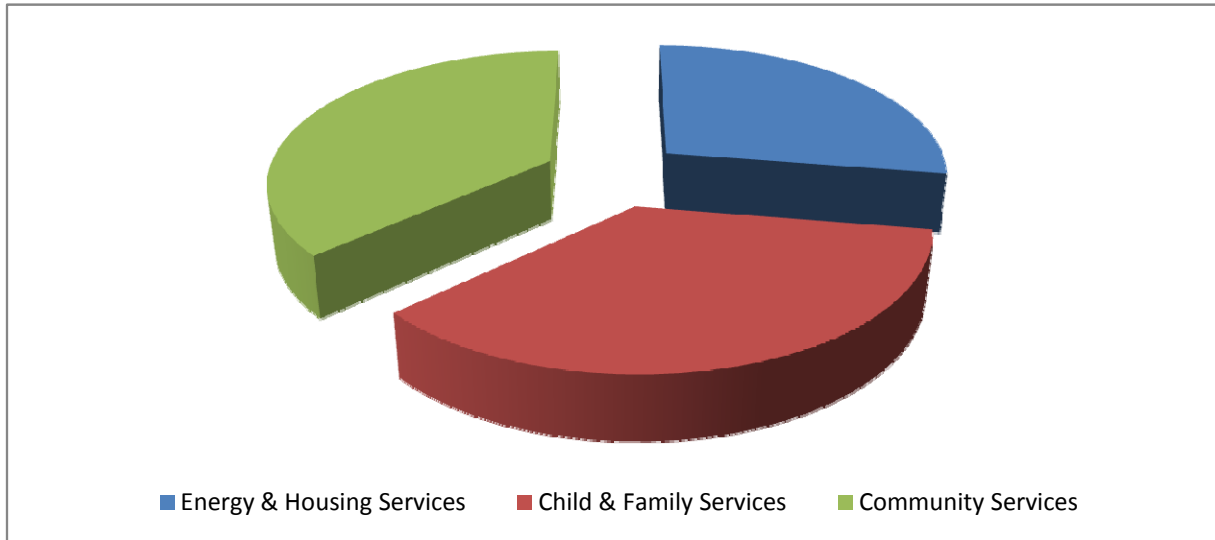
Revenue:	Energy & Housing Services	Child & Family Services	Community Services	Total
Grants & Contracts	\$ 4,824,370	\$ 5,089,545	\$ 1,896,400	\$ 11,810,315
Program Revenue	\$ 497,000	\$ 1,320,533	\$ 5,103,843	\$ 6,921,376
Other Revenue	\$ 71,000	\$ 44,234	\$ 199,962	\$ 315,196
Inkind	\$ -	\$ 546,098	\$ -	\$ 546,098
Total Revenue:	\$ 5,392,370	\$ 7,000,410	\$ 7,200,205	\$ 19,592,985

Expenses:	Energy & Housing Services	Child & Family Services	Community Services	Total
Personnel	\$ 1,218,117	\$ 3,576,058	\$ 2,063,580	\$ 6,857,755
Payroll Taxes & Employee Benefits	\$ 348,362	\$ 1,129,825	\$ 615,103	\$ 2,093,290
Staff Development	\$ 11,875	\$ 59,778	\$ 38,050	\$ 109,703
Travel	\$ 18,691	\$ 46,578	\$ 69,729	\$ 134,998
Office Costs	\$ 59,278	\$ 57,609	\$ 67,551	\$ 184,438
Insurance	\$ 10,315	\$ 16,302	\$ 2,082	\$ 28,699
Telecommunications	\$ 28,489	\$ 43,887	\$ 65,820	\$ 138,196
Space & Occupancy	\$ 107,021	\$ 291,537	\$ 162,937	\$ 561,495
Contract Services	\$ 1,489,972	\$ 140,215	\$ 84,040	\$ 1,714,227
Vehicle	\$ 33,302	\$ -	\$ 498,976	\$ 532,278
Housing Property Costs	\$ 500	\$ -	\$ -	\$ 500
Materials & Supplies	\$ 1,754,054	\$ 250,315	\$ 17,300	\$ 2,021,669
Direct Client Assistance	\$ -	\$ -	\$ 2,922,282	\$ 2,922,282
Administration (Indirect)	\$ 280,060	\$ 801,631	\$ 474,667	\$ 1,556,358
Interest	\$ 4,800	\$ -	\$ 5,000	\$ 9,800
Depreciation	\$ -	\$ -	\$ 22,532	\$ 22,532
Common Carrier	\$ -	\$ -	\$ 30,000	\$ 30,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,950	\$ 40,577	\$ 60,556	\$ 104,083
Inkind	\$ -	\$ 546,098	\$ -	\$ 546,098
Total Expenses:	\$ 5,367,786	\$ 7,000,410	\$ 7,200,205	\$ 19,568,401

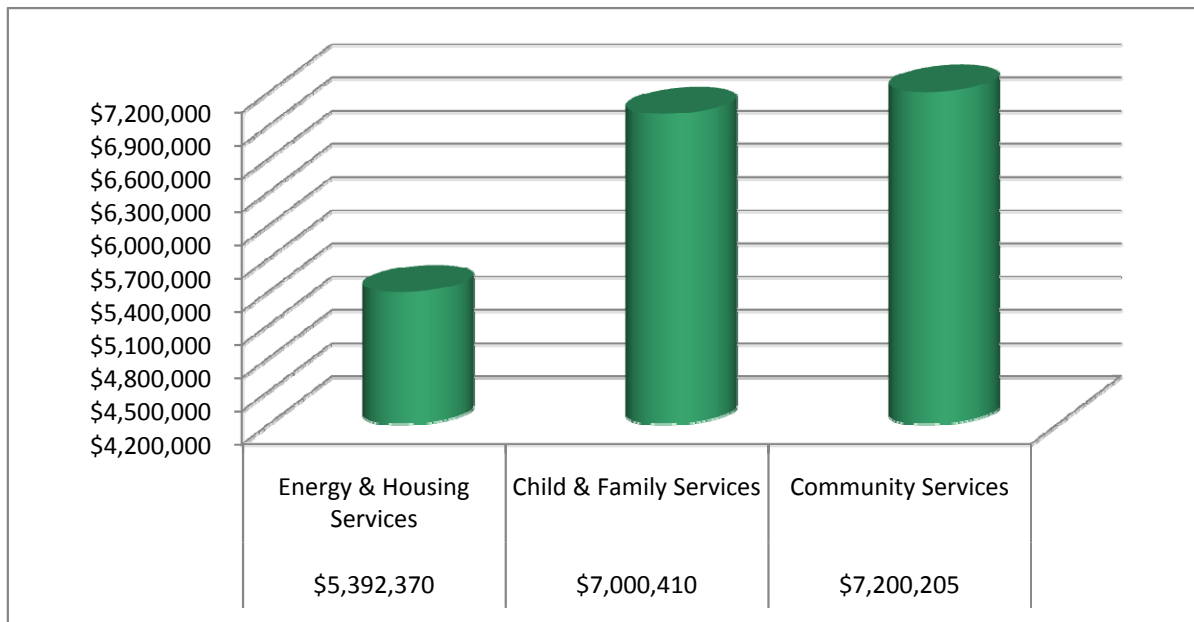
Surplus/(Deficit)	\$ 24,584	\$ -	\$ -	\$ 24,584
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**Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2011 - September 30, 2012**

The agency's operating budget consists of its three major departments - Energy and Housing Services (which contributes 27.5% of the budget), Child and Family Services (35.7%), and Community Services (36.8%).



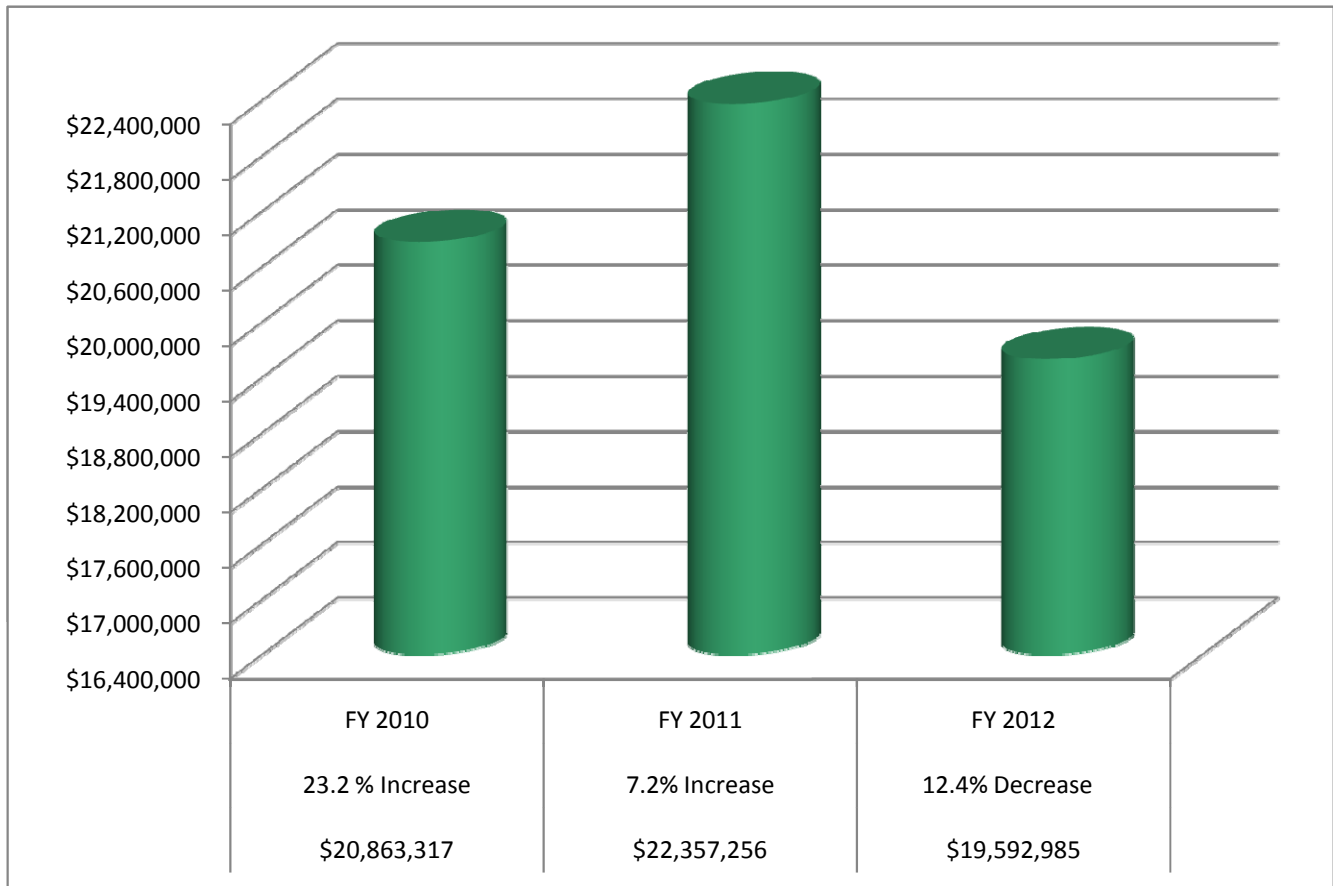
**Budget by Department
FY 2012**



**Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2011 - September 30, 2012**

For fiscal year 2012, a \$19,592,985 budget is proposed. This budget represents a 12.4%, or (\$2,764,271) decrease compared to 2011's 7.2 % increase.

**Agency Operating Budget Comparison
FY 2011 - FY 2012**



By department, Energy & Housing Services shows a 27.4% decrease, Child & Family Services shows a 2.7% increase, and Community Services shows a 11.3% decrease. Please see each department listing for more details.

Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2011 - September 30, 2012

Revenue:	FY 2011	FY 2012	Increase/ (Decrease)
Grants & Contracts	\$ 14,636,082	\$ 11,810,315	\$ (2,825,767)
Program Revenue	\$ 7,197,095	\$ 6,921,376	\$ (275,719)
Other Revenue	\$ 345,061	\$ 315,196	\$ (29,865)
Inkind	\$ 179,018	\$ 546,098	\$ 367,080
Total Revenue:	\$ 22,357,256	\$ 19,592,985	\$ (2,764,271)

Expenses:			
Personnel	\$ 7,029,910	\$ 6,857,755	\$ (172,155)
Payroll Taxes & Employee Benefits	\$ 2,099,531	\$ 2,093,290	\$ (6,241)
Staff Development	\$ 117,660	\$ 109,703	\$ (7,957)
Travel	\$ 158,399	\$ 134,998	\$ (23,401)
Office Costs	\$ 228,692	\$ 184,438	\$ (44,254)
Insurance	\$ 39,133	\$ 28,699	\$ (10,434)
Telecommunications	\$ 146,936	\$ 138,196	\$ (8,740)
Space & Occupancy	\$ 665,364	\$ 561,495	\$ (103,869)
Contract Services	\$ 2,995,366	\$ 1,714,227	\$ (1,281,139)
Vehicle	\$ 526,282	\$ 532,278	\$ 5,996
Housing Property Costs	\$ 1,000	\$ 500	\$ (500)
Materials & Supplies	\$ 3,119,464	\$ 2,021,669	\$ (1,097,795)
Direct Client Assistance	\$ 3,166,318	\$ 2,922,282	\$ (244,036)
Administration (Indirect)	\$ 1,614,215	\$ 1,556,358	\$ (57,857)
Interest	\$ 9,800	\$ 9,800	\$ -
Depreciation	\$ 47,689	\$ 22,532	\$ (25,157)
Common Carrier	\$ 30,000	\$ 30,000	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 172,328	\$ 104,083	\$ (68,245)
Inkind	\$ 179,018	\$ 546,098	\$ 367,080
Total Expenses:	\$ 22,347,105	\$ 19,568,401	\$ (2,778,704)

Surplus/(Deficit)	\$ 10,151	\$ 24,584	\$ 14,433
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Kennebec Valley Community Action Program
Energy & Housing Services Operating Budgets
October 1, 2011 - September 30, 2012

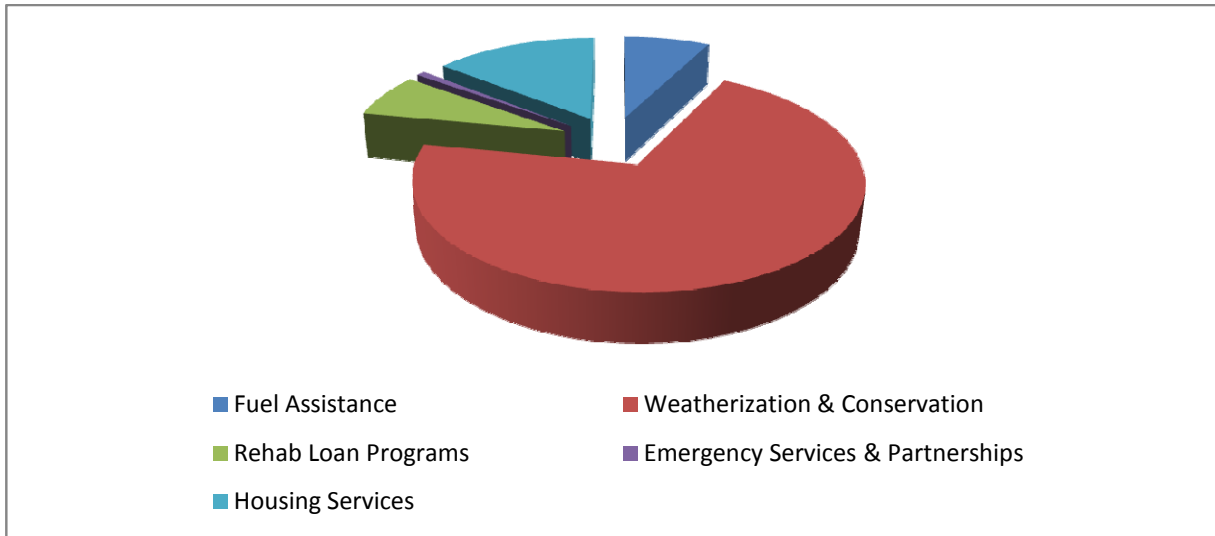
Revenue:	Fuel Assistance	Weatherization & Conservation	Rehab Loan Programs	Emergency Services & Partnerships	Housing Services	Total
Grants & Contracts	\$ 409,791	\$ 3,797,177	\$ 371,172	\$ 41,000	\$ 205,230	\$ 4,824,370
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ 497,000	\$ 497,000
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ 71,000	\$ 71,000
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 409,791	\$ 3,797,177	\$ 371,172	\$ 41,000	\$ 773,230	\$ 5,392,370

Expenses:	Fuel Assistance	Weatherization & Conservation	Rehab Loan Programs	Emergency Services & Partnerships	Housing Services	Total
Personnel	\$ 206,061	\$ 813,875	\$ 24,600	\$ 14,581	\$ 159,000	\$ 1,218,117
Payroll Taxes & Employee Benefits	\$ 76,088	\$ 218,456	\$ 6,924	\$ 3,804	\$ 43,090	\$ 348,362
Staff Development	\$ -	\$ 2,475	\$ -	\$ -	\$ 9,400	\$ 11,875
Travel	\$ 4,580	\$ 5,965	\$ -	\$ 1,466	\$ 6,680	\$ 18,691
Office Costs	\$ 30,239	\$ 21,229	\$ 200	\$ 2,025	\$ 5,585	\$ 59,278
Insurance	\$ -	\$ 4,093	\$ 1,200	\$ 1,422	\$ 3,600	\$ 10,315
Telecommunications	\$ 9,452	\$ 13,299	\$ -	\$ 1,158	\$ 4,580	\$ 28,489
Space & Occupancy	\$ 33,150	\$ 37,490	\$ 5,340	\$ 9,980	\$ 21,061	\$ 107,021
Contract Services	\$ 2,550	\$ 977,472	\$ 241,500	\$ 2,050	\$ 266,400	\$ 1,489,972
Vehicle	\$ -	\$ 33,302	\$ -	\$ -	\$ -	\$ 33,302
Housing Property Costs	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500
Materials & Supplies	\$ -	\$ 1,481,494	\$ 85,000	\$ 60	\$ 187,500	\$ 1,754,054
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 47,671	\$ 186,777	\$ 5,658	\$ 3,354	\$ 36,600	\$ 280,060
Interest	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 1,250	\$ 250	\$ 1,100	\$ 350	\$ 2,950
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 409,791	\$ 3,797,177	\$ 371,172	\$ 41,000	\$ 748,646	\$ 5,367,786

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ 24,584	\$ 24,584
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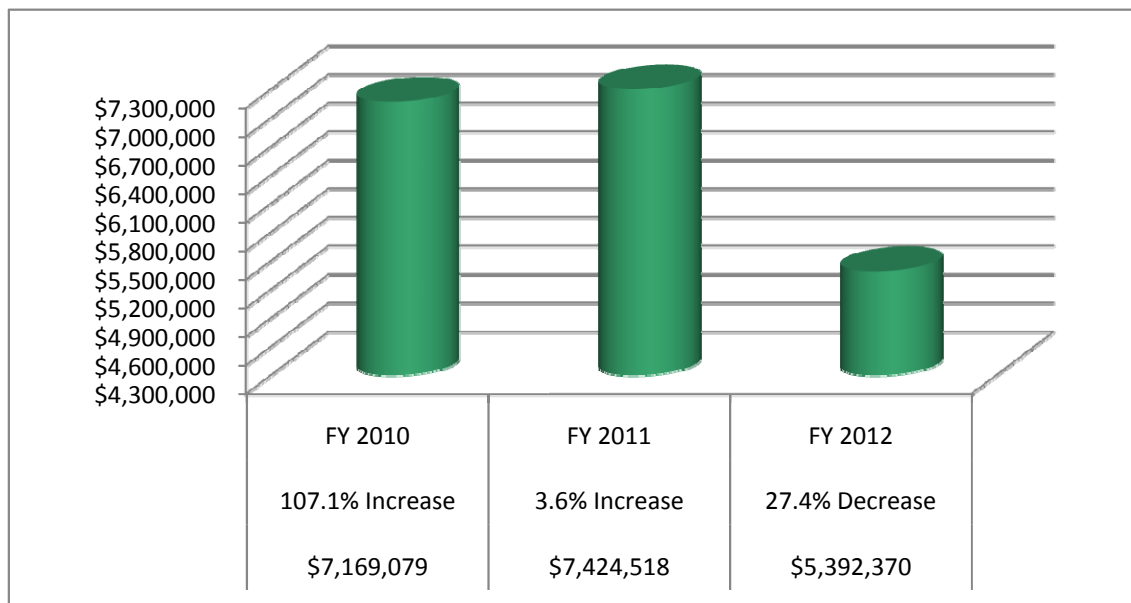
**Kennebec Valley Community Action Program
Energy & Housing Services Operating Budget
October 1, 2011 - September 30, 2012**

The Energy & Housing Services budget consists of the following programming: Fuel Assistance (which contributes 7.6% of the budget), Weatherization & Conservation (70.4%), Rehab Programs (6.9%), Emergency Services & Partnerships (0.8%), and Housing Services (14.3%).



For fiscal year 2012, a \$5,392,370 budget is proposed. This budget represents a 27.4%, or (\$2,032,148) decrease compared to fiscal year 2011's budget.

**Energy & Housing Services Comparison
FY 2010 - FY 2012**



Kennebec Valley Community Action Program

Energy & Housing Services Operating Budget

October 1, 2011 - September 30, 2012

This year Energy & Housing Services is seeing a decrease in their budget. This decrease is due primarily to the end of DOE funding through the American Reinvestment and Recovery Act in March 2012. (\$1,947,262) Several other programs saw an end with the 2011 budget. They include the Sustain Mid Maine Energy Program (\$98,324), the Maine Housing Rehab Loan Program (\$695,866), and the Homeless Prevention and Rapid Replacement Program (\$194,655). On a positive note, several one-time funding opportunities started up to off set these decreases. They include the Sustainable Energy Resources for Consumers program in Lincoln/Sagadahoc counties, two HEAP Weatherization supplemental grants which end in December 2011, and the Emergency Homeowner Loan Program. There was also the return of the Above Ground Storage Tank Removal Program. These programs provide an off set of \$736,465 to the other decreases.

On the expense side of the budget, all decreases directly relate to the end of the DOE ARRA programming, the Maine Housing Rehab Loan Program and smaller decreases in the Neighborhood Stabilization program and the Maine Home Repair Network.

Revenue:	FY 2011	FY 2012	Increase/ (Decrease)
Grants & Contracts	\$ 6,761,736	\$ 4,824,370	\$ (1,937,366)
Program Revenue	\$ 570,324	\$ 497,000	\$ (73,324)
Other Revenue	\$ 92,458	\$ 71,000	\$ (21,458)
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 7,424,518	\$ 5,392,370	\$ (2,032,148)

Expenses:			
Personnel	\$ 1,123,874	\$ 1,218,117	\$ 94,243
Payroll Taxes & Employee Benefits	\$ 319,911	\$ 348,362	\$ 28,451
Staff Development	\$ 20,247	\$ 11,875	\$ (8,372)
Travel	\$ 31,868	\$ 18,691	\$ (13,177)
Office Costs	\$ 79,224	\$ 59,278	\$ (19,946)
Insurance	\$ 17,601	\$ 10,315	\$ (7,286)
Telecommunications	\$ 29,486	\$ 28,489	\$ (997)
Space & Occupancy	\$ 240,898	\$ 107,021	\$ (133,877)
Contract Services	\$ 2,466,151	\$ 1,489,972	\$ (976,179)
Vehicle	\$ 53,512	\$ 33,302	\$ (20,210)
Housing Property Costs	\$ 1,000	\$ 500	\$ (500)
Materials & Supplies	\$ 2,729,485	\$ 1,754,054	\$ (975,431)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 259,663	\$ 280,060	\$ 20,397
Interest	\$ 4,800	\$ 4,800	\$ -
Depreciation	\$ 25,157	\$ -	\$ (25,157)
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 11,490	\$ 2,950	\$ (8,540)
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 7,414,367	\$ 5,367,786	\$ (2,046,581)

Surplus/(Deficit)	\$ 10,151	\$ 24,584	\$ 14,433
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Kennebec Valley Community Action Program
Fuel Assistance Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	*LIHEAP (**K/S/L/S)	*LIAP (Kennebec/ Somerset)	*LIAP (Lincoln/ Sagadahoc)	Total
Grants & Contracts	\$ 347,958	\$ 49,259	\$ 12,574	\$ 409,791
Program Revenue	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 347,958	\$ 49,259	\$ 12,574	\$ 409,791

Expenses:				
Personnel	\$ 171,351	\$ 26,710	\$ 8,000	\$ 206,061
Payroll Taxes & Employee Benefits	\$ 65,950	\$ 7,454	\$ 2,684	\$ 76,088
Staff Development	\$ -	\$ -	\$ -	\$ -
Travel	\$ 4,580	\$ -	\$ -	\$ 4,580
Office Costs	\$ 25,489	\$ 4,700	\$ 50	\$ 30,239
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ 8,452	\$ 1,000	\$ -	\$ 9,452
Space & Occupancy	\$ 30,150	\$ 3,000	\$ -	\$ 33,150
Contract Services	\$ 2,550	\$ -	\$ -	\$ 2,550
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 39,436	\$ 6,395	\$ 1,840	\$ 47,671
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 347,958	\$ 49,259	\$ 12,574	\$ 409,791

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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* LIHEAP = Low-Income Home Energy Assistance Program
 ** This year's LIHEAP program is for all four counties combined - Kennebec/Somerset/Lincoln/Sagadahoc.

**Kennebec Valley Community Action Program
Weatherization & Conservation Operating Budgets
October 1, 2011 - September 30, 2012**

Revenue:	*DOE (Kennebec/ Somerset)	*DOE ARRA (Kennebec/ Somerset)	*DOE (Lincoln/ Sagadahoc)	*DOE ARRA (Lincoln/ Sagadahoc)	*SERC (Lincoln/ Sagadahoc)
Grants & Contracts	\$ 354,979	\$ 708,733	\$ 85,637	\$ 209,254	\$ 369,199
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 354,979	\$ 708,733	\$ 85,637	\$ 209,254	\$ 369,199

Expenses:	*DOE (Kennebec/ Somerset)	*DOE ARRA (Kennebec/ Somerset)	*DOE (Lincoln/ Sagadahoc)	*DOE ARRA (Lincoln/ Sagadahoc)	*SERC (Lincoln/ Sagadahoc)
Personnel	\$ 93,000	\$ 119,000	\$ 24,000	\$ 32,700	\$ 60,000
Payroll Taxes & Employee Benefits	\$ 27,366	\$ 33,654	\$ 6,950	\$ 11,766	\$ 13,890
Staff Development	\$ 975	\$ 1,000	\$ -	\$ 500	\$ -
Travel	\$ 375	\$ 2,800	\$ 225	\$ 225	\$ 200
Office Costs	\$ 4,185	\$ 2,265	\$ 740	\$ 360	\$ 360
Insurance	\$ 2,023	\$ 750	\$ -	\$ 600	\$ 720
Telecommunications	\$ 3,105	\$ 4,470	\$ 234	\$ 720	\$ 690
Space & Occupancy	\$ 5,400	\$ 6,000	\$ 900	\$ 1,350	\$ 3,600
Contract Services	\$ 97,300	\$ 248,440	\$ 23,193	\$ 76,000	\$ 134,539
Vehicle	\$ 7,325	\$ 5,950	\$ 1,325	\$ 1,225	\$ 2,150
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 92,475	\$ 256,534	\$ 22,550	\$ 76,285	\$ 139,150
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 21,200	\$ 27,370	\$ 5,520	\$ 7,523	\$ 13,800
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 250	\$ 500	\$ -	\$ -	\$ 100
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 354,979	\$ 708,733	\$ 85,637	\$ 209,254	\$ 369,199

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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* DOE = Department of Energy (Weatherization)

* DOE ARRA = Department of Energy (Weatherization) - American Reinvestment and Recovery Act

Kennebec Valley Community Action Program
Weatherization & Conservation Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	*HEAP Wthz./CHIP (Kennebec/Somerset)	*HEAP Wthz. Supplemental (Kennebec/Somerset)	*HEAP Wthz./CHIP (Lincoln/Sagadahoc)	*HEAP Wthz. Supplemental (Lincoln/Sagadahoc)	*ARP (K/S/L/S)	*AGSTRP	Total
Grants & Contracts	\$ 1,432,748	\$ 156,924	\$ 301,081	\$ 33,222	\$ 42,500	\$ 102,900	\$ 3,797,177
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 1,432,748	\$ 156,924	\$ 301,081	\$ 33,222	\$ 42,500	\$ 102,900	\$ 3,797,177

Expenses:	*HEAP Wthz./CHIP (Kennebec/Somerset)	*HEAP Wthz. Supplemental (Kennebec/Somerset)	*HEAP Wthz./CHIP (Lincoln/Sagadahoc)	*HEAP Wthz. Supplemental (Lincoln/Sagadahoc)	*ARP (K/S/L/S)	*AGSTRP	Total
Personnel	\$ 378,000	\$ 19,000	\$ 58,500	\$ 4,000	\$ 16,675	\$ 9,000	\$ 813,875
Payroll Taxes & Employee Benefits	\$ 96,670	\$ 4,729	\$ 14,156	\$ 1,137	\$ 5,138	\$ 3,000	\$ 218,456
Staff Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,475
Travel	\$ 600	\$ -	\$ 1,300	\$ -	\$ 240	\$ -	\$ 5,965
Office Costs	\$ 10,363	\$ 130	\$ 1,100	\$ 70	\$ 1,251	\$ 405	\$ 21,229
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,093
Telecommunications	\$ 3,360	\$ 45	\$ -	\$ 45	\$ 495	\$ 135	\$ 13,299
Space & Occupancy	\$ 14,000	\$ -	\$ 3,000	\$ -	\$ 2,340	\$ 900	\$ 37,490
Contract Services	\$ 262,225	\$ 64,275	\$ 58,000	\$ 13,500	\$ -	\$ -	\$ 977,472
Vehicle	\$ 11,777	\$ 100	\$ 3,400	\$ 50	\$ -	\$ -	\$ 33,302
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 568,585	\$ 64,275	\$ 148,225	\$ 13,500	\$ 12,525	\$ 87,390	\$ 1,481,494
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 86,768	\$ 4,370	\$ 13,400	\$ 920	\$ 3,836	\$ 2,070	\$ 186,777
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 1,432,748	\$ 156,924	\$ 301,081	\$ 33,222	\$ 42,500	\$ 102,900	\$ 3,797,177

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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* HEAP Wthz./CHIP = Home Energy Assistance Program Weatherization/Central Heating Improvement Program

* ARP (K/S/L/S) - Appliance Replacement Program (Kennebec/Somerset/Lincoln/Sagadahoc)

* AGSTRP - Above Ground Storage Tank Removal Program

Kennebec Valley Community Action Program
Rehab Loan Programs Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	Maine Home Repair Network	Neighborhood Stabilization	Total
Grants & Contracts	\$ 200,000	\$ 171,172	\$ 371,172
Program Revenue	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 200,000	\$ 171,172	\$ 371,172

Expenses:			
Personnel	\$ 20,100	\$ 4,500	\$ 24,600
Payroll Taxes & Employee Benefits	\$ 4,467	\$ 2,457	\$ 6,924
Staff Development	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Office Costs	\$ 200	\$ -	\$ 200
Insurance	\$ -	\$ 1,200	\$ 1,200
Telecommunications	\$ -	\$ -	\$ -
Space & Occupancy	\$ 360	\$ 4,980	\$ 5,340
Contract Services	\$ 85,000	\$ 156,500	\$ 241,500
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ 500	\$ 500
Materials & Supplies	\$ 85,000	\$ -	\$ 85,000
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 4,623	\$ 1,035	\$ 5,658
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 250	\$ -	\$ 250
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 200,000	\$ 171,172	\$ 371,172

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Emergency Services & Partnerships Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	*TEFAP	**Family Violence Project	Transitional Housing	Total
Grants & Contracts	\$ 18,100	\$ 2,700	\$ 20,200	\$ 41,000
Program Revenue	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 18,100	\$ 2,700	\$ 20,200	\$ 41,000

Expenses:				
Personnel	\$ 8,900	\$ 1,684	\$ 3,997	\$ 14,581
Payroll Taxes & Employee Benefits	\$ 2,794	\$ 288	\$ 722	\$ 3,804
Staff Development	\$ -	\$ -	\$ -	\$ -
Travel	\$ 900	\$ 216	\$ 350	\$ 1,466
Office Costs	\$ 1,800	\$ -	\$ 225	\$ 2,025
Insurance	\$ -	\$ -	\$ 1,422	\$ 1,422
Telecommunications	\$ 660	\$ 124	\$ 374	\$ 1,158
Space & Occupancy	\$ -	\$ -	\$ 9,980	\$ 9,980
Contract Services	\$ -	\$ -	\$ 2,050	\$ 2,050
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ 60	\$ 60
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 2,046	\$ 388	\$ 920	\$ 3,354
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 1,000	\$ -	\$ 100	\$ 1,100
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 18,100	\$ 2,700	\$ 20,200	\$ 41,000

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, 2011 - September 30, 2012

Revenue:	Home Buyer Education	Foreclosure Counseling	Neighborworks Foreclosure Mitigation	*EHLP	Neighborworks Administration	Real Estate Development	Total
Grants & Contracts	\$ -	\$ 61,350	\$ 69,660	\$ 74,220	\$ -	\$ -	\$ 205,230
Program Revenue	\$ 15,000	\$ -	\$ -	\$ -	\$ 47,000	\$ 435,000	\$ 497,000
Other Revenue	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 66,000	\$ 71,000
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 20,000	\$ 61,350	\$ 69,660	\$ 74,220	\$ 47,000	\$ 501,000	\$ 773,230

Expenses:	Home Buyer Education	Foreclosure Counseling	Neighborworks Foreclosure Mitigation	*EHLP	Neighborworks Administration	Real Estate Development	Total
Personnel	\$ 12,000	\$ 37,000	\$ 44,000	\$ 39,000	\$ 21,000	\$ 6,000	\$ 159,000
Payroll Taxes & Employee Benefits	\$ 2,315	\$ 9,629	\$ 10,580	\$ 12,990	\$ 4,540	\$ 3,036	\$ 43,090
Staff Development	\$ -	\$ -	\$ -	\$ 1,200	\$ 8,200	\$ -	\$ 9,400
Travel	\$ -	\$ 800	\$ 580	\$ 1,000	\$ 4,300	\$ -	\$ 6,680
Office Costs	\$ 625	\$ 1,635	\$ 300	\$ 1,825	\$ 1,200	\$ -	\$ 5,585
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ 3,600
Telecommunications	\$ 600	\$ 1,265	\$ 780	\$ 1,035	\$ 900	\$ -	\$ 4,580
Space & Occupancy	\$ 1,200	\$ 2,511	\$ 3,300	\$ 3,150	\$ 1,800	\$ 9,100	\$ 21,061
Contract Services	\$ 500	\$ -	\$ -	\$ 4,900	\$ -	\$ 261,000	\$ 266,400
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187,500	\$ 187,500
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 2,760	\$ 8,510	\$ 10,120	\$ 8,970	\$ 4,860	\$ 1,380	\$ 36,600
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ 150	\$ 200	\$ -	\$ 350
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 20,000	\$ 61,350	\$ 69,660	\$ 74,220	\$ 47,000	\$ 476,416	\$ 748,646

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,584	\$ 24,584
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*EHLP - Emergency Home Loan Program

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

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.

A. Energy Services

Low-Income Home Energy Assistance Program (LIHEAP) - Kennebec, Somerset, Lincoln & Sagadahoc Counties

Budget: \$409,791 (\$347,958 - LIHEAP Administrative & Other Benefits & \$61,833 - LIAP)

Staff: 2 full-time equivalents, 10 temporary employees

Description of clients: Low-income households

Number of households to be served in FY 2012: 14,500

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.

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 2012: 45

Continuing Services: Provide CMP customers eligibility certification for the CMP Line Extension Assistance Program for assistance in paying for installation of poles and lines to new residences.

Long-Term Strategic Issues: Continue to lobby the power companies to assist low income families with connecting to the utility.

Dept. of Energy (DOE) Weatherization – Kennebec/Somerset & Lincoln/Sagadahoc Counties

Budget: \$1,063,712 in Kennebec/Somerset Counties (\$354,979 - regular DOE & \$708,733 - DOE ARRA to 3/31/2012) & \$664,090 in Lincoln/Sagadahoc Counties (\$85,637 - regular DOE, \$209,254 - DOE ARRA, & \$369,199 - SERC grant to 3/31/2012)

Staff: 12 full-time equivalents in Kennebec/Somerset Counties & 4 full-time equivalents in Lincoln/Sagadahoc Counties.

Description of clients: HEAP-eligible families, homeowners and renters

Number of clients to be served in FY 2012: 175 in Kennebec/Somerset Counties & 56 in Lincoln/Sagadahoc

Continuing Services: Provide housing repairs to Low-Income Home Energy Assistance Program (LIHEAP) eligible homeowners and renters in order to reduce home heating costs and to conserve energy. In addition to lower heating costs for our clients and conserving energy, this program also provides construction jobs for our subcontractors and sales for our building material vendors.

Anticipated New Service Opportunities: This program now allows more health and safety measures, rather than exclusively energy conserving measures. This improvement in program options allows us to address our clients' indoor air quality, as well as, lowering their heating costs. Electrical savings measures are also being allowed including appliance replacement and energy efficient light bulbs.

Long-Term Strategic Issues: We continue to pursue fund leveraging opportunities with local Community Development Block Grant programs and other funds whenever available. These

activities will allow our weatherization funds to serve more households and completely answer all our clients' housing needs.

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

**HEAP/Weatherization and Central Heating Improvement Program (CHIP) –
Kennebec/Somerset & Lincoln/Sagadahoc Counties**

Budget: \$1,589,672 in Kennebec/Somerset Counties (\$1,024,395 - HEAP/WZ & \$408,353 – CHIP through 9/30/2012 & \$156,924 - HEAP/WZ Supplemental Grant through 12/31/2011) & \$334,303 in Lincoln/Sagadahoc Counties (\$180,500 - HEAP/WZ & \$120,581 – CHIP through 9/30/2012 & \$33,222 – HEAP/WZ Supplemental Grant through 12/31/2011)

Staff: 6 full-time equivalents in Kennebec/Somerset Counties & 4 full-time equivalents in Lincoln/Sagadahoc Counties

Description of clients: HEAP eligible families, homeowners and renters

Number of clients to be served in FY 2012: 288 in Kennebec/Somerset Counties & 130 in Lincoln/Sagadahoc Counties

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; in addition, the program also provides construction jobs and material purchases from building supply companies, thereby stimulating local economies. 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, Lincoln & Sagadahoc

Budget: \$42,500

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 2012: 500

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 Kennebec, Somerset, Lincoln & Sagadahoc

Budget: \$200,000

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

Number of families to be served in FY 2012: 20

Continuing Services: 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.

Neighborhood Stabilization Program

Budget: \$171,172

Description of clients: Very-low to Medium income families

Estimated number of clients to be served in FY2012: 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.

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 2012: 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 2012: 6

Continuing Services: Provide oversight, leased of new tenants and maintenance for the three 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 2012: 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.

B. Housing Services

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: \$773,230

Staff: 6 full-time equivalents

Homeownership Education

Description of clients: No Income Restrictions

Estimated number of clients to be served in FY 2012: 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.

Real Estate Development

Description of clients: Very Low to Moderate Income Households

Estimated number of households to be served in FY 2012: 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) School Projects

Through a partnership with Capital Area Technical Center (CATC), we provide students the opportunity for home-building projects by funding the materials and land costs while the school provides the technical training. At Cony Village CATC students have helped build 3 homes.

Kennebec Valley Community Action Program
Child & Family Services Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	Head Start/Early Head Start	*CACFP	Other Child & Family Services	Total
Grants & Contracts	\$ 4,332,745	\$ 139,721	\$ 617,079	\$ 5,089,545
Program Revenue	\$ 50,129	\$ -	\$ 1,270,404	\$ 1,320,533
Other Revenue	\$ -	\$ -	\$ 44,234	\$ 44,234
Inkind	\$ 546,098	\$ -	\$ -	\$ 546,098
Total Revenue:	\$ 4,928,972	\$ 139,721	\$ 1,931,717	\$ 7,000,410

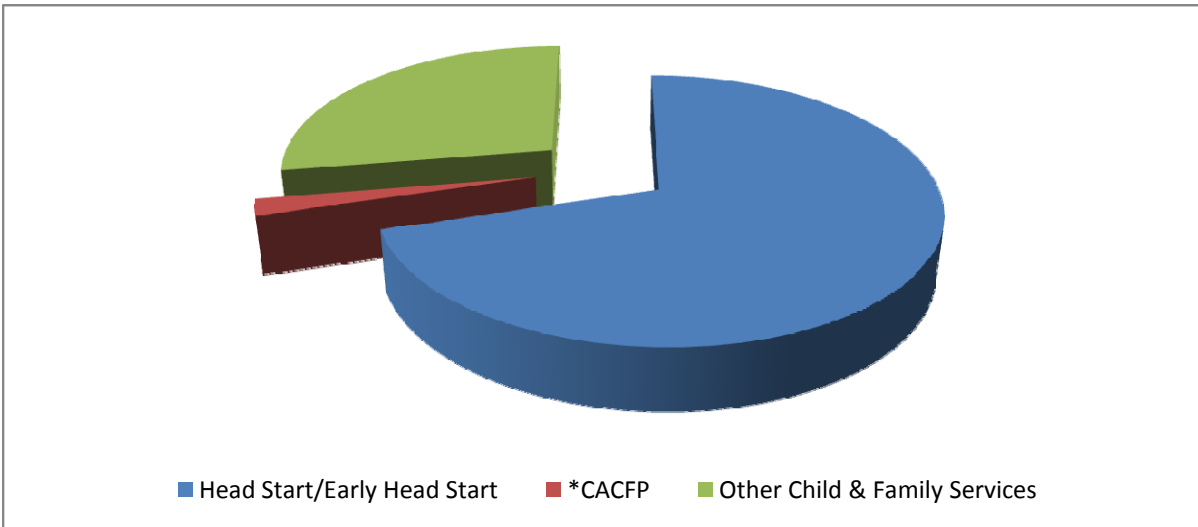
Expenses:	Head Start/Early Head Start	*CACFP	Other Child & Family Services	Total
Personnel	\$ 2,496,616	\$ -	\$ 1,079,442	\$ 3,576,058
Payroll Taxes & Employee Benefits	\$ 780,447	\$ -	\$ 349,378	\$ 1,129,825
Staff Development	\$ 37,090	\$ -	\$ 22,688	\$ 59,778
Travel	\$ 35,920	\$ -	\$ 10,658	\$ 46,578
Office Costs	\$ 52,790	\$ -	\$ 4,819	\$ 57,609
Insurance	\$ 2,217	\$ -	\$ 14,085	\$ 16,302
Telecommunications	\$ 27,352	\$ 576	\$ 15,959	\$ 43,887
Space & Occupancy	\$ 189,072	\$ 8,904	\$ 93,561	\$ 291,537
Contract Services	\$ 68,389	\$ 1,000	\$ 70,826	\$ 140,215
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 90,165	\$ 129,241	\$ 30,909	\$ 250,315
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 568,542	\$ -	\$ 233,089	\$ 801,631
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 34,274	\$ -	\$ 6,303	\$ 40,577
Inkind	\$ 546,098	\$ -	\$ -	\$ 546,098
Total Expenses:	\$ 4,928,972	\$ 139,721	\$ 1,931,717	\$ 7,000,410

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

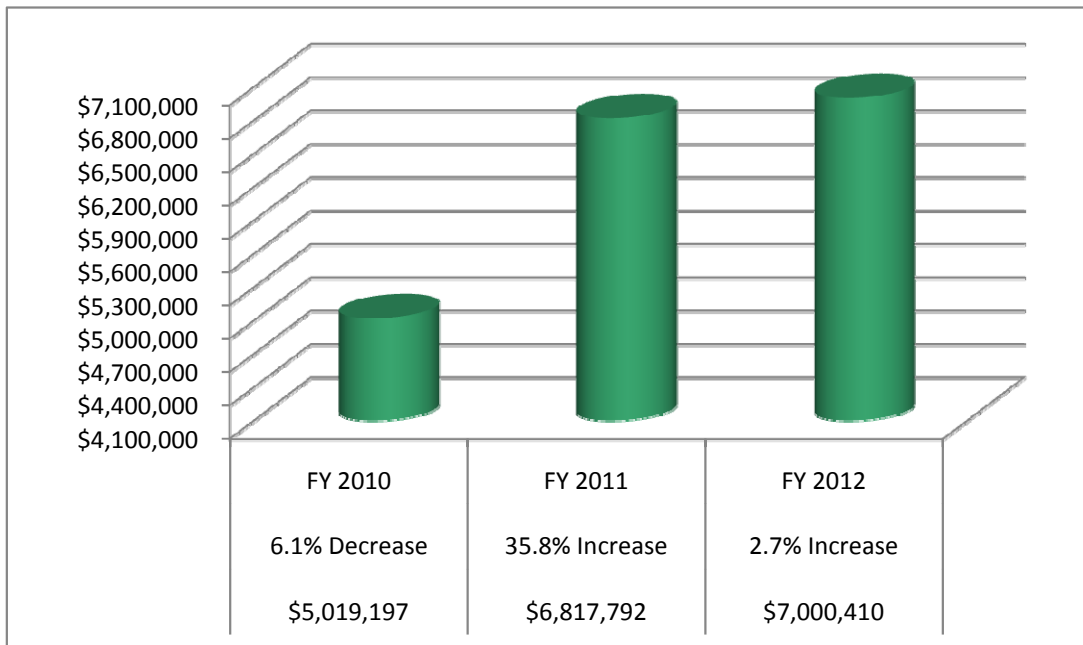
**Kennebec Valley Community Action Program
Child & Family Services Operating Budget
October 1, 2011 - September 30, 2012**

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: Head Start/Early Head Start (which contributes 70.4% of the budget), the Child and Adult Food Care Program [CACFP] (2.0%), and all other Child & Family Services (27.6%).



For fiscal year 2012, a \$7,000,410 budget is proposed. This budget represents a 2.7%, or \$182,618 increase compared to fiscal year 2011's budget.

**Child & Family Services Comparison
FY 2010 - FY 2012**



Kennebec Valley Community Action Program

Child & Family Services Operating Budget

October 1, 2011 - September 30, 2012

The increase in Child and Family Services budget for FY 2012 is due to increased funding from the Waterville Public Schools for the Educare Center. Several changes in funding streams have led to a reclassification of funds between grant funds and program revenue as the State's Child Care program moved from issuing contracts for services to a voucher program. The estimated loss of funding related to this is being off set by an increased Inkind recognition for the year.

Off-setting reductions in expenses were made based on the department's needs assessment which resulted in the suspension of joint delivery of services at the Manson Park School in Pittsfield and the suspension of the Family Childcare Option.

Revenue:	FY 2011	FY 2012	Increase/ (Decrease)
Grants & Contracts	\$ 5,750,946	\$ 5,089,545	\$ (661,401)
Program Revenue	\$ 934,721	\$ 1,320,533	\$ 385,812
Other Revenue	\$ 13,000	\$ 44,234	\$ 31,234
Inkind	\$ 119,125	\$ 546,098	\$ 426,973
Total Revenue:	\$ 6,817,792	\$ 7,000,410	\$ 182,618

Expenses:			
Personnel	\$ 3,527,469	\$ 3,576,058	\$ 48,589
Payroll Taxes & Employee Benefits	\$ 1,065,390	\$ 1,129,825	\$ 64,435
Staff Development	\$ 60,463	\$ 59,778	\$ (685)
Travel	\$ 57,462	\$ 46,578	\$ (10,884)
Office Costs	\$ 72,985	\$ 57,609	\$ (15,376)
Insurance	\$ 13,750	\$ 16,302	\$ 2,552
Telecommunications	\$ 56,274	\$ 43,887	\$ (12,387)
Space & Occupancy	\$ 244,202	\$ 291,537	\$ 47,335
Contract Services	\$ 387,675	\$ 140,215	\$ (247,460)
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 306,194	\$ 250,315	\$ (55,879)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 807,063	\$ 801,631	\$ (5,432)
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 99,740	\$ 40,577	\$ (59,163)
Inkind	\$ 119,125	\$ 546,098	\$ 426,973
Total Expenses:	\$ 6,817,792	\$ 7,000,410	\$ 182,618

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Head Start/Early Head Start Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	State Head Start - Educare	State Head Start - All Other Centers	Head Start - Educare	Head Start - All Other Centers	Early Head Start - Educare	Early Head Start - All Other Centers
Grants & Contracts	\$ 88,923	\$ 304,804	\$ 1,497,521	\$ 1,513,117	\$ 300,689	\$ 380,284
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ 45,178	\$ 4,951
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ 546,098	\$ -	\$ -
Total Revenue:	\$ 88,923	\$ 304,804	\$ 1,497,521	\$ 2,059,215	\$ 345,867	\$ 385,235

Expenses:	State Head Start - Educare	State Head Start - All Other Centers	Head Start - Educare	Head Start - All Other Centers	Early Head Start - Educare	Early Head Start - All Other Centers
Personnel	\$ 56,925	\$ 199,062	\$ 941,417	\$ 827,842	\$ 161,600	\$ 186,130
Payroll Taxes & Employee Benefits	\$ 18,135	\$ 55,251	\$ 275,315	\$ 233,224	\$ 120,024	\$ 51,826
Staff Development	\$ -	\$ -	\$ 799	\$ 4,023	\$ 235	\$ 376
Travel	\$ 1,185	\$ 4,706	\$ 2,069	\$ 9,292	\$ 853	\$ 1,465
Office Costs	\$ -	\$ -	\$ 8,694	\$ 27,803	\$ 3,614	\$ 8,128
Insurance	\$ -	\$ -	\$ -	\$ 1,947	\$ -	\$ 270
Telecommunications	\$ -	\$ -	\$ 2,342	\$ 16,144	\$ 759	\$ 6,640
Space & Occupancy	\$ -	\$ -	\$ -	\$ 130,493	\$ -	\$ 58,579
Contract Services	\$ -	\$ -	\$ 18,041	\$ 29,583	\$ 5,234	\$ 8,021
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ 26,593	\$ 26,705	\$ 14,809	\$ 16,340
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 12,678	\$ 45,785	\$ 214,854	\$ 185,342	\$ 36,564	\$ 44,883
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 7,397	\$ 20,719	\$ 2,175	\$ 2,577
Inkind	\$ -	\$ -	\$ -	\$ 546,098	\$ -	\$ -
Total Expenses:	\$ 88,923	\$ 304,804	\$ 1,497,521	\$ 2,059,215	\$ 345,867	\$ 385,235

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Head Start/Early Head Start Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	*T&TA - Educare	*T&TA - All Other Centers	*FHS Expansion - Educare	*FHS Expansion - All Other Centers	*FHS Expansion - T&TA	Total
Grants & Contracts	\$ 16,782	\$ 26,224	\$ 78,973	\$ 122,568	\$ 2,860	\$ 4,332,745
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,129
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,098
Total Revenue:	\$ 16,782	\$ 26,224	\$ 78,973	\$ 122,568	\$ 2,860	\$ 4,928,972

Expenses:	*T&TA - Educare	*T&TA - All Other Centers	*FHS Expansion - Educare	*FHS Expansion - All Other Centers	*FHS Expansion - T&TA	Total
Personnel	\$ -	\$ -	\$ 47,752	\$ 75,888	\$ -	\$ 2,496,616
Payroll Taxes & Employee Benefits	\$ -	\$ -	\$ 10,001	\$ 16,671	\$ -	\$ 780,447
Staff Development	\$ 11,666	\$ 17,131	\$ -	\$ -	\$ 2,860	\$ 37,090
Travel	\$ 5,116	\$ 9,093	\$ 868	\$ 1,273	\$ -	\$ 35,920
Office Costs	\$ -	\$ -	\$ 1,758	\$ 2,793	\$ -	\$ 52,790
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,217
Telecommunications	\$ -	\$ -	\$ 297	\$ 1,170	\$ -	\$ 27,352
Space & Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,072
Contract Services	\$ -	\$ -	\$ 3,148	\$ 4,362	\$ -	\$ 68,389
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ 2,809	\$ 2,909	\$ -	\$ 90,165
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ 11,819	\$ 16,617	\$ -	\$ 568,542
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 521	\$ 885	\$ -	\$ 34,274
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,098
Total Expenses:	\$ 16,782	\$ 26,224	\$ 78,973	\$ 122,568	\$ 2,860	\$ 4,928,972

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

* FHS = Federal Head Start

Kennebec Valley Community Action Program

*CACFP Operating Budgets

October 1, 2011 - September 30, 2012

Revenue:	CACFP - Educare	CACFP - All Other Centers	Total
Grants & Contracts	\$ 113,174	\$ 26,547	\$ 139,721
Program Revenue	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
In-kind	\$ -	\$ -	\$ -
Total Revenue:	\$ 113,174	\$ 26,547	\$ 139,721

Expenses:			
Personnel	\$ -	\$ -	\$ -
Payroll Taxes & Employee Benefits	\$ -	\$ -	\$ -
Staff Development	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Office Costs	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Telecommunications	\$ -	\$ 576	\$ 576
Space & Occupancy	\$ -	\$ 8,904	\$ 8,904
Contract Services	\$ 800	\$ 200	\$ 1,000
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 112,374	\$ 16,867	\$ 129,241
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
In-kind	\$ -	\$ -	\$ -
Total Expenses:	\$ 113,174	\$ 26,547	\$ 139,721

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

Kennebec Valley Community Action Program
Other Child & Family Services Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	*UWMM - Skowhegan Before & After	Other Services - Educare	Other Services - All Other Centers	Educare Facilities	Total
Grants & Contracts	\$ -	\$ 215,105	\$ 258,103	\$ 143,871	\$ 617,079
Program Revenue	\$ 73,560	\$ 963,080	\$ 233,764	\$ -	\$ 1,270,404
Other Revenue	\$ 13,000	\$ 31,234	\$ -	\$ -	\$ 44,234
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 86,560	\$ 1,209,419	\$ 491,867	\$ 143,871	\$ 1,931,717

Expenses:					
Personnel	\$ 46,500	\$ 724,300	\$ 308,642	\$ -	\$ 1,079,442
Payroll Taxes & Employee Benefits	\$ 20,037	\$ 248,809	\$ 80,532	\$ -	\$ 349,378
Staff Development	\$ 250	\$ 22,438	\$ -	\$ -	\$ 22,688
Travel	\$ 911	\$ 3,450	\$ 6,297	\$ -	\$ 10,658
Office Costs	\$ 500	\$ 4,319	\$ -	\$ -	\$ 4,819
Insurance	\$ 258	\$ -	\$ 756	\$ 13,071	\$ 14,085
Telecommunications	\$ 297	\$ 362	\$ -	\$ 15,300	\$ 15,959
Space & Occupancy	\$ 561	\$ -	\$ -	\$ 93,000	\$ 93,561
Contract Services	\$ -	\$ 36,664	\$ 12,162	\$ 22,000	\$ 70,826
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 6,491	\$ 13,504	\$ 10,914	\$ -	\$ 30,909
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 10,695	\$ 151,090	\$ 71,304	\$ -	\$ 233,089
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 60	\$ 4,483	\$ 1,260	\$ 500	\$ 6,303
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 86,560	\$ 1,209,419	\$ 491,867	\$ 143,871	\$ 1,931,717

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

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: \$7,000,410

Staff: 125

During this past year Head Start provided comprehensive early care and education services to 283 preschool children (ages 3-5) and 77 Early Head Start children (ages 0-3), and their families. Through community partnerships, the program also offers comprehensive services to an additional 200+ children not enrolled in EHS/HS. All programs were fully enrolled during the program year. Service options include center-based, home based (home visiting) 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 home-based model. An average of 83% of children enrolled in center-based care attended daily.

Early Head Start is a full-day/full-year model. 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 (family/friend/neighbor) 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, home visits, 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 Maine Families 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. Eight-eight percent (88%) of enrolled children had access to an ongoing source of continuous and accessible, routine, preventative, and acute **medical care** and 78% 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. However, program supports have been added through a partnership with a community dental provider that provides on-site dental exams. This year, 79% 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 79% of children are up-to-date on physical exams, 94% on immunizations, 89% on hearing and vision, 94% on height/weight, 96% on developmental assessments and 85% of children are up-to-date on lead screening, which is a significant improvement over 2009-2010 because the program has added supports to ensure lead screenings are completed.

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. During this past year, partnerships include 5 school districts for preschool services, 5 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. Educare Central Maine, a state of the art early care and education learning center, just completed its first year of operation. Over 210 children received high quality early care and education services in one location. All other programs are operated on agency premises.

Child Development Services (Project PEDS and Two Rivers, {IDEA Parts B and C}), are integral partners in delivery of service in all settings. Every effort is made to prepare **all** children to succeed in kindergarten.

Less than one-half of Early/Head Start eligible children (ages 0-5) from Grantee's service area receive Early/Head Start services.

For the upcoming program year, service delivery options are as follows:

EARLY HEAD START			
Location	Service	# of children	Staffing
<u>Educare - Center-based</u> – In collaboration with Waterville Public Schools and Philanthropic Community	Full-day, full-year 12 hours/day with support from child care funding. Monday through Friday	34	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 Coordinator.
<u>Home-based</u>	Services are offered year round throughout northern Kennebec and Somerset Counties for children ages 0-3 and pregnant women in partnership with KVCAP Maine Families.	29	3 Home-based Coordinators provide home visits and coordinate playgroup activities.
<u>Skowhegan Child Development Center - Center Based</u>	Full-day, full-year 12 hours/day with support from childcare funding. Monday through Friday.	14	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.

HEAD START

The following sessions are 3.25 hours, operating Tuesday through Friday. Hours of service and service delivery weeks meet Head Start Performance Standards.

Location	Service	# of children	Staffing
<u>RSU #19</u> <u>Hartland Preschool</u>	Part-day, part-year. Morning and afternoon sessions.	15	CFS – Staffed by 2 Teachers with assistance from a Somerset County Family Services Coordinator. Public School provides 1 Co-Teacher.
<u>RSU #19</u> <u>St. Albans Preschool</u>	Part-day, part-year. Morning and afternoon sessions.	15	CFS - Staffed by 2 Teachers with assistance from a Somerset County Family Services Coordinator. Public school provides 1 Teacher and 1 Ed Tech.
<u>MSAD #49</u> <u>Fairfield Preschool</u>	Part-day, part-year. Morning and afternoon sessions.	30	CFS - Staffed by 2 Teachers and 2 Assistant Teachers with assistance from a Kennebec County Family Services Coordinator. Public school provides 2 Teachers and 1 Ed Tech.

The following sessions are 3.25 hours, operating Tuesday through Friday. Hours of service and service delivery weeks meet Head Start Performance Standards.

Location	Service	# of children	Staffing
<u>MSAD #54</u> – Canaan Preschool	Part-day, part-year. Morning and afternoon sessions.	10	CFS - Staffed by 2 Teachers and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
<u>MSAD #54</u> – Norridgewock – Mill Stream Preschool	Part-day, part-year. Morning and afternoon sessions.	18	CFS - Staffed by 2 Teachers and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
<u>MSAD #54</u> – Skowhegan North Elementary Preschool	Part-day, part-year. 2 Morning sessions and one afternoon session.	23	CFS - Staffed by 3 Teachers with assistance from a Somerset County Family Services Coordinator. Public school provides 1 Co-Teacher.
<u>MSAD #74</u> – Anson Preschool	Part-day, part-year. Morning session.	9	CFS - Staffed by 1 Teacher and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.
<u>MSAD #74</u> – Solon Preschool	Part-day, part-year. Morning session.	9	CFS - Staffed by 1 Teacher and 1 Assistant Teacher with assistance from a Somerset County Family Services Coordinator.

Location	Service	# of children	Staffing
<u>Educare</u> – In collaboration with Waterville Public Schools and Philanthropic Community	Part-day, part-year. Morning and afternoon sessions.	69	CFS – Staffed by 6 Teachers and 3 Assistant Teachers with assistance from on-site Family Services Coordinator.
Part –Year Home Based Service			
<u>Home-based</u>	Services are offered throughout northern Kennebec and Somerset Counties for children ages 3-5	14	Home-based Coordinator provides home visits and coordinates playgroup activities.
The following sessions operate full-day, full-year. Service delivery weeks meet Head Start requirements.			
<u>Educare</u> – In collaboration with Waterville Public Schools and Philanthropic Community	Full-day, full year, 12 hours/day with support from child care funding.	56	Staffed by 8 Teachers, 8 Assistant Teachers and 2 Center Aides (Floaters 0-5) with assistance from on-site Family Services Coordinator.
<u>Skowhegan Child Development Center</u>	Full-day, full-year 12 hours/day with support from child care funding. Monday through Friday.	15	Staffed with 2 Teachers, 2 Assistant Teachers and 1 Center Aide (Float 0-5) with assistance from a Somerset County Family Services Coordinator.

Anticipated New Service Opportunities: Expand partners with public school to extend EHS/HS home based services to children currently not enrolled in collaborative preschool partnerships; 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; continue development of preschool 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 (shared services); expansion of parent engagement and male involvement systems and activities; and partner with KVCAP Social Services to further develop services to pregnant women and EHS home visiting programming to create a seamless service system.

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; develop endowment fund for all program options, 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 to address issue of less access for low income families due to change in state subsidy system; expand federal match contributions; identify consistent, ongoing resources to support the need for all services, with focus on oral health, mental health and transportation assistance; and expand high quality early care and education via distance learning opportunities.

Develop systems to capture early care and education data to support links to DOE longitudinal data systems; 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, 2011 - September 30, 2012

Revenue:	Health Services	Social Services	Transportation Services	*CSBG	Total
Grants & Contracts	\$ 2,200	\$ 749,100	\$ 752,972	\$ 392,128	\$ 1,896,400
Program Revenue	\$ -	\$ 8,612	\$ 5,095,231	\$ -	\$ 5,103,843
Other Revenue	\$ 15,974	\$ 25,500	\$ 158,488	\$ -	\$ 199,962
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 18,174	\$ 783,212	\$ 6,006,691	\$ 392,128	\$ 7,200,205

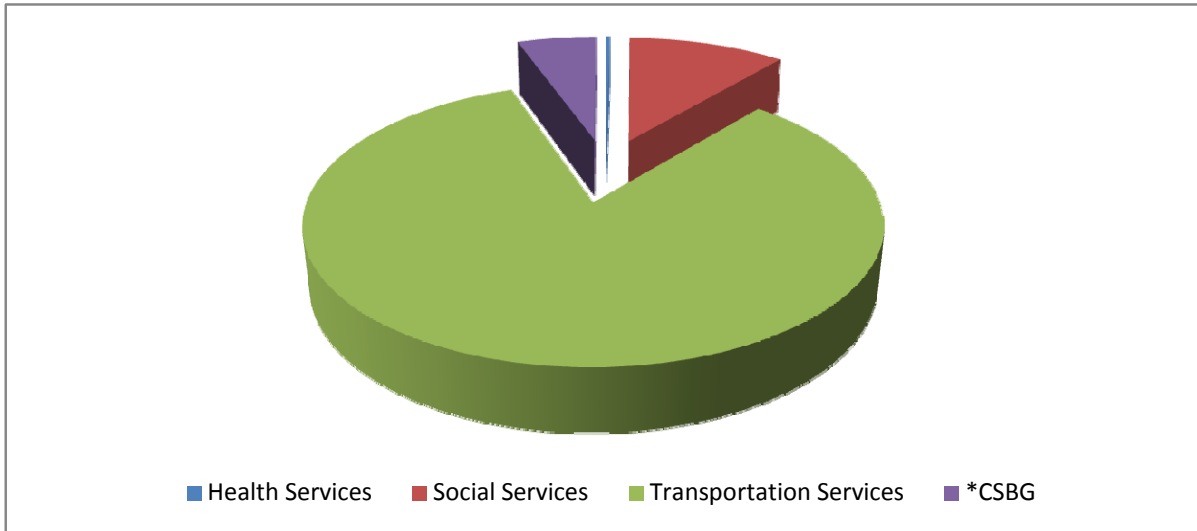
Expenses:	Health Services	Social Services	Transportation Services	*CSBG	Total
Personnel	\$ 11,343	\$ 437,014	\$ 1,396,248	\$ 218,975	\$ 2,063,580
Payroll Taxes & Employee Benefits	\$ 2,866	\$ 131,081	\$ 428,679	\$ 52,477	\$ 615,103
Staff Development	\$ -	\$ 3,850	\$ 32,500	\$ 1,700	\$ 38,050
Travel	\$ -	\$ 33,579	\$ 28,750	\$ 7,400	\$ 69,729
Office Costs	\$ -	\$ 11,501	\$ 51,900	\$ 4,150	\$ 67,551
Insurance	\$ -	\$ -	\$ 500	\$ 1,582	\$ 2,082
Telecommunications	\$ -	\$ 11,158	\$ 47,600	\$ 7,062	\$ 65,820
Space & Occupancy	\$ -	\$ 35,550	\$ 85,800	\$ 41,587	\$ 162,937
Contract Services	\$ -	\$ 10,560	\$ 72,980	\$ 500	\$ 84,040
Vehicle	\$ -	\$ -	\$ 498,976	\$ -	\$ 498,976
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ 14,000	\$ 3,300	\$ 17,300
Direct Client Assistance	\$ -	\$ -	\$ 2,922,282	\$ -	\$ 2,922,282
Administration (Indirect)	\$ 2,665	\$ 100,513	\$ 321,126	\$ 50,363	\$ 474,667
Interest	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Depreciation	\$ -	\$ -	\$ 21,000	\$ 1,532	\$ 22,532
Common Carrier	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 1,300	\$ 8,406	\$ 49,350	\$ 1,500	\$ 60,556
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 18,174	\$ 783,212	\$ 6,006,691	\$ 392,128	\$ 7,200,205

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

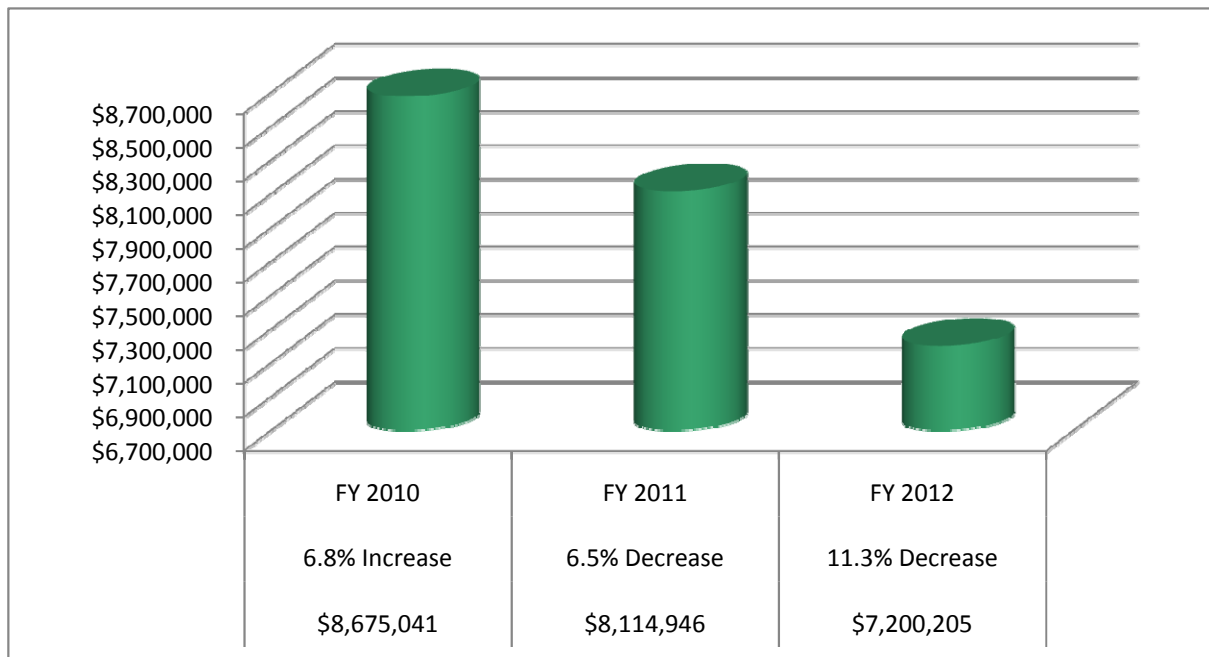
**Kennebec Valley Community Action Program
Community Services Operating Budget
October 1, 2011 - September 30, 2012**

The Community Services budget consists of Health Services programs (which contribute 0.2% of the budget), Social Services (10.9%), Transportation Services (83.5%), and Community Services Block Grant [*CSBG] (5.4%).



For fiscal year 2012, an \$7,200,205 budget is proposed. This budget represents a 11.3%, or (\$914,741) decrease compared to fiscal year 2011's budget.

**Community Services Comparison
FY 2010 - FY 2012**



Kennebec Valley Community Action Program

Community Services Operating Budget

October 1, 2011 - September 30, 2012

Decreases in the Community Services budget for FY 2012 are due entirely to lost or cut programming. This is the first year without Family Planning programming which resulted in a (\$559,342) decrease to the department budget. There was also a (\$410,232) cut in Transportation funding due to a reduction in state contracts and MaineCare reimbursements. On a positive note, the Maine Families program which was slated for cuts at the state level had its funding restored with a small increase and an additional \$40,000 subcontract with Maine Children's Trust to assist with state reporting requirements. CSBG also projected a small cut, (\$8,411), based on the cut received in 2011 after the federal budget was settled.

The significant reductions in all payroll expense categories, insurance, contract services, materials and supplies, and inkind are all related to the end of the Family Planning program. Areas of note in expenses not related to loss of programs in Direct Client Services is due to projected reductions in MaineCare funding.

Revenue:	FY 2011	FY 2012	Increase/ (Decrease)
Grants & Contracts	\$ 2,123,400	\$ 1,896,400	\$ (227,000)
Program Revenue	\$ 5,692,050	\$ 5,088,843	\$ (603,207)
Other Revenue	\$ 239,603	\$ 214,962	\$ (24,641)
Inkind	\$ 59,893	\$ -	\$ (59,893)
Total Revenue:	\$ 8,114,946	\$ 7,200,205	\$ (914,741)

Expenses:			
Personnel	\$ 2,378,567	\$ 2,063,580	\$ (314,987)
Payroll Taxes & Employee Benefits	\$ 714,230	\$ 615,103	\$ (99,127)
Staff Development	\$ 36,950	\$ 38,050	\$ 1,100
Travel	\$ 69,069	\$ 69,729	\$ 660
Office Costs	\$ 76,483	\$ 67,551	\$ (8,932)
Insurance	\$ 7,782	\$ 2,082	\$ (5,700)
Telecommunications	\$ 61,176	\$ 65,820	\$ 4,644
Space & Occupancy	\$ 180,264	\$ 162,937	\$ (17,327)
Contract Services	\$ 141,540	\$ 84,040	\$ (57,500)
Vehicle	\$ 472,770	\$ 498,976	\$ 26,206
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 83,785	\$ 17,300	\$ (66,485)
Direct Client Assistance	\$ 3,166,318	\$ 2,922,282	\$ (244,036)
Administration (Indirect)	\$ 547,489	\$ 474,667	\$ (72,822)
Interest	\$ 5,000	\$ 5,000	\$ -
Depreciation	\$ 22,532	\$ 22,532	\$ -
Common Carrier	\$ 30,000	\$ 30,000	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 61,098	\$ 60,556	\$ (542)
Inkind	\$ 59,893	\$ -	\$ (59,893)
Total Expenses:	\$ 8,114,946	\$ 7,200,205	\$ (914,741)

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Health Services Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	*UWMM - Community Outreach	Healthy Choices/Healthy Youth	*UWMM - SETC	Total
Grants & Contracts	\$ -	\$ 2,200	\$ -	\$ 2,200
Program Revenue	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ 3,285	\$ 3,700	\$ 8,989	\$ 15,974
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 3,285	\$ 5,900	\$ 8,989	\$ 18,174

Expenses:				
Personnel	\$ 2,134	\$ 3,677	\$ 5,532	\$ 11,343
Payroll Taxes & Employee Benefits	\$ 660	\$ 1,077	\$ 1,129	\$ 2,866
Staff Development	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Office Costs	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ -	\$ -	\$ -	\$ -
Space & Occupancy	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 491	\$ 846	\$ 1,328	\$ 2,665
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 300	\$ 1,000	\$ 1,300
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 3,285	\$ 5,900	\$ 8,989	\$ 18,174

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

*SETC = South End Teen Center

Kennebec Valley Community Action Program
Social Services Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	Maine Families	*MCT - Maine Families Subcontract	*UWKV - BTIO/PBS	*UWMM - Personal Body Safety	*MCT - NF/1234
Grants & Contracts	\$ 675,000	\$ 40,000	\$ -	\$ -	\$ 7,500
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ 10,500	\$ 15,000	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 675,000	\$ 40,000	\$ 10,500	\$ 15,000	\$ 7,500

Expenses:					
Personnel	\$ 378,526	\$ 25,522	\$ 6,903	\$ 8,790	\$ 4,411
Payroll Taxes & Employee Benefits	\$ 114,622	\$ 8,498	\$ 1,071	\$ 3,240	\$ 898
Staff Development	\$ 3,750	\$ -	\$ -	\$ 100	\$ -
Travel	\$ 32,000	\$ 110	\$ 588	\$ 350	\$ 77
Office Costs	\$ 7,851	\$ -	\$ -	\$ 150	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ 11,010	\$ -	\$ -	\$ 148	\$ -
Space & Occupancy	\$ 35,000	\$ -	\$ 350	\$ 200	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 87,061	\$ 5,870	\$ 1,588	\$ 2,022	\$ 1,014
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 5,180	\$ -	\$ -	\$ -	\$ 1,100
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 675,000	\$ 40,000	\$ 10,500	\$ 15,000	\$ 7,500

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

* MCT = Maine Children's Trust
* PBS = Personal Body Safety

* NF = Nurturing Fathers
* BTIO = Baby Think It Over

Kennebec Valley Community Action Program
Social Services Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	Kids First	Active Parenting	Active Parenting 1234	Total
Grants & Contracts	\$ 10,600	\$ 9,000	\$ 7,000	\$ 749,100
Program Revenue	\$ 8,612	\$ -	\$ -	\$ 8,612
Other Revenue	\$ -	\$ -	\$ -	\$ 25,500
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 19,212	\$ 9,000	\$ 7,000	\$ 783,212

Expenses:				
Personnel	\$ 3,553	\$ 5,233	\$ 4,076	\$ 437,014
Payroll Taxes & Employee Benefits	\$ 882	\$ 1,087	\$ 783	\$ 131,081
Staff Development	\$ -	\$ -	\$ -	\$ 3,850
Travel	\$ -	\$ 329	\$ 125	\$ 33,579
Office Costs	\$ 3,400	\$ 50	\$ 50	\$ 11,501
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ -	\$ -	\$ -	\$ 11,158
Space & Occupancy	\$ -	\$ -	\$ -	\$ 35,550
Contract Services	\$ 10,560	\$ -	\$ -	\$ 10,560
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 817	\$ 1,204	\$ 937	\$ 100,513
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 1,097	\$ 1,029	\$ 8,406
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 19,212	\$ 9,000	\$ 7,000	\$ 783,212

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Transportation Services Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	KV Transit	KV Van	*SHH - Move More Program	Total
Grants & Contracts	\$ 373,619	\$ 379,353	\$ -	\$ 752,972
Program Revenue	\$ 60,000	\$ 5,020,231	\$ 15,000	\$ 5,095,231
Other Revenue	\$ 119,758	\$ 38,730	\$ -	\$ 158,488
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 553,377	\$ 5,438,314	\$ 15,000	\$ 6,006,691

Expenses:				
Personnel	\$ 246,651	\$ 1,142,201	\$ 7,396	\$ 1,396,248
Payroll Taxes & Employee Benefits	\$ 71,459	\$ 355,472	\$ 1,748	\$ 428,679
Staff Development	\$ 3,500	\$ 29,000	\$ -	\$ 32,500
Travel	\$ 750	\$ 28,000	\$ -	\$ 28,750
Office Costs	\$ 11,100	\$ 40,800	\$ -	\$ 51,900
Insurance	\$ -	\$ 500	\$ -	\$ 500
Telecommunications	\$ 1,100	\$ 46,500	\$ -	\$ 47,600
Space & Occupancy	\$ 8,200	\$ 77,600	\$ -	\$ 85,800
Contract Services	\$ -	\$ 72,980	\$ -	\$ 72,980
Vehicle	\$ 150,143	\$ 345,673	\$ 3,160	\$ 498,976
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 14,000	\$ -	\$ 14,000
Direct Client Assistance	\$ -	\$ 2,922,282	\$ -	\$ 2,922,282
Administration (Indirect)	\$ 56,724	\$ 262,706	\$ 1,696	\$ 321,126
Interest	\$ -	\$ 5,000	\$ -	\$ 5,000
Depreciation	\$ -	\$ 21,000	\$ -	\$ 21,000
Common Carrier	\$ -	\$ 30,000	\$ -	\$ 30,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 3,750	\$ 44,600	\$ 1,000	\$ 49,350
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 553,377	\$ 5,438,314	\$ 15,000	\$ 6,006,691

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

Kennebec Valley Community Action Program
Community Services Block Grant (CSBG) Operating Budgets
October 1, 2011 - September 30, 2012

Revenue:	Community Health & Prevention	Employment Services	South End Teen Center	Families in Transition	Family Enrichment Council	Training & Community Assessment	Total
Grants & Contracts	\$ 51,331	\$ 75,450	\$ 112,282	\$ 23,860	\$ 78,018	\$ 51,187	\$ 392,128
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 51,331	\$ 75,450	\$ 112,282	\$ 23,860	\$ 78,018	\$ 51,187	\$ 392,128

Expenses:	Community Health & Prevention	Employment Services	South End Teen Center	Families in Transition	Family Enrichment Council	Training & Community Assessment	Total
Personnel	\$ 27,920	\$ 41,018	\$ 64,509	\$ 12,368	\$ 45,228	\$ 27,932	\$ 218,975
Payroll Taxes & Employee Benefits	\$ 6,590	\$ 13,299	\$ 14,122	\$ 2,347	\$ 10,638	\$ 5,481	\$ 52,477
Staff Development	\$ 300	\$ 300	\$ 300	\$ 200	\$ 300	\$ 300	\$ 1,700
Travel	\$ 1,150	\$ 1,900	\$ 900	\$ 900	\$ 1,400	\$ 1,150	\$ 7,400
Office Costs	\$ 650	\$ 650	\$ 900	\$ 450	\$ 750	\$ 750	\$ 4,150
Insurance	\$ -	\$ -	\$ 1,582	\$ -	\$ -	\$ -	\$ 1,582
Telecommunications	\$ 750	\$ 500	\$ 2,562	\$ 750	\$ 1,750	\$ 750	\$ 7,062
Space & Occupancy	\$ 7,000	\$ 7,000	\$ 9,587	\$ 4,000	\$ 7,000	\$ 7,000	\$ 41,587
Contract Services	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 200	\$ 1,100	\$ 700	\$ -	\$ 200	\$ 1,100	\$ 3,300
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 6,421	\$ 9,433	\$ 14,838	\$ 2,845	\$ 10,402	\$ 6,424	\$ 50,363
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ 1,532	\$ -	\$ -	\$ -	\$ 1,532
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 350	\$ 250	\$ 250	\$ -	\$ 350	\$ 300	\$ 1,500
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 51,331	\$ 75,450	\$ 112,282	\$ 23,860	\$ 78,018	\$ 51,187	\$ 392,128

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

Family Planning

KVCAP has been the provider of Family Planning services in Northern Kennebec and Somerset Counties for over 40 years. In the 1960's, KVCAP collaborated with the local hospital to create access to family planning services for married women with low incomes. Over the decades the services, target populations and culture has changed and evolved. Today men, women and teens, particularly those with low to moderate incomes, utilize Family Planning to meet their reproductive health needs. Ten or twenty years ago most teens sought reproductive health services without informing their parents – today 60-80% of teens that are served by KVCAP Family Planning have told their parents, with many being accompanied to the clinic by their parents.

The increased openness between youth and parents around reproductive health issues has led to a decline in the numbers of teens seeking services at Family Planning, choosing instead to go to their family doctor. In addition, the teen population in our catchment area has declined significantly, particularly over the past 5 years. A decline in patients has also occurred in other age groups, as competition from express clinics and federally qualified health clinics has increased. At the same time, costs to operate the clinics have continued to escalate. Other factors impacting Family Planning are the changes that are projected due to healthcare reform, which will place further costly requirements upon health clinics.

Based on these variables, the KVCAP Board of Directors, on recommendation from KVCAP Management staff, has decided to discontinue providing Family Planning services in Waterville and Skowhegan on 9/30/2011. The operation of the clinics will be taken on by the Family Planning Association of Maine (FPA) which currently operates several clinics throughout central and coastal Maine. KVCAP remains committed to ensuring access to family planning for the many satisfied patients that depend upon this care. To this end, KVCAP will collaborate with the FPA to ensure a smooth transition for the community that will aim to minimize changes to clinic operations. The clinics will continue to be operated in the same locations in KVCAP buildings at least until June 2012 and most of the current staff will be retained by the FPA.

Community Health and Prevention/Healthy Choices, Healthy Teens

Budget \$51,331 (CSBG); \$5,100 (SCARP AGTO project and Teen Pregnancy Prevention Board); \$3,285 (United Way); \$800 (local school districts),

Staff: 1 part-time educator/part time manager

Description of clients: Youth in Northern Kennebec and Somerset Counties, served in schools, teen centers and other community settings; adult providers that work with youth, served in schools and community settings and parents

Number of clients to be served in FY 2012: 800 youth; 100 adults

Continuing Services: KVCAP has worked for many years with local partners on a variety of health related prevention projects; this work has been accomplished largely through community coalitions. The newly created Healthy Choices, Healthy Youth program is a combination of services that were previously provided by KVCAP's Family Life Education and Community Outreach programs. The funding streams for both programs were terminated by the end of FY 2010. Based upon feedback from the community, particularly local teachers, counselors, and nurses, KVCAP has committed funds to maintain our leadership role in the area of reproductive health education. Healthy Choices, Healthy Youth seeks to positively impact the decisions that youth make, particularly around relationships, sexuality and reproductive health through direct education and through education, consultation and provision of resources to adults that interact with youth.

Anticipated New Service Opportunities: The current youth educator represents KVCAP on the Somerset County Teen Pregnancy Prevention Board (SCTPP) and provides the board with technical assistance. The SCTPP has submitted several grants that include KVCAP as a key partner, with a goal to increase the amount of direct education that can be offered to local schools. In addition, the youth educator will continue to work with the Greater Waterville Communities for Children/Youth to identify potential opportunities for collaboration.

Long Term Strategic Opportunities: We are researching and developing several potential grant opportunities in order to grow the program, We have surveyed staff at local schools to determine the needs for the program and we have developed strategies to measure results, which will help in acquiring future funding. The youth educator has participated in the Assets Getting to Outcomes project sponsored by the statewide Communities for Children and Youth coalition, which provides technical assistance in developing outcome measures.

Employment Services

Budget: \$75,450 CSBG funds

Staff: 1 full-time equivalent, part-time program management

Description of clients: Unemployed residents of Kennebec and Somerset County communities

Number of clients to be served in FY 2012: Approximately 100, including through classes and one-on-one work

Continuing Services: Over three years ago, KVCAP assumed leadership of the Ken-Som Transition Team, which the state legislature tasked with serving as a provider of information, resources and support to people that have lost their jobs. A year later, an infusion of ARRA funding allowed KVCAP to develop an employment support program, which is currently supported by CSBG. In addition to coordinating Ken-Som Transition Team Activities, the Ken-Som Coordinator meets with program participants to help them identify barriers to employment and develop strategies to address the barriers. The program provides one-on-one and group job search and job preparation skills development. We also work with community partners to find resources to ensure that Work Ready classes are offered to the community on a regular basis. Work Ready is a certificate program that prepares unemployed and underemployed people to identify a career path, find employment, and succeed in their job once they become employed.

Anticipated New Service Opportunities: KVCAP Employment Services provides the majority of its services at the Waterville Public Library. Waterville is a service center for the area, but does not have a Career Center. In order to fill this gap, the library has developed a Business and Employment department and resource area – KVCAP Employment Services is a key partner, offering both one-on-one services as well as a variety of workshops at the library. We are looking to expand our presence at the library and to work with the Business and Employment Librarian to develop more education and training opportunities for library patrons. In addition, the Ken-Som Coordinator was recently trained as a Work Ready facilitator. This will increase the ability to offer this training to area communities.

Long-Term Strategic Opportunities: We will continue to work with the Waterville Library and Work Ready Partners to identify and pursue potential funding to expand services for people seeking employment. We are currently working with a KVCAP led collaborative team to develop a grant proposal for a Pathways to Fatherhood program, which includes an employment services component.

South End Teen Center

Budget: \$112,282 (CSBG); \$8,989 (United Way); \$1,000 (Mid-State Machine), \$5,000 (other grants/donations)

Staff: 1 full time Teen Center Coordinator, 1 part time Youth Worker, part time program management/supervision

Description of clients: Middle and high school youth, primarily low income

Number of clients to be served in FY 2012: Approximately 100

Continuing Services: The SETC provides a safe, healthy environment for teens after-school. It offers a wide range of educational and recreational activities, as well as field trips, community

service projects, homework support, and a chance to develop supportive, positive relationships with staff and college student volunteers. Some of the programs offered at the teen center include Teen Stars, a community service program; Youth Empowerment Through Employment (YETE), preparing youth to enter the world of work; nutrition/cooking classes; and homework club. The Summer Blast program offers youth an opportunity to go on field trips/outings to several recreational venues throughout Maine. Key community partners include the Alford Youth Center/Waterville Area Boys/Girls Club/YMCA; South End Neighborhood Association; Waterville South End Police Officer; Greater Waterville Communities for Children/Youth; and local colleges, particularly Colby College and Thomas College.

Anticipated New Service Opportunities: The SETC engages with many partners including the Waterville Area Boys/Girls Club (WABGC) in order to offer a wide range of programs and opportunities to youth. We anticipate potential collaborative funding through the WABGC to implement evidence based healthy decision making programming at the teen center. Additionally, increased funding from United Way this year will allow for more staff time to be devoted to program development.

Long-Term Strategic Opportunities: We continually search for community partners in order to increase the menu of enrichment activities for South End youth. It is through these partnerships that many past and current programs and activities have developed, such as a cooking program in collaboration with Barrels Community Market; the YETE program; and activities and events at Colby College, to name a few. These partnerships are a key to the development of new programming and activities and we will continue to build upon current relationships and develop new partners.

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: \$23,860 (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 2012: 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 another social service organization.

Maine Families (formerly KVCAP Healthy Families)

Budget: \$675,000 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 it's collaborative relationship with KVCAP Early Head Start 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: Maine has received the first round for Homevisiting which became available with the Health Care Reform Act. The state has responded to the latest request for funding which is due to come into the state in 2012. Based on the statewide needs assessment that was completed KVCAP Maine Families program will be receiving funding from the Tier 2.

Kennebec and Somerset County Child Abuse Prevention Councils

Budget: \$10,500 (United Way of Kennebec Valley – Baby Think It Over/Personal Body Safety)
\$15,000 (United Way of Mid Maine – Personal Body Safety)
\$ 7,500 (Maine Children’s Trust Nurturing Father’s Program/1234 Year 2)
\$19,212 (Kids First)
\$ 9,000 (Active Parenting)
\$ 7,000 (Maine Children’s Trust – 1, 2, 3, 4 Parents)

Staff: 2 full-time equivalents (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 2,000

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 will begin in October and at the present time we do not know the amount of funding that will be distributed. Last fiscal year we received \$17,000 to provide Active Parenting classes. 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. All councils statewide will be participating in the National Click for Babies awareness campaign in conjunction with the hospitals and community partners. This campaign continues the education and awareness of Shaken Baby Syndrome. All babies born in the month of November will be given a handmade purple hat. The Social Service Program Manager is coordinating this statewide effort.

Long-Term Strategic Issues: The Council continues to work on building a presence in the community. In the upcoming year the focus will be community events and awareness activities

during National Child Abuse Prevention Month in April. We will expand to include an event in Southern Kennebec County in collaboration with SKCDC.

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: \$6,006,691

Staff: 49 full-time equivalents, 130+ volunteers

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

Number of clients to be served in FY 2012: 6,500+

Continuing Services:

KV Van - The KV Van program provides the following services: Full-service MaineCare transportation provider; para-transit 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.

Kennebec Explorer - Kennebec Explorer is a newly redesigned general public deviated fixed-route bus service operating throughout the greater Augusta - Waterville area. 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.

Move More Kids Summer Transit Program -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. 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: Continue to improve 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 2012 is \$392,128 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 CSBG must fall into one or more of the following service categories: employment, education, self-sufficiency, linkages, health, housing, emergency, nutrition, income management, youth, and seniors.

In addition, CSBG funded programs must work toward and report on one or more of the six federally mandated goals as follows:

- Goal 1: Low-income people become more self-sufficient.
- Goal 2: The conditions in which low-income people live are improved.
- Goal 3: Low-income people own a stake in their community
- Goal 4: Partnerships among supporters and providers of services to low-income people are achieved
- Goal 5: Agencies increase their capacity to achieve results
- Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

The following is a description of the programs proposed for funding by CSBG in 2011- 2012.

Community Health and Prevention

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/public health groups. 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, and the Prevention Coalition. ***A new component of CHP is “Healthy Choices, Healthy Youth”.*** CSBG partially funds educational programming for youth on topics including healthy relationships, healthy sexuality and reproductive health. In addition, HCHY provides education and resources to adults that work with youth and to parents, to support them in providing scientifically accurate information as well as helping them to develop skills to comfortably engage youth on these topics.

Employment Support Services

The Employment Services program works with community partners to provide services and resources to the unemployed. Services include one-on-one support to identify barriers to employment and provide referrals to community supports; job search skills training; collaboration with the workforce investment board and local adult education to offer Work Ready training/certification; and coordinating the activities of the Ken-Som Transition Team, which works closely with Rapid Response to meet the needs of employers/employees when large lay-offs occur in a community.

South End Teen Center

CSBG provides for staffing and facilities operation. The SETC provides a wide range of after-school educational and recreational activities and programs such as cooking classes, a job readiness program, indoor and outdoor group sports/games and a summer program that offers trips to several recreational facilities throughout Maine. Youth are provided opportunities to build relationships with several positive adult role models, including staff and college student volunteers. The SETC offers an ongoing homework club, a computer lab, school supplies, and other supports to encourage school success. The SETC also collaborates with several partners, such as the South End Neighborhood Association, on a variety of community services projects, including an annual neighborhood cleanup day.

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.

Training and Community Needs Assessment

CSBG requires a comprehensive, agency-wide needs assessment and planning process. CSBG funding supports staff time to coordinate agency planning and assessment. This includes providing ROMA and other training throughout the agency and to the Board of Directors in order to increase capacity within the agency to carry out assessment and planning activities effectively.