



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

NICK LYON
DIRECTOR

July 18, 2017

Hon. Gregory Pittman, Acting Executive Director
Muskegon-Oceana Community Action Partnership, Inc.
1170 W. Southern
Muskegon, MI 49441

RE: CSBG Annual Report Management Decision Letter
MVID 1637

Dear Judge Pittman:

The Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action and Economic Opportunity (BCAEO) received your second responses, dated June 30 and July 13, 2017 to our FY2016 Annual Report Review. The following is the MDHHS-BCAEO Management Decision regarding your Agency's response to the finding identified in the report. There are 0 unresolved recommendations.

BCAEO MANAGEMENT DECISION

Recommendation 1: Ensure that NPIs 1.2I and 6.4F are not duplicated

The Agency was reminded NPI 1.2I is collecting data on low-income participants who achieve outcomes in employment-support areas who are either:

- Unemployed and seeking earned income,
- Employed and seeking to reduce barriers to maintain earned income, or
- Are employed and seeking increased earned income and/or employment benefits.

NPI 6.4F collects data on unduplicated low-income participants who are unable to work, such as seniors, disabled adults, or caregivers, who achieve outcomes as a result of Community Action assistance.

Corrective Action: Your agency must submit a technical assistance plan before June 30, 2017.

Agency Response: Met with HDC to discuss best practices for reporting on this indicator. Also updated logic models to reflect correct indicators. Indicator will also be tracked using Congregate Pro.

MDHHS-BCAEO

Response: This recommendation is considered resolved.

Recommendation 2: Ensure that NPI 3.2D is tracked and reported correctly.

Agency did not know how to track this indicator, nor why there was a -100% decrease.

Corrective Action: Your agency must submit a technical assistance plan before June 30, 2017.

Agency Response: NPI was linked to the Youth Program. Non-governance activities had not been linked. Logic Models were updated. Action plans were dated when completed.

MDHHS-BCAEO

Response: This recommendation is considered resolved.

Recommendation 3: Submit a 6-month Interim Report on all NPIs for FY17.

Agency was asked to submit a 6 month Interim Report on all National Performance Indicators (NPIs) for FY2017, after reviewing and updating the data to reflect the recommendations listed in this report.

CSBG FY17 6 Month Interim Report:

- Time frame is from October 1, 2016 to March 31, 2017
- Sections E, F, and G are optional
- NPIs are required

Corrective Action: Your agency must submit a 6 month Interim Report by June 30, 2017.

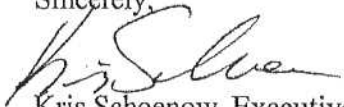
Agency Response: Submitted 6 month Interim Report

MDHHS-BCAEO

Response: This recommendation is considered resolved.

This TAP is considered closed. The BCAEO will follow-up on this management decision in future reviews. Please contact September Ward at 517-335-0820, if you have any questions regarding this decision.

Sincerely,



Kris Schoenow, Executive Director
Bureau of Community Action and Economic Opportunity

cc: Anne Reinecke, MOCAP
Kate White, MCA
Kiesha Guy, MOCAP
Ben Gulker, BCAEO
Monitoring File MVID 1637

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES

Corrective Action Form

Authority: CSBG Act Section 676 B(A)(2); CSPM 1300; OMB Uniform Guidance

Agency Name: Muskegon-Oceana Community Action Partnership Date of Status Report: 06/29/2017

Monitoring Type: Annual Report MVID: 1637

Provide an explanation of your agency's corrective action plan for each finding listed in the monitoring report, estimated timeframe, and the person(s) responsible. Email, MDHHS-BCAEO@michigan.gov, the completed form to create a plan or report on the status of a plan. Each finding could have multiple lines in the form, use one line per action step with a corresponding estimated timeframe. Select the type of plan below. Please attach additional documentation as needed (org chart, policies, board minutes, training material, sign in sheets, general ledger, invoices, etc.)

Type: Corrective Action Plan Technical Assistance Plan Quality Improvement Plan

Plan: (Enter information from your CAP, TAP, or QIP letter/report here)

Finding Number	Finding/Deficiency	Brief Explanation of action to be taken to correct deficiency	Estimated timeframe	Person Responsible
2-NPI 3.2	Ensure NPI 3.2 is tracked and reported correctly	NPI was linked to the Youth Program. Non-governance activities were not linked.	This matter has been fixed. NPI has been linked.	Sharonda Carson, Kristen Cooper

Activities (Activities that will take place to achieve correction):

Finding Number	Action Step	Completion Date	Person Responsible	Attachments/Comments
2-NPI 3.2	NPI was linked to the Youth Program. Non-governance activities had not been linked. Ongoing tracking.	March 30 2017	Sharonda Carson	

Evidence (Evidence that shows the correction has been achieved):

Finding Number	Evidence of Correction	Verified by	Date	Progress/Status	Accepted by BCAEO
2-NPI 3.2	Logic models were updated. Action plans were dated when completed.	Sharonda Carson	April 14th 2017	Completed	