



CAP

Supporting Solutions that Build Stronger
Individuals, Families and Communities

Kennebec Valley Community Action Program

TO: Natalie Morse, President
KVCAP Board of Directors

FR: Patricia Kosma, CEO
KVCAP

RE: KVCAP Comprehensive Plan and Budget – FY 2009

DA: September 17, 2008

The management of KVCAP is very pleased to present to the Board of Directors the Comprehensive Plan and Budget for the fiscal year 2009.

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 24, 2008 meeting of the Board of Directors.

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

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Mission Statement

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

Approved by Board of Directors: March 2007

Vision Statement

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

Approved by Board of Directors: April 2007

Management Philosophy

(Board approved 6/25/97)

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

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

Chain of Command

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

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

All employees of the agency operate within an established chain of command. Ideally, each employee of the agency reports to and is directed by one clearly designated supervisor. In

circumstances where one person carries out disparate roles, there will be a clear delineation of which activities of the person are overseen by which of two or more supervisors.

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

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

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

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

DRAFT (9/12/08)

Management Goals

FY 09 Goals

To maintain or increase Agency cash assets through ongoing management accountability and fiscal monitoring.

To increase public awareness of Agency programs.

To explore the feasibility of hiring a Resource Development Director.

To enhance Agency management and supervisory leadership capacity through implementation of an Agency Training Committee.

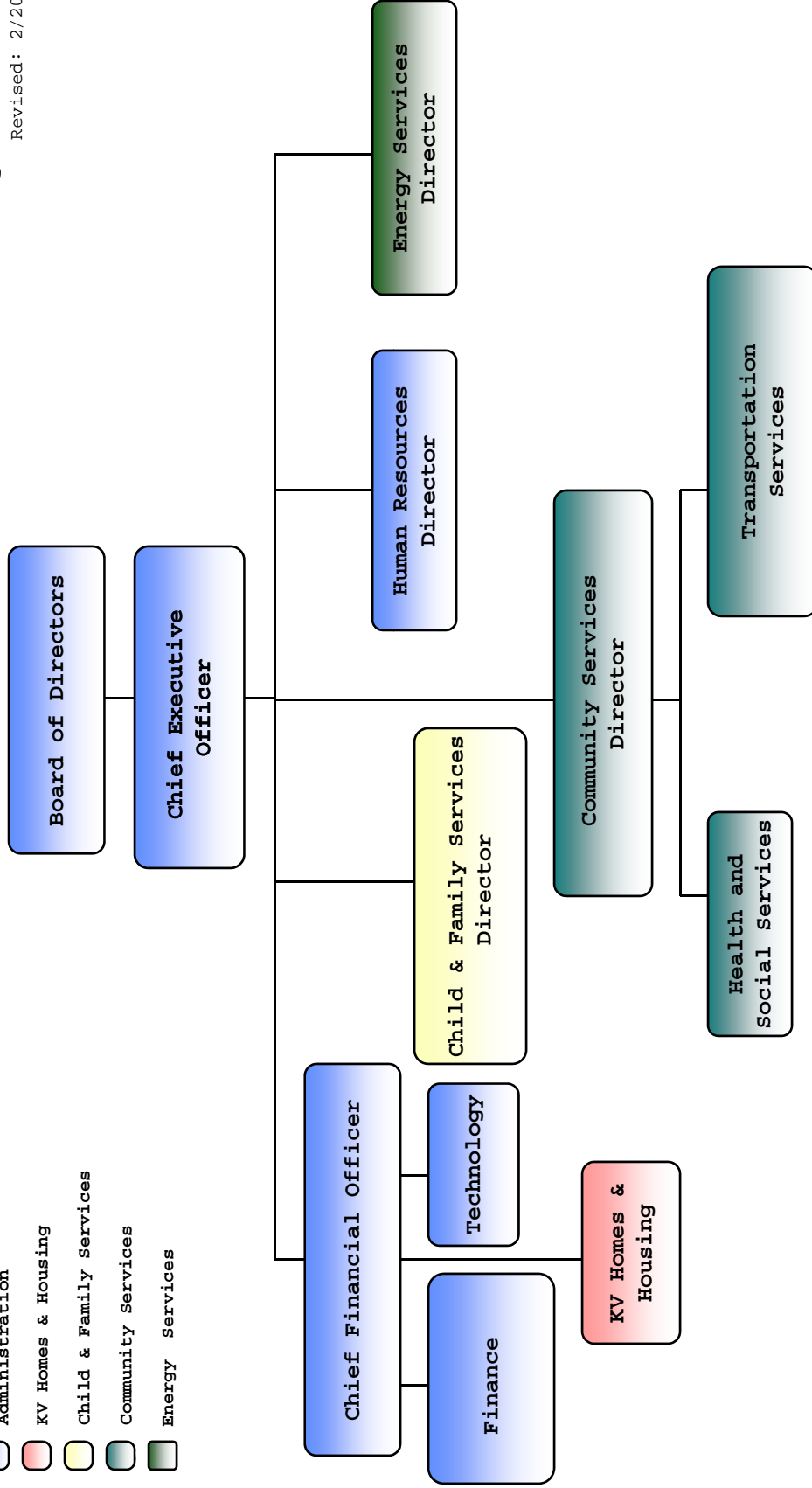
To improve the overall health, morale, and productivity of KVCAP employees and reduce health care costs through enhanced wellness programming.

To monitor and participate in public advocacy efforts as prioritized.

KVCAP Management Chain of Command

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

Organizational Chart
Revised: 2/2008

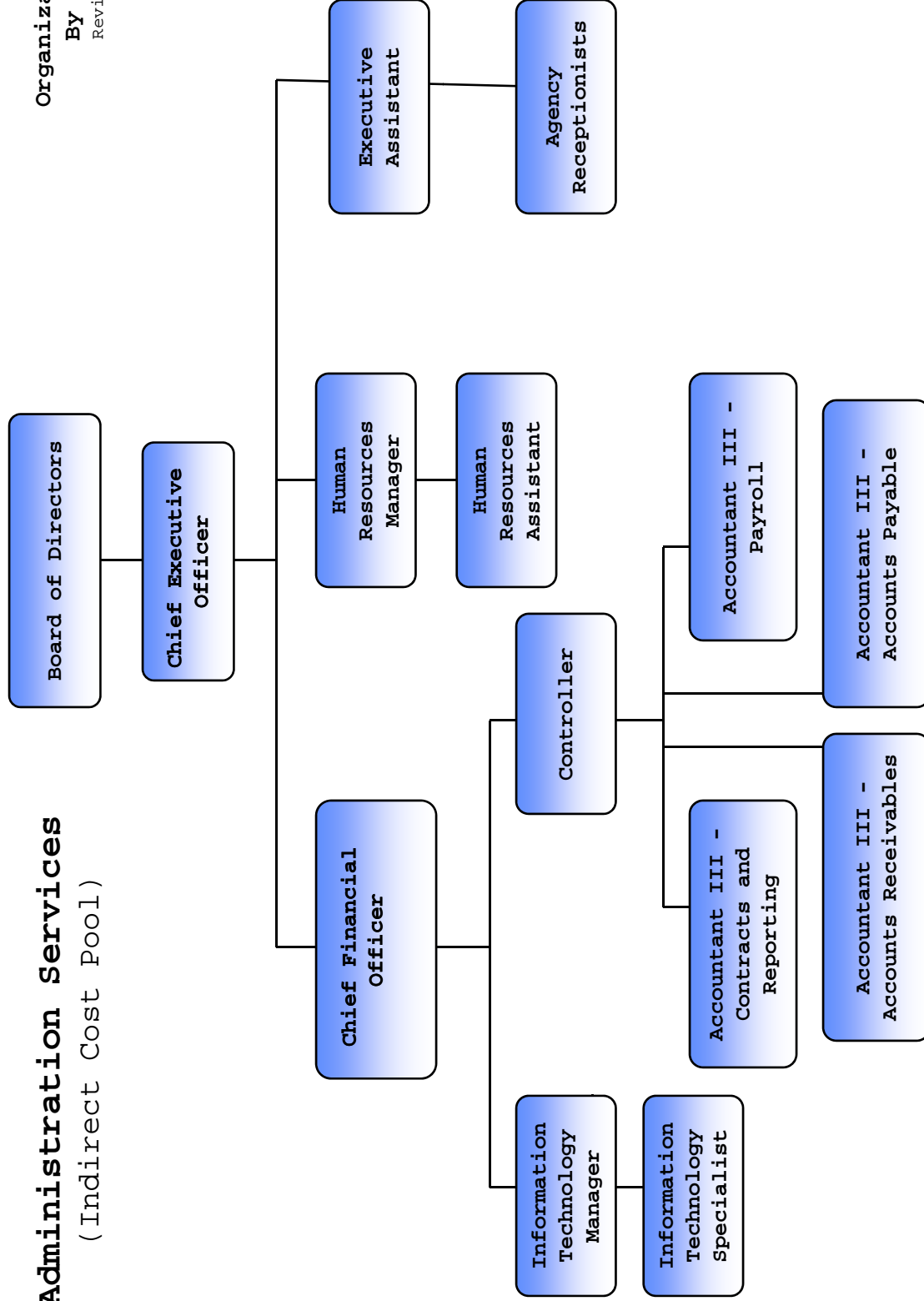


Administration Services

(Indirect Cost Pool)

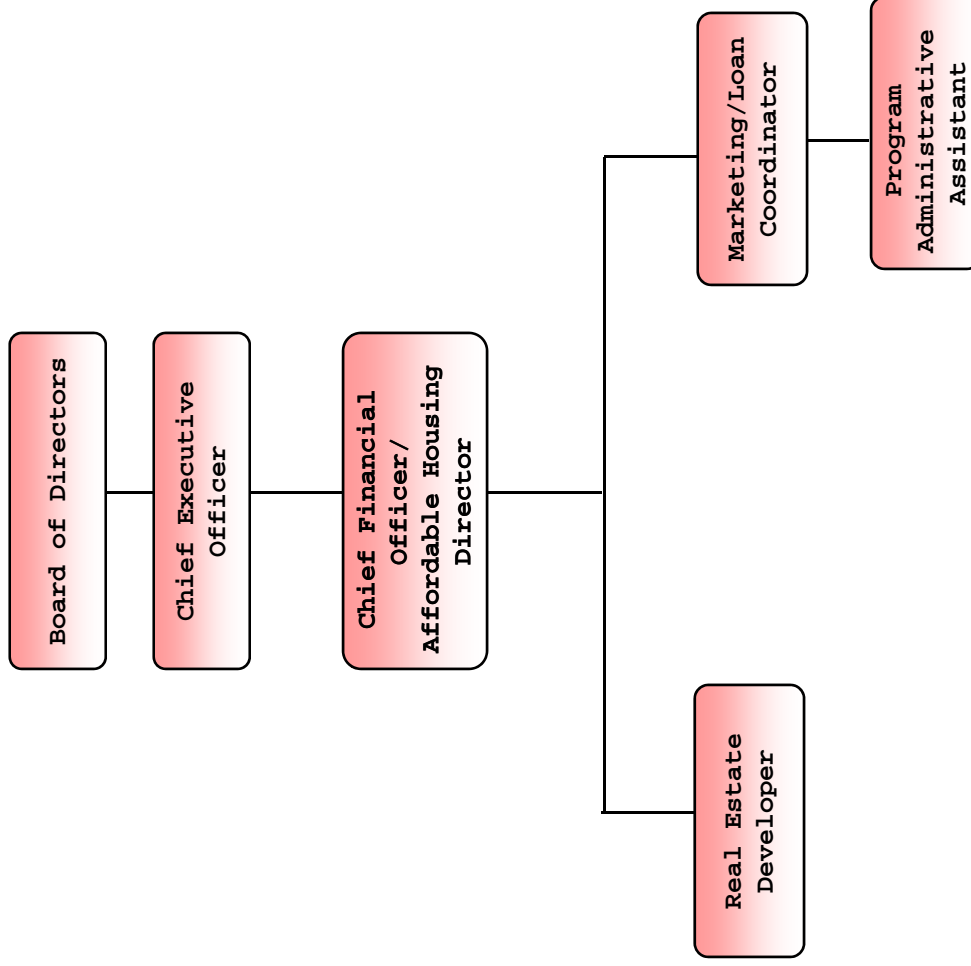
Organizational Chart

By position
Revised: 8/2008



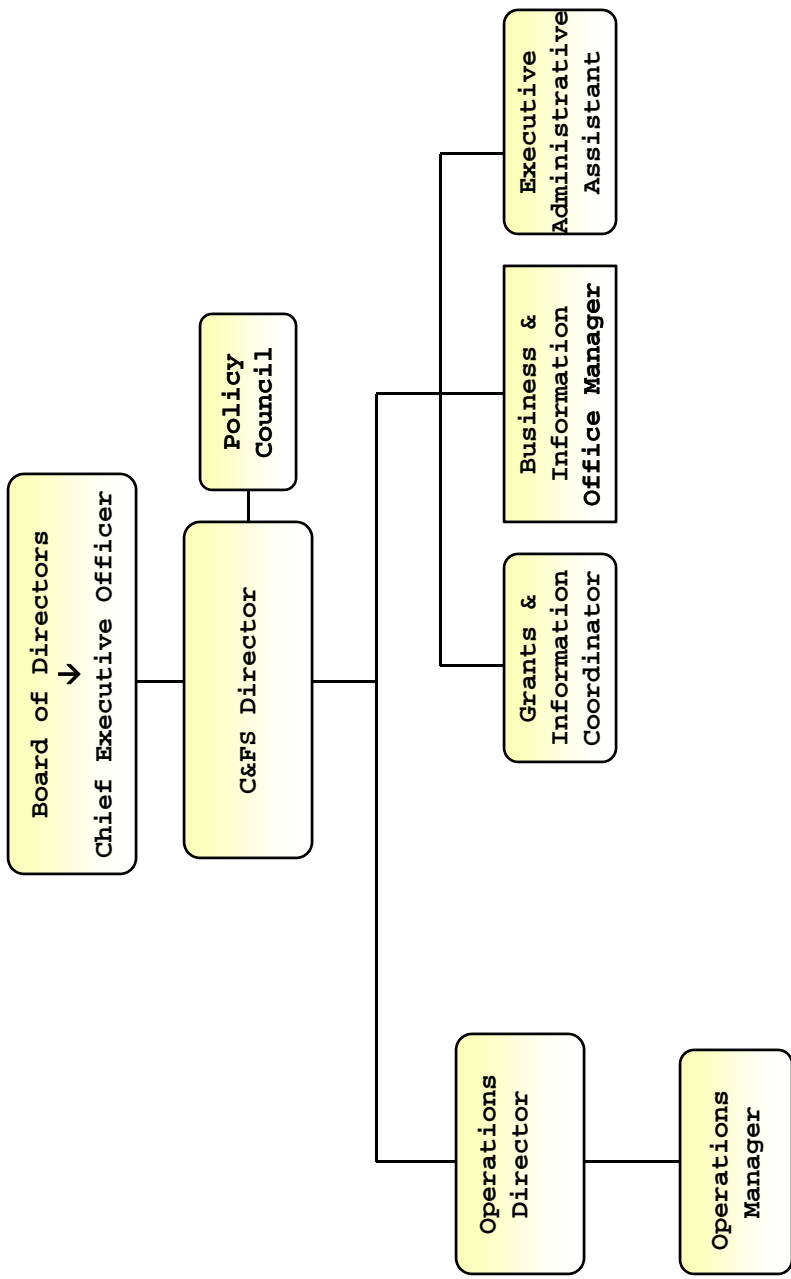
Housing Services

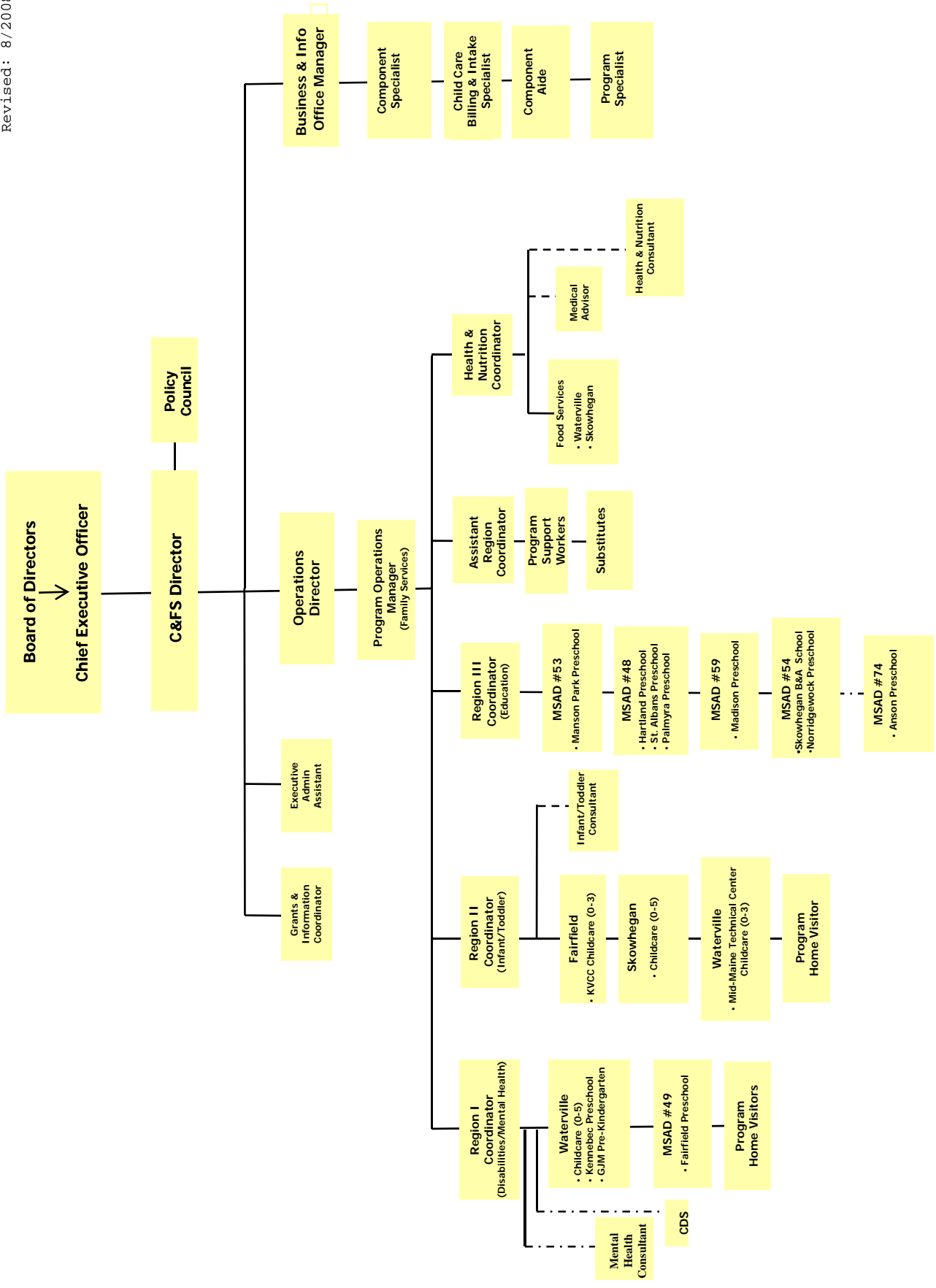
Organizational Chart
By position
Revised: 8/2008



Child & Family Services Outline - (1 of 3)

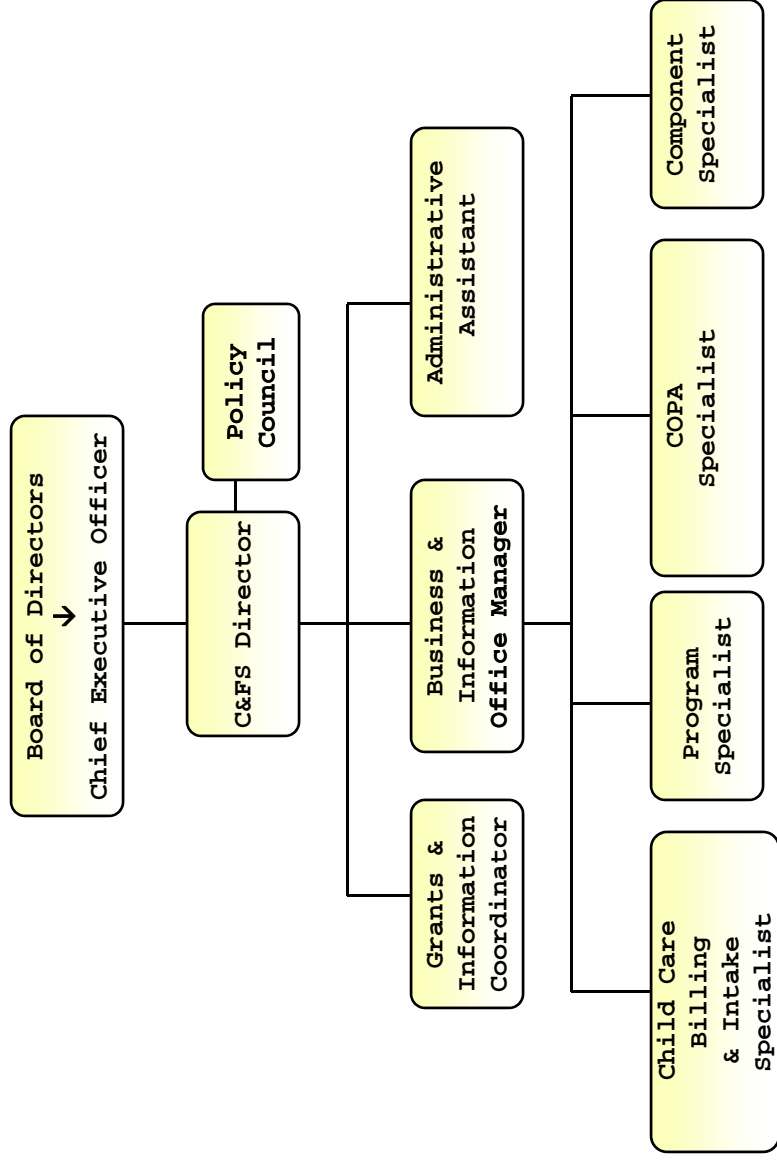
Organizational Chart
By position
Revised: 8/2008





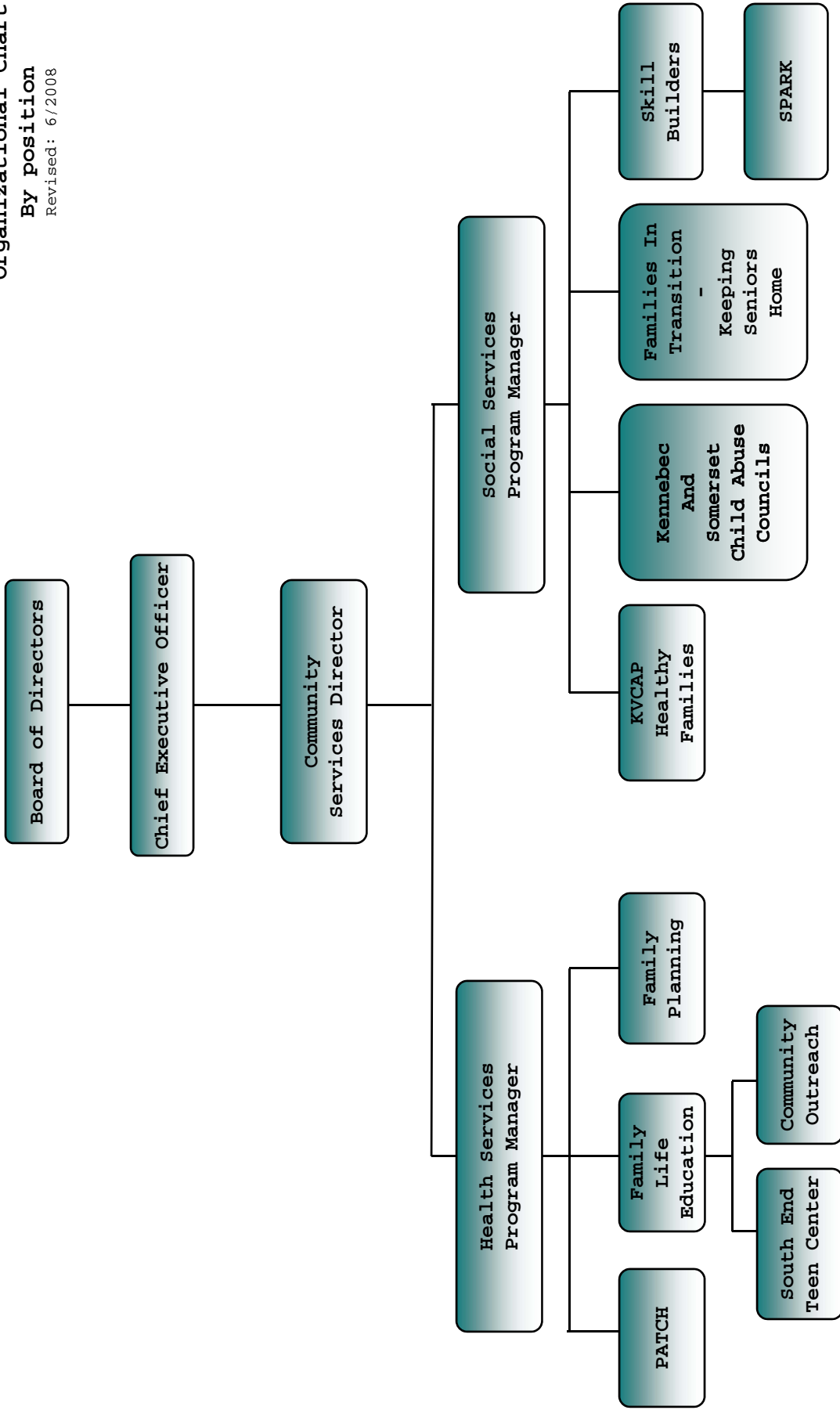
C&FS Business and Information - (3 of 3)

Organizational Chart
By Position
Revised: 8/2008



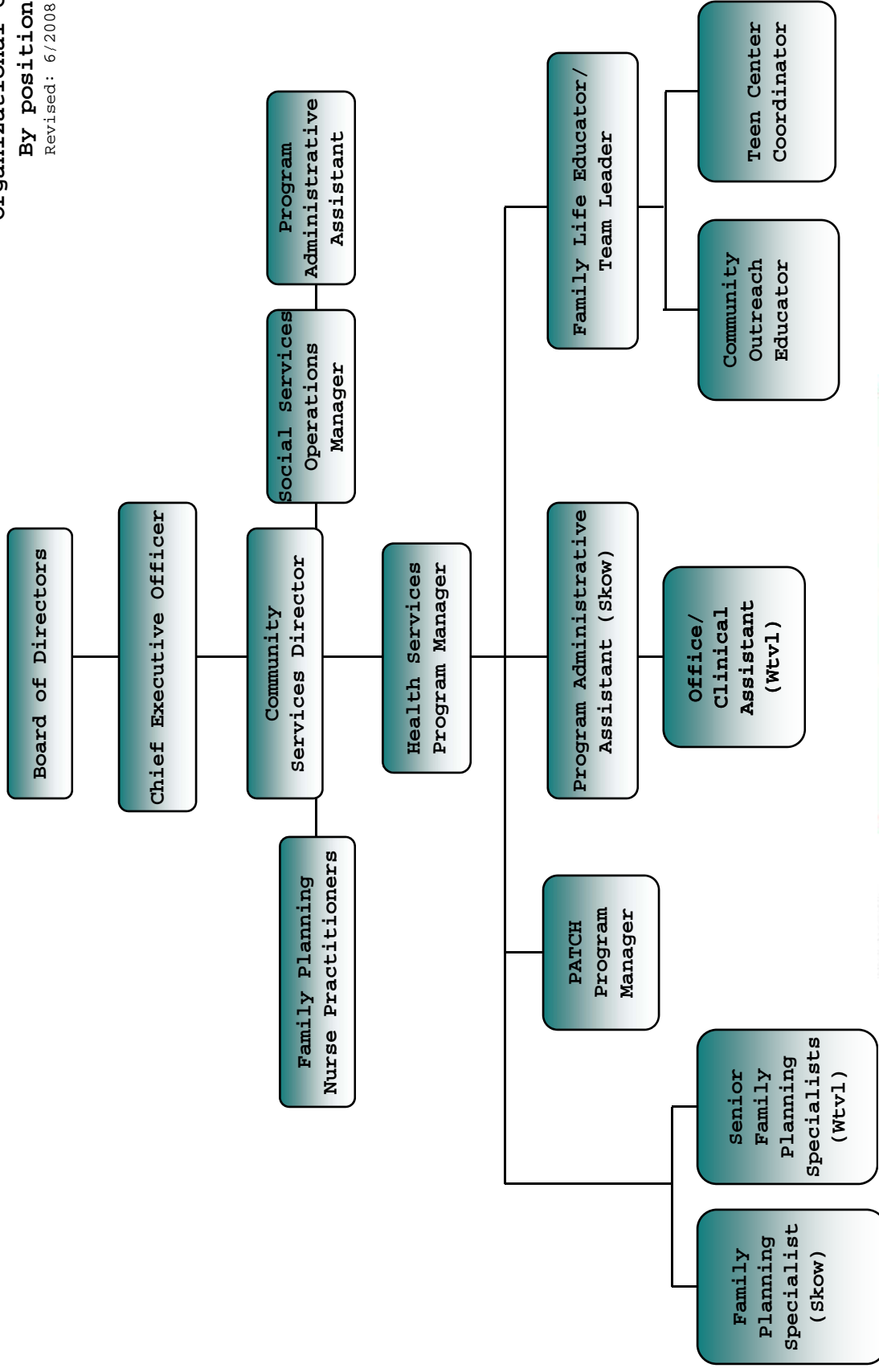
Health & Social Services Outline (1 of 3)

Organizational Chart
By position
Revised: 6/2008



Health Services (2 of 3)

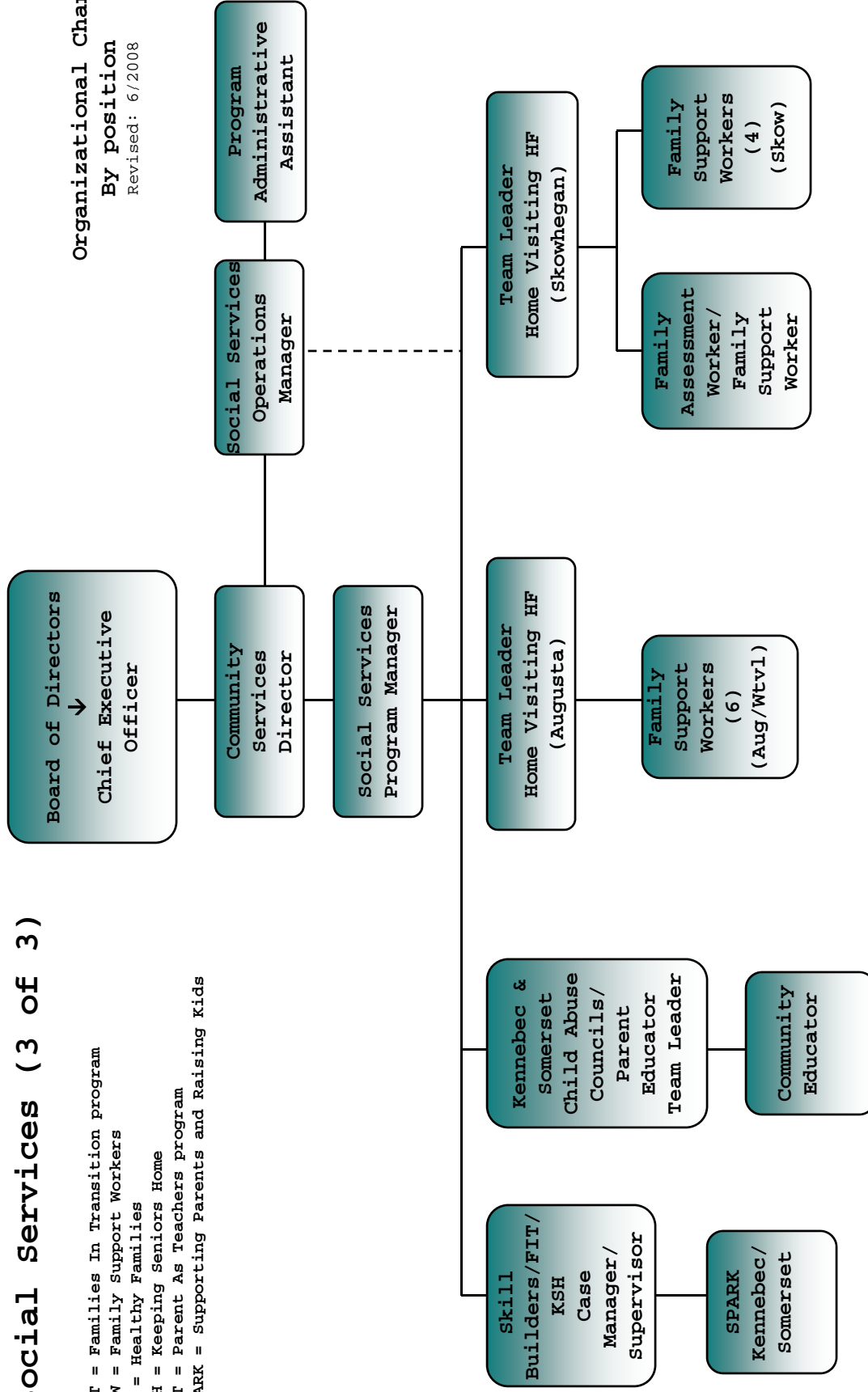
Organizational Chart
By position
Revised: 6/2008



Social Services (3 of 3)

- FIT = Families In Transition program
- FSW = Family Support Workers
- HF = Healthy Families
- KSH = Keeping Seniors Home
- PAT = Parent As Teachers program
- SPARK = Supporting Parents and Raising Kids

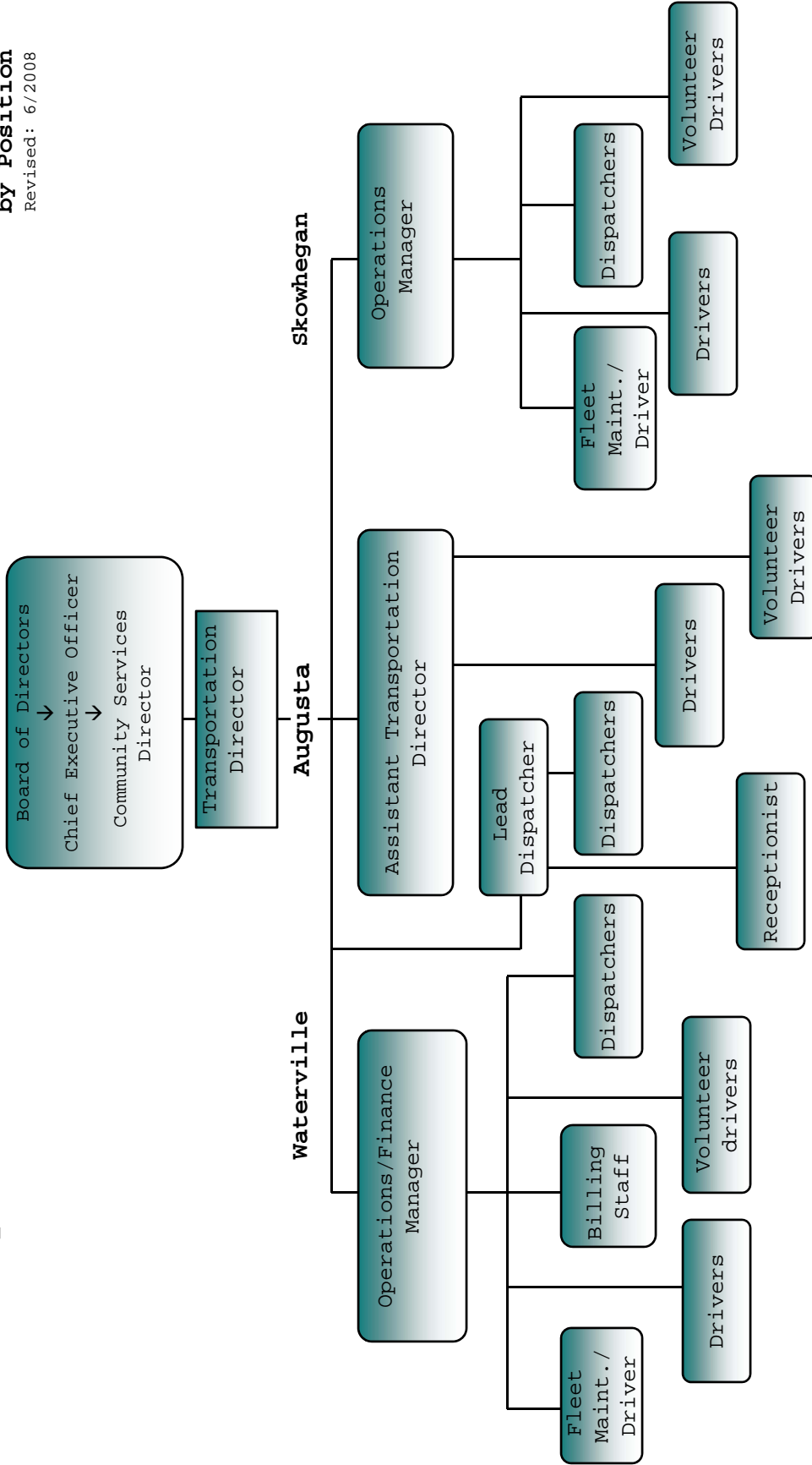
Organizational Chart
By position
 Revised: 6/2008



Transportation Services

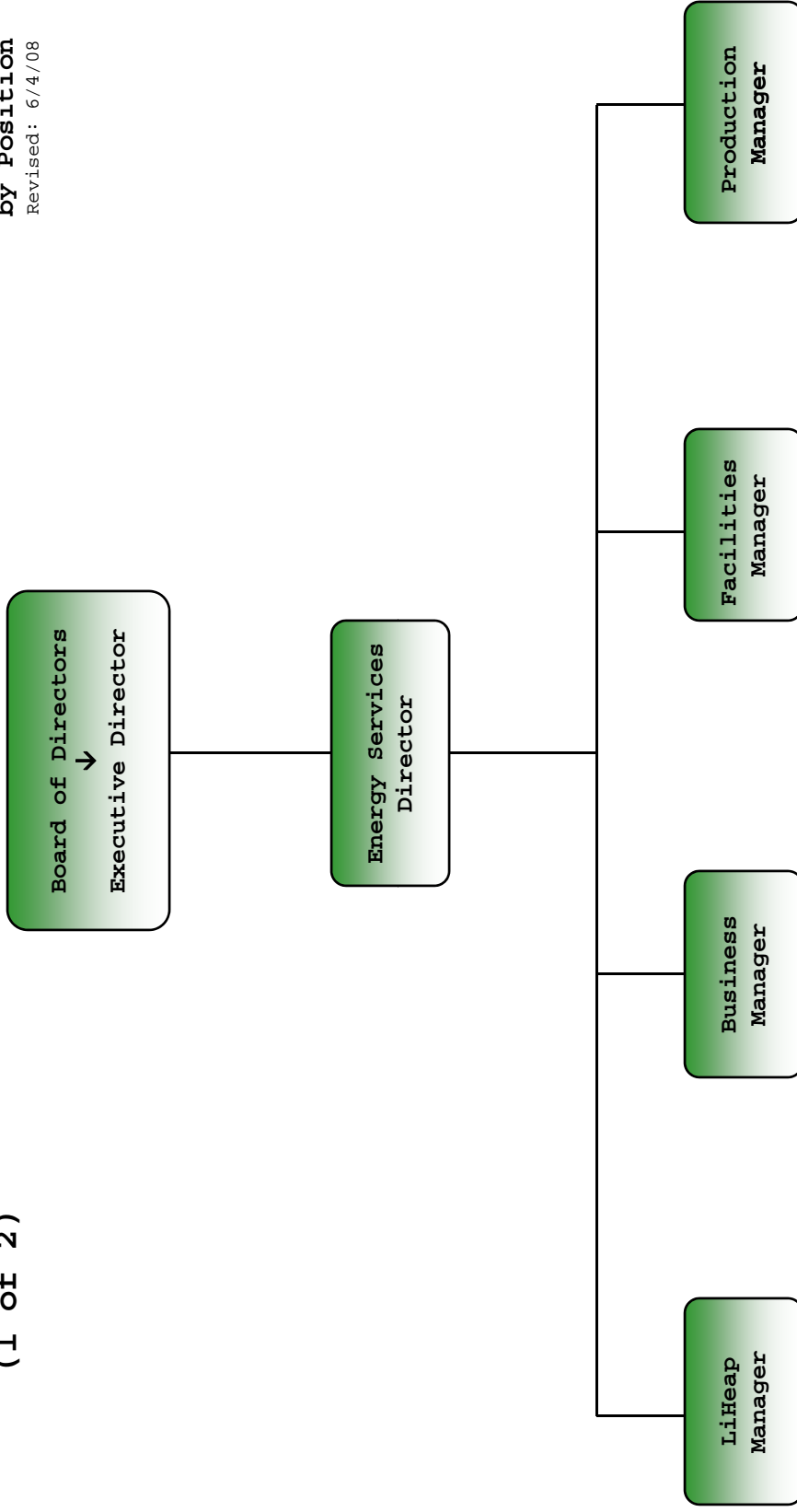
Organizational Chart by Position

Revised: 6/2008



**Energy Services
(1 of 2)**

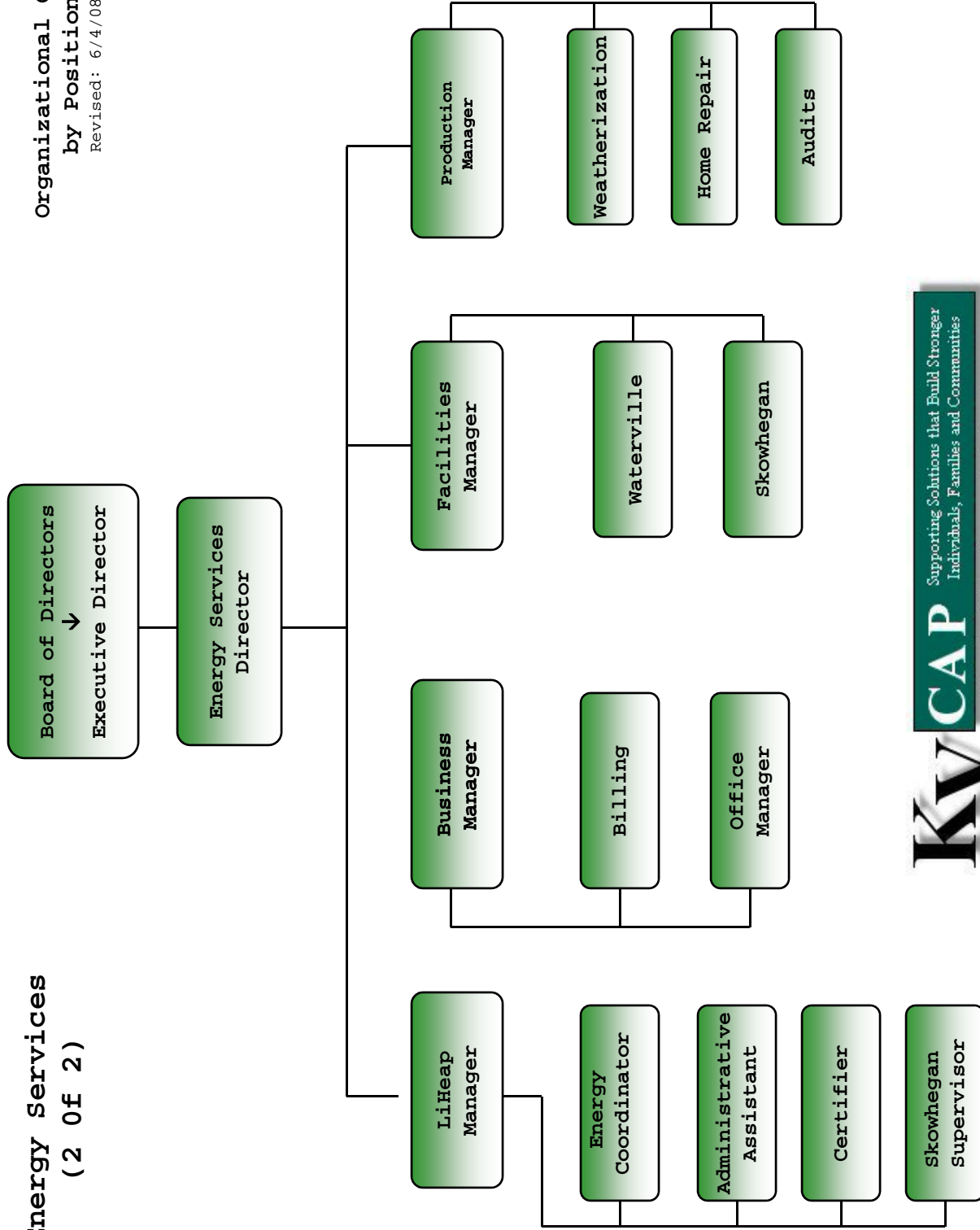
**Organizational Chart
by Position**
Revised: 6/4/08



Energy Services (2 OF 2)

Organizational Chart by Position

Revised: 6/4/08

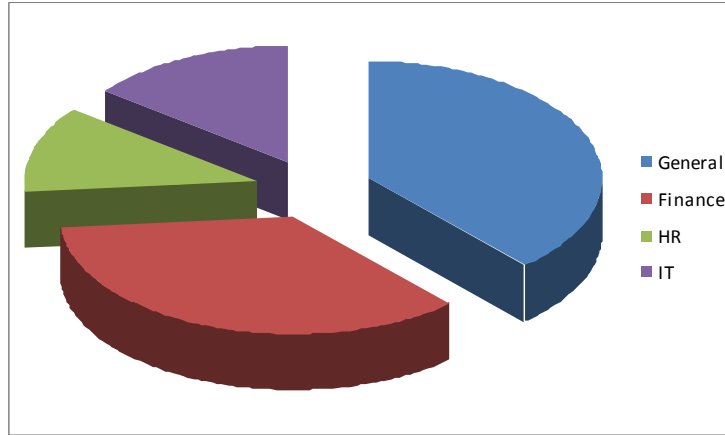


**Kennebec Valley Community Action Program
Administration (Indirect Cost Pool) Operating Budgets
October 1, 2008 - September 30, 2009**

Expenses:	General Administration	Finance	Human Resources	Information Technology	Total
Personnel	\$ 204,574	\$ 311,526	\$ 105,408	\$ 105,430	\$ 726,938
Payroll Taxes & Employee Benefits	\$ 43,994	\$ 76,120	\$ 23,222	\$ 25,674	\$ 169,010
Staff Development	\$ 6,000	\$ 3,500	\$ 6,500	\$ 4,000	\$ 20,000
Travel	\$ 12,300	\$ 6,650	\$ 925	\$ 4,125	\$ 24,000
Office Costs	\$ 48,000	\$ 6,500	\$ 7,500	\$ -	\$ 62,000
Insurance	\$ 23,500	\$ -	\$ 500	\$ 1,000	\$ 25,000
Telecommunications	\$ 14,475	\$ 975	\$ 200	\$ 1,500	\$ 17,150
Space & Occupancy	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000
Contract Services	\$ 16,500	\$ 7,500	\$ 1,500	\$ 1,500	\$ 27,000
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 2,000	\$ 8,100	\$ 4,500	\$ 7,400	\$ 22,000
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 6,500	\$ -	\$ -	\$ 23,000	\$ 29,500
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 12,028	\$ 28,200	\$ 1,500	\$ 8,300	\$ 50,028
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 484,871	\$ 449,071	\$ 151,755	\$ 181,929	\$ 1,267,626

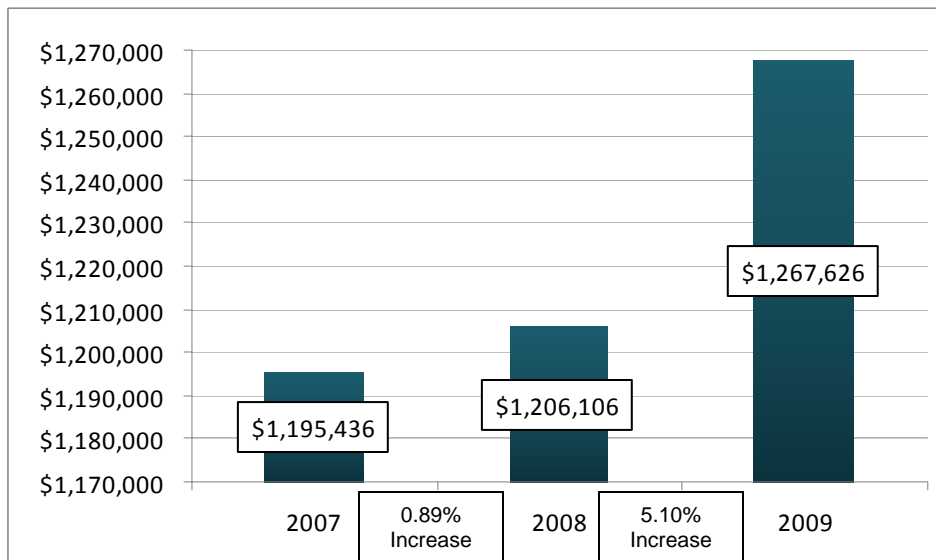
**Kennebec Valley Community Action Program
Administration/Indirect Cost Pool Operating Budget
October 1, 2008 – September 30, 2009**

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 Agency Administration (which makes up 38% of the budget), Finance (36%), Human Resources (12%), and Information Technology (14%).



For fiscal year 2009, a \$1,267,626 budget is proposed. This budget represents a 5.10% or \$61,520 increase over fiscal year 2007.

**Administrative/Indirect Cost Pool Comparison
FY 2007 – FY 2009**



**Kennebec Valley Community Action Program
Administration/Indirect Cost Pool Operating Budget
October 1, 2008 – September 30, 2009**

The indirect cost rate is based on agency salaries. For this fiscal year, we have seen a slight increase in the operating salary base compared to fiscal year 2008, which has allowed for certain increases in the administrative budget. Below is a line by line comparison of the FY 2008 and FY 2009 budget. Personnel and Payroll Taxes & Employee Benefits lines show the standard increase to employee salaries based upon performance evaluations and the related increase in taxes and benefit costs. Other significant changes include an offsetting increase in staff development and decrease in contract services, which represents a reclassification of expenses. There is also a significant reduction in insurance due to switching providers and a very good experience rating in 2008. Depreciation and Other Expenses show significant increases. The increase in depreciation is due to two technology projects that the agency is looking into completing (an upgrade to the agency's voicemail system and setting up thin client services). Increases in other expenses is due to an increase in auditing fees due to new testing requirements and also recognition of the 2007 administrative budget under-recovery.

	FY 2008	FY 2009	Increase/(Decrease)
Personnel	\$ 694,957	\$ 726,938	\$ 31,981
Payroll Taxes & Employee Benefits	\$ 161,297	\$ 169,010	\$ 7,713
Staff Development	\$ 12,000	\$ 20,000	\$ 8,000
Travel	\$ 22,150	\$ 24,000	\$ 1,850
Office Costs	\$ 64,400	\$ 62,000	\$ (2,400)
Insurance	\$ 28,350	\$ 25,000	\$ (3,350)
Telecommunications	\$ 17,150	\$ 17,150	\$ -
Space & Occupancy	\$ 95,000	\$ 95,000	\$ -
Contract Services	\$ 35,000	\$ 27,000	\$ (8,000)
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 19,200	\$ 22,000	\$ 2,800
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Depreciation	\$ 14,103	\$ 29,500	\$ 15,397
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 42,499	\$ 50,028	\$ 7,529
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 1,206,106	\$ 1,267,626	\$ 61,520

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

A. General Administration

1. Customer Services
2. Wellness
3. Public Relations

B. Finance

C. Human Resources

D. Information Technology

A. General Administration

Budget: \$484,871

1. Customer Services (Executive Assistant: Sheila Casaletto)

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.

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

2. Enhanced Wellness Program

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

- All employees, including those who do not purchase Agency health insurance, benefit from the wellness initiatives and programs, including reimbursement for gym membership and Weight Watchers programs.
- Implemented a stretch break for staff twice daily, one in the morning and another in the afternoon.
- Implemented "KVCAP Moves Across America" program, in which staff walked and/or exercised their way to Honolulu, Hawaii.
- The Community Health Educator from RFGH conducted presentations on a number of Wellness topics for staff, clients and visitors to the Skowhegan campus.
- Flu shots were administered to approximately 60 employees

- Provided nutritional information on numerous occasions through KVCAP's Bulletin Board

Anticipated Programs/Benefits:

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

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

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

3. Public Relations

Public Relations

Develop and implement a Public Relations plan.

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

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 principals; and offering support and training to agency managers in areas of financial reporting and compliance.

Budget: \$ 449,071

Staff: 6 full-time equivalents

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

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

Anticipated New Service Opportunities: In the coming year, the Finance Department looks forward to working on the following activities: to continue to work on creating a fiscal compliance and reference manual for agency management, to finalize the implementation of an electronic timesheet system compatible with our MIP accounting system, and to offer managers and other key employees the ability to generate financial reports through our MIP accounting system. We also look forward to exploring options to move the department, and eventually the agency, into a “paperless” environment.

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: \$151,755

Staff: 2.5 full-time equivalents

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

Continuing Services:

- 1) Creating and maintaining systems that allow KVCAP to attract, retain, and promote qualified, productive and satisfied employees including:
 - Competitive wages and benefits
 - Ongoing training and support for continuing education
 - Flexible, family-friendly work schedules and policies
 - Employee recruitment and retention programs
 - Performance management tools and strategies
 - Information systems that promote effective employee relations
- 2) Work in partnership with departments to create organizational structures that will allow for expansion and change, and placing or moving skilled employees appropriately within those structures.

- 3) Provide agency training options for all supervisory staff, including updating & maintaining the Supervisors Manual in the following areas.
 - Hiring & Discrimination
 - Performance Evaluations
 - Discipline & Termination
 - Harassment & Workplace Violence
 - Employee Safety
 - Family Medical Leave & Privacy

Prior Year Accomplishments:

- 1) Administered a Partially Self Funded Health Insurance plan for the third year
- 2) Updated all job descriptions to reflect ADA requirements
- 3) Continued the process of revising the Personnel Policies
- 4) Conducted an Employee Perception Survey
- 5) Conducted Ergonomic Trainings for all required staff
- 6) Added a level to the grading tool to reflect responsibilities for advanced technical and financial duties

Anticipated New Service Opportunities:

Human Resources

- 1) Conduct supervisory and employee trainings based on the results of the Employee Perception Survey
- 2) Provide supervisory trainings on the topics indicated above to all supervisors
- 3) Conduct Sexual Harassment Trainings for all staff
- 4) Complete and distribute updated Personnel Policies to all staff

D. Information Technology (Director: Mark Johnston)

Information Technology (Senior Manager: Mark K. Johnston, IT Manager: Eric Caron)

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

Budget: \$181,929

Staff: 2 full-time equivalents

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

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

“Help Desk”, in person, and/or through e-mail. Some of our accomplishments this past year included:

- Worked with Facilities to design and update the Shirley Damren Room with audio, video, conference calling, and PC technology
- Updated workstations Agency wide to the newer MS Office suite
- Converted workstations Agency wide to a newer AV platform and saved 50% in licensing costs over the next two years
- Completed a newly redesigned KVCAP website which continues to change and grow

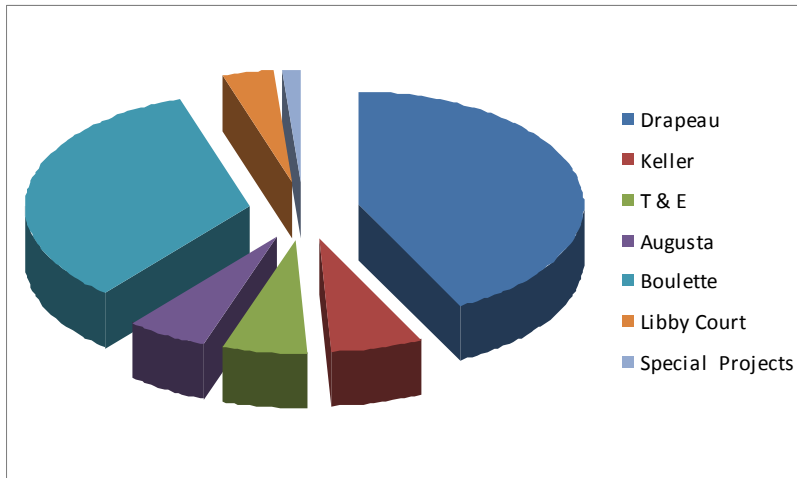
Anticipated New Service Opportunities: Replace current Transportation software with a more efficient and compatible platform, Upgrade current VoiceMail and Telecom systems to support current growth and reliability, Implement site to site video conferencing, as well as numerous projects in the works!

Kennebec Valley Community Action Program
Facilities Operating Budgets
October 1, 2008 - September 30, 2009

Expenses:	Drapeau	Keller	T&E	Augusta	Boulette	Libby Court	Special Projects	Total
Personnel	\$ 92,113	\$ 14,091	\$ 14,190	\$ 4,575	\$ 68,200	\$ 8,131	\$ -	\$ 201,300
Payroll Taxes & Employee Benefits	\$ 24,603	\$ 4,758	\$ 4,349	\$ 1,672	\$ 25,105	\$ 3,401	\$ -	\$ 63,888
Staff Development	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700
Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
Office Costs	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Insurance	\$ 10,290	\$ 687	\$ 1,038	\$ 777	\$ 3,164	\$ 544	\$ -	\$ 16,500
Telecommunications	\$ 1,231	\$ -	\$ -	\$ 1,002	\$ 1,015	\$ -	\$ -	\$ 3,248
Space & Occupancy	\$ 62,513	\$ 7,052	\$ 8,664	\$ 13,689	\$ 51,400	\$ 5,870	\$ -	\$ 149,188
Contract Services	\$ 11,231	\$ 1,242	\$ 1,722	\$ 5,686	\$ 3,258	\$ 941	\$ 8,000	\$ 32,080
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 12,022	\$ 780	\$ 1,576	\$ 600	\$ 3,976	\$ 856	\$ -	\$ 19,810
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 21,185	\$ 3,242	\$ 3,264	\$ 1,052	\$ 15,686	\$ 1,870	\$ -	\$ 46,299
Interest	\$ 12,612	\$ 5,100	\$ -	\$ -	\$ 21,180	\$ -	\$ -	\$ 38,892
Depreciation	\$ 10,903	\$ 3,114	\$ 3,660	\$ 5,610	\$ 14,610	\$ 1,920	\$ -	\$ 39,817
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,210
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 262,113	\$ 40,066	\$ 38,463	\$ 34,663	\$ 208,594	\$ 23,533	\$ 8,000	\$ 615,432

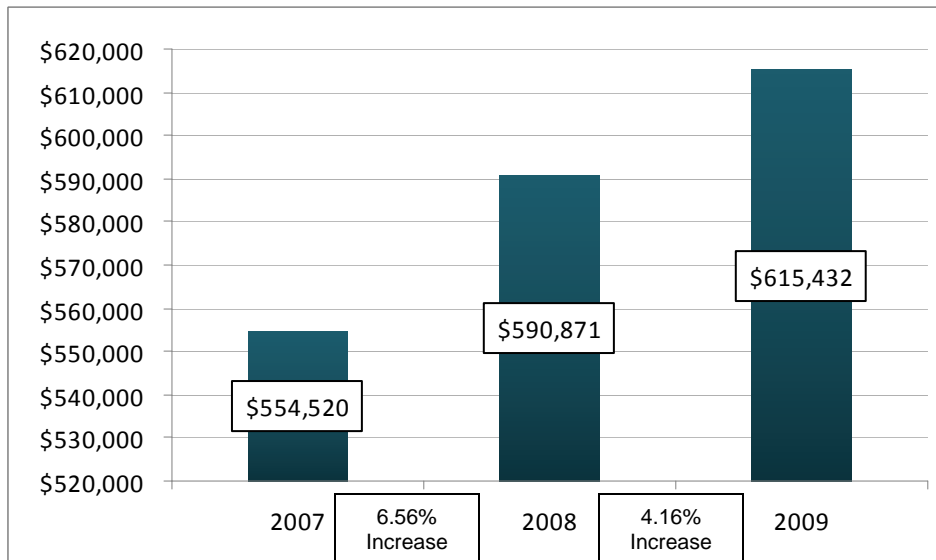
**Kennebec Valley Community Action Program
Facilities Operating Budget
October 1, 2008 – September 30, 2009**

The Facilities budget represents the costs associated with the normal maintenance and upkeep of the six office centers of the agency plus any special projects. These cost centers are represented in the chart below and are broken down as follows: Robert E. Drapeau Center (which makes up 43% of the budget), the George Keller Building (7%), the Transportation & Energy Center (6%), the KVCAP office in Augusta (5%), the Mitchell Boulette Center including the Skowhegan Child Development Center (34%), the Energy Services Center at Libby Court (4%), and special projects (1%).



For fiscal year 2009, a \$615,432 budget is proposed. This budget represents a 4.16% or \$24,561 increase over fiscal year 2008.

**Facilities Comparison
FY 2007 – FY 2009**



**Kennebec Valley Community Action Program
Facilities Operating Budget
October 1, 2008 – September 30, 2009**

The most significant changes in the FY 2009 budget are listed below in a line by line comparison of the FY 2008 and FY 2009 budget. Personnel and Payroll Taxes & Employee Benefits lines show the standard increase to employee salaries based upon performance evaluations and the related increase in taxes and benefit costs. Other significant changes include a decrease in insurance due to switching providers and a very good experience rating in 2008, and a decrease in telecommunications which represents the complete discontinuation of pagers. The only significant increase to the budget is in the space and occupancy line which is due to rate increases in utility costs (electricity, fuel, and water and sewer expenses).

	FY 2008	FY 2009	Increase/(Decrease)
Personnel	\$ 191,714	\$ 201,300	\$ 9,586
Payroll Taxes & Employee Benefits	\$ 73,135	\$ 63,888	\$ (9,247)
Staff Development	\$ 400	\$ 700	\$ 300
Travel	\$ 887	\$ 1,000	\$ 113
Office Costs	\$ 400	\$ 500	\$ 100
Insurance	\$ 21,966	\$ 16,500	\$ (5,466)
Telecommunications	\$ 3,740	\$ 3,248	\$ (492)
Space & Occupancy	\$ 127,180	\$ 149,188	\$ 22,008
Contract Services	\$ 27,660	\$ 32,080	\$ 4,420
Vehicle	\$ 2,420	\$ -	\$ (2,420)
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 16,040	\$ 19,810	\$ 3,770
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 44,094	\$ 46,299	\$ 2,205
Interest	\$ 38,880	\$ 38,892	\$ 12
Depreciation	\$ 40,153	\$ 39,817	\$ (336)
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 2,202	\$ 2,210	\$ 8
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 590,871	\$ 615,432	\$ 24,561

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

- Rent (2009 budget amount = \$4,800 – 0% increase over 2008)
[Gold Street Parking]
- Electricity (\$51,800 – 6% increase)
- Fuel (\$66,138 – 40% increase)
- Water/Sewer (\$8,280 – 10% increase)
- Rubbish Removal (\$4,170 – 25% decrease)
- Snow Removal/Landscaping (\$14,000 – 8% increase)

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

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

Budget: \$615,432

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

Description of clients: All KVCAP programs and agency staff

Continuing Services:

1) Maintaining all agency facilities including:

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

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

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

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

Kennebec Valley Community Action Program
Agency Operating Budgets
October 1, 2008 - September 30, 2009

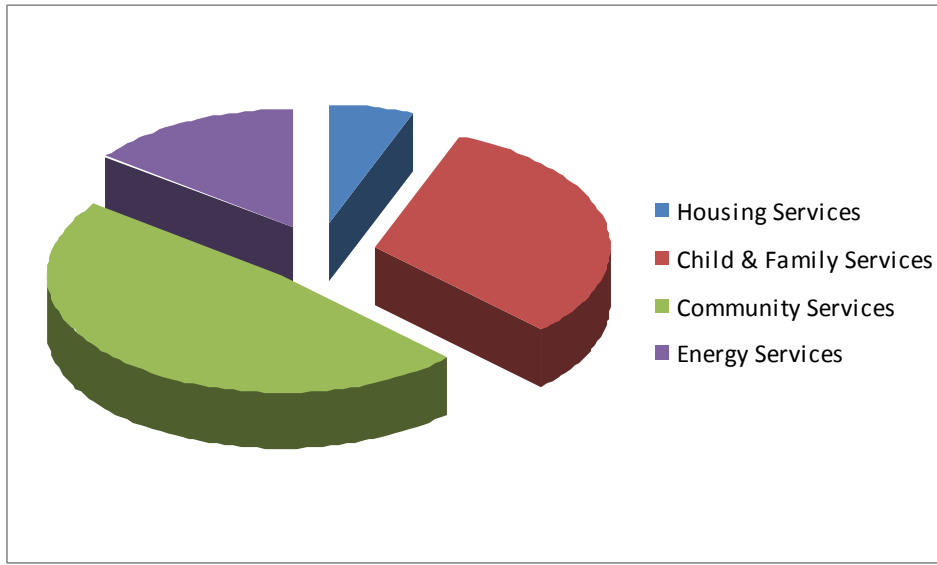
Revenue:	Housing Services	Child & Family Services	Community Services	Energy Services	Total
Grants & Contracts	\$ 170,000	\$ 3,730,227	\$ 2,303,360	\$ 2,424,057	\$ 8,627,644
Program Revenue	\$ 806,000	\$ 716,014	\$ 5,622,438	\$ 45,200	\$ 7,189,652
Other Revenue	\$ 12,500	\$ 17,440	\$ 204,485	\$ 4,500	\$ 238,925
Inkind	\$ -	\$ 881,329	\$ -	\$ -	\$ 881,329
Total Revenue:	\$ 988,500	\$ 5,345,010	\$ 8,130,283	\$ 2,473,757	\$ 16,937,550

Expenses:	Housing Services	Child & Family Services	Community Services	Energy Services	Total
Personnel	\$ 149,760	\$ 2,383,544	\$ 2,328,437	\$ 613,859	\$ 5,475,600
Payroll Taxes & Employee Benefits	\$ 23,704	\$ 632,305	\$ 658,434	\$ 162,360	\$ 1,476,803
Staff Development	\$ 3,500	\$ 27,147	\$ 24,055	\$ 3,302	\$ 58,004
Travel	\$ 3,800	\$ 39,247	\$ 65,724	\$ 7,946	\$ 116,717
Office Costs	\$ 5,050	\$ 42,937	\$ 68,664	\$ 52,567	\$ 169,218
Insurance	\$ 8,000	\$ 6,482	\$ 8,582	\$ 3,372	\$ 26,436
Telecommunications	\$ 2,000	\$ 27,291	\$ 57,596	\$ 17,822	\$ 104,709
Space & Occupancy	\$ 17,000	\$ 308,387	\$ 160,436	\$ 93,683	\$ 579,506
Contract Services	\$ 228,000	\$ 241,257	\$ 53,058	\$ 852,717	\$ 1,375,032
Vehicle	\$ 3,700	\$ -	\$ 413,515	\$ 34,560	\$ 451,775
Housing Property Costs	\$ 302,000	\$ -	\$ -	\$ -	\$ 302,000
Materials & Supplies	\$ 171,700	\$ 176,309	\$ 94,391	\$ 490,265	\$ 932,665
Direct Client Assistance	\$ -	\$ -	\$ 3,313,366	\$ -	\$ 3,313,366
Administration (Indirect)	\$ 34,440	\$ 548,218	\$ 535,531	\$ 123,244	\$ 1,241,433
Interest	\$ 16,000	\$ -	\$ 2,150	\$ -	\$ 18,150
Depreciation	\$ 750	\$ 4,392	\$ 21,950	\$ 13,480	\$ 40,572
Common Carrier	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 250	\$ 26,165	\$ 49,394	\$ 4,580	\$ 80,389
Inkind	\$ -	\$ 881,329	\$ -	\$ -	\$ 881,329
Total Expenses:	\$ 969,654	\$ 5,345,010	\$ 8,130,283	\$ 2,473,757	\$ 16,918,704

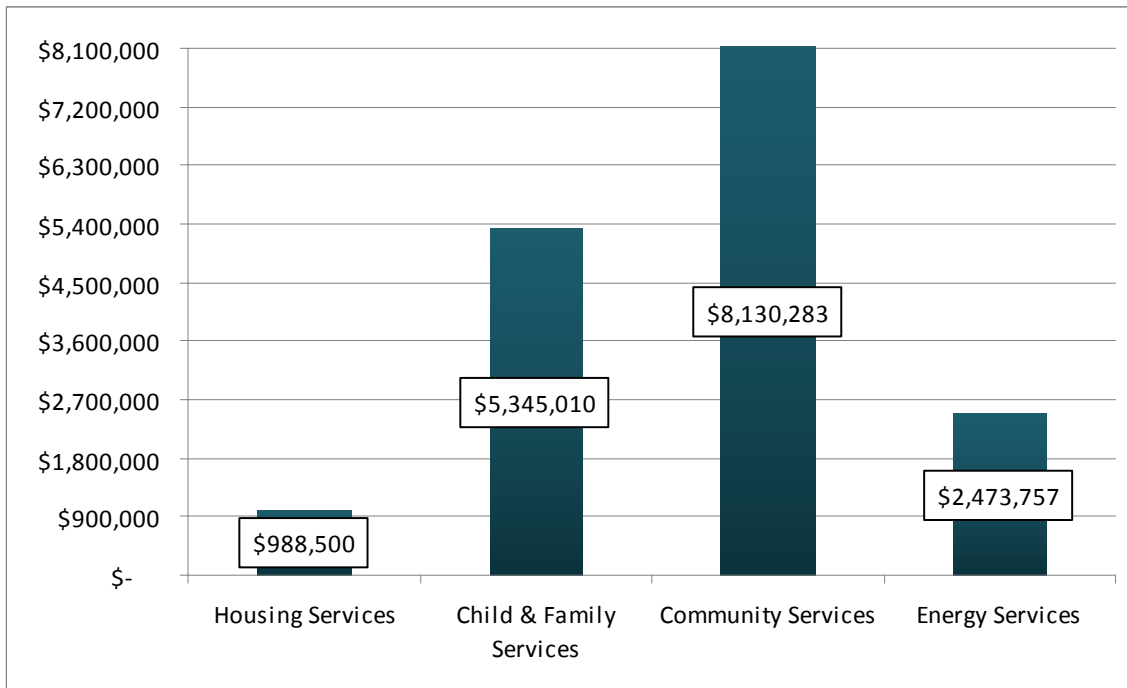
Surplus/(Deficit)	\$ 18,846	\$ -	\$ -	\$ -	\$ 18,846
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**Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2008 – September 30, 2009**

The agency's operating budget consists of its four major departments – Housing Services (which contributes 6% of the budget), Child and Family Services (31%), Community Services (48%), and Energy Services (15%).



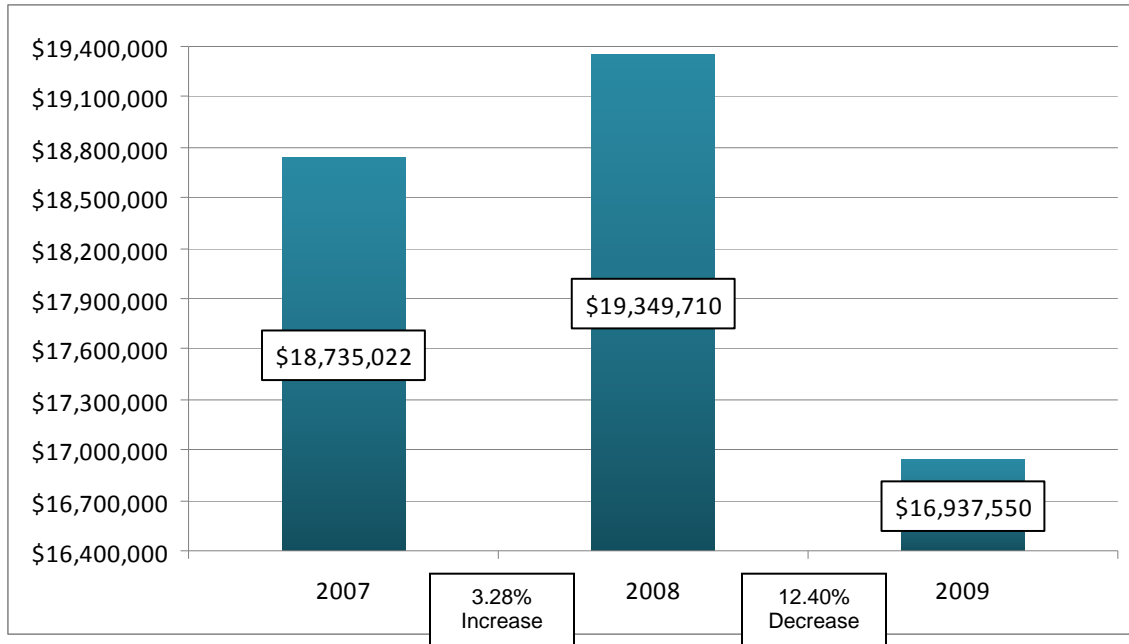
**Budget by Department
FY 2009**



**Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2008 – September 30, 2009**

For fiscal year 2009, a \$16,937,550 budget is proposed. This budget represents a 12.4% or \$2,412,160 decrease compared to 2008's 3.28% increase.

**Agency Operating Budget Comparison
FY 2007 – FY 2009**



By department, Housing Services shows a 78.57% decrease, Child and Family Services shows a 0.63% increase, Community Services shows a 14.50% increase, and Energy Services shows a 5.77% increase. Please see each department listing for more details.

Kennebec Valley Community Action Program
Agency Operating Budget
October 1, 2008 – September 30, 2009

Revenue:	FY 2008	FY 2009	Increase/(Decrease)
Grants & Contracts	\$ 8,137,482	\$ 8,627,644	\$ 490,162
Program Revenue	\$ 10,173,574	\$ 7,189,652	\$ (2,983,922)
Other Revenue	\$ 235,870	\$ 238,925	\$ 3,055
Inkind	\$ 805,448	\$ 881,329	\$ 75,881
Total Revenue:	\$ 19,352,374	\$ 16,937,550	\$ (2,414,824)

Expenses:			
Personnel	\$ 5,119,904	\$ 5,475,600	\$ 355,696
Payroll Taxes & Employee Benefits	\$ 1,385,169	\$ 1,476,803	\$ 91,634
Staff Development	\$ 64,000	\$ 58,004	\$ (5,996)
Travel	\$ 132,635	\$ 116,717	\$ (15,918)
Office Costs	\$ 193,481	\$ 169,218	\$ (24,263)
Insurance	\$ 70,061	\$ 26,436	\$ (43,625)
Telecommunications	\$ 92,504	\$ 104,709	\$ 12,205
Space & Occupancy	\$ 498,923	\$ 579,506	\$ 80,583
Contract Services	\$ 2,908,200	\$ 1,375,032	\$ (1,533,168)
Vehicle	\$ 437,286	\$ 451,775	\$ 14,489
Housing Property Costs	\$ 977,500	\$ 302,000	\$ (675,500)
Materials & Supplies	\$ 2,341,263	\$ 932,665	\$ (1,408,598)
Direct Client Assistance	\$ 2,600,794	\$ 3,313,366	\$ 712,572
Administration (Indirect)	\$ 1,157,806	\$ 1,241,433	\$ 83,627
Interest	\$ 131,400	\$ 18,150	\$ (113,250)
Depreciation	\$ 39,106	\$ 40,572	\$ 1,466
Common Carrier	\$ 225,000	\$ 275,000	\$ 50,000
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 79,935	\$ 80,389	\$ 454
Inkind	\$ 805,453	\$ 881,329	\$ 75,876
Total Expenses:	\$ 19,260,420	\$ 16,918,704	\$ (2,341,716)

Surplus/(Deficit)	\$ 91,954	\$ 18,846	\$ (73,108)
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Kennebec Valley Community Action Program
Housing Services Operating Budgets
October 1, 2008 - September 30, 2009

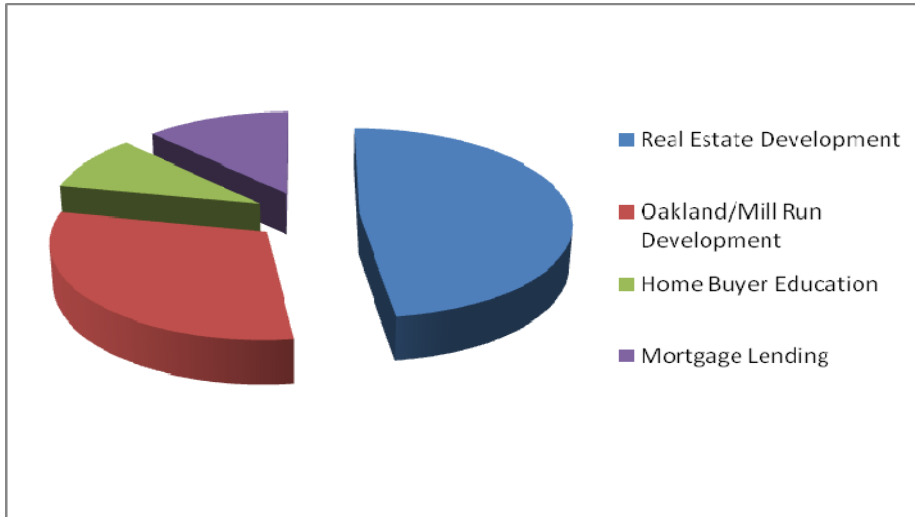
Revenue:	Real Estate Development	Oakland/Mill Run Development	Home Buyer Education	Mortgage Lending	Total
Grants & Contracts	\$ 60,000	\$ -	\$ -	\$ 110,000	\$ 170,000
Program Revenue	\$ 401,000	\$ 300,000	\$ 93,000	\$ 12,000	\$ 806,000
Other Revenue	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 473,500	\$ 300,000	\$ 93,000	\$ 122,000	\$ 988,500

Expenses:	Real Estate Development	Oakland/Mill Run Development	Home Buyer Education	Mortgage Lending	Total
Personnel	\$ 67,392	\$ -	\$ 67,392	\$ 14,976	\$ 149,760
Payroll Taxes & Employee Benefits	\$ 10,662	\$ -	\$ 10,662	\$ 2,380	\$ 23,704
Staff Development	\$ 3,500	\$ -	\$ -	\$ -	\$ 3,500
Travel	\$ 3,800	\$ -	\$ -	\$ -	\$ 3,800
Office Costs	\$ 5,050	\$ -	\$ -	\$ -	\$ 5,050
Insurance	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ 8,000
Telecommunications	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
Space & Occupancy	\$ 15,000	\$ 2,000	\$ -	\$ -	\$ 17,000
Contract Services	\$ 128,000	\$ 100,000	\$ -	\$ -	\$ 228,000
Vehicle	\$ 3,700	\$ -	\$ -	\$ -	\$ 3,700
Housing Property Costs	\$ 132,000	\$ 70,000	\$ -	\$ 100,000	\$ 302,000
Materials & Supplies	\$ 71,700	\$ 100,000	\$ -	\$ -	\$ 171,700
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 17,220	\$ -	\$ 13,776	\$ 3,444	\$ 34,440
Interest	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ 16,000
Depreciation	\$ 750	\$ -	\$ -	\$ -	\$ 750
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 250	\$ -	\$ -	\$ -	\$ 250
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 473,024	\$ 284,000	\$ 91,830	\$ 120,800	\$ 969,654

Surplus/(Deficit)	\$ 476	\$ 16,000	\$ 1,170	\$ 1,200	\$ 18,846
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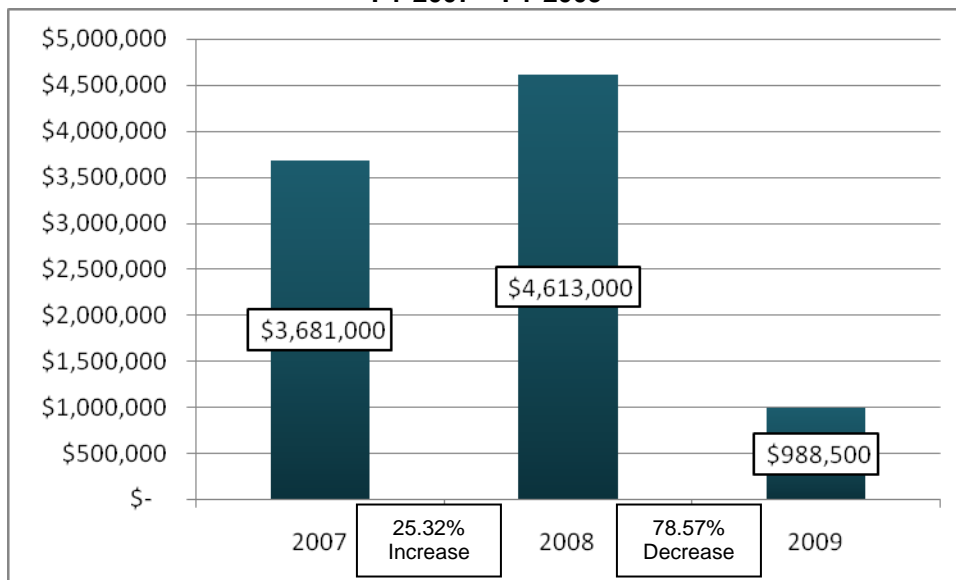
**Kennebec Valley Community Action Program
Housing Services Operating Budget
October 1, 2008 – September 30, 2009**

The Housing Services budget includes the following programs related to the sale and development of decent and affordable housing for our clients and are represented in the chart below: Real Estate Development (which makes up 48% of the budget), Oakland/Mill Run Development (30%), Home Buyer Education (10%), and Mortgage Lending (12%).



For fiscal year 2009, a \$988,500 budget is proposed. This budget represents a 78.57% or \$2,412,160 decrease compared to fiscal year 2008's budget.

**Housing Services Comparison
FY 2007 – FY 2009**



**Kennebec Valley Community Action Program
Housing Services Operating Budget
October 1, 2008 – September 30, 2009**

The decrease to the fiscal year 2009 budget is entirely due to development activities. With recent trends in the housing market development activity expectations have been reduced in this coming fiscal year. The Cony Village Development project, while still moving forward, has been reduced from the proposed actual construction of 10 homes in 2008 to receiving development fees for 6 lots purchased in 2009 resulting in a reduction of \$1,690,000. The Shawmut Development Project has not taken off as of yet and has been removed from the budget resulting in a decrease of \$812,500. Projections for the Oakland/Mill Run Development Project have also been scaled back from the projection of 6 projects being completed in 2008 to 2 projects being completed in 2009 resulting in a decrease of \$705,000. The decreases in expense categories can all be attributed to the reduction in development activity.

Revenue:	FY 2008	FY 2009	Increase/(Decrease)
Grants & Contracts	\$ 180,000	\$ 170,000	\$ (10,000)
Program Revenue	\$ 4,398,000	\$ 806,000	\$ (3,592,000)
Other Revenue	\$ 35,000	\$ 12,500	\$ (22,500)
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 4,613,000	\$ 988,500	\$ (3,624,500)

Expenses:			
Personnel	\$ 146,163	\$ 149,760	\$ 3,597
Payroll Taxes & Employee Benefits	\$ 29,450	\$ 23,704	\$ (5,746)
Staff Development	\$ 2,000	\$ 3,500	\$ 1,500
Travel	\$ 3,750	\$ 3,800	\$ 50
Office Costs	\$ 8,000	\$ 5,050	\$ (2,950)
Insurance	\$ 52,000	\$ 8,000	\$ (44,000)
Telecommunications	\$ 1,900	\$ 2,000	\$ 100
Space & Occupancy	\$ 23,800	\$ 17,000	\$ (6,800)
Contract Services	\$ 1,434,500	\$ 228,000	\$ (1,206,500)
Vehicle	\$ 4,400	\$ 3,700	\$ (700)
Housing Property Costs	\$ 977,500	\$ 302,000	\$ (675,500)
Materials & Supplies	\$ 1,677,000	\$ 171,700	\$ (1,505,300)
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 33,618	\$ 34,440	\$ 822
Interest	\$ 130,000	\$ 16,000	\$ (114,000)
Depreciation	\$ 750	\$ 750	\$ -
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 700	\$ 250	\$ (450)
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 4,525,531	\$ 969,654	\$ (3,555,877)

Surplus/(Deficit)	\$ 87,469	\$ 18,846	\$ (68,623)
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PART VI. HOUSING SERVICES (Director: Mark Johnston)

1. Real Estate Development
 - a. Cony Village LLC
 - b. Shawmut/Fairfield Development
 - c. Oakland/Mill Run
 - d. Technical School
2. Homebuyer Education
 - a. Pre-Purchase Counseling
 - b. Post-Purchase Counseling
 - c. Foreclosure Intervention
3. Mortgage Lending
 - a. Maine American Dream Initiative

Mission: The mission of Housing Services/KV HOMES 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: \$ 988,500

Staff: 3.5 full-time equivalents

1. Real Estate Development

Description of clients: Very Low to Moderate Income Households

Estimated number of households to be served in FY 2009: 10

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 affordable housing.

b) Shawmut/Fairfield Development

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

c) Oakland/Mill Run

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

d) **School Projects**

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

2. **Homebuyer Education**

Description of clients: No Income Restrictions

Estimated number of clients to be served in FY2009: 400

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 Intervention**

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

3. **Mortgage Lending**

Description of clients: Low and very-low income families

Estimated number of clients to be served in FY2009: 12

a) **Maine American Dream Initiative (MADI)**

Funding from the Maine State Housing Authority, through the American Dream Initiative, provides for closing-cost and down-payment assistance up to \$10,000 to first-time homebuyers who have successfully completed homebuyer education and are income-eligible. This mortgage lending product features no payments or interest and is forgiven in five years.

Kennebec Valley Community Action Program
Child and Family Services Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	Child Care	Head Start/Early Head Start	*CACFP	Total
Grants & Contracts	\$ 533,952	\$ 3,106,275	\$ 90,000	\$ 3,730,227
Program Revenue	\$ 131,011	\$ 585,003	\$ -	\$ 716,014
Other Revenue	\$ 7,807	\$ 9,633	\$ -	\$ 17,440
Inkind	\$ -	\$ 881,329	\$ -	\$ 881,329
Total Revenue:	\$ 672,770	\$ 4,582,240	\$ 90,000	\$ 5,345,010

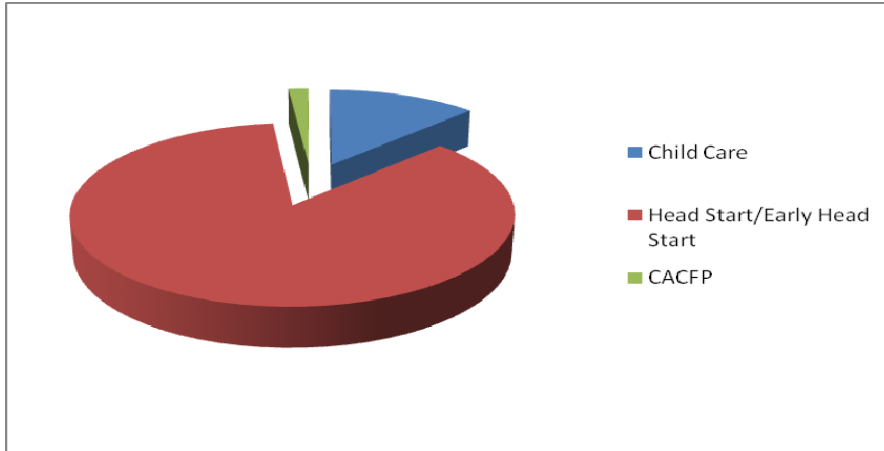
Expenses:	Child Care	Head Start/Early Head Start	*CACFP	Total
Personnel	\$ 277,130	\$ 2,106,414	\$ -	\$ 2,383,544
Payroll Taxes & Employee Benefits	\$ 90,856	\$ 541,449	\$ -	\$ 632,305
Staff Development	\$ 650	\$ 26,497	\$ -	\$ 27,147
Travel	\$ 3,826	\$ 35,421	\$ -	\$ 39,247
Office Costs	\$ 5,919	\$ 37,018	\$ -	\$ 42,937
Insurance	\$ 1,500	\$ 4,982	\$ -	\$ 6,482
Telecommunications	\$ 282	\$ 26,015	\$ 994	\$ 27,291
Space & Occupancy	\$ 85,241	\$ 206,619	\$ 16,527	\$ 308,387
Contract Services	\$ 136,000	\$ 104,257	\$ 1,000	\$ 241,257
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 6,470	\$ 98,360	\$ 71,479	\$ 176,309
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 63,742	\$ 484,476	\$ -	\$ 548,218
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 659	\$ 3,733	\$ -	\$ 4,392
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 495	\$ 25,670	\$ -	\$ 26,165
Inkind	\$ -	\$ 881,329	\$ -	\$ 881,329
Total Expenses:	\$ 672,770	\$ 4,582,240	\$ 90,000	\$ 5,345,010

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

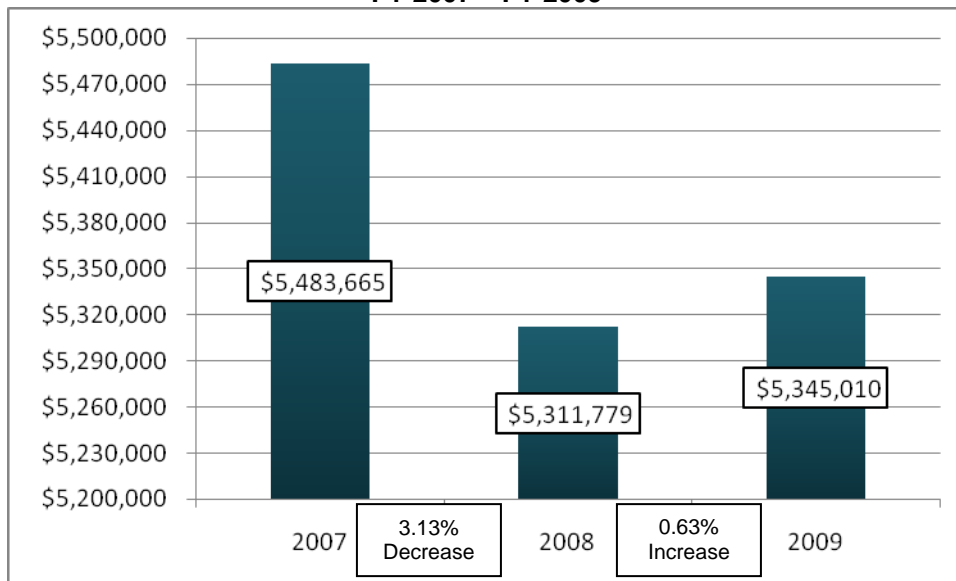
**Kennebec Valley Community Action Program
Child & Family Services Operating Budget
October 1, 2008 – September 30, 2009**

The Child & Family Services budget includes the following program areas related to the early care and education of the children in our services area and are represented in the chart below: Child Care (which contributes 12% of the budget), Head Start and Early Head Start (86%), and the Child and Adult Food Care Program [CACFP] (2%).



For fiscal year 2009, a \$5,345,010 budget is proposed. This budget represents a 0.63% or \$33,231 increase compared to fiscal year 2008's budget.

**Child & Family Services Comparison
FY 2007 – FY 2009**



**Kennebec Valley Community Action Program
Child & Family Services Operating Budget
October 1, 2008 – September 30, 2009**

Child & Family Services programming is basically flat funded for the 2009 fiscal year. Changes in Medicare regulations resulted in a reduction of Targeted Case Management funds in the amount of \$200,000. This reduction was partially offset by some increases in state funding in Child Care and State Head Start and also increases in projected fees received from various collaborations.

On the expense side, the offset for the funding reduction occurred in reductions in areas such as staff development, travel, office costs, and meeting expenses. There was also a redistribution of services to more center based than home based, which accounts for the reduction in contract services. The elimination of direct client services is due to a change in regulation regarding the funding or subsidy of parent travel and allowable forms of child transport.

Revenue:	FY 2008	FY 2009	Increase/(Decrease)
Grants & Contracts	\$ 3,686,132	\$ 3,730,227	\$ 44,095
Program Revenue	\$ 820,199	\$ 716,014	\$ (104,185)
Other Revenue	\$ -	\$ 17,440	\$ 17,440
Inkind	\$ 805,448	\$ 881,329	\$ 75,881
Total Revenue:	\$ 5,311,779	\$ 5,345,010	\$ 33,231

Expenses:			
Personnel	\$ 2,289,792	\$ 2,383,544	\$ 93,752
Payroll Taxes & Employee Benefits	\$ 619,573	\$ 632,305	\$ 12,732
Staff Development	\$ 30,018	\$ 27,147	\$ (2,871)
Travel	\$ 43,500	\$ 39,247	\$ (4,253)
Office Costs	\$ 67,162	\$ 42,937	\$ (24,225)
Insurance	\$ 5,482	\$ 6,482	\$ 1,000
Telecommunications	\$ 26,819	\$ 27,291	\$ 472
Space & Occupancy	\$ 268,857	\$ 308,387	\$ 39,530
Contract Services	\$ 401,249	\$ 241,257	\$ (159,992)
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 182,789	\$ 176,309	\$ (6,480)
Direct Client Assistance	\$ 3,500	\$ -	\$ (3,500)
Administration (Indirect)	\$ 526,651	\$ 548,218	\$ 21,567
Interest	\$ -	\$ -	\$ -
Depreciation	\$ 8,149	\$ 4,392	\$ (3,757)
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 32,785	\$ 26,165	\$ (6,620)
Inkind	\$ 805,453	\$ 881,329	\$ 75,876
Total Expenses:	\$ 5,311,779	\$ 5,345,010	\$ 33,231

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Child Care Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	Child Care	*UWMM - Skowhegan Before & After	Total
Grants & Contracts	\$ 533,952	\$ -	\$ 533,952
Program Revenue	\$ 131,011	\$ -	\$ 131,011
Other Revenue	\$ -	\$ 7,807	\$ 7,807
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 664,963	\$ 7,807	\$ 672,770

Expenses:			
Personnel	\$ 272,345	\$ 4,785	\$ 277,130
Payroll Taxes & Employee Benefits	\$ 88,937	\$ 1,919	\$ 90,856
Staff Development	\$ 650	\$ -	\$ 650
Travel	\$ 3,826	\$ -	\$ 3,826
Office Costs	\$ 5,919	\$ -	\$ 5,919
Insurance	\$ 1,500	\$ -	\$ 1,500
Telecommunications	\$ 282	\$ -	\$ 282
Space & Occupancy	\$ 85,241	\$ -	\$ 85,241
Contract Services	\$ 136,000	\$ -	\$ 136,000
Vehicle	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 6,470	\$ -	\$ 6,470
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 62,639	\$ 1,103	\$ 63,742
Interest	\$ -	\$ -	\$ -
Depreciation	\$ 659	\$ -	\$ 659
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 495	\$ -	\$ 495
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 664,963	\$ 7,807	\$ 672,770

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

Kennebec Valley Community Action Program
Head Start/Early Head Start Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	My Child's First Teacher	State Head Start	Head Start	Early Head Start	*T&TA	*TCM	Total
Grants & Contracts	\$ 18,748	\$ 410,372	\$ 1,971,496	\$ 681,839	\$ 42,568	\$ -	\$ 3,106,275
Program Revenue	\$ -	\$ -	\$ -	\$ 345,003	\$ -	\$ 240,000	\$ 585,003
Other Revenue	\$ -	\$ -	\$ -	\$ 9,633	\$ -	\$ -	\$ 9,633
Inkind	\$ -	\$ -	\$ 881,329	\$ -	\$ -	\$ -	\$ 881,329
Total Revenue:	\$ 18,748	\$ 410,372	\$ 2,852,825	\$ 1,036,475	\$ 42,568	\$ 240,000	\$ 4,582,240

Expenses:	My Child's First Teacher	State Head Start	Head Start	Early Head Start	*T&TA	*TCM	Total
Personnel	\$ 5,999	\$ 264,284	\$ 1,112,809	\$ 571,429	\$ -	\$ 157,892	\$ 2,106,414
Payroll Taxes & Employee Benefits	\$ 275	\$ 66,121	\$ 285,056	\$ 148,357	\$ -	\$ 41,915	\$ 541,449
Staff Development	\$ -	\$ -	\$ 1,700	\$ 600	\$ 24,197	\$ -	\$ 26,497
Travel	\$ -	\$ 8,701	\$ 12,943	\$ 3,594	\$ 6,305	\$ 3,878	\$ 35,421
Office Costs	\$ 751	\$ -	\$ 27,303	\$ 9,715	\$ -	\$ -	\$ 37,018
Insurance	\$ -	\$ -	\$ 3,950	\$ 1,032	\$ -	\$ -	\$ 4,982
Telecommunications	\$ -	\$ -	\$ 18,355	\$ 7,660	\$ -	\$ -	\$ 26,015
Space & Occupancy	\$ -	\$ -	\$ 135,303	\$ 71,316	\$ -	\$ -	\$ 206,619
Contract Services	\$ 4,237	\$ 10,480	\$ 36,867	\$ 49,819	\$ 7,091	\$ -	\$ 104,257
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 3,562	\$ -	\$ 63,206	\$ 35,154	\$ -	\$ -	\$ 98,360
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 1,224	\$ 60,786	\$ 255,946	\$ 131,429	\$ -	\$ 36,315	\$ 484,476
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ 2,811	\$ 922	\$ -	\$ -	\$ 3,733
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,700	\$ -	\$ 15,247	\$ 5,448	\$ 4,975	\$ -	\$ 25,670
Inkind	\$ -	\$ -	\$ 881,329	\$ -	\$ -	\$ -	\$ 881,329
Total Expenses:	\$ 18,748	\$ 410,372	\$ 2,852,825	\$ 1,036,475	\$ 42,568	\$ 240,000	\$ 4,582,240

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

*TCM = Targetted Case Management

Kennebec Valley Community Action Program
CACFP Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	*CACFP	Total
Grants & Contracts	\$ 90,000	\$ 90,000
Program Revenue	\$ -	\$ -
Other Revenue	\$ -	\$ -
Inkind	\$ -	\$ -
Total Revenue:	\$ 90,000	\$ 90,000

Expenses:		
Personnel	\$ -	\$ -
Payroll Taxes & Employee Benefits	\$ -	\$ -
Staff Development	\$ -	\$ -
Travel	\$ -	\$ -
Office Costs	\$ -	\$ -
Insurance	\$ -	\$ -
Telecommunications	\$ 994	\$ 994
Space & Occupancy	\$ 16,527	\$ 16,527
Contract Services	\$ 1,000	\$ 1,000
Vehicle	\$ -	\$ -
Housing Property Costs	\$ -	\$ -
Materials & Supplies	\$ 71,479	\$ 71,479
Direct Client Assistance	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -
Interest	\$ -	\$ -
Depreciation	\$ -	\$ -
Common Carrier	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -
Other	\$ -	\$ -
Inkind	\$ -	\$ -
Total Expenses:	\$ 90,000	\$ 90,000

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

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

A. 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: \$5,317,584

Staff: 103

Program Description

Head Start provided comprehensive services to 256 preschool children, ages 3-5 years old, and their families and 85 Early Head Start children. Both programs were fully enrolled during the program year. An average of 80% of children enrolled attended daily.

Services for children ages 3-5 include a classroom programs, 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. Approximately 59% of children ages 3-5 from Grantee's service area that are eligible for service, receive Head Start services.

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. Approximately 17.5% of children 0-3, from Grantee's service area that are eligible for service, receive Early Head Start services. We partner with KVCAP's Healthy Families Program to offer education and support for expectant parents to gain skills and resources that promote optimal development during the critical first years of life.

Parent involvement is a cornerstone of service delivery. Parent involvement opportunities include decision making, program planning, and evaluation, Policy Council, parent committees, training and networking opportunities, comprehensive health services for their children, and curriculum planning. Over 460 parents volunteered their services to the program this year.

Health and dental services are another major component of service delivery. Eighty-seven percent (87%) of children have access to an ongoing source of continuous and accessible, routine, preventative, and acute **medical care**. At the beginning of the program year, 216 children had access to ongoing, continuous and routine and preventative/acute **dental care**. By the end of the program year, 319 had access to services.

Our philosophy is to partner with existing resources within the community to offer comprehensive Head Start services in mixed socio-economic groups. Options have been designed to meet the varied service needs within our communities. Partnerships include 7 with school districts for preschool services, 6 with family child care for service to children from 6 weeks to five years of age, 1 school district for before and after school child care, and 2 infant/toddler programs. All other programs are operated on agency premises. Child Development Services is an integral partner in delivery of service in all settings.

Service options include center-based, home based including service to pregnant women and family childcare (HomeStart). Our HomeStart model is a contractual partnership with Family Childcare Providers. Head Start in public school settings operates following the district calendar year, assuring that Head Start Performance Standards are met. Sometimes family circumstances change and, in order to continue to meet the child's needs and retain service to the child/family, Head Start service may shift from a center-based model to a combined option or home-based model.

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

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

Head Start, Early Head Start, Child Care Programs

A. HOMESTART (Family childcare) **(Head Start and Early Head Start)**

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

Locations:

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

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

B. HEAD START

Local Options: The part-day, part-year programs operate Tuesday through Friday in conjunction with and contained within public schools. Sessions are scheduled within school timeframes and therefore provide service less than 3.5 hour daily. However, total service hours exceed those required by the Head Start Performance Standards.

MSAD #48

Hartland Preschool

- Children attend either morning or afternoon 3 hour 15 minute session.
- CFS – Staffed by 1 co-teacher with assistance from a Somerset County Regional Support Worker.
- Public School provides 1 co-teacher.

St. Albans Preschool

- Children attend a 3 hour 15 minute morning session.
- CFS - Staffed by 1 co-teacher with assistance from a Somerset County Regional Support Worker.
- Public school provides 1 co-teacher.

Palmyra

- Children attend a 3 hour 15 minute morning session.
- CFS - Staffed by 1 co-teacher with assistance from a Somerset County Regional Support Worker.
- Public school provides 1 co-teacher.

MSAD #53 - Pittsfield – Manson Park Preschool

- Children attend either morning or afternoon 3 hour 15 minute session.
- CFS – Staffed with 1 co-teacher with assistance from a Somerset County Regional Support Worker.
- Public school provides 1-1/2 co-teachers.

MSAD #59 - Madison Preschool

- Children attend either a morning or afternoon 3 hour 15 minute session.
- CFS - Staffed by 2 co-teachers with assistance from a Somerset County Regional Support Worker.
- The public school provides 1 co-teacher.

Center Based Options (Children ages 3-5)

The part-day, part-year programs operate Tuesday through Friday in conjunction with and contained within public schools. The full day-full year programs operate 5 days per week, with a one-week break in

December and one in July. Family services are provided through an integrated model supported by center staff and a Kennebec or Somerset County Regional Family Support Worker who provides direct service staff with assistance on an as needed basis.

Locations:

MSAD # 49 – Fairfield Preschool]

- Children attend either morning or afternoon 3.5 hour session.
- CFS - Staffed by 2 teachers and 1 assistant teacher with assistance from a Kennebec County Regional Support Worker.
- Service delivery weeks meet Head Start requirements and do not follow the public school calendar.

MSAD # 54 – Norridgewock Preschool

- Children attend a morning 3.5 hour session.
- CFS - Staffed by 1 teacher and 1 assistant teacher with assistance from a Somerset County Regional Support Worker.
- Service delivery weeks meet Head Start requirements and do not follow the public school calendar.

MSAD #74 –Anson Pre-School

- Children attend a morning or afternoon 3.5 hour session.
- CFS - staffed by 2 teachers, 1 assistant teacher with assistance from a Somerset County Regional Support Worker.
- Service delivery weeks meet Head Start requirements and follow the public school calendar.

Waterville – Waterville Pre-Kindergarten

- Children attend a morning or afternoon 3.5 hour session.
- CFS - Staffed by 2 teachers, 1 assistant teacher with assistance from a Kennebec County Regional Support Worker.
- Service delivery weeks meet Head Start requirements and follow the public school calendar.

Skowhegan Child Development Center. This site houses four classrooms; 1 preschool and 3 infant/toddler classrooms. Center aides float as assigned between all classrooms (0-5).

Skowhegan Childcare (Children ages 0-3) – 3 classrooms

- Children attend Monday-Friday full-day/full-year with blended childcare funding.

- CFS - Staffed with 6 teachers, 3 assistant teachers and 2 center aides.

Skowhegan Childcare (children ages 3-5) – 1 classroom

- Children attend Monday through Friday, full day/full-year with blended childcare funding.
- CFS - Staffed with 2 teachers, 2 assistant teachers and 1 center aide.

Waterville Child Development Center. This site houses 4 classrooms; 1 toddler classroom and 3 pre-school classrooms. Center aides float as assigned between all classrooms (0-5).

Waterville Childcare (Children ages 0-3) – 1 classroom

- Children attend Monday-Friday full-day/full-year with blended childcare funding.
- CFS - Staffed with 2 teachers, 1 assistant teacher and 1 center aide.

Waterville Childcare (Children ages 3-5) – 2 classrooms

- Children attend Monday-Friday full-day/full-year with blended childcare funding.
- CFS - Staffed by 4 teachers, 4 assistant teachers and 2 center aides.

Kennebec Pre-school – (Children ages 3-5) – 1 classroom

- Children attend a morning 3.5 hour session -Tuesday through Friday.
- CFS - Staffed by 1 teacher and 1 assistant teacher.

C. EARLY HEAD START

Locations:

Fairfield – Kennebec Valley Community College Campus Childcare – 3 classrooms

- Children attend either part day or full-day, full-semester per parent class schedule, with summer care provided; service may move to combined/option or home visiting model based upon child/family need.
- CFS - Staffed by 6 teachers, 3 assistant teachers, 2 center aides with assistance from a part-time Kennebec County Regional Support Worker.
- For those not attending on a year round basis, summer home visits/socializations occur.

Waterville – Mid-Maine Vocational Center

- Children attend full-day, school-year; service may move to combined/option or home visiting model based upon child/family need.
- CFS - Staffed by 2 teachers, 1 assistant teacher and 1 center aide with assistance from a Kennebec County Regional Support Worker.
- Monthly home visits and summer home visits/socializations occur.

Home-based: Services will be offered throughout northern Kennebec and Somerset Counties to pregnant women, as well as infants and toddlers. Home Based Coordinators will provide home visits and oversight to socialization activities.

Anticipated New Service Opportunities: An Educare public/private partnership that expands opportunities for Head Start opportunities in mixed socio-economic groups and provides space for a Kennebec Valley Community College lab school; develop new service options to serve children and their families who are experiencing homelessness; expand three and four year-old programming in partnership with public schools; explore partnership options with Maine Children's Home for Little Wanderers; pursue opportunities to enhance community-based child care programming; develop pre-k certified services within KVCAP child development programs; develop alliances with other services providers to accomplish economies of scale in administrative functions; continue to explore partnership opportunities with KVCAP Community Services; and continued development and expansion of a home based model for children and services to pregnant women.

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

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

Kennebec Valley Community Action Program
Community Services Operating Budgets
October 1, 2008 - September 30, 2009

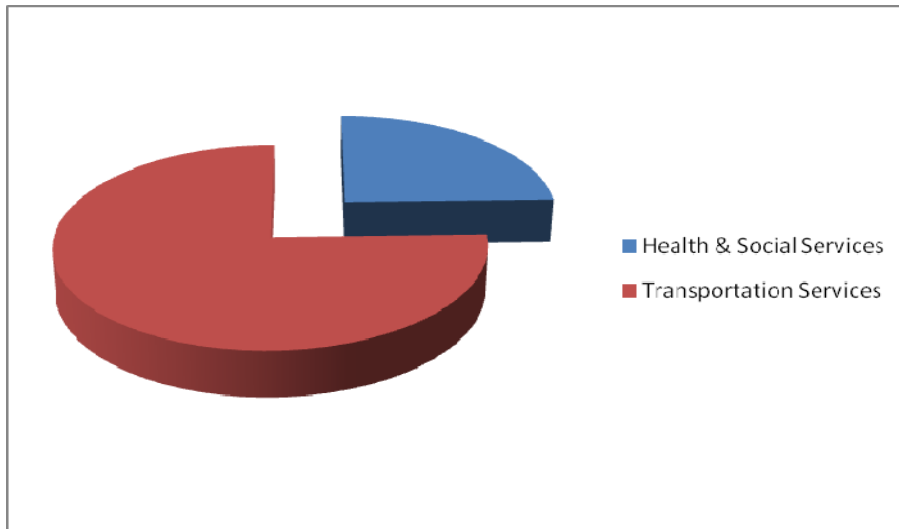
Revenue:	Health & Social Services	Transportation Services	Total
Grants & Contracts	\$ 1,500,596	\$ 789,307	\$ 2,289,903
Program Revenue	\$ 472,263	\$ 5,150,175	\$ 5,622,438
Other Revenue	\$ 20,428	\$ 184,057	\$ 204,485
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 1,993,287	\$ 6,123,539	\$ 8,116,826

Expenses:	Health & Social Services	Transportation Services	Total
Personnel	\$ 1,122,049	\$ 1,198,847	\$ 2,320,896
Payroll Taxes & Employee Benefits	\$ 274,890	\$ 381,647	\$ 656,537
Staff Development	\$ 6,380	\$ 17,625	\$ 24,005
Travel	\$ 46,224	\$ 19,500	\$ 65,724
Office Costs	\$ 27,619	\$ 41,035	\$ 68,654
Insurance	\$ 8,182	\$ 400	\$ 8,582
Telecommunications	\$ 22,896	\$ 34,700	\$ 57,596
Space & Occupancy	\$ 106,511	\$ 51,700	\$ 158,211
Contract Services	\$ 20,578	\$ 32,480	\$ 53,058
Vehicle	\$ -	\$ 413,515	\$ 413,515
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 80,891	\$ 13,500	\$ 94,391
Direct Client Assistance	\$ -	\$ 3,313,366	\$ 3,313,366
Administration (Indirect)	\$ 258,068	\$ 275,729	\$ 533,797
Interest	\$ -	\$ 2,150	\$ 2,150
Depreciation	\$ 7,730	\$ 14,220	\$ 21,950
Common Carrier	\$ -	\$ 275,000	\$ 275,000
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 11,269	\$ 38,125	\$ 49,394
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 1,993,287	\$ 6,123,539	\$ 8,116,826

Surplus/(Deficit)	\$ -	\$ -	\$ -
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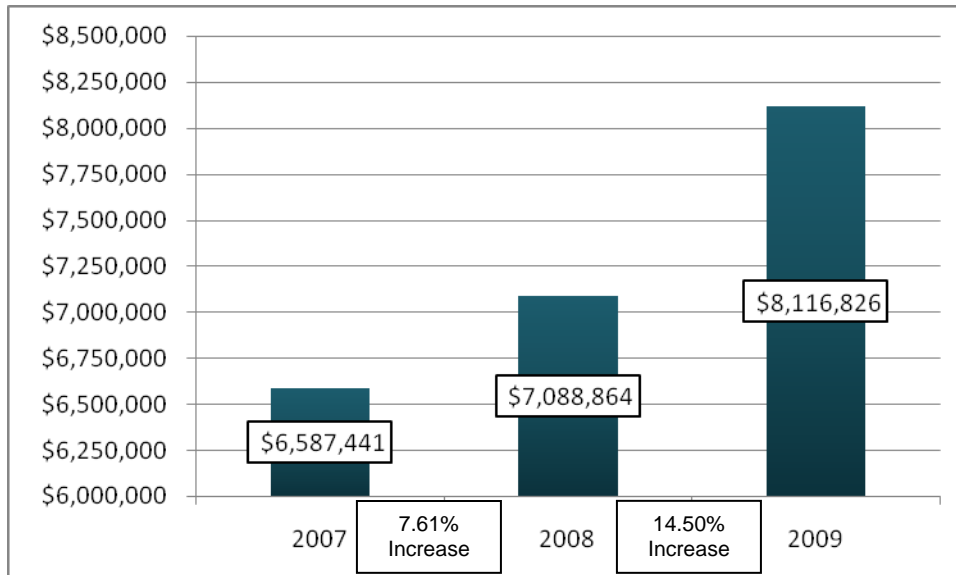
**Kennebec Valley Community Action Program
Community Services Operating Budget
October 1, 2008 – September 30, 2009**

The Community Services budget consists of Health and Social Services programs (which contribute 25% of the budget) and Transportation Services (75%)



For fiscal year 2009, an \$8,116,826 budget is proposed. This budget represents a 14.50% or \$1,027,962 increase compared to fiscal year 2008's budget.

**Community Services Comparison
FY 2007 – FY 2009**



**Kennebec Valley Community Action Program
Community Services Operating Budget
October 1, 2008 – September 30, 2009**

Several changes account for the increase to the fiscal year 2009 Community Services budget as compared to that submitted for 2008. This year's budget includes programming assumed from the consolidation of Families First programming with that of KVCAP and Health Services' partnership with PATCH (Planned Approach to Community Health). There was a significant increase in state transportation funding and projected MaineCare funding due to the new billing requirements under the waiver program which requires area organizations that provide transportation to clients must bill through their recognized regional transportation provider. These two changes alone account for \$923,440 of this year's increase.

Significant changes on the expense side of Community Services budget occurred in contract services, which showed a decrease due to the end of the Transportation Consult grant received in 2008. Increases in Direct Client Assistance and Common Carrier expenses can be attributed to the increases in funding for transportation services to our clients.

Revenue:	FY 2008	FY 2009	Increase/(Decrease)
Grants & Contracts	\$ 2,075,819	\$ 2,289,903	\$ 214,084
Program Revenue	\$ 4,812,175	\$ 5,622,438	\$ 810,263
Other Revenue	\$ 200,870	\$ 204,485	\$ 3,615
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 7,088,864	\$ 8,116,826	\$ 1,027,962

Expenses:			
Personnel	\$ 2,140,148	\$ 2,320,896	\$ 180,748
Payroll Taxes & Employee Benefits	\$ 595,677	\$ 656,537	\$ 60,860
Staff Development	\$ 29,203	\$ 24,005	\$ (5,198)
Travel	\$ 77,078	\$ 65,724	\$ (11,354)
Office Costs	\$ 77,185	\$ 68,654	\$ (8,531)
Insurance	\$ 8,307	\$ 8,582	\$ 275
Telecommunications	\$ 49,006	\$ 57,596	\$ 8,590
Space & Occupancy	\$ 142,476	\$ 158,211	\$ 15,735
Contract Services	\$ 85,167	\$ 53,058	\$ (32,109)
Vehicle	\$ 411,686	\$ 413,515	\$ 1,829
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 99,470	\$ 94,391	\$ (5,079)
Direct Client Assistance	\$ 2,597,294	\$ 3,313,366	\$ 716,072
Administration (Indirect)	\$ 485,405	\$ 533,797	\$ 48,392
Interest	\$ 1,400	\$ 2,150	\$ 750
Depreciation	\$ 20,492	\$ 21,950	\$ 1,458
Common Carrier	\$ 225,000	\$ 275,000	\$ 50,000
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 43,870	\$ 49,394	\$ 5,524
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 7,088,864	\$ 8,116,826	\$ 1,027,962

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Health and Social Services Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	Family Life Education	Community Outreach	Teen Pregnancy Prevention	Family Planning	*HMP - PATCH	*CSBG
Grants & Contracts	\$ 42,757	\$ 40,000	\$ -	\$ 200,997	\$ 58,140	\$ 389,619
Program Revenue	\$ -	\$ -	\$ 6,263	\$ 308,000	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ 12,300	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 42,757	\$ 40,000	\$ 6,263	\$ 521,297	\$ 58,140	\$ 389,619

Expenses:	Family Life Education	Community Outreach	Teen Pregnancy Prevention	Family Planning	*HMP - PATCH	*CSBG
Personnel	\$ 24,585	\$ 22,543	\$ 2,036	\$ 248,481	\$ 38,995	\$ 226,148
Payroll Taxes & Employee Benefits	\$ 7,498	\$ 4,516	\$ 459	\$ 62,040	\$ 5,690	\$ 50,806
Staff Development	\$ 275	\$ 400	\$ -	\$ 2,100	\$ 500	\$ 950
Travel	\$ 1,730	\$ 1,560	\$ -	\$ 3,650	\$ 650	\$ 5,200
Office Costs	\$ 470	\$ 1,850	\$ 1,425	\$ 9,338	\$ -	\$ 4,140
Insurance	\$ -	\$ -	\$ -	\$ 6,600	\$ -	\$ 1,582
Telecommunications	\$ 500	\$ 500	\$ -	\$ 5,100	\$ -	\$ 5,410
Space & Occupancy	\$ 1,580	\$ 2,282	\$ -	\$ 35,992	\$ -	\$ 35,587
Contract Services	\$ -	\$ -	\$ -	\$ 7,500	\$ 2,500	\$ 300
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 100	\$ 296	\$ 375	\$ 76,920	\$ -	\$ 3,200
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 5,655	\$ 5,185	\$ 468	\$ 57,151	\$ 8,969	\$ 52,014
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 180	\$ 218	\$ -	\$ 1,800	\$ -	\$ 3,032
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 184	\$ 650	\$ 1,500	\$ 4,625	\$ 836	\$ 1,250
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 42,757	\$ 40,000	\$ 6,263	\$ 521,297	\$ 58,140	\$ 389,619

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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*HMP - PATCH = Healthy Maine Partnership - Planned Approach to Community Health

*CSBG = Community Services Block Grant

Kennebec Valley Community Action Program
Health and Social Services Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	*UWMM - SETC	Keeping Seniors Home	KVCAP Healthy Families	*UWKV - Nurturing Parents	*UWKV - Baby Think It Over	Maine Children's Trust
Grants & Contracts	\$ -	\$ 7,425	\$ 680,881	\$ -	\$ -	\$ 2,083
Program Revenue	\$ -	\$ -	\$ 147,000	\$ -	\$ -	\$ -
Other Revenue	\$ 2,997	\$ -	\$ -	\$ 1,718	\$ 1,720	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 2,997	\$ 7,425	\$ 827,881	\$ 1,718	\$ 1,720	\$ 2,083

Expenses:						
Personnel	\$ 965	\$ 4,750	\$ 498,600	\$ 1,218	\$ 1,228	\$ 1,404
Payroll Taxes & Employee Benefits	\$ 493	\$ 1,153	\$ 130,952	\$ 221	\$ 209	\$ 207
Staff Development	\$ -	\$ -	\$ 2,095	\$ -	\$ -	\$ -
Travel	\$ -	\$ 204	\$ 30,790	\$ -	\$ -	\$ 150
Office Costs	\$ 757	\$ 225	\$ 8,380	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ -	\$ -	\$ 10,536	\$ -	\$ -	\$ -
Space & Occupancy	\$ -	\$ -	\$ 27,700	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 223	\$ 1,093	\$ 114,678	\$ 279	\$ 283	\$ 322
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 559	\$ -	\$ 1,650	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 2,997	\$ 7,425	\$ 827,881	\$ 1,718	\$ 1,720	\$ 2,083

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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*UWMM - SETC = United Way of Mid-Maine - South End Teen Center

*UWKV = United Way of Kennebec Valley

Kennebec Valley Community Action Program
Health and Social Services Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	Kids First	Parent Talk	Skill Builders	*CAN Councils	*UWMM - Childhood Enrichment	Total
Grants & Contracts	\$ 11,000	\$ 10,000	\$ 35,511	\$ 22,183	\$ -	\$ 1,500,596
Program Revenue	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 472,263
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ 1,693	\$ 20,428
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 22,000	\$ 10,000	\$ 35,511	\$ 22,183	\$ 1,693	\$ 1,993,287

Expenses:	Kids First	Parent Talk	Skill Builders	*CAN Councils	*UWMM - Childhood Enrichment	Total
Personnel	\$ 6,023	\$ 6,553	\$ 23,199	\$ 14,115	\$ 1,206	\$ 1,122,049
Payroll Taxes & Employee Benefits	\$ 2,965	\$ 1,116	\$ 4,241	\$ 2,113	\$ 211	\$ 274,890
Staff Development	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 6,380
Travel	\$ -	\$ 150	\$ 1,540	\$ 600	\$ -	\$ 46,224
Office Costs	\$ 650	\$ 50	\$ 255	\$ 79	\$ -	\$ 27,619
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,182
Telecommunications	\$ 200	\$ 50	\$ 200	\$ 400	\$ -	\$ 22,896
Space & Occupancy	\$ 500	\$ 575	\$ 665	\$ 1,630	\$ -	\$ 106,511
Contract Services	\$ 10,278	\$ -	\$ -	\$ -	\$ -	\$ 20,578
Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,891
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 1,384	\$ 1,506	\$ 5,336	\$ 3,246	\$ 276	\$ 258,068
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,730
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ 11,269
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 22,000	\$ 10,000	\$ 35,511	\$ 22,183	\$ 1,693	\$ 1,993,287

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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*CAN Councils = Child Abuse and Neglect Councils

*UWMM = United Way of Mid-Maine

Kennebec Valley Community Action Program
Transportation Services Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	KV Transit	KV Van	Total
Grants & Contracts	\$ 343,482.00	\$ 445,825.00	\$ 789,307.00
Program Revenue	\$ 30,000.00	\$ 5,120,175.00	\$ 5,150,175.00
Other Revenue	\$ 106,027.00	\$ 78,030.00	\$ 184,057.00
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 479,509.00	\$ 5,644,030.00	\$ 6,123,539.00

Expenses:			
Personnel	\$ 232,624.00	\$ 966,223.00	\$ 1,198,847.00
Payroll Taxes & Employee Benefits	\$ 74,352.00	\$ 307,295.00	\$ 381,647.00
Staff Development	\$ 3,500.00	\$ 14,125.00	\$ 17,625.00
Travel	\$ 750.00	\$ 18,750.00	\$ 19,500.00
Office Costs	\$ 11,600.00	\$ 29,435.00	\$ 41,035.00
Insurance	\$ -	\$ 400.00	\$ 400.00
Telecommunications	\$ 1,100.00	\$ 33,600.00	\$ 34,700.00
Space & Occupancy	\$ 8,200.00	\$ 43,500.00	\$ 51,700.00
Contract Services	\$ -	\$ 32,480.00	\$ 32,480.00
Vehicle	\$ 90,525.00	\$ 322,990.00	\$ 413,515.00
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 13,500.00	\$ 13,500.00
Direct Client Assistance	\$ -	\$ 3,313,366.00	\$ 3,313,366.00
Administration (Indirect)	\$ 53,498.00	\$ 222,231.00	\$ 275,729.00
Interest	\$ -	\$ 2,150.00	\$ 2,150.00
Depreciation	\$ -	\$ 14,220.00	\$ 14,220.00
Common Carrier	\$ -	\$ 275,000.00	\$ 275,000.00
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 3,360.00	\$ 34,765.00	\$ 38,125.00
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 479,509.00	\$ 5,644,030.00	\$ 6,123,539.00

Surplus/(Deficit)	\$ -	\$ -	\$ -
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PART VIII. COMMUNITY SERVICES (Director: Suzanne Walsh)

- A. Health and Social Services
- B. Transportation Services

A. Health and Social Services (Director: Suzanne Walsh)

Health Services

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

Family Life Education (FLE)/Community Outreach (CO)

Budget: \$89,020 (Family Planning Association, SCARP)

Staff: 2 part-time equivalents, 1 part-time manager

Description of clients: Schools/communities in Somerset and No. Kennebec counties.

Number of clients/school systems to be served in FY 2009: A minimum of four priority school districts & 3 non-priority schools through FLE; and a minimum of 288 youth and 750 adults through Community Outreach

Continuing Services: The goal of the Family Life Education (FLE) program is to provide consultation and other services to assist schools with implementing comprehensive family life and sexuality education as part of mandated comprehensive school health education in grades K-12. FLE will continue efforts with MSAD #59, MSAD #13, MSAD #54 and will work with the Winslow School Department. The Community Outreach (CO) program's goal is to reduce teen pregnancy. It provides education within communities, business and schools on reproductive health and works to heighten the awareness of services provided by Family Planning clinics. CO priority communities this year will be Skowhegan, Waterville and Anson. Additionally, FLE and Co will work in collaboration with other agencies to develop and implement pregnancy prevention activities. The CO Educator also provides programming at the South End Teen Center.

Anticipated New Service Opportunities: The FLE program will build on the work that was begun in MSAD #54 last year. Progress is slowly being made in forging a partnership with this school district to tackle the teen pregnancy challenge, particularly in Skowhegan. The FLE/CO program will continue to work closely with the Somerset County Association of Resource Providers (SCARP) and the Somerset County Communities for Children/Youth (SCFCY) in order to positively impact adolescents in Somerset County. SCARP will continue to receive funding this year from the Family Planning Association to implement teen pregnancy prevention programming and will continue to develop strategies to address the issue in Skowhegan. The KVCAP Community Outreach Educator (COE) will continue to serve as the program coordinator for this grant. Both the COE and the Family Life Education Consultant (FLEC) will play an integral role in many of the youth-focused

initiatives led by SCARP and SCCFCY. Another exciting development will be the creation of a Board of Directors for the Teen Pregnancy Prevention project.

Long-Term Strategic Issues and Opportunities: FLE and CO, in conjunction with the Family Planning clinics, work together to reduce teen pregnancy. Great strides were made over the last two years in Skowhegan to raise awareness about the issue and to gain support from a variety of community members to work on this challenge. This community support will be key in developing and sustaining programs and strategies to decrease the teen pregnancy rate in this community. Efforts will continue to strengthen connections and collaborations with other prevention providers throughout the two-county region. These connections increase the scope of prevention activities as well as the likelihood of success. Staff will continue to research potential funding to support prevention efforts and will assist in preparing quality proposals. FLE and CO staff will continue to explore new ways to partner with other agencies to increase reproductive health options and education in northern Kennebec and Somerset counties, as well as participate in statewide discussions around this issue. FLE will continue to work with the Greater Waterville Area Communities for Children/Youth coalition to encourage advocacy for family life education in the schools.

Family Planning

Budget: \$521,297 (Family Planning Association, March of Dimes, MaineCare, Client Donations/Fees, Third Party Insurance)

Staff: 4 full-time equivalents, 8 part-time equivalents, 1 part time manager

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

Number of clients to be served in FY 2008: 2,020 (approximately 3,680 visits)

Continuing Services: Family Planning provides quality, reproductive health care to teens, women and men of northern Kennebec and Somerset counties. Clinics are located in Waterville and Skowhegan. Reproductive health care services include annual pelvic and breast exams, periodic pap smears, and anemia and blood pressure screenings. We also offer colposcopy and cryosurgery (follow-up for abnormal pap smears) by a trained clinician. Contraceptive methods available include the Pill, intrauterine devices (IUD), Evra Contraceptive Patch, Depo Provera, prescription for Nuva Ring, emergency contraceptive pills (ECP), condoms, contraceptive foam/gel, and diaphragms. Other services include: pregnancy testing and options counseling, sexually transmitted disease (STD) testing and treatment, information and referrals. Services are provided regardless of income, age, or marital status. The program receives federal and state funds to subsidize low-income women and teens that often cannot pay for services. Fees are based on income, using a sliding fee scale. In addition, donations and payments from clients as well as third party payers such as MaineCare and insurance are instrumental in the operation of the program.

Anticipated New Service Opportunities: March of Dimes funding that was awarded starting in February, 2008 will be available through the end of December. This will enable the clinic to provide free Chlamydia screening to women of child-bearing age until the end of the year. The Family Planning Association of Maine developed a proposal, including input from all the clinics in Maine, that will provide outreach clinic services in under-served areas through

additional Title X funds. If awarded, KVCAP Family Planning will explore and develop outreach services in several communities in Somerset County

Long-Term Strategic Issues and Opportunities: Family Planning continues to work with the Family Planning Association (FPA) and other clinics across the state to determine potential cost saving measures, client recruitment activities and potential revenue opportunities. If the above-mentioned proposal is awarded, this will be a long-term opportunity to increase services to under-served populations in rural areas. KVCAP Family Planning also will pilot a small mileage-reimbursement program in Somerset County, in conjunction with Community Outreach, to reduce the transportation barrier for potential clients. It is still unclear how potential changes in MaineCare reimbursement will affect the clinics, and there is still no target date for the anticipated change to billing using CPT codes. KVCAP Family Planning will continue to work closely with the network of family planning clinics, led by the FPA, to develop strategies to advocate to MaineCare for favorable reimbursement rates. The SCARP teen pregnancy prevention initiative, outlined in the FLE/CO summary, may result in more teens accessing clinic services in Skowhegan. Management staff will continue to research potential funding opportunities.

Social Services

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

Community Services Block Grant

KVCAP's Community Services Block Grant (CSBG) projected allocation for fiscal year 2009 is \$389,619 and pays a portion of 21 staff in various programs.

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

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

The following is a description of the programs to be funded by CSBG in 2008- 2009.

Community Health Programming

CSBG funds the Community Health (CH) programming, which is responsible for programs related to health, nutrition, and wellness. CH is responsible for organizing the KVCAP

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

In addition, KVCAP Family Planning, which provides affordable reproductive health care, is a key component of CHT. Family Planning provides services to any individual with a special emphasis on low income women and teens. The performance indicator under this goal states that accessible and affordable health care services/facilities for low income people will be created or saved from reduction or elimination. Family Planning has been challenged in recent years with the rising costs of essential clinic supplies such as contraceptives as well as a reduction in revenue due to a decrease in the number of clients eligible for MaineCare. As a result, the program was faced with reducing the hours it could remain open. A reduction of hours would severely limit access for clients. With this funding, Family Planning will be able to maintain its current schedule in its two main sites, Waterville and Skowhegan, and will continue to offer services at a satellite office in Pittsfield, as long as it is feasible.

CSBG funding will also be used this year to increase the ability of Health Services staff to work with community groups in Somerset County, particularly in Skowhegan and Bingham, to address teen issues, as they relate to teen pregnancy. The Community Services Director, the Health Services Program Manager, the Family Life Education Consultant, the Community Outreach Educator, and the Skowhegan Family Planning staff will be involved in this effort. The long-term goal is to reduce teen pregnancy in these communities.

Families in Transition

CSBG will fund case management for Families in Transition which provides affordable, quality housing units coupled with case management and property management for 3 homeless families living in KVCAP's Transitional Housing projects 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.

Skowhegan Before School Program

CSBG is funding a portion of a before school childcare program in Skowhegan. Child & Family Services opened a before school childcare pilot program in Skowhegan in February 2007. The service design responds to the needs of working parents who require before school care for their child(ren) between the hours of 6:00 am and 8:30 am. The program can served up to 20 children and employees a portion of two childcare teachers. Programming includes

breakfast, homework help, reading aloud, optional rest time, art and movement activities as well as individual and group activities. The program services children in grades Kindergarten through 4th grade. Service is delivered in the North Elementary School in Skowhegan (which houses Kindergarten and Grade 1). Children in Grades 2 through 4 attend public school at the Bloomfield Elementary School in Skowhegan and the school system provides transportation from the before school care to Bloomfield Elementary.

Supporting Parents and Raising Kids (SPARK)

CSBG will fund SPARK, which is a home visitation program that was designed based on feedback from the child welfare system in our region. The staff at the local DHHS Child Protective Services expressed the need for a home visitation service in which they could refer overburdened families who are not deemed appropriate as an “open” child protective case and who are not eligible for programs such as Healthy Families and Early Head Start. The program has now been enhanced to include teen parents who do not meet eligibility criteria for Healthy Families. This high risk category will be given priority slots. One Family Support Worker (FSW) provides in-home services to families referred from the child welfare system in Kennebec and Somerset Counties. This FSW works with families to develop a family support plan and to determine the level of support needed. The FSW models and teaches positive parent-child interaction and discipline; involves fathers as active parents; supports the family by active listening; helps the family identify and use its strengths to resolve problems; educates the family about well child care, child health care, and child development; links the family with primary health care providers and follows up on visits and immunizations schedules; advocates for services to address family problems, such as lack of child care, housing, inadequate income, need for job training, or family violence; and assists families in identifying their interests. The program will explore expanding providers other than just DHHS.

Homebuyer Education/Affordable Housing

CSBG will fund a portion of KVCAP’s Housing Department, specifically through its Homebuyer Education classes. KVCAP conducts a minimum of 10 classes each year throughout our service area to teach first-time (and future) homebuyers the many facets of home financing, ownership and maintenance to ensure a successful experience when purchasing their first home. The 10-hour class is required for many first-time homeownership programs offered by federal, state and local financing organizations.

Child Abuse & Neglect Prevention

CSBG funds a portion of the Somerset and Kennebec County Child Abuse Prevention Councils. Currently, the Councils receive funding from DHHS for activities that are limited to community education and awareness, but no direct education. CSBG enhances and expands the Council through development and implementation of direct education related to prevention and parent education activities. The Councils will also provide technical assistance to the KVCAP Healthy Families staff as these programs have similar missions. The Parent Educators will work closely with area schools to explore their needs on

programming such as “Personal Body Safety” and “Baby Think It Over” as well as staff training around issues of child abuse and neglect.

KVCAP will continue to regionalize services in the two county area to provide a more comprehensive and consistent service delivery.

South End Teen Center

CSBG will fund a portion of the South End Teen Center (SETC), including program staffing and facilities operation. Since 2001, KVCAP and the Waterville Boys & Girls Club and YMCA (WBGY) have jointly operated the teen center located at 5 Libby Court (owned by KVCAP and next door to the KVCAP office building on Water Street in Waterville) that specifically targets South End youth. A KVCAP Teen Coordinator works in collaboration with the Alford Youth Center/SETC Unit Director (employed by WBGY) to develop activities and programming for South End youth, including the development of relationships with area youth, neighborhood residents, social service providers, and local businesses. The Teen Coordinator assists with fundraising events and grant writing and maintains ongoing relationships with other organizations that support or collaborate with the SETC on programming. In addition, a KVCAP educator will work with the youth on such topics as communication, family life issues, self-esteem, peer relationships, and staying healthy.

Families in Transition (FIT)

Budget: \$28,000 (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 2009: 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. In FY 2006, 2 T-houses were closed reducing the program to one house.

Long-Term Strategic Issues: Case management for the remaining Augusta home is funded by CSBG. Without municipal seed money, the program cannot draw down MaineCare Targeted Case Management (TCM).

Long-Term Strategic Opportunities: KVCAP will work closely with MaineHousing to explore funding opportunities for case management and TCM.

Keeping Seniors Home

Budget: \$7,425 (Western Maine Community Action - Lead Agency Contract) (\$29,000 total over two years-3 fiscal periods)

Staff: 2 part-time equivalent (Energy Services/Social Services)

Description of clients: Elderly Homeowners

Number of Clients in 2008: 11 per year

Continuing Services: Keeping Seniors Home (KSH) is a project of the Maine Community Action Association with Western Maine CAA as the lead agency for funding received from the US Department of Agriculture Rural Development. It is an initiative that involves providing a comprehensive evaluation of health and safety for participating elderly homeowners and coordinating service delivery. Social Services provides the evaluation through a home visit and Energy Services provides the work on their home to enhance health and safety, such as weatherization, home repair, etc. Referrals are made to other elderly serving organizations, as needed. In 2009, we will also be providing a Home Safety Checklist which will check for Fall Hazards in the home.

Anticipated New Service Opportunities: This is the last year of the two year contract. (calendar year). Ends December 31, 2009.

Long-Term Strategic Issues: This funding is limited in that it cannot be used for “bricks and mortar.” This limits the impact that services can have depending on the complexity of the housing modification needs.

Long-Term Strategic Opportunities: Program management will continue discussions with MCAA and WMCA to explore opportunities to expand resources for elderly homeowners.

KVCAP Healthy Families

Budget: \$827,881 (\$680,881 from the Department of Health & Human Services, \$147,000 from MaineCare)

Staff: 16 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 2009: 380

Continuing Services: KVCAP Healthy Families services emphasize 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. Our 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: KVCAP Healthy 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. KVCAP Healthy Families will continue to solidify collaborations with existing community service programs to identify new service opportunities and eliminate duplication. We will work closely with Maine General Medical Center to assist families in connecting with the Alford Challenge Scholarship offered through FAME. The KVCAP Healthy Families Advisory Group expanded its membership this year which will increase the KVCAP Healthy Families presence in the community as well as provide opportunities for expansion.

Long-Term Strategic Issues: The program will continue to foster its collaborative relationship with The Maine Children's Home for Little Wanderers and SKCDC's Expectant Parent Program. These partnerships enable us to offer services for pregnant and parenting teens at the individual sites. Requests for this service are increasing and client satisfaction is high. During 2008/09 KVCAP Healthy Families will continue discussions with Healthy Families America regarding the National Re-Credentialing process.

Long-Term Strategic Opportunities: This contract will be put back out to competitive bid in the spring of 2009. We are exploring funding opportunities and inclusion of the business community that will enable program expansion. We have begun exploring a partnership with the United Way as a future funding source. KVCAP has continued representation at the Statewide Home Visiting Coalition. This coalition is continually working with legislators, businesses and foundations to increase funding statewide.

Parent Talk

Budget: \$10,000 (Dept. of Health & Human Services contract)

Staff: 1 part-time equivalent

Description of clients: Classes are open to the public in various towns in Somerset and northern Kennebec counties

Number of sessions to be offered in FY 2009: 48

Continuing Services: Parent Talk provides parenting education classes free of charge and is offered in various towns throughout Somerset and northern Kennebec counties.

Anticipated New Service Opportunities: Parent Talk classes will be scheduled in collaboration with the Child Abuse and Neglect Prevention Councils in order to make parenting education more accessible to families throughout Somerset & Kennebec Counties.

Long-Term Strategic Issues: As KVCAP Social Services expands parenting education and support group opportunities to families and communities in the service area, Parent Talk will be integrated with other activities and programs offered by KVCAP.

Long-Term Strategic Opportunities: Research is ongoing into potential funding opportunities to increase parenting education/support group resources.

Skill Builders

Budget: \$35,511 (Dept. of Health & Human Services contract)

Staff: 1 part-time equivalent and 1 part-time supervisor

Description of clients: Referred by Child Protective Services

Number of clients to be served in FY 2009: 20 families

Continuing Services: Skill Builders works with clients referred by Child Protective Services to provide parenting education, the development of goal plans, and life skills education.

Anticipated New Service Opportunities: There are no anticipated new service opportunities.

Long-Term Strategic Opportunities: Skill Builders will work to strengthen its relationship with DHHS in order to create new opportunities to serve DHHS and their clients.

Kennebec and Somerset County Child Abuse Prevention Councils

Budget: \$22,183 (Dept. of Health & Human Services sub-contract with the Maine Children's Trust)

Staff: 1 full-time equivalent (also partially funded through CSBG)

Description of clients: Kennebec and Somerset County communities

Number of clients to be served in FY 2009: Approximately 1,000

Continuing Services: The state of Maine has established a child abuse and neglect council in every county. KVCAP operates the Kennebec and Somerset County Child Abuse Prevention Councils. The council works collaboratively with other community efforts that are interested in preventing child abuse in all its forms. The council's goal is to prevent child abuse and neglect by raising awareness, increasing knowledge and skills, mobilizing resources, and providing training and education.

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

CSBG will fund the enhancement of the two councils by enabling a regionalization of services and a more comprehensive and consistent service delivery currently not in place.

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

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

B. Transportation Services (Director: James Wood)

Transportation

Budget: \$6,123,539

Staff: 46 full-time equivalents, 115+ volunteers

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

Number of clients to be served in FY 2009: 7,000+

Continuing Services:

KV Van - The KV Van program provides the following services: Full-service MaineCare transportation provider; Paratransit van and volunteer driver services; and MaineCare Friend & Family Driver program. The program also provides custom 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, CDS and others in addition to some general public service.

KV Transit - A general public bus service operating in the greater Augusta and Waterville areas. Seniors, passengers with disabilities, and low-income people use the service heavily as an affordable means of transportation. The program also operates successful late afternoon runs from the Alford Youth Center to Waterville's North and South End areas, and from the Augusta Boys & Girls Club for Teens, which allow disadvantaged children an opportunity to attend after-school programming and have a safe, reliable ride home.

Anticipated New Service Opportunities: The program plans to provide enhanced dialysis transportation, increase services for seniors and Medicare recipients, and alternative transportation projects. A plan for restructuring the KV Transit program is in progress. Program management has hired a consultant hired by MDOT to assist with this needs assessment and route design restructuring plan. The program has conducted a series of forums to solicit input into the plan. Proposed expansions may include enhanced commuter services, increases in vehicle size and availability, route redesigns to improve system efficiency and range and improved access to service for people with disabilities.

The program also worked in Association with SCARP and the Move More Kids Project to obtain a New Balance Foundation Grant to develop summer public bus routes in the Great Skowhegan area to enhance access to local youth activity programs. The services are available to the public but are focused on locations that provide activities for physical development for young people. Funding is being solicited to continue and expand the project in future years.

Long-Term Strategic Issues: The strategic issues that the Transportation department is addressing are as follows: 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 commuter 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.

Kennebec Valley Community Action Program
Energy Services Operating Budgets
October 1, 2008 - September 30, 2009

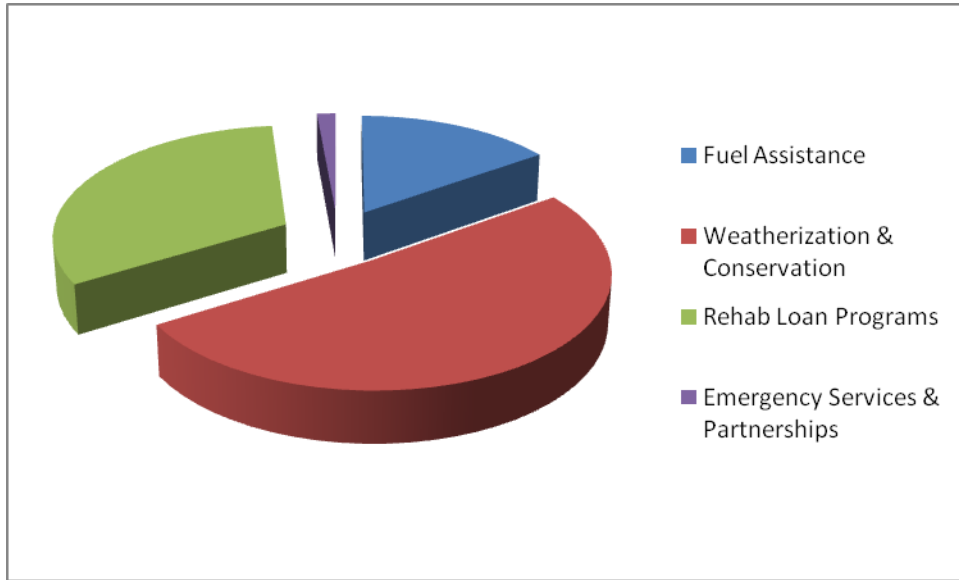
Revenue:	Fuel Assistance	Weatherization & Conservation	Rehab Loan Programs	Emergency Services & Partnerships	Total
Grants & Contracts	\$ 376,736	\$ 1,232,614	\$ 799,667	\$ 15,040	\$ 2,424,057
Program Revenue	\$ -	\$ 25,000	\$ -	\$ 20,200	\$ 45,200
Other Revenue	\$ -	\$ 4,500	\$ -	\$ -	\$ 4,500
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 376,736	\$ 1,262,114	\$ 799,667	\$ 35,240	\$ 2,473,757

Expenses:	Fuel Assistance	Weatherization & Conservation	Rehab Loan Programs	Emergency Services & Partnerships	Total
Personnel	\$ 198,183	\$ 343,950	\$ 59,340	\$ 12,386	\$ 613,859
Payroll Taxes & Employee Benefits	\$ 45,877	\$ 100,274	\$ 14,055	\$ 2,154	\$ 162,360
Staff Development	\$ -	\$ 3,150	\$ -	\$ 152	\$ 3,302
Travel	\$ 2,000	\$ 4,780	\$ 300	\$ 866	\$ 7,946
Office Costs	\$ 25,640	\$ 21,733	\$ 3,420	\$ 1,774	\$ 52,567
Insurance	\$ -	\$ 1,950	\$ -	\$ 1,422	\$ 3,372
Telecommunications	\$ 7,284	\$ 8,672	\$ 1,320	\$ 546	\$ 17,822
Space & Occupancy	\$ 47,163	\$ 33,840	\$ 2,700	\$ 9,980	\$ 93,683
Contract Services	\$ -	\$ 151,500	\$ 699,167	\$ 2,050	\$ 852,717
Vehicle	\$ -	\$ 29,640	\$ 4,920	\$ -	\$ 34,560
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 489,955	\$ 250	\$ 60	\$ 490,265
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 45,579	\$ 61,166	\$ 13,649	\$ 2,850	\$ 123,244
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 3,010	\$ 9,924	\$ 546	\$ -	\$ 13,480
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,000	\$ 1,580	\$ -	\$ 1,000	\$ 4,580
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 376,736	\$ 1,262,114	\$ 799,667	\$ 35,240	\$ 2,473,757

Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -
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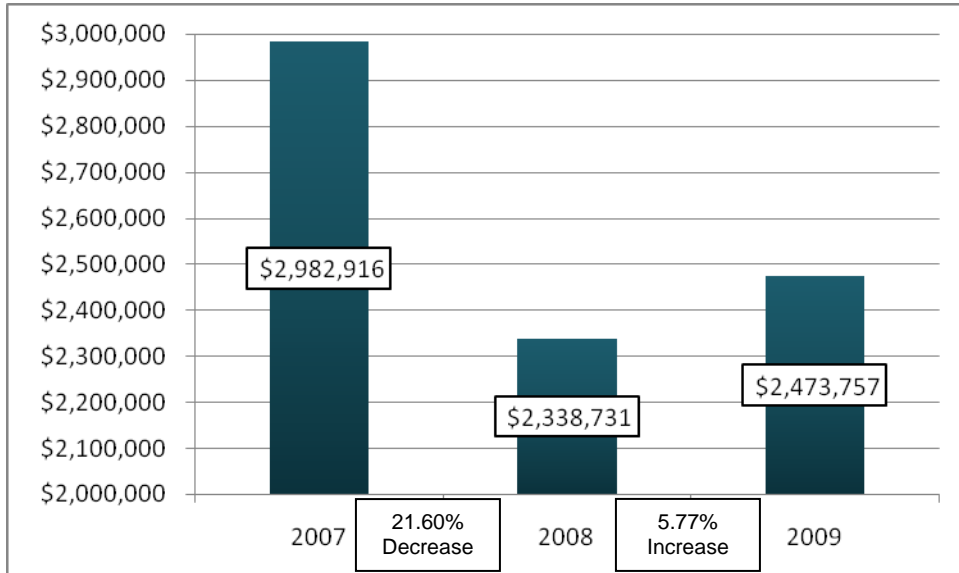
**Kennebec Valley Community Action Program
Energy Services Operating Budget
October 1, 2008 – September 30, 2009**

The Energy Services budget consists of the following programming: Fuel Assistance (which contributes 15% of the budget), Weatherization and Conservation (51%), Rehab Loan Programs (32%), and Emergency Services and Partnerships (2%).



For fiscal year 2009, a \$2,473,757 budget is proposed. This budget represents a 5.77% or \$135,026 increase compared to fiscal year 2008's budget.

**Energy Services Comparison
FY 2007 – FY 2009**



**Kennebec Valley Community Action Program
Energy Services Operating Budget
October 1, 2008 – September 30, 2009**

The Energy Services budget's revenue is made up of many offsets. The department as seen significant cuts with a scale back to the Appliance Replacement Program [ARP] (\$118,760) and the elimination of the state funded Above Ground Tank Storage Removal Program [AGSTRP] (\$109,125). However, on the other side of the funding coin, they have seen increases in funding for the HEAP Weatherization and CHIP program (\$160,417) and new weatherization assistance programs funded by the City of Augusta (\$60,000) and the Alford Foundation (\$100,000).

On the expense side of the budget, reductions in contract services is due to the ARP an AGSTRP program reductions, while increases in materials is due to the two new weatherization programs.

Revenue:	FY 2008	FY 2009	Increase/(Decrease)
Grants & Contracts	\$ 2,195,531	\$ 2,424,057	\$ 228,526
Program Revenue	\$ 143,200	\$ 45,200	\$ (98,000)
Other Revenue	\$ -	\$ 4,500	\$ 4,500
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 2,338,731	\$ 2,473,757	\$ 135,026

Expenses:			
Personnel	\$ 543,801	\$ 613,859	\$ 70,058
Payroll Taxes & Employee Benefits	\$ 140,469	\$ 162,360	\$ 21,891
Staff Development	\$ 2,779	\$ 3,302	\$ 523
Travel	\$ 8,307	\$ 7,946	\$ (361)
Office Costs	\$ 41,134	\$ 52,567	\$ 11,433
Insurance	\$ 4,272	\$ 3,372	\$ (900)
Telecommunications	\$ 14,779	\$ 17,822	\$ 3,043
Space & Occupancy	\$ 63,790	\$ 93,683	\$ 29,893
Contract Services	\$ 987,284	\$ 852,717	\$ (134,567)
Vehicle	\$ 21,200	\$ 34,560	\$ 13,360
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 382,004	\$ 490,265	\$ 108,261
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 112,132	\$ 123,244	\$ 11,112
Interest	\$ -	\$ -	\$ -
Depreciation	\$ 9,715	\$ 13,480	\$ 3,765
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ 2,580	\$ 4,580	\$ 2,000
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 2,334,246	\$ 2,473,757	\$ 139,511

Surplus/(Deficit)	\$ 4,485	\$ -	\$ (4,485)
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Kennebec Valley Community Action Program
Energy Services Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	* LIHEAP	*LIAP	Waterville Weatherization	Total
Grants & Contracts	\$ 313,531	\$ 48,205	\$ 15,000	\$ 376,736
Program Revenue	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 313,531	\$ 48,205	\$ 15,000	\$ 376,736

Expenses:				
Personnel	\$ 170,812	\$ 27,371	\$ -	\$ 198,183
Payroll Taxes & Employee Benefits	\$ 41,002	\$ 4,875	\$ -	\$ 45,877
Staff Development	\$ -	\$ -	\$ -	\$ -
Travel	\$ 2,000	\$ -	\$ -	\$ 2,000
Office Costs	\$ 21,500	\$ 4,140	\$ -	\$ 25,640
Insurance	\$ -	\$ -	\$ -	\$ -
Telecommunications	\$ 5,552	\$ 1,732	\$ -	\$ 7,284
Space & Occupancy	\$ 29,050	\$ 3,113	\$ 15,000	\$ 47,163
Contract Services	\$ -	\$ -	\$ -	\$ -
Vehicle	\$ -	\$ -	\$ -	\$ -
Housing Property Costs	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 39,287	\$ 6,292	\$ -	\$ 45,579
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 2,328	\$ 682	\$ -	\$ 3,010
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,000	\$ -	\$ -	\$ 2,000
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 313,531	\$ 48,205	\$ 15,000	\$ 376,736

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

*LIAP = Low Income Assistance Program

Kennebec Valley Community Action Program
Weatherization and Conservation Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	*UWMM - AGSTRP	City of Augusta Weatherization	Waterville Weatherization	*DOE	KVCAP Home Performance	*HEAP Wthz./CHIP	*ARP	Total
Grants & Contracts	\$ -	\$ 60,000	\$ 85,000	\$ 374,813	\$ -	\$ 697,716	\$ 15,085	\$ 1,232,614
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Revenue	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 4,500	\$ 60,000	\$ 85,000	\$ 374,813	\$ 25,000	\$ 697,716	\$ 15,085	\$ 1,262,114

Expenses:								
Personnel	\$ -	\$ -	\$ -	\$ 131,990	\$ 15,600	\$ 189,760	\$ 6,600	\$ 343,950
Payroll Taxes & Employee Benefits	\$ -	\$ -	\$ -	\$ 40,567	\$ 4,932	\$ 53,193	\$ 1,582	\$ 100,274
Staff Development	\$ -	\$ -	\$ -	\$ 3,150	\$ -	\$ -	\$ -	\$ 3,150
Travel	\$ -	\$ -	\$ -	\$ 3,500	\$ 880	\$ 400	\$ -	\$ 4,780
Office Costs	\$ -	\$ -	\$ -	\$ 6,535	\$ -	\$ 15,198	\$ -	\$ 21,733
Insurance	\$ -	\$ -	\$ -	\$ 1,950	\$ -	\$ -	\$ -	\$ 1,950
Telecommunications	\$ -	\$ -	\$ -	\$ 3,540	\$ -	\$ 5,132	\$ -	\$ 8,672
Space & Occupancy	\$ -	\$ -	\$ -	\$ 10,200	\$ -	\$ 23,640	\$ -	\$ 33,840
Contract Services	\$ 4,500	\$ 30,000	\$ 32,000	\$ 31,000	\$ -	\$ 54,000	\$ -	\$ 151,500
Vehicle	\$ -	\$ -	\$ -	\$ 13,020	\$ -	\$ 16,620	\$ -	\$ 29,640
Housing Property Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 30,000	\$ 53,000	\$ 101,800	\$ -	\$ 299,770	\$ 5,385	\$ 489,955
Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration (Indirect)	\$ -	\$ -	\$ -	\$ 22,193	\$ 3,588	\$ 33,867	\$ 1,518	\$ 61,166
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ 3,888	\$ -	\$ 6,036	\$ -	\$ 9,924
Common Carrier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ 1,480	\$ -	\$ 100	\$ -	\$ 1,580
Inkind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 4,500	\$ 60,000	\$ 85,000	\$ 374,813	\$ 25,000	\$ 697,716	\$ 15,085	\$ 1,262,114

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

*UWMM-AGSTRP = United Way of Mid Maine - Above Ground Storage Tank Removal Program
*HEAP Wthz./CHIP = Home Energy Assistance Program Weatherization/Central Heating Improvement Program

*DOE = Department of Energy (Weatherization)
*ARP = Appliance Replacement Program

Kennebec Valley Community Action Program
 Rehab Loan Programs Operating Budgets
 October 1, 2008 - September 30, 2009

Revenue:	Maine Home Repair Network	MSHA Rehab Loan Program	Total
Grants & Contracts	\$ 150,000	\$ 649,667	\$ 799,667
Program Revenue	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -
Total Revenue:	\$ 150,000	\$ 649,667	\$ 799,667

Expenses:	Maine Home Repair Network	MSHA Rehab Loan Program	Total
Personnel	\$ 13,800	\$ 45,540	\$ 59,340
Payroll Taxes & Employee Benefits	\$ 3,296	\$ 10,759	\$ 14,055
Staff Development	\$ -	\$ -	\$ -
Travel	\$ -	\$ 300	\$ 300
Office Costs	\$ 720	\$ 2,700	\$ 3,420
Insurance	\$ -	\$ -	\$ -
Telecommunications	\$ 180	\$ 1,140	\$ 1,320
Space & Occupancy	\$ -	\$ 2,700	\$ 2,700
Contract Services	\$ 127,500	\$ 571,667	\$ 699,167
Vehicle	\$ 1,080	\$ 3,840	\$ 4,920
Housing Property Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 250	\$ -	\$ 250
Direct Client Assistance	\$ -	\$ -	\$ -
Administration (Indirect)	\$ 3,174	\$ 10,475	\$ 13,649
Interest	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ 546	\$ 546
Common Carrier	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -
Total Expenses:	\$ 150,000	\$ 649,667	\$ 799,667

Surplus/(Deficit)	\$ -	\$ -	\$ -
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Kennebec Valley Community Action Program
Emergency Services and Partnerships Operating Budgets
October 1, 2008 - September 30, 2009

Revenue:	*TEFAP	Transitional Housing	Family Violence Project	Total
Grants & Contracts	\$ 12,340	\$ -	\$ 2,700	\$ 15,040
Program Revenue	\$ -	\$ 20,200	\$ -	\$ 20,200
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 12,340	\$ 20,200	\$ 2,700	\$ 35,240

Expenses:				
Personnel	\$ 6,705	\$ 3,997	\$ 1,684	\$ 12,386
Payroll Taxes & Employee Benefits	\$ 1,144	\$ 722	\$ 288	\$ 2,154
Staff Development	\$ 152	\$ -	\$ -	\$ 152
Travel	\$ 300	\$ 350	\$ 216	\$ 866
Office Costs	\$ 1,549	\$ 225	\$ -	\$ 1,774
Insurance	\$ -	\$ 1,422	\$ -	\$ 1,422
Telecommunications	\$ 48	\$ 374	\$ 124	\$ 546
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)	\$ 1,542	\$ 920	\$ 388	\$ 2,850
Interest	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Common Carrier	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Other	\$ 900	\$ 100	\$ -	\$ 1,000
Inkind	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 12,340	\$ 20,200	\$ 2,700	\$ 35,240

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

PART IX. ENERGY SERVICES (Director: David Gilpatrick)

A. Energy Services

Mission: To provide energy assistance, efficiency and education to low-income households, affording them the opportunity to significantly reduce their energy burden.

Low-Income Home Energy Assistance Program (LIHEAP)

Budget: \$361,736 (Administrative),

Staff: 2 full-time equivalents, 10 temporary employees

Description of clients: Low-income households

Number of households to be served in FY 2009: 9500

Continuing Services:

LIHEAP: Applications are taken from July 14 through April 30. Home visits are made to homebound individuals during the first month of the program. Town visits are scheduled during the months of July, August, and September. 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

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 2009: 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

Budget: \$374,813

Staff: 3 full-time equivalents

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

Number of clients to be served in FY 2009: 106

Continuing Services: Provide 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 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 more completely answer all our clients' housing needs.

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

Home Performance Program

Budget: \$25,000

Staff: 1 full-time equivalent

Description of clients: Available to the general public

Number of clients to be served in FY 2009: 85

Continuing Services: Provide energy audits to the general public, offering ideas and energy saving techniques that could reduce the homeowners energy consumption, while making the home more comfortable.

Long-Term Strategic Opportunities: Expand the program staff to reach a greater number of clients and provide more in-depth diagnostic testing by offering state of the art technology using inferred and similar equipment.

HEAP/Weatherization and Central Heating Improvement Program (CHIP)

Budget: \$697,716 (\$494,936 HEAP/WZ, \$202,780 CHIP)

Staff: 4 full-time equivalents

Description of clients: HEAP eligible families, homeowners and renters

Number of clients to be served in FY 2009: 160

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

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

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

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

Appliance Replacement Program

Budget: \$15,085

Staff: 1 full-time equivalents

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 2009: 100

Continuing Services: Provides replacement refrigerators to Low-Income Home Energy Assistance Program (LIHEAP) eligible homeowners whose refrigerators fail the comprehensive testing measures. These replacement refrigerators will be Energy Star

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

Maine Home Repair Network

Budget: \$150,000

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

Number of families to be served in FY 2009: 15

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

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

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

Maine State Housing Rehabilitation Loan Program

Budget: \$649,667

Description of clients: Single-family homeowners.

Number of clients to be served in FY 2009: 29

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

The Emergency Food Assistance Program (TEFAP)

Budget: \$12,340

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 2009: 45

Continuing Services: Works 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.

Transitional Housing

Budget: \$20,200

Staff: 1 full-time equivalents

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

Number of clients to be served in FY 2009: 3

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.

Family Violence Project

Budget: \$2,664

Staff: 1/2 full-time equivalents

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

Number of clients to be served in FY 2009: 3

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

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