

NOTICE OF PUBLIC MEETING
Town of Durham Board of Selectmen
Kevin Nadeau, Chairman, Rob Pontau, Vice Chairman,
Todd Beaulieu, Richard George, Marc Farrin

A Meeting of the Durham Board of Selectmen will be held **in person** on Tuesday, **September 28, 2021** beginning at 6:30pm. The meeting will also be streamed on Town Hall Streams which can be accessed through our website at www.durhamme.com and available live on the local channel. The Public is welcome to attend. *

AGENDA

For consideration:

1. Call to Order & Establishment of Quorum
2. Amendments to Agenda
3. Departments/Committee Reports:
 - a. Fire Chief
 - b. Road Commissioner
 - c. Town Manager
4. Public Comment on non-agenda items / Correspondence
5. Public Hearings
 - a. Renewal of three (3) three junkyard permits in accordance with the provisions in Title 30-A, Sections 3751 to 3758-A for the following owners and locations 1.) Alvin C Dennison Jr., 184 Auburn Pownal Road, Tax Map 14, Lot 12, in a Rural Residential and Agricultural Zoning District (RRA); Kenneth C. Carll II, 1205 Royalsborough Road, Tax Map 7, Lot 73 in a RRA Zoning District; Troy A. & Lisa A. Peterson, 1266 Hallowell Road, Tax Map 8, Lot 11, in a Aquifer Protection Zoning District.
 - b. To adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by MainePers Rule Chapter 803 to allow eligible employees who have declined Maine PERS membership another opportunity to join the MainePERS PLD Consolidated Plan.
 - c. To adopt the MMA 2021-2022 local General Assistance Ordinance and yearly Appendices.
6. Action & Discussion Items:
 - a. Town of Durham Remote Meeting Policy edits
 - b. Approve Oaths Robert J. Trip Fire Chief, Emergency Management Director, & Forest Warden
 - c. Bulky Waste Day Debrief
 - d. Discussion concerning acceptance of ARPA funds (1st installment)
 - e. Budget discussion

7. Consent Agenda: (Any Board member may request to have an item removed from the consent agenda for discussion)
 - a. Approve Minutes – September 14, 2020 Select Board Meeting Minutes
 - b. Approve September 28, 2021 A/P Warrant(s)
8. Upcoming Meeting(s) and Town News:

Select Board Meetings will be held:

 - Regular Meeting – October 12, 2021 at 6:30 PM
 - Regular Meeting – October 26, 2021 at 6:30 PM
9. Adjourn

*Please email any questions or concerns to Kathy Tombarelli at townmanager@durhammaine.gov prior to the meeting. As of the posting of this agenda, facemasks are advised but not required in indoor settings.



DURHAM FIRE & RESCUE

615 HALLOWELL RD
DURHAM, MAINE 04222
207 353-2473
FAX 207 353-8917

September 28, 2021

Selectman's meeting

Officially thank and recognize Assistant Chief Curtis Dimock Jr. for his time spent as acting fire chief during the time Chief Moore left until September 20th.

Effective January 1, 2021, the state minimum wage will increase from \$12.15 to \$12.75 per hour. This will affect 3-5 members of Durham Fire.

As of this week Durham Fire has run 257 calls for service. 24% fire related, 40% medicals, and 36% both sides requested.

Maine BLS came through and inspected our service. All aspects of our service passed. Thanks to members like Captain Diana Dimock and Retired chief St. Michel. What was a four-year reprieve, now is a six month.

Department completed a department wide gear inspection.

Truck 24 went out for service and passed its annual inspection

Fire Prevention week is October 3-9. Material to be handed out.

Met with County fire alarm Director Martin Fournier, Increase coming in 2023 of 5% to both PSAP rate and fire and ems fees.

Bigger Social Footprint

Budget cycle

Safety comm.

Fire Chief, Rob Tripp

APPLICATION DUE
BY
September 20, 2021

TOWN OF DURHAM

APPLICATION FOR AUTOMOBILE GRAVEYARD/AUTOMOBILE RECYCLING BUSINESS AND/OR JUNKYARD PERMIT

New ☐ Existing ☒
Application Received 9/19/21
Fee Paid \$ 360

To the Board of Selectmen, Town of Durham, Maine:

I/We TROY A. + LISA A. PETERSON hereby make application for a permit to establish, operate, maintain an Automobile Graveyard, Automobile Recycling Business and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A, Sections 3751 to 3758-A, Chapter 183.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard 1266 HALLOWELL RD
2. Is this application made by or for a company, partnership, corporation, individual? INDIVIDUAL
3. Is this property leased? NO Property owned by _____
- Address: _____
4. How is "yard" screened? - Fence? (Type) STOCKADE Height 6'
Trees? (Type) _____ Embankment? _____ Gully? _____ Hill? _____ Other? _____
5. How far is edge of "yard" from center of highway? 104 feet.
6. Can junk be seen from any part of highway? Yes _____ No X
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X No _____
8. Is any portion of this "yard" on public property? Yes _____ No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery?
Yes _____ No X
10. When was "yard" established? 1986 By Whom? TROY PETERSON
11. When was last permit issued? 2020 To Whom? TROY A. + LISA A. PETERSON

Note – If your junkyard has an existing pile of tires, please provide documentation of the disposal/removal of any tires inc. the number of tires removed and number of tires remaining. Tires taken in each year should be disposed of within 12 months.

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner to make this application and to receive the permit under the law.

Signed by Lisa A. Peterson

For: _____

Name of Company, Corporation, Partnership, Individual

Address 1266 Hallowell Rd Durham, ME 04822
Telephone 207-353-9521

Make complete sketch of "yard" on the reverse of this form. Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name, Name of nearest City/Town in each direction, distance from nearest intersection, bridge or other known reference point.

Tax Map No. 8
Lot No. 11
Zone _____

AP /

Peterson 9/10/21

Durham Land Use Ordinance 12/9/2019, Section 5.6:

A. No motor vehicles or material in an automobile graveyard (as regulated under 30 M.R.S.A. ss 2451 through 2458-A) shall be located on a sand and gravel aquifer, or on an aquifer recharge area, as mapped by the Maine Geological Survey.

Complies; _____ Does Not Comply ✓ _____

B. No motor vehicles or material in an automobile graveyard shall be located within the 100 year flood plain, as mapped by the Federal Insurance Administration, the Army Corps of Engineers, or the U.S. Department of Agriculture.

Complies; ✓ _____ Does Not Comply _____

C. A well constructed and properly maintained visual Buffer Strip at a minimum height of six (6) feet, shall screen from ordinary view from any public way or abutting property the area of the property upon which are located junked automobiles, or other materials which cause the property to qualify as a "junkyard" under 30 M.R.S.A. ss 3754-A, 1 A. The visual buffer shall be so positioned on the property, and be of such height so as to achieve, in the opinion of the Municipal Officers, the most effective screening possible given the topography of the site of the junkyard or automobile graveyard.

Complies; ✓ _____ Does Not Comply _____

D. No motor vehicles or material shall be stored in an automobile graveyard or junkyard within 500 feet of any dwelling, school, public building, public playground, church, or cemetery, with the exception of a dwelling used as the home of the owner of the automobile graveyard or junkyard, and located on the same lot with it.

Complies; ✓ _____ Does Not Comply _____

E. No motor vehicles or materials shall be stored in an automobile graveyard or junkyard within 300 feet of any water body.

Complies; ✓ _____ Does Not Comply _____

5. Operating standards. All automobile graveyards and junkyards permitted pursuant to Title 30-A section 3753 chapter 183 (2019) are required to comply with the following standards:

A. All fluids, including, but not limited to, engine lubricant, transmission fluid, brake fluid, power steering fluid, hydraulic fluid, engine coolant, gasoline, diesel fuel and oil, must be properly handled in such a manner that they do not leak, flow or discharge into or onto the ground or into a body of water; [2019, c.183]

Complies; ✓ Does Not Comply; _____

B. A vehicle containing fluids may not be stored or dismantled:

(1) Within 100 feet of any body of water or freshwater wetland, as defined by Title 38, section 436-A, subsection 5;

Complies; ✓ Does Not Comply; _____

(2) Within the 100-year floodplain; or

Complies; ✓ Does Not Comply; _____

(3) Over a mapped sand and gravel aquifer; [2003, c. 312, §9 (NEW).]

Complies; ✓ Does Not Comply; _____

C. Junk, scrap metal, vehicles or other solid wastes may not be placed or deposited, directly or indirectly, into the inland waters or tidal waters of the State or on the ice of inland waters or tidal waters or on the banks of inland waters or tidal waters in such a manner that they may fall or be washed into these waters; [2005, c. 247, §2 (AMD); 2005, c. 247, §7 (AFF).]

Complies; ✓ Does Not Comply; _____

D. Junkyard and automobile graveyard owners must demonstrate at the time of licensing that the facility or facilities for which they seek permits are, or are part of, a viable business entity and the facility or facilities are actively engaged in the business of salvaging, recycling, dismantling, processing, repairing or rebuilding junk or vehicles for the purpose of sale or trade; [2005, c. 683, Pt. A, §51 (RPR).]

Complies; ✓ Does Not Comply; _____

E. A log must be maintained of all motor vehicles handled that includes the date each vehicle was acquired, a copy of the vehicle's title or bill of sale and the date or dates upon which all fluids, refrigerant, batteries and mercury switches were removed; [2005, c. 247, §3 (NEW); 2005, c. 247, §7 (AFF).]

Complies; ✓ Does Not Comply; _____

Daves Junkyard
13 Allen Range Road
Freeport, Maine 04032

Town Of Durham.

I accept all batteries, tires, antifreeze and used motor oils from Troy and Lisa Peterson of 1266
Hallowell Rd., Durham, Maine 04222. If you have any questions please call me at 207-865-4702.

Thank you,

David Bolduc

A handwritten signature in blue ink that reads "David Bolduc". The signature is written in a cursive style with a large initial "D".

[illegible]

APPLICATION DUE
BY
September 20, 2021

TOWN OF DURHAM

APPLICATION FOR AUTOMOBILE GRAVEYARD/AUTOMOBILE RECYCLING
BUSINESS AND/OR JUNKYARD PERMIT

New _____ Existing X
Application Received _____
Fee Paid \$ _____

To the Board of Selectmen, Town of Durham, Maine:

I/We Alvin C. Dennison, Jr. hereby make application for a permit to establish, operate, maintain an Automobile Graveyard, Automobile Recycling Business and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A, Sections 3751 to 3758-A, Chapter 183.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard 184 Auburn Pownal Rd.
2. Is this application made by or for a company, partnership, corporation, individual? individual
3. Is this property leased? _____ Property owned by Alvin C. Dennison, Jr.
- Address: 184 Auburn Pownal Rd Durham, Me. 04222
4. How is "yard" screened? - Fence? (Type) _____ Height 10'
Trees? (Type) Mixed Embankment? ✓ Gully? _____ Hill? _____ Other? _____
5. How far is edge of "yard" from center of highway? 450 feet.
6. Can junk be seen from any part of highway? Yes _____ No ✓
7. Was Junkyard Law, Requirements and Fees explained to you? Yes ✓ No _____
8. Is any portion of this "yard" on public property? Yes _____ No ✓
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery?
Yes _____ No ✓
10. When was "yard" established? 1971 By Whom? Russell Carrier
11. When was last permit issued? 2020 To Whom? Alvin C. Dennison, Jr.

Note - If your junkyard has an existing pile of tires, please provide documentation of the disposal/removal of any tires inc. the number of tires removed and number of tires remaining. Tires taken in each year should be disposed of within 12 months.

disposed of 1400 lbs (100+) Tires, 200+ remaining

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner to make this application and to receive the permit under the law.

Signed by Dennison, Jr.

For: Alvin C. Dennison, Jr.
Name of Company, Corporation, Partnership, Individual

Address 184 Auburn Pownal Rd., Durham, Me. 04222
Telephone 207-577-0726

Make complete sketch of "yard" on the reverse of this form. Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name, Name of nearest City/Town in each direction, distance from nearest intersection, bridge or other known reference point.

Tax Map No. 14
Lot No. 12
Zone _____

RRA

Junk Yard vehicles handled 9/20-9/21

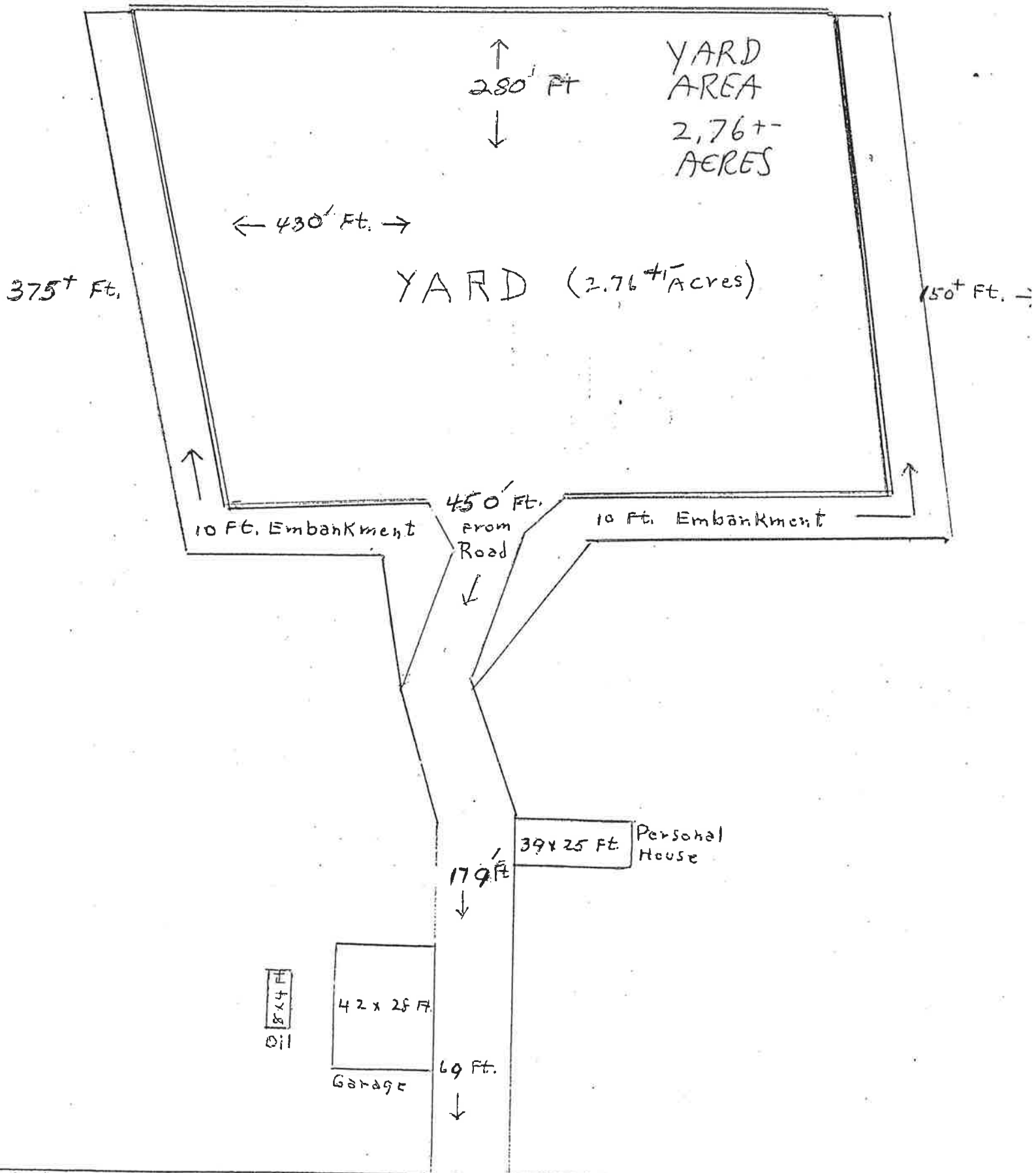
Motor vehicle out take:

Town of Durham, Maine ~~2018-2019~~

[illegible]

Junk Yard Site Plan
184 Auburn Pownal Rd, Durham, Me.

↑
Woodland Within 56-Acre Parcel



Notice to all Applicants

All applicants for a Junkyard Permit must submit a **PLAN FOR THE DISPOSAL OR RECYCLING** of tires, batteries, oil, and antifreeze with their application.

Tires are being recycled with the vehicle at the Scrap metal recycling yard,

Tires are recycled as useable and or saleable, Batteries are being recycled at the scrap metals recycling yard.

Auto Sreeze is being recycled, cleaned, and reused and or saleable,

waste oil is being ~~the~~ burned in a waste oil burner for heat.

Dear Neighbor:

Keith Kettlehut

The Town of Durham requires annual notification to abutters of all automobile graveyard/junkyard permit renewals.

If you have any questions please feel free to contact me, Alvin Dennison 207-926-5923, or the Town Office 207-353-2561 ext. 4.

Alvin Dennison, Sr.
184 Auburn Pownal Rd.
Durham, Me 04222

A. Dennison

~~Keith Kettlehut~~

Keith Kettlehut

APPLICATION DUE
BY
September 20, 2021

TOWN OF DURHAM

APPLICATION FOR AUTOMOBILE GRAVEYARD/AUTOMOBILE RECYCLING
BUSINESS AND/OR JUNKYARD PERMIT

New _____ Existing X
Application Received 9/17/21
Fee Paid \$ 60

To the Board of Selectmen, Town of Durham, Maine:

I/We Kenneth C Carll II hereby make application for a permit to establish, operate, maintain an Automobile Graveyard, Automobile Recycling Business and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A, Sections 3751 to 3758-A, Chapter 183.

1205 Royalsborough Rd, Durham, Me

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard as stated above
2. Is this application made by or for a company, partnership, corporation, individual? individual
3. Is this property leased? _____ Property owned by Kenneth Carll II by life estate deed
Address: @ above address
4. How is "yard" screened? - Fence? (Type) _____ Height _____
Trees? (Type) mixed Embankment? _____ Gully? _____ Hill? X Other? _____
5. How far is edge of "yard" from center of highway? 100 feet.
6. Can junk be seen from any part of highway? Yes _____ No X
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X No _____
8. Is any portion of this "yard" on public property? Yes _____ No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery?
Yes _____ No X
10. When was "yard" established? 1961 By Whom? Kenneth Carll
11. When was last permit issued? 2019 To Whom? Kenneth Carll II

Note - If your junkyard has an existing pile of tires, please provide documentation of the disposal/removal of any tires inc. the number of tires removed and number of tires remaining. Tires taken in each year should be disposed of within 12 months.

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner to make this application and to receive the permit under the law.

Signed by: Kenneth Carll II For: _____
Address: 1205 Royalsborough RD Durham Me Name of Company, Corporation, Partnership, Individual
Telephone: 207-240-8220

Make complete sketch of "yard" on the reverse of this form. Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name, Name of nearest City/Town in each direction, distance from nearest intersection, bridge or other known reference point. Bob has on file.

Tax Map No. 7
Lot No. 73
Zone _____

PRA

August 19, 2021

Pamela Cloutier
Town of Durham
630 Hallowell Rd
Durham, ME 04222

Subject: Important Time-Sensitive Legislative Changes to the Participating Local District (PLD) Consolidated Plan – PLD Employers Must Take Prompt Action for the Provision to Apply to Employees

Dear Pamela Cloutier:

This letter contains important information for your Chief Administrative Officer and members of your governing body. You will have to act quickly if you would like to give your employees who have declined MainePERS membership another opportunity to join the MainePERS PLD Consolidated Plan.

MainePERS sent an eBlast communication to PLD employers on August 11 that explains two laws that were enacted during the recent legislative session that make changes to the one-time election requirement. Under this requirement, which comes from federal law, an election by an employee with optional membership to join or not join MainePERS is irreversible for as long as the employee is with the same employer. One of the newly enacted statutes, specifically PL 2021, c. 286, may apply to you and creates an exception to the one-time election requirement that does not conflict with federal law. It does this by making employee contributions after-tax for employees joining the plan under the law. That means that if this law is adopted into your plan, you may have to withhold and report employee contributions as pre-tax or after-tax depending upon how the employee entered the plan.

While MainePERS membership for most of your MainePERS-eligible employees is mandatory, some have optional membership if you cover them: elected officials, officials appointed for a fixed term, the chief administrative officer of the PLD, employees who are not subject to Municipal Public Employees Labor Relations Law, and any employee who was employed in a MainePERS-eligible position on the date the PLD first began participation in MainePERS.

The new law will become part of your plan only if adopted through rulemaking by the MainePERS Board of Trustees and by you through formal action of your governing body and an amendment of your participation agreement with MainePERS. The Board of Trustees is expected to consider adopting the new law on September 9, 2021. If adopted, the provisions would apply only to your employees for whom membership your MainePERS PLD plan is optional as listed above. Membership for all other MainePERS-eligible employees would remain mandatory.

LOCATION

139 Capitol Street, Augusta, ME 04332

MAILING ADDRESS

P.O. Box 349, Augusta, ME 04332-0349

LOCAL

207-512-3100

TOLL-FREE

1-800-451-9800

FAX

207-512-3101

MAINE RELAY

711

**Sample wording for EMPLOYER NAME's governing
body to adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter
286)**

To see if the EMPLOYER NAME will vote to adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by MainePERS Rule Chapter 803.

The EMPLOYER NAME agrees:

- 1) To adopt the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS (“eligible employees”) and to comply with the following requirements:
 - a. To offer by November 1, 2021 the opportunity to join MainePERS prospectively to all its eligible employees who have been employed for 5 years or more, to advise these employees that this will be their only opportunity to join, and to provide MainePERS with documentation of each eligible employee’s election; and
 - b. Beginning in 2022, to annually offer eligible employees who have been employed for less than 5 years, and in 2022 eligible employees who had reached 5 years of employment between November 1, 2021 and November 1, 2022, the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision: and
 - c. To withhold employee contributions for employees who join under this provision after all taxes have been withheld, and to remit them to MainePERS as after-tax contributions.
- 2) To authorize *(Name and Title of Authorized Signor)* to sign the Amended Agreement between the Employer and the Maine Public Employees Retirement System.

Article approved as written.

GENERAL ASSISTANCE ORDINANCE



Prepared by Maine Municipal Association
~~September~~August 2021~~0~~

~~GENERAL ASSISTANCE ORDINANCE~~

~~Pursuant to 22 M.R.S. § 4305, the municipal officers of the Municipality of _____ hereby enact the following General Assistance Ordinance in its entirety, after notice and hearing. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance is filed with the Department of Health & Human Services (DHHS) in compliance with Title 22 M.R.S. §4305(4), and shall be available for public inspection at the municipal office along with a copy of the Maine Revised Statutes, Tile 22, chapter 1161.~~

~~Signed this _____ day of _____, _____, by the municipal officers:
_____(day) _____(month) _____(year)~~

~~_____
(Print Name) _____(Signature)~~

~~_____
(Print Name) _____(Signature)~~

~~_____
(Print Name) _____(Signature)~~

~~_____
(Print Name) _____(Signature)~~

~~_____
(Print Name) _____(Signature)~~

~~[Please send a copy of the enactment page (only) to DHHS, 100 Capitol Street, SHS 11, Augusta, ME 04330-0011]~~

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ARTICLE I

Statement of Policy

The Municipality of _____ administers ~~a a-program-of~~ general assistance ("GA") ~~program~~ available to all persons who are eligible ~~to receive assistance in pursuant to accordance with~~ the standards ~~of eligibility as~~ provided within this ordinance, ~~state law (22 M.R.S. § § 4301 – 4326), and~~ Department of Health and Human Services (DHHS) ~~regulations GA policy and in 22 M.R.S. § 4301 et seq.~~

~~The program will make e~~Every effort ~~will be made~~ to recognize the dignity of ~~the~~ applicants while ~~encouraging self-reliance. The program will strive to helping~~ eligible persons achieve self-maintenance by promoting the work incentive. When possible, ~~the~~ ~~program it will seek to connect recipients with rehabilitative, preventive and protective services to~~ alleviate ~~non-financial~~ needs. ~~other than financial through rehabilitative, preventive and protective services.~~ The ~~GA~~general assistance program will ~~not~~ place ~~no~~ unreasonable restrictions on the personal rights of ~~the~~ applicants or recipients, nor will ~~it there be any unlawful~~ discriminate~~ion~~ based on sex, age, race, nationality, religion, sexual orientation or disability. The municipality is committed to including qualified individuals with disabilities in municipal services, programs, and activities. As a result, the municipality will promote a GA program that when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. GA applicants with physical or mental disabilities that require a reasonable accommodation in order to access and/or utilize the ~~municipal~~ GA program are encouraged to ~~contact provide~~ the municipality ~~to make an with advance notice regarding the~~ accommodation request.

The ~~general assistance administrator~~Administrator will act promptly on all applications for assistance and requests for fair hearings, ~~and will provide~~ . GA applicants ~~with will be provided~~ information regarding their rights and responsibilities under the ~~GA~~ program. Within 24 hours after receipt of an application, the ~~administrator~~Administrator will provide the applicant a written decision, whether or not assistance is granted, that

will state the specific reasons for the decision. The ~~administrator~~Administrator will also provide the applicant written notice that the applicant may appeal to the municipal fair hearing authority if dissatisfied with the decision. When an applicant is determined to be eligible, assistance appropriate to the need will be furnished within 24 hours after the completed application is submitted except when the ~~administrator~~Administrator issues non-emergency assistance conditionally on the successful completion of a workfare assignment (*see Ordinance §section 5.6 of this ordinance*).

The ~~administrator~~Administrator will maintain complete and accurate records pertaining to each applicant and recipient. These records are confidential as a matter of law. ~~(see 22 M.R.S. § 4306)~~.

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The ~~administrator~~Administrator will post notice stating the day(s) and hours the ~~administrator~~Administrator will be available. The ~~administrator~~Administrator, or other designated person/entity, will be available to take applications in the event of an emergency at all other times. A copy of this ordinance and Maine General Assistance law will be ~~readily~~ available to any member of the public upon request. Notice to this effect will be posted.

ARTICLE II

Definitions

Section 2.1—Common Meaning of Words

Unless otherwise apparent or defined, all words in this ordinance will have their common meaning.

Section 2.2—Special Definitions

Administrator. See “General Assistance Administrator,” below.

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Applicant. A person who has submitted, ~~either directly or through an authorized representative,~~ an application for ~~GA~~general assistance directly or through an authorized representative, or who has, in an emergency, requested assistance without first completing an application. ~~-In addition, all~~ persons on whose behalf an authorized application has been submitted or on whose behalf benefits have been granted shall be considered applicants.

Application Form. A standardized form used by the ~~general assistance administrator~~Administrator ~~to for the purpose of allowing~~ a person to apply for ~~GA benefits~~general assistance. ~~The application form also -and confirms~~ing the fact that a person has made an application. The application form ~~is not complete unless~~must be signed by the applicant ~~to be considered complete.~~

Basic Necessities. Food, clothing, shelter, fuel, electricity, potable water, non-elective essential medical services as prescribed by a physician, nonprescription drugs, basic telephone service where it is necessary for medical or work related reasons, property taxes when a tax lien placed on the property threatens the loss of the applicant’s place of residence, and any other commodity or service determined essential by the municipality.

“Basic necessities” do not include:

- Phone bills
- Cable or satellite dish television
- Mail orders
- Vehicle payments
- Credit card debt**
- Furniture
- Loan re-payments**
- Cigarettes
- Alcohol
- Pet care costs
- Vacation costs
- Legal fees
- Late fees
- Key deposits
- Security deposits for rental property (except ~~when for those situations where~~ no other permanent lodging is available unless a security deposit is paid, and a waiver, deferral or installment arrangement cannot be made between ~~the~~ landlord and tenant to ~~avoid~~satisfy the need for ~~the~~ immediate payment of the security deposit ~~or payment~~ in full) (22 M.R.S. § 4301(1)).

**Repayments of loans or credit will be treated as having been spent on basic necessities when the applicant can provide verification of this fact.

Case Record. An official file containing application forms; correspondence; narrative records and all other communications pertaining to an applicant or recipient; written decisions regarding eligibility including reasons for those decisions ~~and as well as the~~ types and amounts of assistance provided; ~~and all~~ records concerning an applicant’s request for fair hearing; and ~~those~~ fair hearing decisions.

Categorical Assistance. All state and federal income maintenance programs.

Claimant. A person who has requested a fair hearing.

Deficit. An applicant’s deficit is the appropriate overall maximum level of assistance for the household (~~as provided in see Ordinance §section 6.8) of this ordinance~~ less the household income (~~as calculated pursuant to Ordinance §section 6.7) of this ordinance~~, provided ~~that this such a~~ calculation yields a positive number. If the household income is

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greater than the appropriate overall maximum level of assistance, the household has no deficit.

Disabled Person. A person who is presently unable to work or maintain a home due to a physical or mental disability that is verified by a physician or qualified mental health provider.

Dwelling Unit. A building or part thereof used for separate living quarters for one or more persons living as a single housekeeping unit (22 M.R.S. § 4301(2)).

Eligible Person. A person who is qualified to receive ~~GA~~general assistance benefits from the municipality according to the eligibility standards ~~of eligibility set forth~~ in this Ordinance, Maine ~~General Assistance~~ law (22 M.R.S. ch. 1161), and ~~Maine DHH~~Department of Health & Human Services regulations (10-144 C.M.R. ch. 323). If otherwise qualified, “Eligible Person” ~~shall~~ includes s U.S. citizens; non-U.S. citizens who are lawfully present in the United States as described in 8 U.S.C. § 1621(a)(1)-(3); and non-U.S. citizens who are pursuing a lawful process to apply for immigration relief. Assistance for non-citizens pursuing a lawful process for immigration relief shall not exceed 24 months beginning with assistance provided after July 1, 2015. “Eligible Person” does not include a fugitive from justice as defined in 15 M.R.S. § 201(4).

Emergency. Any life threatening situation, or a situation beyond the control of the individual which, if not alleviated immediately, could reasonably be expected to pose a threat to the health or safety of a person. At the municipality’s option, it includes a situation which is imminent and which may result in undue hardship or unnecessary cost to the individual or municipality if not resolved immediately. (22 M.R.S. § § 4301(4), 4308(2), 4310).

General Assistance (“GA”) Program. A service administered by a municipality for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families. A ~~GA~~general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is

not intended to be a continuing “grant-in-aid” or “categorical” welfare program. This definition shall not ~~in any way~~ lessen the municipality’s responsibility ~~of each municipality~~ to provide GA benefits~~general assistance~~ to a person each time that the person is in need and is found to be ~~otherwise~~ eligible to receive GA~~general assistance~~ (22 M.R.S. § 4301(5)).

General Assistance (“GA”) benefits. Benefits provided to a person through the GA program.

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General Assistance Administrator~~Administrator~~ (“**Administrator**”). A municipal official designated to receive applications, make decisions concerning an applicant’s right to receive assistance, and prepare records and communications concerning assistance. He or she may be an elected overseer or an authorized agent such as a town manager, welfare director, or caseworker (22 M.R.S. § 4301(12)).

Homelessness. “Homelessness” means a situation in which a person or household is: (a) living in a place that is not fit for human habitation; (b) living in an emergency shelter; (c) living in temporary housing, including but not limited to a hotel, motel, campground, unlicensed campsite or rehabilitation facility; (d) exiting a hospital or institution licensed under 22 M.R.S. ch. 405 or a correctional facility where the person or household resided for up to 90 days if the person or household was in an emergency shelter or a place not fit for human habitation before entering the hospital, institution or correctional facility; (e) losing the person’s or household’s primary nighttime residence and lacking the resources or support networks to remain in that residence; or (f) fleeing or attempting to flee violence and has no other residence.

Household. “Household” means an individual or a group of individuals who share a dwelling unit. When an applicant shares a dwelling unit with one or more individuals, even when a landlord-tenant relationship may exist between individuals residing in the dwelling unit, eligible applicants may receive assistance for no more than their pro rata share of the actual costs of the shared basic needs of that household according to the maximum levels of assistance established in the municipal ordinance. The pro rata

share is calculated by dividing the maximum level of assistance available to the entire household by the total number of household members. The income of household members not legally liable shall be considered as available to the applicant only when there is a pooling of income (22 M.R.S. § 4301(6)).

Income. “Income” means any form of income in cash or in kind received by the household including:

- Net remuneration for services performed;
 - Cash received on either secured or unsecured credit;
 - Payments received as an annuity, retirement or disability benefits;
 - Veterans’ pensions and/or benefits;
 - Retirement accounts or benefits;
 - Workers’ compensation payments;
 - Unemployment benefits;
 - Federal and/or state tax returns;
 - Income from pension or trust funds;
 - Student loans;
 - Benefits under any state or federal categorical assistance program
- such as, TANF, Supplemental Security Income, Social Security and any other payments from governmental sources (unless specifically prohibited by any law or regulation);
- Court ordered support payments (e.g., child support);
 - ~~Income from pension or trust funds~~
 - Household income from any other source, including relatives or unrelated household members; and
 - ~~Student loans~~
 - Rental income.

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The following items will~~shall~~ not be considered as income or assets that must be liquidated for the purposes of deriving income:

- 1) Real or personal income-producing property, tools of trade, governmental entitlement specifically treated as exempt assets by state or federal law;
- 2) Actual work-related expenses, whether itemized or by standard deduction, such as taxes, retirement fund contributions, union dues, transportation costs to and from work, special equipment costs and child care expenses; or

- 3) Earned income of children below the age of 18 years who are full-time students and who are not working full time.

— In determining need, the period of time used as a basis for the calculation shall be a 30-day period commencing on the date of the application. This prospective calculation shall not disqualify an applicant who has exhausted income to purchase basic necessities, provided that the income does not exceed the income standards established by the municipality (22 M.R.S. § 4301(7)).

- 4) Benefits received pursuant to Certain public benefit programs are that are specifically exempt from being counted as income for purposes of GA. These programs include:

- Food Stamps (7 USC § 2017(b))
- Li-Heap (42 USC § 8624)
- Family Development Accounts (22 M.R.S. § 3762)
- Americorp VISTA program benefits (42 USC § 5044 (f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, but only if ~~only so long as~~ the money is spent on basic necessities. (22 M.R.S. § 4301(7))
- Aspire Support Service Payments (10-144 CMR Chapter 323)

Initial Applicant. A person who has not previously applied for GA assistance in this or any other municipality ~~is considered an initial applicant.~~

Just Cause. A valid, verifiable reason that hinders an individual from complying with one or more conditions of eligibility or from attending a scheduled fair hearing (22 M.R.S. § § 4301(8), 4316-A(5)).

Lump Sum Payment. A one-time or typically nonrecurring sum of money issued to an applicant or recipient. Lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments,

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unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. A lump sum payment includes only the amount of money available to the applicant after ~~payment of~~ required deductions ~~have~~ been ~~taken~~ made from the gross lump sum payment. A lump sum payment does not include conversion of a non-liquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. (22 M.R.S. ~~A~~ § 4301 (8-A)).

Material Fact. A material fact is a fact that necessarily has some bearing on the determination of an applicant's ~~GA general assistance~~ eligibility, and which would, if disclosed to the ~~administrator~~ Administrator, have some determinable effect on the calculation of eligibility or the issuance of a grant of assistance.

Maximum Levels of Assistance. The amount of financial assistance for a commodity or service as established in ~~Ordinance § section~~ 6.8 ~~of this ordinance~~ or the actual cost of any such basic necessity, whichever is less.

Misconduct. For purposes of the GA work requirement (~~see 22 M.R.S. A § 4316-A~~) misconduct shall have the same meaning as "misconduct" ~~defined~~ in 26 M.R.S. ~~A~~ § 1043 (23). (~~See Ordinance Appendix I) - of this ordinance for the official definition of misconduct.~~) Generally, ~~employees are guilty of~~ misconduct ~~occurs~~ when ~~an~~ the employee violates his or her ~~duties or~~ obligations to the employer. Employees who engage in a pattern of irresponsible behavior to the detriment of the employer's interest may also be found guilty of misconduct.

Municipality. Any city, town or plantation administering a ~~GA general assistance~~ program.

Municipality of Responsibility. The municipality which is financially liable for the support of an eligible person at the time of application (22 M.R.S. § § 4301(9), 4307).

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Need. The condition whereby a person's income, money, property, credit, assets or other resources available to provide basic necessities for the individual and the individual's family are less than the maximum levels of assistance (22 M.R.S. §§ 4301(10), 4308).

Net General Assistance Costs. Those direct costs incurred by a municipality in providing assistance to eligible persons according to standards established by the municipal officers. These do not include the administrative expenses of the GAgeneral assistance program (22 M.R.S. §§ 4301(11), 4311).

Period of Eligibility. The time for which a person has been granted assistance. The period of eligibility may vary depending on the type of assistance provided³; however, in no event shall this period extend beyond one month (22 M.R.S. § 4309(1)).

Pooling of Income. "Pooling of income" means the financial relationship among household members who are not legally liable for mutual support in which there occurs any commingling of funds or sharing of income or expenses. This Municipalities may by ordinance establishes as a rebuttable presumption that persons sharing the same dwelling unit are pooling their income. Applicants who rare-requesting that the determination of eligibility be calculated as though one or more household members are not pooling their income have the burden of rebutting the presumed pooling of income.

Real Estate. Any land, buildings, homes, mobile homes and any other things affixed to the land (22 M.R.S. § 4301(13)).

Recipient. A person who has applied for and is currently receiving GAgeneral assistance.

Recovery Residence. Recovery residence" means a shared living residence for persons recovering from substance use disorder that is focused on peer support, provides to its residents an environment free of alcohol and illegal drugs and assists its residents by connecting the residents to support services or resources in the community

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that are available to persons recovering from substance use disorder. 5 M.R.S. § 20003(19-D).

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Registered Domestic Partner. An individual registered as the domestic partner of the applicant pursuant to 22 M.R.S. § 2710.

Repeat Applicants. All applicants for GAgeneral assistance benefits that are not initial applicants are repeat applicants. For purposes of this ordinance “repeat” and “subsequent” shall have the same meaning.

Resident. A person who is physically present in a municipality with the intention of remaining in that municipality in order to maintain or establish a home and who has no other residence. A person who applies for assistance in a municipality who is not a resident of that municipality or any other municipality is the responsibility of the municipality where the person first applies. That municipality must take an application and grant assistance to the applicant if he/she is eligible, until he/she establishes a new residence in another municipality (22 M.R.S. § 4307).

Resources. Resources include any program, service, or other sources of support which are an alternative to or supplement for GAgeneral assistance. There are two kinds of resources: “available” and “potential”. Potential resources are programs, services, non-liquid assets, or trusts that typically require people to apply in writing and/or wait a period of time before eligibility is determined or the potential income is released.

Potential resources include, but are not limited to, any state or federal assistance programs, employment benefits, governmental or private pension programs, available trust funds, support from legally liable relatives, child support payments, and jointly held resources where the applicant or recipient share may be available to the individual (22 M.R.S. § 4317). Potential resources include the TANF (previously known as AFDC) program, Food Stamps, fuel assistance (HEAP), subsidized housing, and similar programs.

Available resources include resources which are immediately available to the applicant or which can be conveniently secured by the applicant without delay, such as cash on hand or in bank accounts, assets for which there is an immediate and available market, or support from relatives which is being made available at the time of application and for which the applicant does not have to take any unreasonable steps to secure (e.g., relocation beyond the immediate region). At the discretion of the ~~GA administrator~~Administrator a ~~necessary~~ minimum balance required by a financial institution in order to obtain free checking or in order to maintain the account shall not be considered an available resource.

The ~~municipal GA administrator~~Administrator reserves the right to inform GA clients of services, commodities or facilities made available by private organizations or charities; ~~however, - Although GA applicants/recipients may be informed of the existence of a charitable resource and/or organization, GA~~ eligibility for GA benefits shall not be based or conditioned on the use of a private charitable resource(s).

30-Day Need. An applicant's 30-day need is the sum of the household's prospective 30-day costs, from the date of application, for the various basic necessities. For the purpose of this calculation, the 30-day cost for any basic need shall be the household's actual 30-day cost for the basic necessity or the maximum 30-day cost for the basic necessity as established by this ordinance, whichever is less.

Unforeseen Repeat Applicants. ~~Are~~ repeat applicants who ~~has~~have not applied for assistance within the last twelve months and who ~~has~~have been regularly employed or receiving support from a public benefit program or private source and who ~~has~~have unexpectedly become unemployed through no fault of their own or whose benefits (e.g., through an available resource) have ceased through no fault of their own.

Unmet Need. An applicant's unmet need is the household's 30-day need ~~(as established by Ordinance §section 6.6) of the ordinance~~ less the household income ~~(as calculated pursuant to Ordinance § section 6.7) of this ordinance~~, provided such a

calculation yields a positive number. If the household income is greater than the household's 30-day need, the household does not have an unmet need.

Work Requirements. Work requirements are ~~those~~ obligations the ~~municipal administrator~~ Administrator places on applicants ~~for general assistance~~ as directed and/or authorized by 22 M.R.S. § 4316-A to the extent such obligations (1) ensure a continuing potential eligibility for ~~GA~~ general assistance when complied with, (2) result in ineligibility when violated, and (3) are not merely optional, discretionary, or advisory. Work requirements include registering for work, looking for work in good faith, accepting all suitable job offers, maintaining employment, performing workfare, and participating in training, educational, or rehabilitation programs that will assist the participant in securing employment.

ARTICLE III

Administrative Rules and Regulations

~~The following are rules and regulations for the administration of general assistance.~~

Section 3.1—Confidentiality of Information

Case records and all other information relating to a GAn applicant or recipient ~~of general assistance~~ are confidential and will not be disclosed to the general public, ~~unless the applicant or recipient states in writing what information is to be released~~ (22 M.R.S. § 4306).

Release of Information. Applicants, recipients and their legal representatives have the right to review their case records.

~~Applicants, recipients and their legal representatives have the right to review their case records.~~ No record will be released to a third party, ~~however,~~ unless the ~~administrator~~ Administrator receives a signed consent form signed by in which the applicant expressly authorizesing the release of his or her records to the specified parties. Whenever the ~~administrator~~ Administrator releases any information, he/she will make a notation in the applicant's file stating to whom the record was released and the date. The ~~administrator~~ Administrator may charge a reasonable fee for ~~the~~ reproduction of ~~any~~ records ~~when appropriate~~.

Information from Other Sources; Penalty. Information concerning an applicant or recipient furnished to the municipality by ~~the DHH~~ Department of Health and Human Services or any other agency or institution pursuant to 22 M.R.S. § 4314, is confidential. The ~~general assistance administrator~~ Administrator will also comply with laws requiring ~~lating to the~~ confidentiality of vital statistic records such ~~as these~~ concerning birth, marriage and death records. (22 M.R.S. § 2706).

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Any representative of a financial institution or any employer of a ~~GA~~general-assistance applicant who, upon receipt of a written release signed by the depositor ~~/employee~~ and a written request from the ~~Administrator~~Administrator, refuses to provide necessary information to the ~~administrator~~Administrator in order to verify an applicant's eligibility must state in writing the reason for the refusal. National banks are also obligated to disclose deposit information to the ~~Administrator~~Administrator upon receipt of a written request and release signed by the depositor. Additionally, when a municipality or its agents are acting in accordance with section 4313(2) to verify eligibility for funeral or cremation benefits, an officer of a financial institution must disclose the amount deposited upon receipt of a written request from the municipality or its agents and a notarized affidavit signed by the overseer of the municipality or its agents stating that the named depositor is deceased. Any such person who refuses to provide information, without just cause, may be subject to a civil penalty of not less than \$25 nor more than \$100. Any person, including the applicant, who knowingly and willfully makes a false representation of a material fact to the ~~administrator~~Administrator is committing a Class E crime (22 M.R.S. § § 4314, 4315).

Misuse of Information. Misuse of any information relating to an applicant or recipient is a punishable offense (22 M.R.S. § 42(2)).

Section 3.2—Maintenance of Records

The ~~general-assistance administrator~~Administrator will ~~maintain~~keep complete and accurate ~~general-assistance program~~ records (22 M.R.S. § 4306). These records are necessary to:

(—a)—~~provide a valid basis of document and~~ accounting for municipal ~~program~~ expenditures;

(—b)—~~document and support decisions concerning an applicants and or recipients~~ and

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~~—(c) —ensure —the availability of all—~~ relevant information is available for in the event of any fair hearing or judicial review of ~~a decision by the general assistance administrator~~ Administrator's decisions.

Case Records. The ~~administrator~~ Administrator will ~~establish and~~ maintain a separate case record, ~~either in paper or format or~~ digital format, for each applicant or recipient. Each case record will include at least:

- household applications;
- household budget sheets;
- ~~information concerning~~ the types and amounts of assistance provided;
- narrative statements describing the nature of the emergency situation whenever GA general assistance is granted in amounts greater than the applicant's mathematical eligibility (i.e., deficit or unmet need, whichever is less);
- written decisions;
- requests for fair hearings and the fair hearing authority decisions;
- workfare participation records;
- repayments to the municipality;
- narrative writings documenting the need for general assistance, the results of home visits, collateral information, referrals, changes in status;
- client authorization(s) for the release of GA information and/or reason(s) for the release of confidential information;
- adjustments in aid, and suspension or termination of eligibility;
- physician's documentation;
- Supplemental Security Income (SSI) interim assistance reimbursement authorization forms; and
- vendor forms

Case records will not include information ~~or material~~ that is irrelevant to ~~either~~ the applicant's or recipient's application or the ~~administrator~~ Administrator's decisions.

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Retention of Records. ~~General assistance~~ records shall be retained for at least ~~minimum of~~ three full years. The ~~three~~-year period shall coincide with the ~~the~~ sState government's fiscal year which begins July 1 and ends on the following June 30. Records may be destroyed after three years by ~~one of the two preferred methods of destruction for confidential records, i.e.,~~ supervised shredding, burning or an appropriate digital deletion/destruction process. ~~Ifn the event a~~ recipient~~client~~'s records contain SSI reimbursement forms, the recipient~~client~~'s records should be remain~~t~~ained so that the municipality may seek reimbursement.

ARTICLE IV

Application Procedure

Section 4.1—Right to Apply

Who May Apply. Any ~~person~~one may apply for ~~GA~~general assistance. The head of the family, any other responsible household member, or an authorized representative must apply in person, except in special emergency situations (~~see Ordinance as provided in section § 4.9) of this ordinance~~ or ~~except~~ when the applicant ~~resides at~~is a resident of an emergency shelter and the municipality has made an agreement with that emergency shelter to presume shelter residents ~~to be~~eligible for ~~GA~~general assistance ~~benefits~~ (22 M.R.S. § 4304(3)). In such cases, the ~~administrator~~Administrator may require a representative to present a signed statement documenting that he/she is ~~in fact~~ authorized to apply ~~for general assistance~~ on behalf of the named applicant. The applicant or representative must complete a written application and any other ~~required~~ forms ~~necessary for so that~~ the ~~administrator~~Administrator ~~to can~~ determine eligibility (22 M.R.S. § § 4305, 4308). With notice, all members of the household receiving ~~GA~~general assistance may be required to physically present themselves to the ~~administrator~~Administrator. Note that fugitives from justice are ineligible for ~~GA~~ ~~benefits~~general assistance.

Telephone Applications Via Telephone. When a person has an emergency but is unable to apply in person due to illness, disability, lack of child care, lack of transportation or other good cause, and he/she cannot send an authorized representative, the ~~administrator~~Administrator will accept an application by telephone. The telephone application ~~is subject to written verification process will include the administrator receiving written verification~~ by mail and ~~a~~ visiting ~~to~~ the applicant's home with his or her permission (22 M.R.S. § 4304).

Written Application Upon Each Request. Each request for assistance will be administered in accordance with these guidelines, ~~and t.~~The

~~administrator~~Administrator will make an independent determination of eligibility for ~~GA~~general assistance each time a person applies (22 M.R.S. § § 4308, 4309).

Applications Accepted; Posted Notice. Application forms will be available during regular business hours at the municipal office and when the ~~general assistance~~ ~~administrator~~Administrator is conducting interviews with applicants. ~~-Completed applications will be accepted and interviews given only during the regular hours established and posted by the Administrator. In an emergency, however, the Administrator or his or her designee will be available to accept applications for assistance whenever necessary.~~

~~The municipality will post n~~Notice will be posted stating the times and location ~~when and~~ where people may apply for assistance and ~~the contact information for~~name of the ~~administrator~~Administrator available to take emergency applications at all other times. In addition, the posted notice shall ~~state that the~~ include the fact that the municipality ~~must~~must issu ~~issuee~~ a written decision on all applications within 24 hours, and will include the DHHS toll-free telephone numbers for reporting alleged violations or complaints. ~~Completed applications will be accepted and interviews given only during the regular hours established and posted by the administrator. In an emergency, however, the administrator or his or her designee will be available to accept applications for assistance whenever necessary~~ (22 M.R.S. § 4304).

Section 4.2—Application Interview

Except when it is impractical, the ~~general assistance administrator~~Administrator will interview each applicant in person~~ally~~ before making a decision. ~~The i~~Interviews will be conducted in private, although the applicant may be accompanied by a legal representative, friend or family member.

Section 4.3—Contents of the Application

~~Ant a minimum, the~~ application must ~~will~~ contain the following ~~mandatory~~ information:

- a) the applicant's name, address, date of birth, ~~SSNocial Security number~~ or appropriate United States Customs and Immigration Services (USCIS) documentation, and phone number;
- b) the names, date(s) of birth, and ~~SSNocial Security number~~(s) or appropriate USCIS documentation of other household members for whom the applicant ~~is~~ seeking assistance;
- c) the total number of individuals living with the applicant;
- d) employment and employability information;
- e) a listing of all household income, resources, assets, and property;
- f) the applicant's household expenses;
- g) the types of assistance ~~being~~ requested;
- h) a statement of the penalty for false representation;
- i) the applicant's permission for the Administrator to verify information;
- j) the signature of applicant and date.

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~~Ifn the event~~ an initial applicant is unable to provide identification records (e.g., ~~SSNocial Security~~ card/number) because the record may have been lost, stolen or misplaced, the Administrator may allow the initial applicant ~~may be provided~~ a reasonable amount of time (~~, e.g., five working days~~), ~~in order~~ to obtain copies of identification records. Provided the initial applicant makes a good faith effort to obtain the item/record sought, GA benefits necessaryrequired to cure an immediate and/or emergency need shall not be withheld. In such cases the Administrator municipality may elect to provide ~~only~~ a prorated amount of GA (~~, e.g., five day's' -worth~~), while the applicant ~~proceeds to attempts to~~ obtain the required information.

Section 4.4—~~General Assistance Administrator~~Administrator's Responsibilities at the Time of the Application

The ~~administrator~~Administrator will ~~make every effort to~~ inform all applicants of: (1) their rights and responsibilities; (2) ~~as well as the~~ general program requirements ~~for associated with~~ applying for and receiving GA~~general assistance~~, and (3) including

application requirements, eligibility guidelines, applicant rights, and applicant reimbursement obligations.

Application Requirements. The ~~administrator~~Administrator will ~~help~~ help the applicants ~~complete fill out the~~ application forms, ~~and as described in the preceding section.~~ The ~~administrator will~~ inform ~~the~~ applicants of any other information or documents ~~sation that necessary the applicant will have to provide in order for the administrator to~~ evaluate the applicant's eligibility ~~for assistance~~. The ~~administrator~~Administrator will fully explain the purpose of any forms consenting to release of the applicant's information ~~form and any or benefit~~ reimbursement agreements before the Administrator requests seeking to obtain the applicant's signature or written authorization.

Eligibility Requirements. The ~~administrator~~Administrator will inform, ~~either verbally or in writing,~~ the applicant, either orally or in writing, of the eligibility requirements of the program, including:

- the income standard of need;
- the applicant's ongoing use-of-income, work-related, and resource-related responsibilities, as described in the section immediately below;
- the ~~financial~~ reduction in assistance that results from is the consequence of spending household income on non-basic necessities;
- immigration status (see definition of "Eligible Person"); and
- the disqualification penalties associated with committing fraud, failing to perform work-related assignments without just cause, or failing to make a good faith effort to secure potential resources when the requirement to attempt to obtain those resources has been explained to the applicant in writing.

Applicant Rights. The ~~administrator~~Administrator will inform all applicants of their rights to:

- review the municipal GA~~eneral Assistance~~ ordinance and Maine GA statute and regulations~~eneral Assistance law~~;

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- apply for assistance;
- receive a written decision concerning eligibility within 24 hours ~~after~~of application~~ing for assistance~~;
- confidentiality of the application and other records;
- contact the DHHS with complaints;
- challenge the ~~administrator~~Administrator's decision by requesting a fair hearing.

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Reimbursement/Recovery. The ~~administrator~~Administrator will inform the applicant/recipient that he/she must reimburse the municipality ~~for~~ the amount of GA general assistance benefits he/she has been granted ~~ifn the event he/she of a~~ subsequently has the ability to pay. The municipality may also, as appropriate, contact and inform the applicant/recipient~~elient~~'s legal representative ~~to inform him or her of the~~ recipient~~elient~~'s obligation to repay the municipality ~~under the GA program.~~

~~In addition to seeking repayment from a recipient,~~The municipality ~~also~~ may also recover the amount of assistance granted to a recipient during the previous 12 months from any relative legally liable for the applicant's support, such as a ~~(spouses, or the~~ parents of persons under the age of 25. ~~(See Article VIII, "Recovery of Expenses")~~ (22 M.R.S. § § 4318, 4319). Whenever applicable, the ~~administrator~~Administrator will explain the ~~various~~ liens a municipality may place against a recipient's real or personal property, such as the mortgage or capital improvement lien, the Workers' Compensation lump sum payment lien, or the SSI "interim assistance agreement" lien, ~~as these liens are~~ described in Article VIII, "Recovery of Expenses."

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Section 4.5—Responsibilities of the Applicant at the Time of Application

The applicant ~~is has the~~ responsibility at the time of each application to provide accurate, complete and current household information and verifiable documentation at the time of each application concerning:

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- Income
- Resources
- Assets

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- Employment
- Use of income
- Names and addresses of any relatives legally liable for the applicant's support
- Any change in this information from a previous application that would affect household eligibility (22 M.R.S. § 4309).

In addition, the applicant must accurately report and provide verifiable documentation that shows the applicant:

- a) has remained employed, if previously employed, and has not quit work without just cause or been discharged from employment for misconduct;
- b) has been seeking employment, if previously unemployed or employed on a part-time basis, has accepted any suitable offer of employment, and has satisfactorily performed all workfare assignments or had just cause not to perform those assignments;
- c) has made use of all available and potential resources when directed in writing to such a program by the ~~administrator~~Administrator, including, but not limited to, other government benefit programs or the assistance of liable relatives of sufficient means; and
- d) has participated in any training, retraining, educational or rehabilitative program when appropriate and when directed in writing to such a program by the ~~administrator~~Administrator, in order to diminish the applicant's need for general assistance (22 M.R.S. § 4316-A, 4317).

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Section 4.6—Action on Applications

Written Decision. The ~~general-assistance-administrator~~Administrator will issue ~~give~~ a written decision ~~to the applicant concerning concerning the applicant's his or her~~ eligibility within 24 hours after the applicant submits a written application. Assistance will be furnished to eligible applicants within that period except when the municipality is permitted by law (and pursuant to Ordinance §~~section 5.6 of this ordinance~~) to issue assistance conditionally on the successful completion of a workfare assignment (22

M.R.S. § § 4305, 4316-A, 4321). A written decision will be given each time a person applies, whether assistance is granted, denied, reduced or terminated.

Content of Decision. The Administrator's written decision will contain ~~the following information:~~

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- a) the type and amount of benefits~~said the applicant is being~~ granted, or the applicant's ineligibility for benefits;
- b) the period of eligibility if the applicant is eligible for assistance;
- c) the specific reasons for the Administrator's decision;
- d) the applicant's right to a fair hearing; and
- e) the applicant's right to notify the DHHS if he/she believes the municipality has acted illegally (22 M.R.S. § 4321).

Section 4.7—Withdrawal of an Application

An application will be ~~is~~ considered withdrawn if :

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- a) ~~the~~ the applicant requests in writing that ~~the~~his or her application be withdrawn; or if
- b) ~~the~~ the applicant refuses to complete or sign the application or any other document~~form~~ needed by the ~~general assistance administrator~~Administrator.

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Section 4.8—Temporary Refusal to Accept Application

Under special circumstances, the ~~general assistance administrator~~Administrator may temporarily refuse to accept applications. Such circumstances ~~may~~ include, but are not limited to, the following:

- a) When the applicant's conduct is abusive, disruptive, or harassing, or when the applicant is under the influence of drugs or alcohol. In these situations, the applicant will be asked to leave; ~~and~~ if the applicant refuses to leave, the police may be summoned. The applicant will be informed that an application will only be accepted when his or her conduct is under control.

- b) If the ~~administrator~~Administrator believes that an applicant's behavior presents a threat to the health or safety of the public or to a municipal employee, ~~or if the applicant's~~such behavior is violent, or if an applicant has engaged in abusive, disruptive or harassing behavior and has been required to leave on more than one occasion, ~~then~~ the applicant may be required to designate a third party to apply for assistance on his or her behalf and the applicant may be prohibited from entering the municipal building;
- c) When a third person applies for assistance on behalf of the applicant that person may be required to provide written verification that he/she has been duly authorized to act as a representative for the applicant (22 M.R.S. § 4308).

Section 4.9—Emergencies

An “emergency” means ~~is considered to be~~ any life threatening situation, or a situation beyond the control of the applicant which if not alleviated immediately could reasonably be expected to pose a threat to the health or safety of the applicant or a member of the household (22 M.R.S. § 4301(4)). An emergency includes homelessness or imminent homelessness. ~~Even if~~Although an applicant is ~~they may be considered~~ otherwise ineligible to receive GA benefits~~general assistance~~, unless he/she is disqualified as provided below, emergency assistance may be granted to applicants~~persons who apply for assistance to alleviate an emergency may be granted assistance, except as provided below, if they lack~~do not have sufficient income and resources to meet ~~thean~~ actual emergency need and also have not had sufficient income and resources to avert the emergency (22 M.R.S. § 4308).

A municipality may provide emergency assistance when the municipality determines that an emergency is imminent and that failure to provide assistance may result in undue hardship and unnecessary costs to either the applicant~~client~~ or the municipality.

Disqualification for Emergency Assistance. A person who is currently disqualified from receiving G~~A~~eneral Assistance due to a violation of Ordinance §§~~sections~~ 5.5, 5.6, 5.7,

5.8, 5.9 or 6.4 ~~of this ordinance~~ is ineligible to receive emergency assistance (22 M.R.S. § 4308(2)(A)). However, dependents of a disqualified person may be eligible for assistance. For the purposes of this section, “dependents” are defined as: (1) a dependent minor child; (2) an elderly, ill or disabled person; or (3) a person whose presence is required to provide care for any child under the age of 6 years or any ill or disabled member of the household (22 M.R.S. § 4309(3)).

~~If in the event~~ one or more members of a household are disqualified and assistance is requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Assistance Prior to Verification. Whenever an applicant informs the ~~administrator~~Administrator that he/she needs assistance immediately, the ~~administrator~~Administrator will grant, pending verification, the assistance within 24 hours, provided that:

- a) after interviewing the applicant the ~~administrator~~Administrator has determined that the applicant will probably be eligible for assistance after a verification of information is completed; and
- b) the applicant submits documentation when possible, to verify his or her need. The ~~administrator~~Administrator may contact at least one other person to confirm the applicant’s statements about his/her needing for emergency assistance. No further assistance will be authorized until the applicant’s eligibility is confirmed (22 M.R.S. § 4310).

Telephone Applications. If a person has an emergency need and cannot apply in person due to illness, disability, lack of transportation, or other good cause, and if there is no authorized representative who can apply on behalf of the applicant, the ~~administrator~~Administrator shall accept an application over the telephone (22 M.R.S. § 4304).

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~~The administrator will not grant any Assistance will not be granted after as the result of~~ a telephone application if the applicant refuses to allow the ~~administrator~~Administrator to verify ~~the~~ information provided by the applicant either by visiting his or her home or by mail, and the ~~administrator~~Administrator cannot determine ~~his or her~~ eligibility through any other means.

Limitation on Emergency Assistance. Applicants are not automatically eligible for emergency assistance. If ~~an~~ applicants had income which could have been used to prevent all or part of an emergency, but ~~he or she~~they spent that income on items which are not basic necessities, the ~~applicant~~ will not be eligible to receive ~~GA~~general assistance to replace the misspent money (22 MRSA § § 4308(2) & 4315-A).

All applicants ~~must have the responsibility to~~ provide the ~~administrator~~Administrator with verifiable documentation demonstrating that the applicant ~~lacked~~did not have sufficient income to avert the emergency situation. According to the following criteria, the ~~administrator~~Administrator may limit emergency assistance to cover only the difference between the amount of money necessary for the household to avoid the emergency and the amount of income available to the household during the applicable time period.

- a) The applicable time period shall be the 30 days preceding the application for emergency assistance, except in those cases where the emergency was created by a negative account balance for a commodity or service (such as rent, mortgage or utility payments), and the negative account balance was created over a longer period of time. In such cases, the applicable time period shall be the consecutive length of time the account balance has been in the negative.
- b) The ~~administrator~~Administrator shall seek from the applicant all information pertinent to the applicant's ability to provide for his or her basic necessities for the applicable time period, including evidence of all income and resources received over that period of time.

- c) The ~~administrator~~Administrator shall calculate all ~~costs~~ per month for the household's basic necessities during the applicable time period, ~~per month,~~ consistent in accordance with the maximum levels established by this ordinance for the specific basic necessity or the actual monthly cost, whichever is less, including all costs associated with averting the particular emergency situation for which the applicant is seeking assistance.
- d) From the total household costs for basic necessities during the applicable time period, the ~~administrator~~Administrator shall subtract the total income and lump sum payments available to the household for the applicable time period as well as the total general assistance actually received during the applicable time period.
- e) The ~~administrator~~Administrator may restrict the issuance of emergency assistance to the difference yielded by the computation in subsection (d), even when such a grant will not totally alleviate the emergency situation.
- f) The ~~administrator~~Administrator may waive this limitation on emergency assistance in life threatening situations or for initial applicants; that is, persons who have never before applied for general assistance.
- g) Nothing in these criteria may be construed as prohibiting a municipality from electing to alleviate an emergency situation in the most cost-effective manner available, provided such a determination of eligibility for emergency assistance is in conformance with general assistance law.

Section 4.10—Residence

The ~~administrator~~Administrator shall provide ~~GA~~general assistance to all eligible ~~applicants~~ persons applying for assistance who are residents of this municipality. A resident is a person who has no other residence, ~~and~~ is physically present in this municipality and who intends to remain here and establish a household.

The municipality also recognizes its responsibility to provide assistance to eligible persons who apply here and who are not residents of this municipality or any other municipality. If a person who is not a resident of any municipality applies in this municipality first, the ~~administrator~~Administrator will determine his or her eligibility and, if eligible, will grant assistance until he/she establishes a residence in another municipality (22 M.R.S. § 4307).

Moving/Relocating. The municipality will not consider moving or transporting an applicant or recipient into another municipality unless the person requests assistance to relocate to another municipality. If the ~~administrator~~Administrator determines the applicant is eligible and grants financial assistance to help with the requested relocation, this municipality will be responsible for providing assistance to the applicant for 30 days after he/she moves provided the recipient remains eligible.

Institutions. If a resident of this municipality enters an institution located in another municipality (such as a group home, shelter, rehabilitation center, nursing home, or hospital) and requests assistance while at the institution, he/she will be the responsibility of this municipality for up to 6 months after he/she enters the institution if the conditions of 22 M.R.S. § 4307 and § 4313 are met. The municipality thereafter retains responsibility for an applicant in an institution only if the applicant has maintained a home in this municipality to which he/she intends to return. The municipality also recognizes its responsibility for applicants residing in an institution in this municipality if such an applicant had no residence prior to entering the institution (22 M.R.S. § 4307(4)).

Temporary Housing. Hotels/motels and similar places of temporary lodging are considered institutions if the municipality grants financial assistance for, makes arrangements for, or advises or encourages an applicant to stay in temporary lodging.

Note: ~~A municipality~~^{ies} which illegally ~~denies~~^y housing assistance will be responsible for the applicant for up to 6 months if, and, as a result of the denial, the applicant stays in temporary lodging, ~~are responsible for the applicant for up to 6 months and~~ The municipality may also be subject to other penalties (22 M.R.S. § 4307(4)).

Disputes. When the ~~administrator~~^{Administrator} believes that an applicant is a resident of another municipality but that municipality disputes its responsibility, the ~~administrator~~^{Administrator} will notify ~~the~~ DHHS ~~'in~~ Augusta office (287-3654 or 1-800-442-6003). If the applicant applies in this municipality first, the ~~administrator~~^{Administrator} will determine his or her eligibility and, if eligible, will grant assistance until the DHHS has concluded which municipality is responsible for providing assistance. If another municipality was responsible, the DHHS will recover the amount due from the other municipality. (22 M.R.S. § § 4307(5), 4307(6)).

ARTICLE V

Eligibility Factors

A person will be eligible for GAgeneral assistance if he/she is an “Eligible Person” as defined in section 2.2, is in need, and has complied with the eligibility requirements set forth below. *(For guidance in determining whether an applicant is an Eligible Person, contact ~~the DHH~~Department of Health & Human Services at (800) 442-6003 (TTY: 287-6948)).*

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Section 5.1—Initial Application

Initial Application. For initial applicants, ~~except as provided immediately below,~~ need will be the sole condition of eligibility, ~~except that a. The exception to this general rule, as provided by law, applies to all~~ applicants, including initial applicants, ~~who~~ are disqualified for a defined period (1) for quitting employment without just cause or for being discharged from employment for misconduct ~~(22 M.R.S. § 1043 (23))~~ *(see Ordinance §section 5.5 of this ordinance)* or (2) who are ~~and to~~ fugitives from justice as defined in 15 M.R.S. § 201(4) (22 M.R.S. § 4301(3)). An initial applicant is a person who has never before applied for GAgeneral assistance in any municipality in Maine (22 M.R.S. § 4308(1)).

“Need” means that the applicant’s income (including prorated income, where applicable), property, credit, assets or other resources are less than the overall maximum level of assistance contained in Ordinance §section 6.8 of this ordinance or the applicant’s 30-day need, whichever is less, and he/she does not have adequate income or other resources available to provide basic necessities.

RepeatSubsequent Applicants. Persons who are not initial applicants are repeat applicants; ~~these are . Repeat applicants are person~~sople who have previously applied for GAgeneral assistance at someany time, ~~including in the past. Repeat applicants are also people~~ persons on whose behalf a GAgeneral assistance application was

previously made at any time ~~in the past~~, provided that ~~at such a time~~ the applicant was not a dependent minor in the household at the time of the previous application. ~~For repeat applicants~~ To be eligible for GA general assistance, repeat applicants ~~they~~ must be in need and meet all other eligibility requirements. The eligibility of repeat applicants may also be adversely affected to the extent they have not used their income and resources to secure basic necessities.

Section 5.1A – Presumptive Eligibility

A person who is provided shelter in an emergency shelter for the homeless located in the municipality shall be presumed to be an eligible person. Presumed eligibility may not exceed 30 days within a 12-month period. After the period of presumed eligibility, fFull eligibility must be verified before ~~prior to~~ assistance will be issued. ~~subsequent to the presumed period of eligibility.~~ When presumptive eligibility is determined under this section, no other municipality may be determined to be the municipality of responsibility during that 30-day period.

Section 5.1B – Recovery Residences

The Administrator will not deny GA benefits to a person for the sole reason that the person is residing in a recovery residence. Beginning July 1, 2022, housing assistance will not be provided to a person residing in a recovery residence that has not been certified in accordance with 5 M.R.S. § 20005 (22), except that the person may receive housing assistance while residing in an uncertified recovery residence for one 30-day period only. The Administrator will inform the person of the requirements and time limits regarding recovery residences. A person who is ineligible for housing assistance under this subsection may remain eligible to receive GA for other basic necessities.

Section 5.2—Eligibility for Categorical Assistance

Receipt of categorical assistance will not disqualify an otherwise eligible a person. ~~from receiving general assistance if the applicant is otherwise eligible.~~ Benefits received

from other assistance programs will be considered as income when determining need, with the exception of Food Stamps, which will not be counted as income or resources or otherwise taken into consideration when determining need (7 U.S.C. § 2017 (b)).

In addition, ~~any~~ fuel assistance (HEAP/ECIP) received by an applicant will not be considered as income; that is, the ~~administrator~~Administrator will always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid all costs associated with his or her fuel needs (42 U.S.C. §8624(f)). ~~The calculation of general assistance for heating energy needs~~ When an applicant has received HEAP or ECIP, GA heating energy needs will be calculated ~~shall be accomplished pursuant to~~ in accordance with Ordinance § 6.7, subsection (c) ~~subsection (e)~~ under “Types of Income” ~~at section 6.7 of this ordinance~~. For several additional exceptions please refer to the definition of “Income” in this Ordinance (see Ordinance § 2.2, page 7, subsection 4).

Applicants or recipients must apply for other program benefits within 7 days after being advised in writing to do so by the ~~general assistance administrator~~Administrator. Persons who, without just cause, make no good faith effort to obtain a potential resource will be disqualified from receiving assistance until they make a good faith effort to obtain the benefit (22 M.R.S. § 4317).

Section 5.3—Personal Property

- a) **Liquid Assets.** No person owning assets easily convertible into cash, including but not limited to, bank deposits, stocks, bonds, certificates of deposit, retirement accounts, life insurance policies and other marketable security, will be eligible for ~~GA~~general assistance unless and until he or she uses these assets to meet his or her basic needs, and thereby exhausts them. At the discretion of the ~~GA~~ administratorAdministrator, liquid assets ~~need~~ need not ~~include~~ mean a reasonable minimum balance necessary ~~to~~ for obtaining free checking. Although one checking account per household may be allowed, any monies over the minimum required to obtain free checking are to be considered available liquid assets.

b) **Tangible Assets.** No person owning or possessing personal property, ~~including such as~~ but not limited to: a motor vehicle (except as provided immediately below in subsection c), or a boat, trailer, recreation vehicle or other assets that are convertible into cash and are non-essential to the maintenance of the applicant's household, will be eligible for ~~GA general assistance~~. Exceptions may be made when a person is making an initial application or is an unforeseeable repeat applicant as defined in ~~Ordinance §~~ Section 2.2 or when reasonable efforts to convert assets to cash at fair market value are unsuccessful. Tools of a trade, livestock, farm equipment and other equipment used for the production of income are exempt from the above category and are not considered available assets.

c) **Automobile Ownership.** Ownership of one automobile per household will not make a person ineligible for assistance if such vehicle is essential for transportation to employment or for seeking employment, obtaining medical care, rehabilitation or training facilities, or for any other reason the GA ~~administrator~~ Administrator determines reasonable for the maintenance of the applicant's household. ~~GA r~~ Recipients of general assistance who own an automobile with a market value greater than \$8,000 may be required, with ~~written,~~ 7-day's written notice, to make a good faith effort to trade that automobile for an automobile with a market value of less than \$8,000. Any income received by the applicant by virtue of such a trade down must be used for his or her basic necessities. Failure to liquidate or trade down the excess value of any automobile asset can result in disqualification (22 M.R.S. § 4317).

The ~~Administratormunicipality~~ will neither pay nor consider as necessary any car payment or vehicle maintenance cost, including insurance, for which the applicant is responsible. However, ~~if provided~~ the vehicle's value is \$8,000 or less and the applicant is utilizing the vehicle for ~~any of the above mentioned~~ "essential" reason ~~(see above)s~~, the ~~Administratormunicipality in its discretion~~ may choose to not consider reasonable car payments, reasonable car insurance

~~orand~~ reasonable associated costs of maintenance as “misspent” income.

~~GAgeneral assistance~~ for travel-related needs shall be computed in accordance with Ordinance §section 6.8(F)(7), (8) “Work Related/Travel Expenses.”

- d) **Insurance.** Insurance ~~that is~~ available to an applicant on a non-contributory basis or ~~that is~~ required as a condition of employment will not be a factor in determining eligibility for ~~GAgeneral assistance~~. Life insurance with a cash surrender value may, at the discretion of the ~~GA-administrator~~Administrator, be considered as a tangible asset.
- e) **Transfer of Property.** Applicants who transfer assets for less than fair market value to someone else solely for the purpose of establishing eligibility for ~~GAgeneral assistance~~ will not be granted GAgeneral assistance benefits to replace the uncompensated value of the transferred asset. Assistance will be denied within a 120-day limit up to the uncompensated value of the asset which was transferred unless the transfer of asset is fraudulently misrepresented, in which case a 120-day disqualification will be issued. There will be a presumption that the applicant transferred his or her assets in order to be eligible for ~~GAgeneral assistance~~ whenever property is sold for less than the fair market value or when the transfer occurred within 30 days prior to applying for ~~GAgeneral assistance~~ unless the applicant can demonstrate the existence of a good faith transaction.

Section 5.4—Ownership of Real Estate

- a) **Principal Residence.** ~~Solely f~~For purposes of ~~GAgeneral Assistance solely~~, the applicant’s principal residence, including any adjoining land, is considered an exempt resource, even if temporarily unoccupied because of employment, job training, education, illness or disaster, provided the applicant re-is demonstratesd an intent to return. If the applicant owns land in excess of the minimum lot size for the zone or district in which the home is located, ~~then~~ that land may be considered a potential resource if:

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1. The applicant has received ~~GA~~General Assistance for the last 120 consecutive days; and
2. The applicant has the legal right to sell the land (e.g., any mortgagee will release any mortgage, any co-owners agree to the sale, zoning or other land use laws do not render the sale illegal or impracticable); and
3. The applicant has the financial capability to put the land into a marketable condition (e.g., the applicant can pay for any necessary surveys); and
4. The land is not utilized for the maintenance and/or support of the household; and
5. A knowledgeable source (e.g., a realtor) indicates that the land in question can be sold at fair market value, for an amount which will aid the applicant's financial rehabilitation; and
6. No other circumstances exist which cause any sale to be unduly burdensome or inequitable.

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If ~~the above~~ conditions above are met, ~~then~~ the ~~administrator~~Administrator may condition the receipt of future assistance on the applicant's good faith efforts to sell, or render saleable, land which could be used to provide necessary support for the applicant (e.g., the applicant owns 100 "excess" acres. Sale of 10 of the acres would provide for the necessary support; ~~and~~ therefore the entire 100 acres ~~not all the land~~ need not be sold at the present time.) Assistance shall not be denied during the time that the applicant is making a good faith effort to sell or render saleable the land in question.

Once the applicant ceases to receive assistance the obligations under this section shall also cease.

- b) **Other Property.** If the applicant or dependents own real property other than that occupied as the principal residence, continued GA eligibility will depend on the applicant making a reasonable effort to:

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1. Dispose of the property at fair market value in order to convert the property into cash which can be applied toward meeting present need; or
2. Obtain a loan against such property which may be used to meet present need. Applicants who transfer their excess property to a third party in order to become eligible for GA~~general assistance~~ will be ineligible.

If an applicant is granted assistance in the form of a mortgage payment or capital improvement payment, the municipality may claim a lien against the property. The lien shall not be enforceable until the ~~time of~~ sale of the property or upon the death of the recipient (*see also Ordinance §section 6.8 of this ordinance*).} (22 M.R.S. § 4320).

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Section 5.5—Work Requirement

All GA~~general assistance~~ recipients are required to register for work, look for work, work to the extent of available employment, and otherwise fulfill the work requirements, unless the applicant is exempt from such requirements as provided below.

Employment; Rehabilitation. All unemployed applicants and ~~members of their~~ households members who are 16 years of age or older and who are not attending a full-time primary or secondary school intended to lead to a high school diploma will be required to accept any suitable job offer and/or meet with job counselors, attend employment workshops and rehabilitative services, except as provided below (*see “Exemptions”*). Applicants must demonstrate to the ~~administrator~~Administrator that they are available for work and are actively seeking employment.

A “suitable job” means any job, which the applicant is mentally and physically able to perform. “Available for work” means that applicants must make themselves available for work during normal business hours prevailing in the area, and show that no

circumstance exists which would prevent them from complying with the work requirement.

Verification. Unemployed ~~-~~applicants or applicants~~-~~ employed on a part-time basis ~~must will be required to~~ provide verifiable documentation of their pursuit of employment at the time of each application. At a minimum, such documentation ~~will shall~~ consist of a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted. "Pursuit of employment" means actually submitting a written application or applying for a job in person when reasonable, or submitting a written application or letter of inquiry to employers.

For the duration of any repeat applicant's period of unemployment or partial employment, the ~~administrator~~Administrator will establish the number of employers per week to whom each non-exempt applicant shall be required to apply in order to fulfill his or her work search requirements. The number of weekly employer contacts required by the ~~administrator~~Administrator shall be reasonably related to the number of potential employers in the region and the number of hours ~~per in the~~ week the applicant has available for work search activities after considering all time the applicant must devote to existing employment obligations, workfare obligations, and required classroom or on-site participation in job training, educational, or rehabilitation programs. Fulfillment of these requirements will not be expected at the time of the initial application, but will be a condition of eligibility for subsequent assistance.

Ineligibility. After being granted assistance at the time of initial application, applicants will be considered ineligible for further assistance for 120 days if they, without just cause:

- a) refuse to register for employment with the Maine Job Service;
- b) refuse to search diligently for employment when the search is reasonable and appropriate; recipients who unreasonably seek work at the same places repeatedly will not be considered to be performing a diligent work search and will be disqualified;

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- c) refuse to accept a suitable job offer;
- d) refuse to participate in an assigned training, education or rehabilitation program that would assist the applicant in securing employment;
- e) fail to be available for work; or
- f) refuse to participate or participate in a substandard manner in the municipal work program (*see Ordinance §section 5.6*).

Ineligibility Due to Job Quit or Discharge for Misconduct. No ~~applicant, whether an~~ initial or repeat applicant, who has quit his or her full-time or part-time job without just cause or who has been discharged from employment for misconduct (*see definition in Appendix I*, ~~26 M.R.S. § 1043 (23) for the definition~~) will be eligible to receive GA~~general assistance~~ of any kind for ~~a 120-days period~~ from the date the applicant is ~~of separated~~~~edion f~~ from employment (22 M.R.S. § 4301(8), 4316-A (1-A)).

Just Cause. Applicants will be ineligible for assistance for 120 days if they refuse to comply with the work requirements of this section without just cause. With respect to any work requirement, just cause will be considered to exist when there is reasonable and verifiable evidence that:

- a) the applicant has a physical or mental illness or disability which prevents him/her from working;
- b) the work assignment pays below minimum wages;
- c) the applicant was subject to sexual harassment;
- d) the applicant is physically or mentally unable to perform required job tasks, or to meet piece work standards;
- e) the applicant has no means of transportation to or from work or a training or rehabilitation program;
- f) the applicant is unable to arrange for necessary child care or care of ill or disabled family members; or
- g) any reason found to be good cause by the Maine Department of Labor, or any other verifiable reason the ~~administrator~~Administrator considers reasonable and appropriate will be accepted as just cause. (22 M.R.S. § 4316-A(5)).

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Applicant's Burden of Establishing Just Cause. If the ~~administrator~~Administrator finds that the applicant has violated a work-related rule without just cause, it shall be the responsibility of the applicant to establish the presence of just cause (22 M.R.S. § 4316-A).

Eligibility Regained. Persons who are disqualified for 120 days because they violated a work requirement may regain their eligibility if and only when they become employed or otherwise satisfy the ~~administrator~~Administrator that they are complying with the work requirement by fulfilling the work requirement~~(s) or requirements~~ the ~~person~~person violated.

For the purpose of regaining eligibility by becoming employed, "employment" shall mean employment by an employer as defined in 26 M.R.S. § § 1043~~-et seq.~~, or the performance of a service for an employer who withholds from the employee a social security tax pursuant to federal law.

The special provisions regarding the opportunity to regain eligibility after a disqualification for workfare violations are detailed in Ordinance §~~section~~ 5.6~~-of this ordinance~~, under "Eligibility Regained."

Dependents. Failure of an otherwise eligible person to comply with the work requirements shall not affect the eligibility of any member of the person's household who is not capable of working, including:

- a) a dependent minor child;
- b) an elderly, ill, or disabled person; and
- c) a person whose presence is required in order to provide care for any child under 6 years of age or for any ill or disabled member of the household (22 M.R.S. § 4309(3)).

~~Ifn the event~~ one (or more) member(s) of a household is disqualified and assistance is requested for those remaining members of the household who are dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

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Exemptions. The above work requirements do not apply to any person who is elderly, physically or mentally ill or disabled. Any person whose presence is required to care for any pre-school age child or for any ill or disabled member of the household is also exempt from these requirements.

The requirements of this section will not be imposed so as to interfere with an applicant's existing employment, ability to pursue a bona fide job offer, ability to attend an interview for possible employment, classroom participation in a primary or secondary educational program intended to lead to a high school diploma, classroom or on site participation in a training program which is either approved by the Department of Labor (DOL) or determined by the DOL ~~department of Labor~~ to be expected to assist the applicant in securing employment, or classroom participation in a degree-granting program operated under the control of the DOL ~~department of Labor~~.

Section 5.6—Municipal Work Program

Each applicant and any member of the household who is capable of working may be required to perform work for the municipality, including work for a non-profit organization, as a condition of receiving assistance (22 M.R.S. § 4316-A(2)).

As part of the municipal work program, the municipality can require recipients to participate in training, education, or rehabilitative programs that will assist the recipient in securing employment. The work requirement provisions found in Ordinance §section 5.5 regarding just cause, dependents, and exemptions also apply to the municipal workfare program.

Consent. Persons assigned to the work program are required to sign a form stating that they understand the requirements of GA ~~general assistance~~ and the work program. Before ~~Prior to~~ signing the form, the ~~administrator~~ Administrator will read it to the applicants or allow the applicants to ~~will~~ read it themselves. The form will also state

the number of hours the applicants must work and the hourly rate by means of which the duration of the work assignment is calculated. In addition, the consent form shall describe the consequences of failing to adequately perform part or all of the workfare or workfare-first assignment.

Subtracting Value of Workfare Performed from Client's GA Debt. Pursuant to 22 M.R.S. § 4318, individuals who received GA benefits ~~owing the municipality funds for general assistance provided to them~~ are obligated to repay the municipality when and if they become able (*see Ordinance Article VIII*). However, persons performing workfare shall have the value of the workfare performed deducted from any and all GA debt including GA liens (e.g., Workers' Compensation Settlement, SSI Retroactive Payment, Capital Improvement, Home Mortgage) that might exist against their settlements, payments or other such property.

Limitations. The work requirement is subject to the following limitations (22 M.R.S. § 4316-A(3)).

- 1) No person shall, as a condition of eligibility, be required to ~~perform~~ any amount of work that exceeds the value of the net GAgeneral assistance that the person receives under municipal GAgeneral assistance standards. Any person performing work under this subsection shall be provided with net GAgeneral assistance, the value of which is calculated at a rate of at least the prevailing minimum wage under state or federal law at the time the workfare was performed.
- 2) No workfare participant shall be required to work for a nonprofit organization if that work would violate the participant's basic religious beliefs.
- 3) In no case shall eligible persons performing work under this subsection replace regular municipal employees.
- 4) In no case will work performed under this subsection interfere with an eligible person's:
 - a) existing employment;

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- b) ability to follow up on a bona fide job offer;
 - c) attendance at an interview for possible employment;
 - d) classroom participation in a primary or secondary educational program intended to lead to a high school diploma; or
 - e) classroom or on site participation in a training program which is approved by the Department of Labor (DOL) or determined by the DOL ~~Department of Labor~~ to be reasonably expected to assist the person in securing employment, or classroom participation in a degree-granting program administered by the DHHS or the DOL ~~Department of Labor~~.
- 5) In no case may an eligible person be required to work more than 40 hours per week. An eligible person who has full or part-time employment shall be exempt from the work requirement to the extent that the work requirement in combination with his or her regular employment would result in the person working more than 40 hours per week.
- 6) In no case will an eligible person be required to perform work beyond his or her capabilities. However, when an illness or disability is claimed, an eligible person may be required as a condition of receiving assistance to present a doctor's statement detailing the extent of the disability or illness (22 M.R.S. § 4309).

If the ~~administrator~~ Administrator requires a doctor's statement to verify an applicant's illness or disability and the applicant is not currently under the care of a provider, the municipality may pay for the doctor's evaluation if the applicant has no means to pay for the exam. However, in such a case the ~~administrator~~ Administrator will choose the doctor. If there is a no-cost or low-cost health care option, the municipality may elect to refer the client to such a resource. The ~~administrator~~ Administrator will not require verification of medical conditions which are apparent or which are of such short duration that a reasonable person would not ordinarily seek medical attention (22 M.R.S. § 4316(5)).

7) In no case may an eligible person with an immediate need (i.e., a person in an emergency situation who has not been disqualified from receiving assistance for committing a program violation) be required to perform work under this subsection prior to receiving GAgeneral-assistance. The ~~administrator~~Administrator shall meet immediate needs upon receiving written assurance from the eligible person that he/she is willing to work to maintain eligibility for GAgeneral-assistance. When the recipient has no immediate need, workfare participation may be required prior to receiving GAgeneral-assistance in accordance with the ~~following~~ “workfare first” policy below.

“Workfare First” Policy. ~~Pursuant to~~Under the authority of 22 M.R.S. § 4316-A(2)(D), the ~~administrator~~Administrator may, in accordance with the following guidelines, require a GA recipient ~~of general-assistance~~ to perform a workfare assignment prior to the actual issuance of the GAgeneral-assistance benefit conditionally granted.

- 1) In no circumstance will emergency GAgeneral-assistance for which an applicant is eligible be withheld pending the satisfactory performance of workfare.
- 2) All workfare participants under this policy will be provided a written decision, ~~as otherwise required by law,~~ within 24 hours ~~after~~of submitting an application for GAgeneral-assistance and prior to performing any workfare for the municipality associated with that request for assistance. That written decision must include:
 - a) a specific description of the amount of GAgeneral-assistance being conditionally granted to the household, and for which basic needs;
 - b) the period of eligibility for which the GAgeneral-assistance grant is being issued (in days or weeks, but not to exceed 30 days);
 - c) the rate, at a dollar-per-hour basis (but not less than the prevailing minimum wage), upon which the duration of the workfare assignment is calculated;
 - d) the actual duration of the workfare assignment that must be performed, in hours, before the GAgeneral-assistance grant will be actually issued;

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- e) the specifics of the workfare assignment(s), including the general nature of the type of work being assigned, location(s) of work-site, date(s) and time(s) of assigned workfare, workfare supervisors' names and contact telephone numbers; and
 - f) any other pertinent information related to the workfare assignment(s) the recipient will be expected to perform.
- 3) As previously provided in this section, all workfare participants ~~under this policy~~ must sign a consent form that informs the participant of his or her workfare-related rights and responsibilities, including the consequences of failing to perform all or part of the workfare assigned without just cause.
- 4) If a portion of the workfare-first assignment is satisfactorily performed but there has been a failure to perform the remainder of the assignment, without just cause, the ~~administrator~~Administrator shall issue a grant of GA benefits~~general assistance corresponding to in the amount of~~ the number of workfare hours satisfactorily performed ~~multiplied by times~~ the hourly rate used to calculate the ~~duration of the~~ workfare assignment. In addition to any disqualification penalty that may apply, the remaining value of the conditionally issued GA~~general assistance~~ grant shall be terminated, and notice of the partial termination, ~~together with and~~ the reasons therefore, will be issued to the workfare participant in accordance with Ordinance §~~section~~ 6.10 ~~of this ordinance~~.
- 5) ~~If a~~Any ~~part~~amount of the workfare assignment ~~that~~ is not performed because the workfare participant was temporarily unable to perform the assignment for just cause reasons, it shall be reassigned or excused at the discretion of the GA administrator~~Administrator~~.

Work-Related Expenses. A participant's expenses related to work performed under this section will be added to the amount of net GA~~general assistance~~ to be provided to the person (22 M.R.S. § 4316-A(2)(E)). The municipality will provide any special clothes or equipment the recipient needs to perform his or her work assignment.

Disqualification. Any person who either willfully fails to perform or willfully performs below average standards the work assigned by the municipality, will be ineligible for assistance for 120 days (22 M.R.S. § 4316-A(1)). As soon as the ~~administrator~~Administrator knows that a recipient failed to fulfill the work assignment, the ~~administrator~~Administrator will notify the recipient in writing that he/she is disqualified for 120 days starting from the last date of authorized assistance unless the recipient can show just cause. The workfare participant has the burden of demonstrating there was a just cause for any failure to perform a workfare assignment. ~~falls on the workfare participant.~~

Eligibility Regained. Recipients who are disqualified from receiving assistance because they have violated the requirements of the municipal work program may regain their eligibility under the following conditions.

- Recipients who fail to complete the first municipal work assignment they have been given will be disqualified from receiving assistance during the next 120 days, although dependents in the household may be eligible (see Ordinance §section: 5.5, "Dependents").
- If during the 120-day disqualification period the recipient requests an opportunity to perform the work assignment which he or she, without just cause failed to perform, the disqualified recipient will be given one opportunity to regain eligibility. The ~~administrator~~Administrator will give the recipient a work assignment as soon as possible.
- If ~~under such a set of circumstances the a~~ recipient under a 120-day disqualification has an emergency need and the ~~administrator~~Administrator is unable to schedule a work assignment in time to alleviate the emergency, the ~~administrator~~Administrator will provide sufficient assistance to the recipient to avert the emergency. However,

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the provision of ~~such~~ emergency assistance will not bar the ~~administrator~~Administrator from subsequently enforcing the previously issued 120-day disqualification if the recipient fails to regain eligibility by satisfactorily performing the work assignment. The amount of emergency assistance granted will be considered in the computation of the total number of hours the recipient must work.

- Recipients who have asked for the opportunity to regain their eligibility during a 120 day disqualification period and who agreed to fulfill the assignment which they previously failed to perform ~~butand~~ who, without just cause, fail to fulfill their municipal work assignment will be considered to have acted in bad faith. In such a circumstance, the ~~administrator~~Administrator will enforce the 120-day disqualification for the term of its initial duration.

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- If a workfare participant regains eligibility under this section but is subsequently disqualified within the initial 120-day period of ineligibility for failing to comply with the municipal work program, that participant will be ineligible for a new 120-day period beginning with the new disqualification date, but will be provided no opportunity to requalify.

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- Any recipient who intentionally causes damage to property, harasses or harms other employees or who otherwise conducts themselves in a disruptive manner and is discharged by the work supervisor will not be entitled to regain eligibility by returning to the work program. Eligibility may be regained by otherwise becoming employed and meeting the definition of need.

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Reports. The ~~administrator~~Administrator will itemize the assistance that has been provided to persons who work for the municipality in reports to the DHHS (22 M.R.S. § 4316-A(2)).

Section 5.7—Use of Resources

Each applicant ~~is has the~~ responsible~~ility~~ to make a good faith effort to utilize every available or potential resource that may reduce his or her need for GAgeneral assistance (see sOrdinance Section 2.2, ~~for~~ definition of “Resources”). Person~~ople~~ who refuse or fail to make a good faith effort to secure a potential resource after receiving written notice to do so are disqualified from receiving assistance until they make an effort to secure the resource. Applicants are required to prove that they have made a good faith effort to secure the resource (22 M.R.S. § 4317).

Minors. A minor under the age of 18 who has never married and is applying independently for GAgeneral assistance and who is pregnant or has a dependent child or children will be eligible to receive GAgeneral assistance only if the minor is residing in the home of his or her parent, legal guardian or other adult relative, in which case the entire household will be evaluated for eligibility. Exceptions to this limitation on eligibility will be made when:

- 1) the minor is residing in a foster home, maternity home, or other adult-supervised supportive living arrangement; or
- 2) the minor has no living parent or the whereabouts of the both parents are unknown; or
- 3) no parent will permit the minor to live in the parent's home; or
- 4) the minor has lived apart from both parents for at least one year before the birth of any dependent child; or
- 5) the DHHS determines that the physical or emotional health or safety of the minor or the minor's dependent child or children would be jeopardized if the minor and his or her child or children lived with a parent; or
- 6) the DHHS determines, in accordance with its regulation, that there is good cause to waive this limitation on eligibility (22 M.R.S. § 4309(4)).

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Any person under the age of 25 who is applying independently from his or her parents for GAgeneral assistance will be informed that until he or she reaches the age of 25, the

applicant's parents are still legally liable for his or her support and the municipality has the right to seek recovery from the parents of the cost of all assistance granted to such a recipient to the extent his or her parents are financially capable of repaying the municipality (22 M.R.S. § 4319).

With regard to such application, the municipality may seek verification of the applicant's need for ~~GA~~general assistance by contacting his or her parents. If the applicant's parents declare a willingness to provide the applicant with his or her basic needs directly, and there is no convincing evidence that the applicant would be jeopardized by relying on his or her parents for basic needs, the ~~administrator~~Administrator may find the applicant not to be in need of ~~GA~~general assistance for the reason that his or her needs can be provided by a legally liable relative.

Mental or Physical Disability. Any applicant who has a mental or physical disability must make a good faith effort to utilize any medical or rehabilitative services which have been recommended by a physician, psychologist or other professional retraining or rehabilitation specialist when the services are available to the applicant and would not constitute a financial burden or create a physical risk to the individual.

Written Notice; Disqualification. The ~~administrator~~Administrator will give each applicant written notice whenever the applicant is required to utilize any specific potential resource(s). Any applicant who refuses to utilize potential resources, without just cause, after receiving written 7-day notice will be ineligible for further assistance until he/she has made a good faith effort to utilize or obtain the resources. ~~GA~~general assistance will not be withheld from the applicant pending receipt of a resource if the applicant has made, or is in the process of making, a good faith effort to obtain the resource.

Forfeiture of Benefits. Any applicant who forfeits receipt of 1 or causes a reduction in 1 benefits from another public assistance program due to fraud, misrepresentation, a

knowing or intentional violation of program rules or a refusal to comply with that program's rules without just cause will be ineligible to receive GAgeneral-assistance to replace the forfeited benefits. To the extent the forfeited benefits can be considered income under GAgeneral-assistance law, the valueworthy of the forfeited benefits will be considered income that is available to the applicant for the duration of the forfeiture.

To the extent the forfeited benefits were provided in the form of a specific, regularly issued resource of a calculable value not rather than in the form of income, ~~but, rather, in the form of a specific, regularly issued resource of a calculable value~~, that resource, up to its forfeited value, need not be replaced with GAgeneral-assistance for a period of 120 days from the date of the forfeiture—unless the municipality is prohibited by federal or state law from considering the forfeited resource as available with respect to local public assistance programs (22 M.R.S. § 4317).

Section 5.8—Period of Ineligibility

No one will have his or her GAassistance terminated, reduced, or suspended prior to being given written notice and an opportunity for a fair hearing (22 M.R.S. § § 4321-4322). Each person will be notified in writing of the reasons for his or her ineligibility, and any person disqualified for not complying with the ordinance will be informed in writing of the period of ineligibility.

Work Requirement. Applicants/recipients who do not comply with a work requirement are disqualified from receiving assistance for a period of 120 days (unless they regain their eligibility) (*see Ordinance §§sections 5.5, 5.6*). If an applicant/recipient is provided assistance and does not comply with the work requirement, the applicant/recipient shall be disqualified for 120 days following the end of the period covered by the grant of assistance. The ~~administrator~~Administrator shall give recipients written notice that they are disqualified as soon as the ~~administrator~~Administrator has sufficient knowledge and information to render a decision of ineligibility.

Fraud. ~~Personseple~~ who commit fraud are disqualified from receiving ~~GA~~assistance for a period of 120 days (*see Ordinance §section 6.4, "Fraud"*). The ~~administrator~~Administrator shall give recipients written notice that they are ineligible as soon as the ~~administrator~~Administrator has sufficient knowledge and information to render a decision. If the disqualification for fraud is issued before the expiration of a grant of assistance, the period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance. If fraud is discovered after the period covered by the grant of assistance has expired, the period of ineligibility will commence on the day of the written notice of ineligibility.

Section 5.9 – Unemployment Fraud

An applicant who is found ineligible for unemployment compensation benefits because of a finding of fraud by the Department of Labor pursuant to 26 M.R.S. § 1051(1) is ineligible to receive general assistance to replace the forfeited unemployment compensation benefits for the duration of the forfeiture established by the Department of Labor. 22 M.R.S. § 4317.

ARTICLE VI

Determination of Eligibility

Section 6.1—Recognition of Dignity and Rights

Any determination or investigation into an applicant's eligibility will be conducted in a manner that will not violate the applicant's privacy or personal dignity or violate his or her individual rights.

Section 6.2—Determination; Redetermination

The ~~administrator~~Administrator will make an individual, factual determination of eligibility each time a person applies or reapplies for ~~GA~~general assistance. The ~~administrator~~Administrator will make a redetermination of eligibility at least monthly but may do so as often as necessary to administer the program efficiently and meet the needs of the applicants. Upon any application, the ~~administrator~~Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis, but may elect to disburse that applicant's assistance periodically, e.g., weekly, throughout a 30-day period of eligibility pursuant to that initial eligibility determination.

The ~~administrator~~Administrator may redetermine a person's eligibility at any time during the period he or she is receiving assistance if the ~~administrator~~Administrator is notified of any change in the recipient's circumstances that may alter the amount of assistance the recipient may receive. Once a recipient has been granted assistance, the ~~administrator~~Administrator may not reduce or rescind the grant without giving prior written notice to the recipient explaining the reasons for the decision and offering the recipient an opportunity to appeal the decision to the fair hearing authority (22 M.R.S. § 4309).

Section 6.3—Verification

Eligibility of applicant; duration of eligibility. The overseer shall determine eligibility each time a person applies or reapplies for ~~GA~~general assistance. The period of eligibility will not exceed one month. At the expiration of this period applicants/recipients may reapply for assistance and the person's eligibility will be redetermined.

Applicant's responsibilities. Applicants and recipients for ~~GA~~general assistance are responsible for providing to the ~~Administrator~~overseer all information necessary to determine eligibility. If further information or documentation is necessary to demonstrate eligibility, the applicant must have the first opportunity to provide the specific information or documentation required by the ~~Administrator~~overseer. When such information ~~required by the overseer~~ is unavailable, the ~~Administrator~~overseer must accept alternative available information, which is subject to verification.

Each applicant and recipient has the responsibility at the time of application and continuing thereafter, to provide complete, accurate, ~~and~~ current information and documentation concerning his/her:

- Need
- Income
- Employment
- Use of income
- Expenses
- Assets & liabilities
- Use of available resources
- Household composition

Initial Applicants. Persons who have not applied for assistance in this or any other municipality are considered initial applicants and must have their eligibility determined solely on the basis of need. Initial applicants are not subject to eligibility conditions placed on repeat applicants (*see below*). However, such applicants must ~~are~~ still ~~responsible for providing~~ the GA ~~administrator~~Administrator with reasonably obtainable

documentation adequate to verify that there is a need for assistance. In addition, initial applicants must also comply with both lump sum and relevant work rules (i.e. job quit).

Repeat Applicants. All applicants for ~~GA~~general assistance ~~who~~that are not initial applicants are repeat applicants. The eligibility of repeat applicants must be determined on the basis of need and all other conditions of eligibility established by law and this municipal ordinance.

The ~~administrator~~Administrator will require documentation of a repeat applicant's income, use of income, assets and resources plus actual bills and receipts for rent, utilities, fuel, telephone, medical services and other basic necessities. In addition, repeat applicants instructed to seek employment shall verify their work search results, (e.g., provide a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted); as required by the ~~GA~~ ~~administrator~~Administrator.

Repeat applicants ~~must are also responsible for~~ providing ~~updates to any changes of~~ information reported on previous applications, including changes in his/her household or income that may affect his/her eligibility.

Unforeseen Repeat Applicants. Unforeseen repeat applicants are applicants who have not applied for assistance within the last twelve months and who have been regularly employed or receiving support from a public benefit or private source but who have unexpectedly become unemployed through no fault of their own or whose income and/or benefits (e.g., through an available resource) have ceased through no fault of their own. Such unforeseen repeat applicants may be considered initial applicants for purposes of verification requirements and misspent income if the ~~administrator~~Administrator finds that imposing the general verification requirements and misspent income rules imposed on repeat applicants would be unreasonable or inappropriate.

AdministratorOverseer's responsibilities. In order to determine an applicant's eligibility for ~~GA~~general assistance, the ~~Administratoroverseer~~ first must seek information and documentation from the applicant. Once the applicant has presented the necessary information, the ~~Administratoroverseer~~ ~~must-is-responsible-for~~ determineing eligibility. The ~~Administratoroverseer~~ will seek verification necessary to determine eligibility, ~~and~~ ~~;-~~ ~~In-order-to-determine-eligibility, the-overseer~~ may contact sources other than the applicant for verification only with the specific knowledge and consent of the applicant ~~--~~ ~~;~~ except that the ~~Administratoroverseer~~ may examine public records without the applicant's knowledge and consent.

Appropriate sources, which ~~an Administrator~~ ~~the-overseers~~ may contact, include, but are not limited to:

- DHHS, ~~and~~ any other department
- ~~or/~~ agency of the state, or non-profit organizations
- financial institutions
- creditors
- utility companies
- employers
- landlords
- physicians
- persons with whom the applicant/recipient is a cohabitant
- legally and non-legally liable relatives

Assistance will be denied or terminated if the applicant is unwilling to supply ~~the overseer-with~~ necessary information, documentation, or permission to make collateral contacts, or if the ~~Administratoroverseer~~ cannot determine that eligibility exists based on information supplied by the applicant or others.

Redetermination of eligibility. The ~~Administratoroverseer~~ may redetermine a person's eligibility at any time during the period that person is receiving assistance if the ~~Administratoroverseer~~ is informed of any change in the recipient's circumstances that may affect the amount of assistance to which the recipient is entitled, or that may make the recipient ineligible, provided that once a determination of eligibility has been made

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for a specific time period, a reduction in assistance for that time period may not be made without prior written notice to the recipient ~~stating with~~ the reasons for the action and an opportunity for the recipient to receive a fair hearing upon the proposed change.

Penalty for Refusing to Release Information. Any person governed by 22 M.R.S. § 4314 who refuses to provide necessary information to the ~~administrator~~Administrator after it has been requested must state in writing the reasons for the refusal within 3 days of receiving the request. Any such person who refuses to provide the information, without just cause, commits a civil violation and may be subject to a fine of not less than \$25 nor more than \$100 which may be adjudged in any court of competent jurisdiction. Any person who willfully renders false information to the ~~administrator~~Administrator is guilty of a Class E crime (22 M.R.S. § § 4314(5), 4314(6), 4315).

Section 6.4—Fraud

It is unlawful for a person to knowingly and willfully make a false representation of a material fact to the ~~administrator~~Administrator in order to receive ~~GA~~general assistance or cause someone else to receive ~~GA~~general assistance (22 M.R.S. § 4315). A person who commits fraud in an effort to receive ~~GA~~general assistance benefits may be prosecuted for this offense.

False representation ~~shall mean~~consist of any individual who knowingly and willfully:

- a) make~~es~~ing a false statement to the ~~general assistance~~
~~administrator~~Administrator, either orally or in writing, in order to obtain assistance to which the applicant or the applicant's household is not entitled;
- b) conceal~~ing~~sing information from the ~~general assistance~~
~~administrator~~Administrator in order to obtain assistance to which the applicant or applicant's household is not entitled; or
- c) use~~s~~ing ~~GA~~general assistance benefits for a purpose other than the
purpose ~~that~~ for which they were intended.

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No person may be denied assistance solely for making a false representation prior to being given an opportunity for a fair hearing.

Period of Ineligibility. When the ~~general assistance administrator~~Administrator finds that a person has knowingly and willfully misrepresented material facts for the purpose of making himself or herself eligible for ~~GA~~general assistance, the ~~administrator~~Administrator shall notify that applicant in writing that he or she must reimburse the municipality for the assistance he or she was not entitled to receive and that he/she is ineligible for assistance for the longer of: (a) a period of 120 days; (b) until he or she reimburses the municipality for the assistance; or (c) until he or she enters a reasonable written agreement to reimburse the municipality. (22 M.R.S. § 4315)
For the purpose of this section, a material misrepresentation is a false statement about eligibility factors in the absence of which some or all of the assistance would not be or would not have been granted.

The notification of ineligibility issued by the ~~administrator~~Administrator shall inform the applicant of his or her right to appeal the ~~administrator~~Administrator's decision to the fair hearing authority (FHA) within 5 working days of receipt. The period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance fraudulently received or upon the date of notification of ineligibility, whichever is later.

Right to a Fair Hearing. Any applicant who is denied assistance for making a false representation will be afforded the opportunity to appeal the decision to the fair hearing authority (FHA) in accordance with Article VII of this ~~O~~Ordinance. No recipient shall have his or her assistance reduced or revoked during the period of eligibility before being notified and given the opportunity to appeal the decision. Any person who is dissatisfied with the decision of the FHA may appeal that decision to the Superior Court pursuant to Rule 80-B of the Maine Rules of Civil Procedure (22 M.R.S. § 4309(3)).

Reimbursement. If a recipient does not appeal the decision or if the ~~FHA~~fair hearing authority determines that a recipient ~~did~~ make a false representation, the recipient will be required to reimburse the municipality for any assistance received to which he/she was not entitled. The recipient may enter a reasonable written agreement to reimburse the municipality over a period of time.

Dependents. In no event will the ineligibility of a person under this section serve to disqualify any eligible dependent in that household (22 M.R.S. § 4309(3)). In the event one or more members of a household are disqualified and assistance is requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Section 6.5—Period of Eligibility

The ~~administrator~~Administrator will grant assistance to all eligible persons for a period that is sufficient to meet their need but in no event may a grant of assistance cover a period in excess of one month (22 M.R.S. § 4309). Upon receiving a completed and signed application the ~~administrator~~Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis.

When an applicant submits an incomplete or unsigned application, due to the 24-hour decision requirement placed on the GA ~~administrator~~Administrator, the GA ~~administrator~~Administrator shall render a notice of "ineligibility" and advise the applicant that he or she has a right to reapply as soon as he or she has the necessary information and/or as soon as is practicable for the applicant.

Although eligibility is determined on a 30-day basis, for reasons of administrative efficiency the ~~administrator~~Administrator may elect to disburse an applicant's assistance for shorter periods of time, such as weekly, throughout the 30-day period of eligibility. When the ~~administrator~~Administrator elects to disburse ~~GA~~general assistance for a

period of time less than 30 days, subsequent grants of assistance during that 30-day period may be issued pursuant to the initial determination of need unless the applicant's financial situation changes substantially enough to warrant a redetermination of eligibility.

Section 6.6—Determination of Need

The period of time used to calculate need will be the next 30-day period from the date of application (22 M.R.S. § 4301(7)). The ~~administrator~~Administrator will calculate applicants' expenses according to the actual expense of the basic necessity or the maximum levels for the specific necessities allowed in Ordinance §section 6.8, whichever is less. The sum of these expenses, as calculated for a prospective 30-day period, is the applicant's 30-day need. Applicants will not be considered eligible if their income and other resources exceed this calculation except in an emergency (22 M.R.S. § 4308(2)) (*see Ordinance §section 4.9 of this ordinance*).

Applicants will also not be considered in need of GA~~general assistance~~ if their income, property, credit, assets or other resources available to provide basic necessities for their household are greater than the applicable overall maximum level of assistance set forth in the beginning of Ordinance §section 6.8 (22 M.R.S. § § 4301(10), 4305(3-B)). The difference between the applicant's income and the overall maximum levels of assistance established by this O~~o~~rdinance is the applicant's deficit.

Once an applicant's deficit has been determined, the specific maximum levels of assistance for each basic necessity (*see Appendixes A-H of this ordinance*) shall ~~be used by the administrator to~~ guide Administrator's ~~the~~ distribution of assistance for which the applicant is eligible. (*See Ordinance Appendixes A-H*). The specific maximum levels of assistance for each basic necessity are intended to be reasonable and sufficient to help recipients maintain a standard of health and decency (22 M.R.S. § 4305(3-A)).

Income for Basic Necessities. Applicants are required to use their income for basic necessities. Except for initial applicants, no applicant is eligible to receive assistance to replace income that was spent within the 30-day period prior to an application for assistance on goods and services that are not basic necessities. All income spent on goods and services that are not basic necessities will be considered available to the applicant and combined with the applicant's prospective 30-day income for the purposes of computing eligibility (22 M.R.S. § 4315-A). Applicants who have sufficient income to provide their basic necessities but who use that income to purchase goods or services which are not basic necessities will not be considered eligible for assistance. Persons who exhaust their income on basic necessities and who still need assistance with other basic necessities will be eligible, provided that their income does not exceed the overall maximum level of assistance.

Use-of-Income Requirements. The ~~administrator~~Administrator may require that anyone applying for ~~GA~~general assistance provide documentation of his or her use of income. This documentation can take the form of cancelled checks and/or receipts which demonstrate that the applicant has exhausted all household income received over the last 30-day period. Except as is deemed appropriate by the ~~GA~~Administrator for "unforeseen" repeat applicants (*See Ordinance Section § 6.3 of this ordinance*), repeat applicants may be required to verify that expenditure of income was for basic necessities. Income expended that cannot be verified will generally be considered available and in such case will be added to the 30-day prospective income.

Allowable expenditures include reasonable shelter costs (rent/mortgage); the cost of heating fuel, electricity, and food up to the ordinance maximums; telephone costs at the base rate if the household needs a telephone for medical reasons, the cost of non-elective medical services as recommended by a physician which are not otherwise covered by medical entitlement, Hospital Free Care or insurance; the reasonable cost of

essential clothing and non-prescription drugs, and the costs of any other commodity or service determined essential by the ~~administrator~~Administrator.

Items not considered to be basic necessities and thus will not be allowed in the budget computation include:

- Internet services
- Cable or satellite television
- Cellular phones, except when deemed essential by the overseer for medical or work related purposes
- Cigarettes/alcohol
- Gifts purchased
- Pet care costs
- Costs of trips or vacations
- Paid court fines
- Repayments of unsecured loans
- Legal fees
- Late fees
- Credit card debt.

The municipality reserves the right to apply specific use-of-income requirements to any applicant, other than an initial applicant, who fails to use his or her income for basic necessities or fails to reasonably document his or her use of income (22 M.R.S. § 4315-A). Those additional requirements will be applied in the following manner:

- 1) The ~~administrator~~Administrator may require the applicant to use some or all of his or her income, at the time it becomes available, toward specific basic necessities. The ~~administrator~~Administrator may prioritize such required expenditures so that most or all of the applicant's income is applied to housing (i.e., rent/mortgage), energy (i.e., heating fuel, electricity), or other specified basic necessities;
- 2) The ~~administrator~~Administrator will notify applicants in writing of the specific use-of-income requirements placed on them;
- 3) If upon subsequent application it cannot be determined how the applicant's income was spent, or it is determined that some or all of the applicant's income was not spent as directed and was also not spent on basic necessities, the

applicant will not be eligible to receive either regular or emergency general assistance to replace that income; and

- 4) If the applicant does not spend his or her income as directed, but can show with verifiable documentation that all income was spent on basic necessities up to allowed amounts, the applicant will remain eligible to the extent of the applicant's eligibility and need.

Calculation of Income and Expenses. When determining eligibility, the ~~administrator~~Administrator will subtract the applicant's net income from the overall maximum level of assistance found at the beginning of ~~Ordinance §section~~ 6.8. If income is greater than the overall maximum level of assistance, the applicant will not be eligible except in an emergency (*see* ~~Ordinance §section~~ 4.9). If income is less than the overall maximum level of assistance, the applicant has a deficit.

The municipality will provide assistance in an amount up to the deficit to the extent the applicant also has an unmet need and is in need of basic necessities. The municipality will not grant assistance in excess of the maximum amounts allowed in ~~Ordinance §section~~ 6.8 ~~of this ordinance~~ for specific basic necessities except in an emergency or when the ~~administrator~~Administrator elects to consolidate the applicant's deficit, as provided immediately below.

Consolidation of Deficit. As a general rule, and to the extent of their deficit, applicants will be eligible for assistance for any basic necessity up to, but not exceeding, the maximum amount allowed for that necessity in this ordinance or the actual 30-day cost of the necessity, whichever is less. Under certain circumstances, however, and in accordance with the following conditions, the ~~administrator~~Administrator may consolidate the applicant's deficit and apply it toward a basic necessity in an amount greater than the ordinance maximum for that necessity.

- 1) The practice of consolidating the deficit and applying it toward a basic necessity in amounts greater than the ordinance maximum shall be the exception rather than the rule;
- 2) The total ~~GA~~general assistance grant cannot exceed the total deficit unless the applicant is in an emergency situation; and
- 3) The need for the application of the recipient's consolidated deficit toward a basic necessity was not created by the recipient mispending his or her income or resources in violation of the use-of-income requirements of this ordinance.

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Section 6.7—Income

Income Standards. Applicants whose income exceeds the overall maximum level of assistance provided in Ordinance §section 6.8 shall not be eligible for ~~GA~~general assistance except in an emergency. Each time an applicant applies, the ~~administrator~~Administrator will conduct an individual factual inquiry into the applicant's income and expenses ~~each time an applicant applies~~.

Calculation of Income. To determine whether applicants are in need, the ~~administrator~~Administrator will calculate the income they will receive during the next 30-day period commencing on the date of application, and identify any assets or resources that would alleviate their need. For all applicants other than initial applicants, the ~~administrator~~Administrator will also consider as available income any income that was not spent during the previous 30-day period on basic necessities, as well as any income that was spent on basic necessities in unreasonable excess of the ordinance maximums for specific basic necessities. If a household's income exceeds the amount of the household's need for basic necessities, up to the maximum levels contained in Ordinance §section 6.8, applicants will not be considered in need.

Exceptions will be made in emergency situations, which may necessitate that the maximum levels be exceeded (22 M.R.S. § 4308) (see Ordinance §section 4.9 ~~of this~~

~~ordinance~~). To calculate weekly income and expenses, the ~~administrator~~Administrator will use actual income received or actual anticipated income.

Types of Income. Income that will be considered in determining an applicant's need includes:

- a) **Earned income.** Income in cash or in kind earned by the applicant through wages, salary, commissions, or profit, whether self-employed or as an employee, is considered earned income. If a person is self-employed, total income will be computed by subtracting reasonable and actual business expenses from gross income. When income consists of wages, the amount computed will be the income available after taxes, social security and other payroll deductions required by state, federal, and local law. Rental income and profit from produce that is sold is considered earned income. Income that is held in trust and unavailable to the applicant or the applicant's dependents will not be considered as earned income.

Note: Actual work-related expenses such as union dues, transportation to and from work, special equipment or work clothes, and child care costs will be deducted from an applicant's income (22 M.R.S. § 4301(7)).

- b) **Income from Other Assistance or Social Services Programs.** State/federal categorical assistance benefits, SSI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payments from other government sources will be considered as income, unless expressly prohibited by federal law or regulation. Federal law prohibits Food Stamps and fuel assistance payments made by the Home Energy Assistance Program (HEAP and EPIC) from being considered income. The value of the food stamps or fuel assistance will not be used to reduce the amount of ~~G~~Ageneral assistance the applicant is eligible to receive. Although applicants may have only a limited or reduced need for ~~G~~Ageneral assistance for heating fuel or electricity if a recently

received HEAP/ECIP benefit has sufficiently credited their account or otherwise prevented the fuel-related costs for the prospective 30-day period.

The ~~administrator~~Administrator's obligation is to always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid for his or her total fuel costs. Accordingly, in such cases, the ~~administrator~~Administrator will budget for the household's heating energy needs according to actual usage, up to the ordinance maximums, but the ~~administrator~~Administrator may, with written notice to the applicant, hold in reserve the heating energy portion of the applicant's deficit until such a time during the period of eligibility that the applicant has a demonstrable need for the disbursement of heating energy assistance; that is, the applicant's fuel tank can accept a minimum fuel delivery or the applicant no longer has a positive credit balance with his or her utility company. The municipality is not obligated to divert any recipient's heating energy allowance toward non-heating purposes solely on the basis of the recipient's receipt of HEAP/ECIP.

Other programs whose income cannot be counted for purposes of GA eligibility include:

- Family Development Accounts (22 M.R.S. § 3762)
- Americorp VISTA program benefits (42 USC § 5044-(f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, only so long as the money is spent on basic necessities. (22 M.R.S. § 4301(7))

- c) **Court-Ordered Support Payments.** Alimony and child support payments will be considered income only if actually received by the applicant. The ~~general assistance administrator~~Administrator will refer cases ~~in which~~ where support payments ~~were~~are not actually received to the ~~Maine DHHS~~State Department of Health and Human Services' Child Support Enforcement Unit. In order to be

eligible for future GA benefits, applicants ~~being~~ referred to DHHS for support ~~such~~-enforcement assistanceservices shall be required to follow-through with such services. Because child support payments are considered a resource, applicants must make a good faith effort to secure such payments.

- d) **Income from Other Sources.** Payments from pensions and trust funds will be considered income. Payments from boarders or lodgers will be considered income as will cash or in-kind contributions provided to the household from any other source, including relatives (22 M.R.S. § 4301(7)).
- e) **Earnings of a Son or Daughter.** Earned income received by sons and daughters below the age of 18 who are full-time students and who are not working full-time will not be considered income. The unearned income of a minor in the household will be considered available to the household.
- f) **Income from Household Members.** Income from household members will be considered available to the applicant, whether or not the household member is legally obligated for the support of the applicant, if the household members pool or share their income and expenses as a family or intermingle their funds so as to provide support to one another.
- g) **The Pooling or Non-Pooling of Income.** When two or more individuals share the same dwelling unit but not all members of the household are applying for GAgeneral-assistance, the ~~administrator~~Administrator shall make a finding under a rebuttable presumption that the entire household is pooling income (22 M.R.S. § 4301(12-A)).

One or more applicants for assistance can successfully rebut the presumption that all household income is being pooled by providing the ~~administrator~~Administrator with verifiable documentation affirmatively

demonstrating a pattern of non-pooling during ~~for~~ the duration of the shared living arrangement. Such documentation would include evidence of the entire household's expenses, ~~as well as~~ bank statements, cancelled checks, receipts, landlord statements or other vendor accounts clearly supporting a claim that the applicant has been and is presently solely and entirely responsible for his or her pro-rata share of household costs.

If the applicant is unable to successfully rebut the municipality's presumption that all household income is being pooled, eligibility of the entire household will be determined based on total household income. If the applicant successfully rebuts the municipality's presumption that all household income is being pooled, the applicant's eligibility will be determined on the basis of his or her income and his or her pro-rata share of actual household expenses.

- h) **Lump Sum Income.** A lump sum payment received by any GA applicant or recipient prior or subsequent to the date of application for GA~~general assistance~~ will be considered as income available to the household. However, verified required payments (i.e., any third party payment which is required as a condition of receiving the lump sum payment, or any payments of bills earmarked for the purpose for which the lump sum payment was made) and any amount of the lump sum payment which the applicant can document was spent on basic necessities, as described below, will not be considered available income.

Where a household receives a lump sum payment at any time prior or subsequent to the date of application for GA~~general assistance~~, the ~~administrator~~Administrator will assess the need for prorating an applicant's eligibility for GA~~general assistance~~ according to the following criteria (22 M.R.S. § 4301(7), (8-A)):

- 1) identify the date the lump sum payment was received;
- 2) subtract from the lump sum payment all required payments;

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- 3) subtract from the lump sum any amount the applicant can demonstrate was spent on basic necessities, including all basic necessities as defined by the GAgeneral-assistance program such as: reasonable payment of funeral or burial expenses for a family member; any reasonable travel costs related to the illness or death of a family member; repair or replacement of essentials lost due to fire, flood or other natural disaster; repair or purchase of a motor vehicle essential for employment, education, training or other day-to-day living necessities. Repayments of loans or credit, the proceeds of which can be verified as having been spent on basic necessities; and payment of bills earmarked for the purpose for which the lump sum is paid must also be subtracted. (22 M.R.S. § 4301(7), (8-A));
- 4) add to the remainder all income received by the household between the date of receipt of the lump sum payment and the date of application for GAgeneral-assistance; and
- 5) divide the sum created in subsection (4) by the verified actual monthly amounts for all of the household's basic necessities. 22 M.R.S. § 4305(3-B)

This dividend represents the period of proration determined by the ~~administrator~~Administrator to commence on the date of receipt of the lump sum payment. The prorated sum for each month must be considered available to the household for 12 months from the date of application or during the period of proration, whichever is less.

The household of an initial applicant that is otherwise eligible for emergency assistance may not be denied emergency assistance to meet an immediate need solely on the basis of the proration of a lump sum payment. (22 M.R.S. A § 4308)

Section 6.8—Basic Necessities; Maximum Levels of Assistance

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Overall Maximum Levels of Assistance. Notwithstanding any of the maximum levels of assistance for specific basic necessities listed in Ordinance Appendices B-H ~~of this ordinance~~, an applicant's eligibility for GAgeneral-assistance will be first determined by subtracting his or her income from the overall maximum level of assistance designated in Appendix A for the applicable household size (22 M.R.S. § 4305 (3-B)). The difference yielded by this calculation shall be the applicant's deficit.

Applicants will be eligible for GAgeneral-assistance up to the calculated deficit to the extent the applicant is unable to otherwise provide the basic necessities essential to maintain themselves or their families. Applicants with no deficit shall be found ineligible for GAgeneral-assistance unless they are in an emergency, in which case eligibility for emergency GAgeneral-assistance will be determined according to Ordinance §section 4.9 ~~of this ordinance~~.

Maximum Levels of Assistance for Specific Basic Necessities. The municipality will grant assistance to eligible applicants for basic necessities according to the maximum levels for specific types of assistance set forth below. The ~~administrator~~Administrator, in consultation with the applicant, may apply the amount of the applicant's deficit toward assistance with any one or combination of necessities not to exceed the total deficit. These maximum levels will be strictly adhered to unless the ~~administrator~~Administrator determines that there are exceptional circumstances and an emergency is shown to exist, in which case these absolute levels will be waived in order to meet immediate needs. In all cases either the actual expenses the applicant incurs for basic necessities or the maximum amount allowed in each category, whichever is less, will be used in determining need.

In roommate situations, the applicant's need for common living expenses for rent, fuel, electricity, etc., will be presumed to be reduced by an amount equal to the other household members' proportionate fair share of the common living expenses. No applicant will be allowed to claim a need for any expense which has been or will be paid by another person. In addition, as a general rule the municipality will not provide a

benefit toward a basic need by paying a bill that is issued to a person not living with the applicant's household or that has otherwise been incurred by a person who has not been found eligible to receive assistance.

Temporary exceptions to this general rule may be made by the ~~administrator~~Administrator in the following circumstances: (1) a recent, unplanned separation has occurred in the household resulting in the sustained or permanent absence of a former household member in whose name the bill was customarily issued; (2) the applicant and members of the applicant's household were or will be the sole recipients of the commodities or services covered by any bill to be paid or partially paid with ~~GA~~General assistance; and (3) the applicant will make a good faith effort to direct the vendor to issue future bills in the name of the applicant or other responsible person residing in the household.

A) **Food.** The ~~administrator~~Administrator will provide food assistance to eligible persons up to the allowed maximum amounts designated by the U.S.D.A. Thrifty Food Plan for the appropriate household size.

For this purpose, the municipality hereby incorporates by reference the U.S.D.A. Thrifty Food Plan, as distributed by the Maine ~~DH~~Department of Health and Human Services on or about October of each year. See Ordinance Appendix B ~~of this ordinance~~ for the current year's food maximums.

In determining need for food the ~~administrator~~Administrator will not consider the value of the food stamps an applicant receives as income (22 M.R.S. § 4301.7(A); 7 U.S.C. §2017(b)). The municipality will authorize vouchers to be used solely for approved food products.

The ~~administrator~~Administrator will exceed the maximums when necessary for households having members with special dietary needs. The

~~administrator~~Administrator may require a doctor's statement verifying there is a special dietary need requiring an expenditure for food that is greater than the ordinance maximums.

B) **Housing.** The ~~administrator~~Administrator will provide assistance with rent or mortgage payments that are reasonable and/or within the allowed maximum levels. See Ordinance Appendix C ~~of this ordinance~~ for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the ~~administrator~~Administrator may help the applicant find housing when appropriate. The ~~administrator~~Administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level for the number of rooms actually needed.

Rental Payments to Relatives. The municipality may elect to not issue any rental payment to an applicant's relatives unless the rental relationship has existed for at least three months and the applicant's relative(s) rely on the rental payment for their basic needs. For the purpose of this section, a "relative" is defined as the applicant's parents, grandparents, children, grandchildren, siblings, parent's siblings, or any of those relative's children (22 M.R.S. § 4319(2)).

Rental Payments to Non-Relatives. When applicants are living in private homes with the owner or sharing dwelling units with people who are not pooling income or who are not legally liable relatives, the amount allowed as the applicant's shelter expense will be the applicant's pro rata share of the actual, total shelter cost, up to the ordinance maximum (22 M.R.S. § 4301(6)).

Any housing assistance issued to a recipient in such a circumstance will be issued, whenever reasonably possible, to the landlord or property owner with the most superior interest in the property; i.e., to a landlord before a tenant, or to a mortgagee before a mortgagor.

When the municipality issues in aggregate more than \$600 in rental payments to any landlord in any calendar year, a 1099 form declaring the total amount of rental payments issued during the calendar year will be forwarded to the Internal Revenue Service (IRS) pursuant to IRS regulation (see §section 6041(a) of Internal Revenue Code).

Any landlord wishing to regularly receive rental payments from the municipality on behalf of applicants renting rooms from the landlord's own residence must, at a minimum, make a good faith effort to obtain a lodging license from the DH~~Department of Health and Human Services~~, Division of Health Engineering, pursuant to 10-144A CM~~Code of Maine Regulations~~, Chapter 201, as a condition of that landlord receiving future GA~~general assistance~~ payments on behalf of his or her tenants.

Mortgage Payments. In the case of a request for assistance with a mortgage payment, the ~~general assistance administrator~~Administrator will make an individual factual determination of whether the applicant has an immediate need for such aid. In making this determination, the ~~administrator~~Administrator will consider the extent and liquidity of the applicant's proprietary interest in the housing. Factors to consider in making this determination include:

- (1) the marketability of the shelter's equity;
- (2) the amount of equity;
- (3) the availability of the equity interest in the shelter to provide the applicant an opportunity to secure a short-term loan in order to meet immediate needs;

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- (4) the extent to which liquidation may aid the applicant's financial rehabilitation;
- (5) a comparison between the amount of mortgage obligations and the anticipated rental charges the applicant would be responsible for if he/she were to be dislocated to rental housing;
- (6) the imminence of the applicant's dislocation from owned housing because of his or her inability to meet the mortgage payments;
- (7) the likelihood that the provision of housing assistance will prevent such dislocation; and
- (8) the applicant's age, health, and social situation.

These factors shall be considered when determining whether the equity in the shelter is an available asset which may be substituted for the assistance the municipality would otherwise be required to provide.

The ~~administrator~~Administrator shall consider issuing a benefit in response to the applicant's request for mortgage assistance to the extent the applicant is otherwise eligible for GA~~general assistance~~ if after review ofing the ~~above~~ criteria above, the ~~administrator~~Administrator determines that:

- (1) the monthly mortgage obligation is in accordance with the maximum levels of assistance available for housing appropriate to the applicant's household size;
- (2) there is no capacity in the accumulated equity in the property, when considered in the context of the applicant's borrowing capacity with the mortgagee or the general lending community, to suspend the mortgage obligation temporarily or reamortize the mortgage in such a way as to suspend or reduce the mortgage obligation; and
- (3) the failure to provide a mortgage payment in a timely manner could jeopardize the applicant's continued right of possession of the property.

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If a mortgage payment is necessary, the ~~administrator~~Administrator will pay the actual amount due, up to the amount allowed according to the maximum levels listed below. After an initial application, assistance with such payments will be given only after the applicant has made all reasonable efforts to borrow against the equity of his or her home. If there is not sufficient equity in the home with which to secure a loan, and if the monthly mortgage payments are not realistically in line with the rental rates for similar housing in the area that could meet the applicant's needs, the ~~administrator~~Administrator will inform the applicant that he/she is responsible for finding alternative housing within his or her ability to pay and will be obligated to make all reasonable efforts to secure such housing.

Liens. The municipality may place a lien on the property in order to recover its costs of granting assistance with mortgage payments. In addition, a municipality may claim a lien against the owner of real estate for the amount of money spent by it to make capital improvements to the real estate (22 M.R.S. § 4320). No lien may be enforced against a recipient except upon his or her death or the transfer of the property. Further, no lien may be enforced against a person who is currently receiving any form of public assistance, or who would again become eligible for ~~GA~~General assistance if the lien were enforced.

If the municipality determines that it is appropriate to place a lien on a person's property to recover its costs of providing ~~GA~~General assistance for a mortgage payment or capital improvement it must file a notice of the lien with the county registry of deeds where the property is located within 30 days of making the mortgage payment. That filing shall secure the municipality's or the state's interest in an amount equal to the sum of that mortgage or capital improvement payment and all subsequent mortgage or capital improvement payments made on behalf of the same eligible person, plus interest and costs.

Not less than 10 days prior to filing the lien in the registry, the municipal officers must send notice to the owner of the real estate, the ~~G~~Ageneral-assistance recipient, and any record holder of the mortgage by certified mail, return receipt requested, that a lien on the property is going to be filed with the registry. This notice must clearly inform the recipient of the limitations upon enforcement plus the name, title, address and telephone number of the person who granted the assistance. The municipal officers must also give written notice to the recipient each time the amount secured by the lien is increased because of an additional mortgage payment. This notice must include the same information that appeared on the original intent-to-file notice sent to the recipient.

The municipality may charge interest on the amount of money secured by the lien. The municipal officers will establish the interest rate not to exceed the maximum rate of interest allowed by the State Treasurer to be charged against delinquent taxes. The interest will accrue from the date the lien is filed.

Property Taxes. In the event an applicant requests assistance with his or her property taxes, the ~~administrator~~Administrator will inform the applicant that there are two procedures on the local level to request that relief: the poverty abatement process (36 M.~~S.~~R.~~SA.~~ § 841(2)) and ~~G~~Aeneral-Assistance. If the applicant chooses to seek property tax assistance through ~~G~~Aeneral-Assistance, or if the applicant is denied a poverty tax abatement, the ~~administrator~~Administrator may consider using ~~G~~Aeneral-assistance to meet this need only if:

- a) the property tax in question is for the applicant's place of residence;
- b) there is a tax lien on the property which is due to mature within 60 days of the date of application;
- c) as a matter of municipal policy or practice, or on the basis of information obtained from the applicant's mortgagee, if any, it is reasonably certain that a tax lien foreclosure will result in subsequent eviction from the residential property; and

- d) the applicant, with sufficient notice, applies for property tax relief through the Maine Property Tax Fairness Credit program, when available.

Housing Maximums. The maximum levels of housing assistance contained in this ordinance have been derived either from a locally accomplished fair market rental survey or the fair market rental values developed by the ~~U~~nited-~~S~~tates Department of Housing and Urban Development (HUD). If the maximum levels of housing are derived from the HUD values made effective as of every October 1, and adjusted to disregard the current and averaged utility allowances as developed by the Maine State Housing Authority, those levels are hereby incorporated by reference. See Ordinance Appendix C ~~of this ordinance~~ for the current year's housing maximums.

If and when the maximum levels of housing ~~assistance contained~~ in this ~~O~~rdinance are derived from a locally developed fair market rental survey, a record of that survey will be submitted to the DHHS, General Assistance Unit, and the maximum levels of housing assistance will be incorporated into this ~~O~~rdinance pursuant to the ordinance adoption and amendment procedures found at 22 M.R.S. § 4305.

- C) **Utilities.** Expenses for lights, cooking, and hot water will be budgeted separately if they are not included in the rent. Applicants are responsible for making arrangements with the utility company regarding service, including entering into a special payment arrangement if necessary.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not obligated to pay back bills or utility security deposits. Exceptions may be made in emergency situations pursuant to section 4.9.

Disconnection of utility service will not be considered an emergency in all cases. The ~~administrator~~Administrator will make an individual, factual analysis to

determine if the termination of utility service constitutes an emergency. The ~~administrator~~Administrator will consider the household composition, the time of year, the age and health of the household members, and other appropriate factors in reaching a decision. Applicants who had sufficient income, money, assets or other resources to pay their utility bill when it was received, but who spent all or part of their income on items which were not basic necessities, will not be eligible to receive ~~GA~~general assistance to replace those funds.

Applicants have the burden of providing evidence of their income and use of income for the applicable time period (22 M.R.S. § 4308(2)) (~~see Ordinance §§section 4.9 ;and 6.3~~). The ~~administrator~~Administrator will notify applicants in writing that they must give the ~~administrator~~Administrator prompt notice if their utility service is to be terminated or if their fuel supply is low. It is the applicant's responsibility to attempt to make arrangements with the utility company to maintain their service and to notify the ~~administrator~~Administrator if assistance is needed with a utility bill prior to service being terminated.

Electricity Maximums for Households Without Electric Hot Water. See Ordinance Appendix D ~~of this ordinance~~ for the current year's electricity maximums.

Electricity Maximums for Households that Use Electrically Heated Hot Water. See Ordinance Appendix D ~~of this ordinance~~ for the current year's electricity maximums.

Non-Electric Utilities. The allowed amount for water and sewer utility service will be budgeted at a 30-day reasonable usage rate.

- D) **Fuel.** Expenses for home heating will be budgeted according to the actual need for fuel during the heating season (September through May) provided such expenses are reasonable, and at other times during the year when the

~~administrator~~Administrator determines the request for fuel assistance is reasonable and appropriate.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not responsible for back bills except in an emergency as provided in Ordinance §section 4.9. Applicants are responsible for monitoring their fuel supply and requesting assistance prior to depleting their fuel supply. When applicants who have been informed of this responsibility run out of fuel nonetheless, and can show no just cause for failing to give the ~~administrator~~Administrator timely notice of their need for fuel, the ~~administrator~~Administrator shall find that the emergency was not beyond the applicants' control, and process the emergency request accordingly, pursuant to Ordinance §section 4.9. ~~of this ordinance.~~

See Ordinance Appendix E ~~of this ordinance~~ for the current year's fuel maximums.

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E) **Personal Care and Household Supplies.** Expenses for ordinary personal and household supplies will be budgeted and allowed according to the applicant's actual need for these items. Personal and household supplies include: hand soap, toothpaste, shampoo, shaving cream, deodorant, dish detergent, laundry supplies and costs, household cleaning supplies, razors, paper products such as toilet paper, tissues, paper towels, garbage/trash bags light bulbs and supplies for children under 5 years of age. See Ordinance Appendix F ~~of this ordinance~~ for the current year's personal care and household supplies maximums.

F) **Other Basic Necessities.** Expenses falling under this section will be granted when they are deemed essential to an applicant's or recipient's health and safety by the ~~general-assistance administrator~~Administrator and, in some cases, upon verification by a physician. Assistance will be granted only when these necessities cannot be obtained through the utilization of available resources.

- 1) **Clothing.** The municipality may assist a household with the purchase of adequate clothing. Before assistance will be granted for clothing, the general assistance ~~administrator~~Administrator must be satisfied that the applicant has utilized all available resources to secure the necessary clothing. In some circumstances, clothing will be a postponable item. Exceptions to this would be, for example, if fire, flood or unusually cold weather makes extra clothing an immediate necessity, special clothing is necessary for the applicant's employment, or a household member is without adequate clothing.

- 2) **Medical.** The municipality will pay for essential medical expenses, other than hospital bills (*see below*), provided that the municipality is notified and approves the expenses and services prior to their being made or delivered. Medical expenses include prescriptions, devices, treatments, or services that are determined to be 'medically necessary' by a licensed physician. The municipality will grant assistance for medical services only when assistance cannot be obtained from any other source and the applicant would not be able to receive necessary medical care without the municipality's assistance. The applicant is required to utilize any resource, including any federal or state program, that will diminish his or her need to seek general assistance for medical expenses. The municipality will grant assistance for non-emergency medical services only if a physician verifies that the services are essential. Provided there is no cost to the applicant, the ~~administrator~~Administrator may require a second medical opinion from a physician designated by the municipality to verify the necessity of the services.

Generally, the municipality will issue ~~GA~~general assistance at the established Medicaid rates for all medical services, prescriptions, or other medical commodities. Before authorizing ~~GA~~general assistance for any medical expenses, the ~~administrator~~Administrator will inform the pharmacy or medical

service provider of the municipality's intention to pay for the medical service at the Medicaid rate, and ask to be billed accordingly.

Ordinary medical supplies/non-prescription drugs will be budgeted at the actual amount when the applicant can demonstrate a need for such items. Allowable supplies include bandages, aspirin, cough syrup, and other generic brand, non-prescription medicines. In addition, the basic monthly rate for telephone service will be budgeted when a telephone is essential to the health and safety of the household. In order for telephone service to be considered an allowable expense the applicant must provide a written statement from a physician certifying that the telephone is essential.

- 3) **Hospital Bills.** In the event of an emergency admission to the hospital, the hospital must notify the ~~administrator~~Administrator within 5 business days of the admission. Notification must be by telephone, confirmed by certified mail, or by certified mail only. If a hospital fails to give timely notice to the ~~administrator~~Administrator, the municipality will have no obligation to pay the bill.

Any person who cannot pay his or her hospital bill must apply to the hospital for consideration under the Hospital's Free Care Program as provided in Title 22 M.R.S. § 1716. Anyone who is not eligible for the hospital's free care program may apply for ~~GA~~general assistance. Applicants must apply for assistance within 30 days of being discharged from the hospital and provide a notice from the hospital certifying that he or she is not eligible for the hospital's free care program.

Before the ~~administrator~~Administrator will consider whether to allow a hospital bill as a necessary expense, the applicant must enter into a reasonable payment arrangement with the hospital. The payment arrangement will be

based upon the Medicaid rate. In determining an applicant's eligibility, the municipality will budget the monthly payment to the hospital the applicant has agreed to pay. The applicant's need for assistance with a hospital bill will be considered each time he/she applies by including the amount of the bill in the applicant's monthly budget, but the recipient will be responsible for making any necessary payments to the hospital pursuant to the use-of-income requirements found at Ordinance §section 6.6-of this ordinance.

- 4) **Dental.** The municipality will pay for medically necessary dental services only. As is the case with medical services generally, the municipality will issue GAgeneral-assistance for dental services at the established Medicaid rates for those services, and before authorizing the GAgeneral-assistance benefit for dental services, the administratorAdministrator will inform the dentist or dental surgeon of the municipality's intention to pay at the Medicaid rate. If full mouth extractions are necessary, the municipality will pay for dentures provided the applicant has no other resources to pay for the dentures. The applicant will be referred to a dental clinic in the area whenever possible. The administratorAdministrator will expect the applicant to bear a reasonable part of the cost for dental services, including extractions and dentures, taking into account the applicant's ability to pay.
- 5) **Eye Care.** In order to be eligible to receive GAgeneral-assistance for eyeglasses, an applicant must have his or her medical need certified by a person licensed to practice optometry. The general-assistance administratorAdministrator will provide assistance for eyeglasses to eligible persons only after the applicant has exhausted all other available resources and generally only at the Medicaid rate.
- 6) **Telephone Charge.** A payment for basic telephone will only be allowed if a telephone is necessary for medical reasons as verified by a physician. At the

discretion of the GA ~~administrator~~Administrator, minimum/basic telephone services may be allowed for households with children, for households where job search or work related reasons exist and/or for any other reasons the ~~administrator~~Administrator deems necessary.

- 7) **Work-Related Expenses.** In determining need, reasonable and actual work-related expenses will be deducted from earned income. These expenses include childcare costs, work clothes, supplies and transportation at the actual costs not to exceed the ordinance maximum. ~~S (see Ordinance Appendix G for the current year's~~see Ordinance Appendix G for the current year's maximum mileage allotment). The applicant is required to provide documentation substantiating the costs and that the expenses were necessary.

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- 8) **Travel Expenses.** In determining need, necessary travel which is not work-related will be budgeted if the applicant can satisfy the ~~administrator~~Administrator that the prospective need for travel is necessary. For applicants in rural areas, weekly transportation to a supermarket will be considered, as will any medically necessary travel. See Ordinance Appendix G for the current rate at which such necessary travel will be budgeted. This rate shall be construed to subsidize all costs associated with automobile ownership and operation, including gas/oil, tires, maintenance, insurance, financing, licensing/registration, excise tax, etc.

- 9) **Burials, Cremations.** Under the circumstances and in accordance with the procedures and limitations described below (see Ordinance §section 6.9), the municipality recognizes its responsibility to pay for the burial or cremation of eligible persons. See Ordinance Appendix H for the current maximums.

- 10) **Capital Improvements.** The costs associated with capital improvements/repairs (e.g., heating/water/septic system repair) will generally not be budgeted as a

basic necessity. Exceptions can be made only when the capital improvement/repair has been pre-approved by the ~~administrator~~Administrator as a necessary expense and the monthly cost of the capital improvement/repair has been reduced as far as reasonably possible; for example, by means of the applicant entering into an installment payment arrangement with the contractor. The ~~administrator~~Administrator may grant ~~GA~~general assistance for capital improvements when:

- 1) the failure to do so would place the applicant(s) in emergency circumstances;
- 2) there are no other resources available to effect the capital repair; and
- 3) there is no more cost-effective alternative available to the applicant or municipality to alleviate an emergency situation.

In some cases, the entire immediate cost of the capital improvement can be mitigated by the applicant entering into an installment payment arrangement with a contractor. The municipality reserves the right to place a lien on any property pursuant to 22 M.R.S. § 4320 when ~~GA~~general assistance has been used to effect a capital improvement. The lien process shall be accomplished in the same manner as for mortgage payments, as described in subsection (B) “Liens”, above.

Section 6.9—Burials; Cremations

Funeral Director Must Give Timely Notice. In order for the municipality to be liable for a burial or cremation expense, the funeral director must notify the ~~administrator~~Administrator prior to the burial or cremation or by the end of three business days following the funeral director’s receipt of the body, whichever is earlier (22 M.R.S. § 4313(2)). This contact by the funeral director shall begin the process of developing an application for burial/cremation assistance on behalf of the deceased. It is the funeral director’s responsibility to make a good-faith effort to determine if the family or any other persons are going to pay all or part of the burial expenses. If family

members or others are unable to pay the expenses, and the funeral director wants the municipality to pay all or part of the expenses, the funeral director must make timely contact to the ~~municipal administrator~~Administrator. In addition, the funeral director may refer legally liable relatives to the ~~administrator~~Administrator so that a timely determination of financial capacity may be accomplished.

Application for Assistance Shall be Calculated on Behalf of the Deceased. For the purposes of determining residency, calculating eligibility and issuing ~~GAgeneral assistance~~ for burial or cremation purposes, an application for assistance shall be completed by the ~~administrator~~Administrator on behalf of the deceased.

With regard to residency, the municipality of responsibility for burial expenses shall be the municipality in which the eligible deceased person was a resident at the time of death as residency is determined under Ordinance §section 4.10~~-of this ordinance~~.

Although legally liable relatives may be asked to provide information regarding their income, assets, and basic living expenses, that information will not be construed as an application for ~~GAgeneral assistance~~ inasmuch as living persons are not eligible for burial assistance. To clarify this point of law, although legally liable relatives have a financial responsibility to pay for the burial or cremation of their relatives, that financial responsibility only exists to the extent the legally liable relatives have a financial capacity to do so. Therefore, legally liable relatives who are themselves eligible for ~~GAgeneral assistance, by virtue of their eligibility,~~ have no legal obligation to pay for the burial or cremation of their relatives. For these reasons, all ~~GAgeneral assistance~~ issued for burial or cremation purposes shall be issued on behalf of, and in the name of, the deceased.

The Financial Responsibility of Certain Family Members. Grandparents, parents, children and grandchildren of the deceased whether or not living in or owning property in Maine, and the spouse or registered domestic partner of the deceased, are financially

responsible for the burial or cremation of the deceased to the extent those relatives, individually or as a group, have a financial capacity to pay for the burial or cremation either in lump sum or by means of a budgeted payment arrangement with the funeral home. Accordingly, at the request of the ~~administrator~~Administrator, all legally liable relatives must provide the ~~municipal administrator~~Administrator with any reasonably requested information regarding their income, assets, and basic living expenses. The ~~Administrator~~Administrator may also seek information from financial institutions holding assets of the deceased. Maine law requires a financial institution to disclose the amount deposited in the corporation or association when the municipality or its agents are acting in accordance with section 4313(2) and provide a written request and a notarized affidavit signed by the ~~Administrator~~overseer of the municipality or its agents stating that the named depositor is deceased.

Consideration of the Financial Responsibility of Family Members. Generally, when the ~~administrator~~Administrator can make a finding that one or more of the deceased's legally liable relatives have an obvious and demonstrable financial capacity to pay for the burial or cremation, by lump sum payment or by means of a reasonable payment arrangement, the municipality will not grant the requested burial or cremation assistance. When the ~~administrator~~Administrator is unable to make such a finding, the following proration of familial responsibility will be implemented.

Proration of Familial Responsibility. A proration of familial financial responsibility will be used when no legally liable relative possesses an obvious and demonstrable capacity to pay for the burial or cremation, but one or more of the financially liable relatives is found to have a financial capacity to make a partial financial contribution, or the ~~administrator~~Administrator is unable to determine the financial capacity of one or more of said relatives.

Under these circumstances, each legally liable relative is considered to be responsible for his or her pro rata share of the total municipal contribution that would exist if no

legally liable relatives had a financial capacity to contribute. Furthermore, and as long as all other eligibility factors have been satisfied, the municipality will provide as a burial or cremation benefit the aggregate of all pro rata shares less the share of any legally liable relative who refuses to cooperate with the ~~administrator~~Administrator by providing information or documentation reasonably necessary to determine that relative's financial capacity, and less any share or part of a share attributable to a legally liable relative who can financially contribute or partially contribute toward the burial or cremation to the extent of that relative's share.

Eight Days to Determine Eligibility. The ~~administrator~~Administrator may take up to 8 days from the date of an application for burial/cremation assistance to issue a written decision regarding the amount of the municipal contribution toward the burial or cremation. The 8-day eligibility determination period from the date of application shall be used as necessary to make third-party collateral contacts, verify the listing of legally liable family members and determine their respective financial capacities to contribute to the burial or cremation, contact the personal representative of the deceased's estate, if any, and other related administrative tasks. The ~~administrator~~Administrator shall not use this 8-day period allowed by law to unreasonably delay the municipality's decision.

The Municipal Obligation to Pay When Legally Liable Relatives or Others Can Contribute. The figures provided in this section are the maximum benefits provided by the municipality when no contributions toward the burial or cremation are available from any other source. To the extent any legally liable relatives of the deceased have a financial capacity to pay for the burial or cremation, that financial capacity shall be deducted from the maximum burial costs allowed by this section. In addition, any other benefits or resources that are available, such as Social Security burial benefits, veterans' burial benefits, or contributions from other persons, will be deducted from the maximum amount the municipality will pay, except there will be no deduction from the municipal benefit level with respect to any contribution provided for the purpose of publishing an obituary notice up to an aggregate contribution limit for this purpose of

\$75 when a paid receipt demonstrating the purchase of an obituary notice is provided to the ~~administrator~~Administrator.

Burial Expenses. The ~~administrator~~Administrator will respect the wishes of family members ~~concerning with regard to~~ whether the deceased is interred by means of burial or cremated. See Ordinance Appendix H for the maximum levels of burial assistance. ~~granted for the purpose of burials.~~

Cremation Expenses. In the absence of any objection by any family members of the deceased, or when neither the ~~administrator~~Administrator nor the funeral director can locate any family members, the ~~administrator~~Administrator may issue GA~~general~~ assistance for cremation services. See Ordinance Appendix H for the maximum assistance levels ~~of assistance granted for the purpose of~~ cremations.

Section 6.10—Notice of Decision

Written Decision. ~~Each time a person applies, t~~The ~~administrator~~Administrator will ~~provide~~ give a written decision to ~~the~~each applicant after making a determination of eligibility ~~each time a person applies~~. The decision will be given to the applicant within 24 hours ~~after of receiving~~ a completed and signed application is received (22 M.R.S. § 4305(3)) (~~see Ordinance Article IV, §section 4.6~~).

In order to comply with the statutory requirement to issue a decision within 24 hours, if ~~When~~ an applicant submits an incomplete or unsigned application, ~~due to the 24-hour decision requirement placed on the GA administrator,~~ the ~~GA administrator~~Administrator may decide to ~~issue~~render a notice of “ineligibility” and provide the applicant with another application to submit as soon as is practicable for the applicant.

In order to ensure that applicants understand their rights, it is the responsibility of The general assistance administrator Administrator must to explain the applicant's' right to a fair hearing in the Administrator's written notice of decision.

Contents of Decision. After an application has been completed, applicants will be given written notice of any decision concerning their eligibility for assistance. In addition to the items contents of a written decision listed in Ordinance § section 4.6, of this ordinance, the notice of decision will include a statement that: applicants:

- a) the applicant has have the right to a fair hearing and how to request the method by which they may obtain a fair hearing and;
- b) the applicant has have the right to contact the DHHS if he or she they believes the municipality has violated the law. The decision will include contact information for the appropriate DHHS office state the method for notifying the department.

Disbursement of General Assistance. Except when the Administrator determines it is d impractical, by the administrator, all GA general assistance will be provided as in the form of a voucher or purchase order payable to a vendor or through direct municipal payment to a provider of goods or services. G A general assistance will not be issued in the form of a cash payment to an applicant unless there is no alternative to them making such a cash payment, in which case the administrator Administrator shall document the circumstances requiring GA to be for issued ing general assistance in the form of cash (22 M.R.S. § 4305(6)).

ARTICLE VII

The Fair Hearing

Section 7.1—Right to a Fair Hearing

Within 5 working days of receipt~~ing of~~ a written notice of denial, reduction or termination of assistance, or within 10 working days after any other act or failure to act, the applicant or his or her authorized representative has the right to request a fair hearing (22 M.R.S. § 4322). The right to review a decision of the ~~general assistance administrator~~Administrator is a basic right of the applicant to a full evidentiary hearing and is not limited solely to a review of the decision.

Section 7.2—Method of Obtaining a Fair Hearing

Upon receiving notification of the decision of the ~~general assistance administrator~~Administrator, all claimants will be informed of ~~how to the method of request~~obtaining a fair hearing. All complaints that are not clear requests for a fair hearing will be answered by a personal interview or in writing by the ~~general assistance administrator~~Administrator. If the client is satisfied with the adjustment or explanation, the ~~administrator~~Administrator will make an entry in the case record and file any correspondence involved.

Written Request. To obtain a fair hearing, the claimant, or his or her authorized representative, must make a written request within 5 working days of receipt ~~of~~ing ~~th~~the ~~administrator~~Administrator's decision to grant, deny, reduce or terminate assistance, or within 10 working days after any other act or failure to act. The ~~administrator~~Administrator will make ~~available a printed~~ form ~~available to~~for requesting a fair hearing and will assist the claimant in completing it if necessary. On the printed form, the claimant will give the following information:

- a) the decision on which review is sought;

- b) the reason(s) ~~for~~ the claimant ~~is's~~ dissatisfaction~~edaction~~ and why the claimant believes he/she is eligible to receive assistance; and
- c) the relief sought by the claimant.

The ~~administrator~~Administrator ~~maycannot not~~ deny or dismiss a request for a hearing unless it has been withdrawn (in writing) by the claimant.

Scheduling the Fair Hearing. Upon receipt of the completed written request, the ~~FHA~~fair hearing authority must meet and hold the hearing within 5 working days. The ~~administrator~~Administrator will notify the claimant in writing when and where the hearing will be held (22 M.R.S. § 4322). In addition to the date, time and place of the hearing, the notice of fair hearing ~~sent to the claimant~~ shall include, at a minimum, the claimant's rights to:

- a) be his or her own spokesperson at the fair hearing, or at the claimant's own expense be represented by legal counsel or ~~another spokesperson at the hearing, at the claimant's own expense;~~
- b) confront and cross-examine any witnesses presented at the hearing ~~against the claimant;~~ and
- c) present witnesses on his or her own behalf.

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Arrangements for the date, time, and place of the hearing will take into consideration the convenience of the claimant and hearing authority. The claimant will be given timely notice to allow for preparation and will also be given adequate preliminary information about the hearing procedure to allow for effective preparation of his or her case.

Section 7.3—The Fair Hearing Authority

The municipal officers will appoint a fair hearing authority (FHA) that will determine, based on all the evidence presented at the fair hearing, whether the claimant(s) were eligible to receive assistance at the time they applied for GA. The FHA is charged with

~~the responsibility of~~ ensuring that ~~GA~~general assistance is administered in accordance with ~~the~~ state law and ~~this~~local ordinance.

The ~~FHA~~fair hearing authority may consist of the municipal officers, one or more persons appointed by the municipal officers to act as the FHA , or, if designated by ordinance, a municipal ~~the~~ board of appeals created under 30-A M.R.S. § 2691 (22 M.R.S. § 4322). In determining the ~~organization of the FHA~~fair hearing authority, the municipal officers will ensure that use the following criteria. ~~The all~~ person(s) serving as -FHA must:

- a) ~~not~~ have not participated in the decision which is the subject of the appeal;
- b) be impartial;
- c) be sufficiently skilled in interviewing techniques to be able to obtain evidence and the facts necessary to make a fair determination; and
- d) be capable of evaluating all evidence fairly and realistically, explaining to the claimant the laws and regulations under which the ~~administrator~~Administrator operated, and conveying to~~interpreting to~~ the ~~administrator~~Administrator any evidence of unsound, unclear, or inadequate policies, practices or actions.

Section 7.4—Fair Hearing Procedure

~~At the time that~~ When a claimant requesting a fair hearing ~~written notice of is notified of~~ the date, time, and place of the fair hearing is provided to a claimant~~in writing~~, he/she will also be given adequate ~~preliminary~~ information about the hearing procedure to allow for him/her to effectively prepare ation of his or her case. The claimant shall be permitted to review his or her file before~~prior to~~ the hearing. At a minimum, the claimant will be provided ~~told with~~ the following information regarding fair hearing procedures. ; ~~which will govern all fair hearings.~~ All fair hearings will:

- a) be conducted in privately, with ~~and will be open~~ only to the claimant, witnesses, the claimant's legal counsel, ~~or~~ others whom the claimant wants present, and ~~the~~

~~general assistance administrator~~Administrator, ~~the Administrator's his or her~~ agents, counsel and witnesses present;

- b) be opened with a presentation of the issue by the ~~FHA~~fair hearing authority;
- c) be conducted informally, without technical rules of evidence, but subject to the requirements of due process;
- d) allow the claimant and the ~~administrator~~Administrator the option to present their positions for themselves or with the aid of others, including legal counsel;
- e) give all participants an opportunity to present oral or written testimony or documentary evidence, offer rebuttal; question witnesses presented at the hearing; and examine all evidence presented at the hearing;
- f) result in a decision, based exclusively on evidence or testimony presented at the hearing; and
- g) be tape recorded, and result in a written decision that is given to the claimant and filed with evidence introduced at the hearing. The ~~FHA~~fair hearing authority will allow the claimant to establish all pertinent facts and circumstances, and to advance any arguments without undue interference. Information that the claimant does not have an opportunity to hear or see will not be used in the fair hearing decision or made part of the hearing record. Any material reviewed by the ~~FHA~~fair hearing authority must be made available to the claimant or his or her representative. The claimant will be responsible for preparing a written transcript if he/she wishes to pursue court action.

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The ~~FHA~~fair hearing authority shall admit all evidence if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs (22 M.R.S. § 4322).

Claimant's Failure to Appear. ~~If in the event~~ the claimant fails to appear at the hearing, the FHA will send a written notice to the claimant indicating that the ~~GA~~ administratorAdministrator's decision remains unchanged ~~was not altered because due~~

~~of~~ the claimant's fail~~ure~~ to appear. ~~Furthermore, T~~he notice will state that shall indicate that the claimant has 5 working days from receipt of the notice to provide the Administrator with submit to the GA administrator information demonstrating "just cause," for fail~~ure~~ing to appear.

"Just cause" for ~~For the purposes of~~ a claimant's failure to appear at a fair hearing, ~~examples of "just cause" may~~ include:

- a) a death or serious illness in the family;
- b) a personal illness which reasonably prevents the party from attending the hearing;
- c) an emergency or unforeseen event which reasonably prevents the party from attending the hearing;
- d) an obligation or responsibility which a reasonable person in the conduct of his or her affairs could reasonably conclude takes precedence over the attendance at the hearing; or
- e) lack of receipt of adequate or timely notice; excusable neglect, excusable inadvertence, or excusable mistake.

If the claimant (or ~~his/her~~their attorney) establishes that just cause existed, the request for the hearing will be reinstated and a hearing rescheduled.

~~If in the event~~ a claimant who is represented by legal counsel fails to appear at a fair hearing, legal counsel shall not testify in place of the claimant on matters of 'fact' but may cross examine witnesses and make 'legal' arguments on behalf of the claimant.

Section 7.5—The Fair Hearing Decision

The FHA's decision ~~of the fair hearing authority~~ will be binding on the ~~general assistance administrator~~Administrator, and will be communicated in writing to the claimant within 5 working days after completion of the hearing. Written notice of the decision will contain ~~the following~~:

- a) a statement of the issue;

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- b) relevant facts brought out at the hearing;
- c) pertinent provisions in the law or ~~G~~Ageneral-assistance ordinance related to the decision; and
- d) the FHA's decision and the reasons for it.

A copy of the ~~notice of the~~ decision will be given to the claimant. The hearing record and the case record will be maintained by the ~~general-assistance administrator~~Administrator.

The written ~~notice of the~~ decision will state that if the claimant is dissatisfied with the fair hearing decision, he/she ~~may~~has a further legal right to appeal ~~the decision~~ pursuant to ~~the~~ Maine Rules of Civil Procedure, Rule 80B. To take advantage of this right, the claimant must file a petition for review with the Superior Court within 30 days of receipt of the fair hearing decision.

When the decision by the ~~FHA fair-hearing authority~~ or court authorizes assistance to the claimant, the assistance will be provided within 24 hours.

ARTICLE VIII

Recovery of Expenses

Recipients. The municipality may recover the full amount of assistance granted to a person from either the recipient or from any person liable for the recipient, or his or her executors or ~~administrator~~administrators in a civil action. However, prior to recovering assistance granted, the municipality shall “offset” the value of any workfare performed by a GA recipient against the repayment obligation, at a rate not less than minimum wage.

~~Before filing a court action Prior to taking a recipient to court to seek repayment of recover GA benefits previously provided to a recipient, the the amount of assistance, the municipality will seek voluntary repayment after written notice and discussion with the from the recipient by notifying him/her in writing and discussing it with the recipient. However, t~~The municipality ~~will~~shall not attempt to recover such ~~amount~~costs if, as a result of the repayment, the ~~recipient~~person would again become eligible for GAgeneral assistance (22 M.R.S. § 4318).

Recipients Anticipating Workers’ Compensation Benefits. The municipality shall claim a lien on any lump sum payment under the Workers’ Compensation Act or similar law of any other state, which lien shall equal for the value of all GAgeneral assistance payments made to a recipient ~~of~~on any such lump sum payment ~~made to that recipient under the Workers’ Compensation Act or similar law of any other state~~ (22 M.R.S. § 4318, 39-A M.R.S. § 106). After issuing any GAgeneral assistance on behalf of a recipient who has applied for or is receiving Workers’ Compensation, the municipality shall file a notice of the municipal lien with the GAgeneral assistance recipient and the Maine Office of Secretary of State, Uniform Commercial Code division.

The notice of lien shall be filed on a UCC-1 form which must be signed by the GA recipient ~~of general assistance~~ who has applied for or is receiving Workers' Compensation. Any GA ~~general assistance~~ applicant who has applied for or who is receiving Workers' Compensation benefits and who refuses to sign a properly prepared UCC-1 form will be found ineligible to receive GA ~~general assistance~~ until he or she provides the required signature. The municipality shall also send a photocopy of that filing to the recipient's Worker's Compensation attorney, if known, the applicant's employer or the employer's insurance company, and, at the ~~administrator~~ Administrator's discretion, to the Workers' Compensation Board. The lien shall be enforced at the time any lump sum Workers' Compensation benefit is issued.

Recipients of SSI. All applicants who receive GA ~~general assistance~~ while receipt of their Supplemental Security Income (SSI) assistance is pending or suspended ~~(;~~ and which therefore may be retroactively issued to the applicant at a later date), will be required to sign a statement on an Interim Assistance Agreement form distributed by the DHHS that authorizes the Social Security Administration to direct a portion of any retroactive SSI payment to the municipality and/or the state in repayment for the GA ~~general assistance~~ granted. Any GA ~~general assistance~~ applicant who has applied for or who may be applying for SSI, or who may be required to apply for SSI pursuant to 22 M.R.S. § 4317, and who refuses to sign the Interim Agreement SSI authorization form will be found ineligible to receive GA ~~general assistance~~ until he or she provides the required signature (22 M.R.S. § 4318).

Relatives. The spouse of an applicant, and the parents of any applicant under the age of 25, are liable for the support of the applicant (22 M.R.S. § 4319). In addition, the grandchildren, children, parents, grandparents, ~~and effective November 1, 2017,~~ the spouse and a registered domestic partner, are liable for the burial costs of each other. The municipality considers these relatives to be available resources and liable for the support of their relatives in proportion to their respective ability. The municipality may

| complain to any court of competent jurisdiction to recover any expenses made on ~~the~~ behalf of a recipient if the relatives fail to fulfill their responsibility (22 M.R.S. § 4319).

ARTICLE IX

Severability

~~If Should~~ any ~~section or~~ provision of this ordinance ~~is~~be declared invalid by ~~a~~the court of competent jurisdictions to be invalid, such decision shall not invalidate any other ~~section or~~ provision of the ordinance.

Appendix A

Effective: 10/1/2~~10~~ – 9/30/2~~1~~

202~~10~~-202~~21~~ GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5 [±]
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermion, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654

Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	918	980	1,212	1,539	1,720
York/Kittery/S. Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Areostook County	649	710	831	1,119	1,200
Franklin County	683	729	837	1,102	1,480
Hancock County	836	871	1,047	1,319	1,445
Kennebec County	769	786	979	1,284	1,371
Knox County	792	795	979	1,291	1,390
Lincoln County	868	886	1,057	1,349	1,554
Oxford County	764	767	936	1,322	1,537
Piscataquis County	659	708	874	1,158	1,396
Somerset County	709	744	959	1,249	1,338
Waldo County	818	871	997	1,339	1,705
Washington County	710	713	926	1,160	1,254

* Please Note: Add \$75 for each additional person.

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Revised (9/2/21)

Metropolitan Areas

Persons in Household

<u>COUNTY</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5*</u>
<u>Bangor HMFA:</u> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	<u>783</u>	<u>909</u>	<u>1,163</u>	<u>1,447</u>	<u>1,979</u>
<u>Cumberland County HMFA:</u> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	<u>963</u>	<u>1,023</u>	<u>1,331</u>	<u>1,773</u>	<u>1,904</u>
<u>Lewiston/Auburn MSA:</u> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	<u>754</u>	<u>811</u>	<u>1,042</u>	<u>1,335</u>	<u>1,652</u>
<u>Penobscot County HMFA:</u> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	<u>748</u>	<u>750</u>	<u>992</u>	<u>1,243</u>	<u>1,357</u>
<u>Portland HMFA:</u> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	<u>1,197</u>	<u>1,352</u>	<u>1,751</u>	<u>2,267</u>	<u>2,770</u>
<u>Sagadahoc HMFA:</u> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	<u>828</u>	<u>981</u>	<u>1,195</u>	<u>1,575</u>	<u>1,777</u>

<u>COUNTY</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5*</u>
<u>York County HMFA:</u> <u>Acton, Alfred, Arundel, Biddeford, Cornish,</u> <u>Dayton, Kennebunk, Kennebunkport, Lebanon,</u> <u>Limerick, Lyman, Newfield, North Berwick,</u> <u>Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh,</u> <u>Waterboro, Wells</u>	<u>1,016</u>	<u>1,030</u>	<u>1,293</u>	<u>1,615</u>	<u>1,896</u>
<u>York/Kittery/S.Berwick HMFA:</u> <u>Berwick, Eliot, Kittery, South Berwick, York</u>	<u>1,173</u>	<u>1,230</u>	<u>1,620</u>	<u>2,096</u>	<u>2,805</u>

***Note: Add \$75 for each additional person.**

Non-Metropolitan Areas

Persons in Household

<u>COUNTY</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5*</u>
<u>Aroostook County</u>	<u>655</u>	<u>717</u>	<u>840</u>	<u>1,132</u>	<u>1,254</u>
<u>Franklin County</u>	<u>690</u>	<u>737</u>	<u>846</u>	<u>1,119</u>	<u>1,497</u>
<u>Hancock County</u>	<u>844</u>	<u>880</u>	<u>1,058</u>	<u>1,334</u>	<u>1,462</u>
<u>Kennebec County</u>	<u>776</u>	<u>794</u>	<u>990</u>	<u>1,299</u>	<u>1,387</u>
<u>Knox County</u>	<u>800</u>	<u>807</u>	<u>990</u>	<u>1,316</u>	<u>1,406</u>
<u>Lincoln County</u>	<u>877</u>	<u>895</u>	<u>1,123</u>	<u>1,397</u>	<u>1,806</u>
<u>Oxford County</u>	<u>771</u>	<u>775</u>	<u>947</u>	<u>1,337</u>	<u>1,555</u>
<u>Piscataquis County</u>	<u>665</u>	<u>715</u>	<u>883</u>	<u>1,172</u>	<u>1,412</u>
<u>Somerset County</u>	<u>716</u>	<u>751</u>	<u>969</u>	<u>1,263</u>	<u>1,354</u>
<u>Waldo County</u>	<u>920</u>	<u>925</u>	<u>1,101</u>	<u>1,376</u>	<u>1,883</u>
<u>Washington County</u>	<u>717</u>	<u>721</u>	<u>937</u>	<u>1,173</u>	<u>1,268</u>

*** Please Note: Add \$75 for each additional person**

Appendix B
Effective: 10/01/2~~0~~1 to 09/30/2~~1~~2

202~~10~~-202~~21~~ Food Maximums

~~Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:~~

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

~~**Note: For each additional person add \$153 per month.**~~

~~Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2021, those amounts are:~~

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
<u>1</u>	<u>\$ 58.14</u>	<u>\$ 250.00</u>
<u>2</u>	<u>106.74</u>	<u>459.00</u>
<u>3</u>	<u>153.02</u>	<u>658.00</u>
<u>4</u>	<u>194.19</u>	<u>835.00</u>
<u>5</u>	<u>230.70</u>	<u>992.00</u>
<u>6</u>	<u>276.74</u>	<u>1,190.00</u>
<u>7</u>	<u>306.05</u>	<u>1,316.00</u>
<u>8</u>	<u>349.77</u>	<u>1,504.00</u>

Note: For each additional person add \$188 per month.

Appendix C

Effective: 10/01/20 to
09/30/21

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

~~NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!~~ Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum Appendix A. *(See Instruction Memo for further guidance.)*

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	504	141	606
1	123	528	154	663
2	139	599	180	776
3	195	840	246	1,057
4	200	859	262	1,126
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	538	149	640
1	127	547	159	682
2	141	605	182	782
3	191	823	242	1,040
4	265	1,139	327	1,406
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	682	182	783
1	159	682	188	809
2	186	801	227	975
3	238	1,022	287	1,235
4	251	1,079	312	1,342
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	615	167	716
1	143	615	168	724
2	170	733	211	907
3	230	987	279	1,200

4	234	1,005	295	1,268
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Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	148	638	172	739
1	148	638	172	739
2	170	733	211	907
3	231	994	281	1,207
4	238	1,024	299	1,287

<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	166	714	190	815
1	166	714	192	824
2	189	811	229	985
3	245	1,052	294	1,265
4	276	1,188	337	1,451

<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	142	610	165	711
1	142	610	165	711
2	160	690	201	864
3	238	1,025	288	1,238
4	272	1,171	333	1,434

<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	116	501	142	609
1	119	512	152	652
2	146	627	189	811
3	200	862	253	1,086
4	241	1,037	305	1,312

<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	129	555	153	656
1	129	555	159	682
2	166	713	206	887
3	221	952	271	1,165
4	226	972	287	1,235

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	154	664	178	765
1	157	676	188	809
2	175	751	215	925
3	242	1,042	292	1,255
4	311	1,339	373	1,602
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	556	153	657
1	129	556	153	657
2	158	680	199	854
3	201	863	250	1,076
4	206	888	268	1,151

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	621	168	722
1	159	684	190	817
2	202	870	243	1,044
3	256	1,100	305	1,313
4	370	1,590	431	1,853
<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	170	729	193	830
1	170	731	201	864
2	221	951	262	1,125
3	314	1,352	364	1,565
4	353	1,516	414	1,779
<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	140	603	171	736
2	181	779	222	953
3	230	990	280	1,203
4	295	1,267	356	1,530

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	137	587	160	688
2	171	735	211	909
3	217	932	266	1,145
4	227	975	288	1,238
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	238	1,025	262	1,126
1	253	1,089	284	1,222
2	331	1,422	371	1,596
3	438	1,883	487	2,096
4	532	2,288	593	2,551
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	179	768
1	172	738	203	871
2	197	849	238	1,023
3	268	1,152	317	1,365
4	308	1,325	369	1,588
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	178	764	201	865
1	183	785	213	918
2	225	966	265	1,140
3	289	1,242	338	1,455
4	315	1,354	376	1,617
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	228	982	252	1,083
1	228	982	257	1,103
2	301	1,293	341	1,467
3	379	1,629	428	1,842
4	543	2,333	604	2,596

Revised (9/2/21)
(Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>119</u>	<u>510</u>	<u>142</u>	<u>612</u>
<u>1</u>	<u>125</u>	<u>536</u>	<u>156</u>	<u>670</u>
<u>2</u>	<u>141</u>	<u>608</u>	<u>183</u>	<u>785</u>
<u>3</u>	<u>198</u>	<u>853</u>	<u>249</u>	<u>1,070</u>
<u>4</u>	<u>212</u>	<u>913</u>	<u>274</u>	<u>1,180</u>

<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>127</u>	<u>545</u>	<u>150</u>	<u>647</u>
<u>1</u>	<u>129</u>	<u>556</u>	<u>160</u>	<u>690</u>
<u>2</u>	<u>143</u>	<u>614</u>	<u>184</u>	<u>791</u>
<u>3</u>	<u>195</u>	<u>840</u>	<u>246</u>	<u>1,057</u>
<u>4</u>	<u>269</u>	<u>1,156</u>	<u>331</u>	<u>1,423</u>

<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>161</u>	<u>691</u>	<u>184</u>	<u>791</u>
<u>1</u>	<u>161</u>	<u>691</u>	<u>190</u>	<u>818</u>
<u>2</u>	<u>189</u>	<u>812</u>	<u>229</u>	<u>986</u>
<u>3</u>	<u>241</u>	<u>1,037</u>	<u>291</u>	<u>1,250</u>
<u>4</u>	<u>255</u>	<u>1,095</u>	<u>316</u>	<u>1,359</u>

<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>145</u>	<u>623</u>	<u>168</u>	<u>723</u>
<u>1</u>	<u>145</u>	<u>623</u>	<u>170</u>	<u>732</u>
<u>2</u>	<u>173</u>	<u>744</u>	<u>213</u>	<u>918</u>
<u>3</u>	<u>233</u>	<u>1,002</u>	<u>283</u>	<u>1,215</u>
<u>4</u>	<u>237</u>	<u>1,020</u>	<u>299</u>	<u>1,284</u>

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>150</u>	<u>647</u>	<u>174</u>	<u>747</u>

<u>1</u>	<u>150</u>	<u>647</u>	<u>174</u>	<u>747</u>
<u>2</u>	<u>173</u>	<u>744</u>	<u>213</u>	<u>918</u>
<u>3</u>	<u>237</u>	<u>1,019</u>	<u>287</u>	<u>1,232</u>
<u>4</u>	<u>242</u>	<u>1,039</u>	<u>303</u>	<u>1,303</u>
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>168</u>	<u>724</u>	<u>192</u>	<u>824</u>
<u>1</u>	<u>168</u>	<u>724</u>	<u>194</u>	<u>833</u>
<u>2</u>	<u>204</u>	<u>877</u>	<u>244</u>	<u>1,051</u>
<u>3</u>	<u>256</u>	<u>1,100</u>	<u>305</u>	<u>1,313</u>
<u>4</u>	<u>335</u>	<u>1,439</u>	<u>396</u>	<u>1,703</u>
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>144</u>	<u>618</u>	<u>167</u>	<u>718</u>
<u>1</u>	<u>144</u>	<u>618</u>	<u>167</u>	<u>718</u>
<u>2</u>	<u>163</u>	<u>701</u>	<u>203</u>	<u>875</u>
<u>3</u>	<u>242</u>	<u>1,040</u>	<u>291</u>	<u>1,253</u>
<u>4</u>	<u>276</u>	<u>1,188</u>	<u>338</u>	<u>1,452</u>
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>117</u>	<u>501</u>	<u>165</u>	<u>609</u>
<u>1</u>	<u>119</u>	<u>512</u>	<u>165</u>	<u>652</u>
<u>2</u>	<u>146</u>	<u>627</u>	<u>201</u>	<u>811</u>
<u>3</u>	<u>200</u>	<u>862</u>	<u>288</u>	<u>1,086</u>
<u>4</u>	<u>241</u>	<u>1,037</u>	<u>333</u>	<u>1,312</u>
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>131</u>	<u>563</u>	<u>154</u>	<u>663</u>
<u>1</u>	<u>131</u>	<u>563</u>	<u>160</u>	<u>689</u>
<u>2</u>	<u>168</u>	<u>723</u>	<u>209</u>	<u>897</u>
<u>3</u>	<u>225</u>	<u>966</u>	<u>274</u>	<u>1,179</u>
<u>4</u>	<u>230</u>	<u>987</u>	<u>291</u>	<u>1,251</u>

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>178</u>	<u>767</u>	<u>202</u>	<u>867</u>
<u>1</u>	<u>178</u>	<u>767</u>	<u>202</u>	<u>867</u>
<u>2</u>	<u>199</u>	<u>855</u>	<u>239</u>	<u>1,029</u>

<u>3</u>	<u>251</u>	<u>1,079</u>	<u>300</u>	<u>1,292</u>
<u>4</u>	<u>353</u>	<u>1,516</u>	<u>414</u>	<u>1,780</u>
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>131</u>	<u>564</u>	<u>154</u>	<u>664</u>
<u>1</u>	<u>131</u>	<u>564</u>	<u>154</u>	<u>664</u>
<u>2</u>	<u>161</u>	<u>691</u>	<u>201</u>	<u>865</u>
<u>3</u>	<u>204</u>	<u>876</u>	<u>253</u>	<u>1,089</u>
<u>4</u>	<u>210</u>	<u>901</u>	<u>271</u>	<u>1,165</u>

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>147</u>	<u>630</u>	<u>170</u>	<u>730</u>
<u>1</u>	<u>166</u>	<u>714</u>	<u>197</u>	<u>847</u>
<u>2</u>	<u>213</u>	<u>917</u>	<u>254</u>	<u>1,091</u>
<u>3</u>	<u>267</u>	<u>1,150</u>	<u>317</u>	<u>1,363</u>
<u>4</u>	<u>375</u>	<u>1,612</u>	<u>436</u>	<u>1,876</u>

<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>188</u>	<u>810</u>	<u>212</u>	<u>910</u>
<u>1</u>	<u>193</u>	<u>828</u>	<u>223</u>	<u>961</u>
<u>2</u>	<u>252</u>	<u>1,085</u>	<u>293</u>	<u>1,259</u>
<u>3</u>	<u>343</u>	<u>1,476</u>	<u>393</u>	<u>1,689</u>
<u>4</u>	<u>357</u>	<u>1,537</u>	<u>419</u>	<u>1,801</u>

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>140</u>	<u>601</u>	<u>163</u>	<u>701</u>
<u>1</u>	<u>143</u>	<u>616</u>	<u>174</u>	<u>749</u>
<u>2</u>	<u>185</u>	<u>796</u>	<u>226</u>	<u>970</u>
<u>3</u>	<u>241</u>	<u>1,038</u>	<u>291</u>	<u>1,251</u>
<u>4</u>	<u>299</u>	<u>1,285</u>	<u>360</u>	<u>1,549</u>

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>138</u>	<u>595</u>	<u>162</u>	<u>695</u>
<u>1</u>	<u>138</u>	<u>595</u>	<u>162</u>	<u>695</u>
<u>2</u>	<u>173</u>	<u>746</u>	<u>214</u>	<u>920</u>
<u>3</u>	<u>220</u>	<u>946</u>	<u>270</u>	<u>1,159</u>
<u>4</u>	<u>230</u>	<u>990</u>	<u>292</u>	<u>1,254</u>

<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>243</u>	<u>1,044</u>	<u>266</u>	<u>1,144</u>
<u>1</u>	<u>269</u>	<u>1,157</u>	<u>300</u>	<u>1,290</u>
<u>2</u>	<u>350</u>	<u>1,505</u>	<u>390</u>	<u>1,679</u>
<u>3</u>	<u>458</u>	<u>1,970</u>	<u>508</u>	<u>2,183</u>
<u>4</u>	<u>559</u>	<u>2,403</u>	<u>620</u>	<u>2,667</u>
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>157</u>	<u>675</u>	<u>180</u>	<u>775</u>
<u>1</u>	<u>183</u>	<u>786</u>	<u>214</u>	<u>919</u>
<u>2</u>	<u>221</u>	<u>949</u>	<u>261</u>	<u>1,123</u>
<u>3</u>	<u>297</u>	<u>1,278</u>	<u>347</u>	<u>1,491</u>
<u>4</u>	<u>328</u>	<u>1,410</u>	<u>389</u>	<u>1,674</u>
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>201</u>	<u>863</u>	<u>224</u>	<u>963</u>
<u>1</u>	<u>201</u>	<u>863</u>	<u>225</u>	<u>968</u>
<u>2</u>	<u>243</u>	<u>1,047</u>	<u>284</u>	<u>1,221</u>
<u>3</u>	<u>307</u>	<u>1,318</u>	<u>356</u>	<u>1,531</u>
<u>4</u>	<u>356</u>	<u>1,529</u>	<u>417</u>	<u>1,793</u>
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
<u>Bedrooms</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>0</u>	<u>237</u>	<u>1,020</u>	<u>260</u>	<u>1,120</u>
<u>1</u>	<u>237</u>	<u>1,020</u>	<u>272</u>	<u>1,168</u>
<u>2</u>	<u>320</u>	<u>1,374</u>	<u>360</u>	<u>1,548</u>
<u>3</u>	<u>418</u>	<u>1,799</u>	<u>468</u>	<u>2,012</u>
<u>4</u>	<u>567</u>	<u>2,438</u>	<u>628</u>	<u>2,702</u>

Appendix D

Effective: 10/01/21 to
09/30/21

2021-2021- ELECTRIC UTILITY MAXIMUMS

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

- 1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households *Without Electric Hot Water*: The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
<u>1</u>	<u>\$14.00</u>	<u>\$60.00</u>
<u>2</u>	<u>\$15.70</u>	<u>\$67.50</u>
<u>3</u>	<u>\$17.45</u>	<u>\$75.00</u>
<u>4</u>	<u>\$19.90</u>	<u>\$86.00</u>
<u>5</u>	<u>\$23.10</u>	<u>\$99.00</u>
<u>6</u>	<u>\$25.00</u>	<u>\$107.00</u>
NOTE: For each additional person add \$7.50 per month.		

2) Electricity Maximums for Households *With Electrically Heated Hot Water*: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
<u>1</u>	<u>\$20.65</u>	<u>\$89.00</u>
<u>2</u>	<u>\$23.75</u>	<u>\$102.00</u>
<u>3</u>	<u>\$27.70</u>	<u>\$119.00</u>
<u>4</u>	<u>\$32.25</u>	<u>\$139.00</u>
<u>5</u>	<u>\$38.75</u>	<u>\$167.00</u>
<u>6</u>	<u>\$41.00</u>	<u>\$176.00</u>
NOTE: For each additional person add \$10.00 per month.		

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

Appendix E

Effective: 10/01/21 to 09/30/24

2021-2024 HEATING FUEL MAXIMUMS

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

~~**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane~~

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
<u>September</u>	<u>50</u>	<u>January</u>	<u>225</u>
<u>October</u>	<u>100</u>	<u>February</u>	<u>225</u>
<u>November</u>	<u>200</u>	<u>March</u>	<u>125</u>
<u>December</u>	<u>200</u>	<u>April</u>	<u>125</u>
		<u>May</u>	<u>50</u>

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F

Effective: 10/01/21 to 09/30/21

2021-2021 PERSONAL CARE & HOUSEHOLD SUPPLIES MAXIMUMS

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
<u>1</u>	<u>\$12.80</u>	<u>\$55.00</u>
<u>2</u>	<u>\$17.40</u>	<u>\$75.00</u>
<u>3</u>	<u>\$23.30</u>	<u>\$100.00</u>
<u>4</u>	<u>\$27.90</u>	<u>\$120.00</u>

APPENDIX G

Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Appendix H

Effective: 10/01/2~~1~~¹⁰ to 09/30/2~~1~~²¹

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA ~~administrator~~Administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal ~~administrator~~Administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/2~~1~~0 to 09/30/2~~2~~1

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA ~~administrator~~Administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Appendix I

26 MRS § 1043 (23)

23. Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge.

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
 - (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
 - (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
 - (4) Failure to exercise due care for punctuality or attendance after warnings;
 - (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
 - (6) Intoxication while on duty or when reporting to work, or unauthorized use of alcohol or marijuana while on duty except for the use of marijuana permitted under Title 22, chapter 558-C;
 - (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
 - (8) Unauthorized sleeping while on duty;
 - (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
 - (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
 - (11) Destruction or theft of things valuable to the employer or another employee;
 - (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
 - (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
 - (14) Absence for more than 2 work days due to incarceration for conviction of a crime.
- [PL2019, c. 125, §1 (AMD).]

Appendix I

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[PL 2019, c. 125, §1 (AMD).]

*[For use when adopting a **new version of the GA ordinance or amending the body of the ordinance** – not solely adoption of updated appendices]*

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20__, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]



TOWN OF DURHAM

630 Hallowell Road
Durham, Maine 04222

Tel. (207) 353-2561

Fax: (207) 353-5367

Town of Durham Remote Participation in Public Proceedings Policy

Purpose: The Town of Durham recognizes that in certain instances it is practicable for our Select Board, Planning Board, Board of Appeals, Committee members, and members of the Public to participate in public meetings via remote methods. This policy outlines procedures and expectations for members of Town Boards & Committees for remote participation in public proceedings as required by An Act Regarding Remote Participation in Public Proceedings, Public Law, Chapter 290 as enacted June 21, 2021.

Application: This policy applies only to public proceedings as defined under 1 M.R.S.A. § 402 (2), where public notice, as defined under 1 M.R.S.A. § 406, is required. This does not apply to internal staff meetings, sub-committees, or other meetings where less than 3 members of the public body are present.

Definition of Remote Methods: Telephonic, or video technology allowing simultaneous reception of information and may include other methods when such means are necessary to provide reasonable accommodation to a person with disability. Remote methods do not include text-only means such as e-mail, text messages, and chat functions.

Policy: All members of the Select Board, Planning Board, Board of Appeals or other Town Committees are expected to be physically present for public proceedings except when being physically present is not practicable. To the best extent practical, meetings will be held in “hybrid” format where participants are able to attend both physically and virtually. Virtual public participation is provided as a convenience and may not always be offered except as required by Chapter 290. In those instances, the typical physical meeting conditions apply. The Town of Durham reserves the right to eliminate virtual participation in instances where it is not practicable or where there is difficulty or failure with the technology.

- Select Board, Planning Board & Board of Appeal members and required-staff members are expected to be physically present for Public proceeding except when being physically present is not practicable. Examples include, but are not limited to, severe weather, extended travel, injury, illness, and personal conflicts.
- Public notice will be provided in accordance with the Maine State Statute and freedom of access laws. The notice shall include how members of the public may access the proceedings in person and by using remote methods, when applicable.
- When the ~~Select Board~~, Committee and staff members are afforded remote participation in meetings, members of the public will be afforded the same remote participation opportunities and reasonable accommodations will be made to provide access to individuals with disabilities.
- ~~Select Board~~Board and Committee members who participate via remote methods are considered present for purposes of a quorum and voting.
- All votes taken using remote methods must be taken by roll call. If using video technology, trustees must be seen and heard, and heard if using audio only. This policy does not supersede the Town of Durham Ordinance regarding meeting participation and procedures. All other standards, rules, regulations, and policies still apply.

**Selectmen's Office
Town of Durham**

To: Robert J. Tripp, Town of Durham, in the County of Androscoggin, and the State of Maine:

The Town of Durham at its last meeting, having failed to elect a Emergency Management Director, we do in accordance with the provisions of the laws of the State of Maine, hereby appoint you until the first Selectmen's meeting in April 2022.

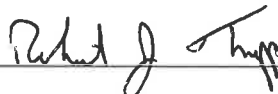
Given under our hands this 20th day of **September, 2021**.

OATH OF OFFICE

Municipality of Durham, Maine

I, Robert J. Tripp, do swear or affirm, that I will support the Constitution of the United States, and of this state, so long as I shall continue a citizen thereof. (Constitution of Maine, Art IX, Section 1.)

I, Robert J. Tripp, do swear or affirm, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as a Emergency Management Director for the Town of Durham until the first Selectmen's meeting in April 2022, according to the Constitution and laws of the State [so help me God].



(Before assuming the duties of office, a town official shall be sworn by the moderator in an open town meeting, by the clerk, or by any other person authorized by law to administer an oath. Unless the oath is administered in the presence of the clerk, the person who administers it shall give the official a sworn certificate which shall be returned to the clerk for filing. Title 30-A M.R.S. 2526 (9)).

CAUTION: A PERSON MUST MAKE A SEPARATE OATH FOR EACH OFFICE TO WHICH HE/SHE IS ELECTED, eg SWEAR SEPARATELY AS SELECTMAN AND AS ASSESSOR.

Durham, Maine

September 20th _____, 2021

Subscribe and sworn to:

Before me,



Jessica L. Landberg, Town Clerk

**Selectmen's Office
Town of Durham**

To: Robert J. Tripp, Town of Durham, in the County of Androscoggin, and the State of Maine:

The Town of Durham at its last meeting, having failed to elect a Fire and Rescue Chief, we do in accordance with the provisions of the laws of the State of Maine, hereby appoint you until the first Selectmen's meeting in April 2022.

Given under our hands this 20th day of **September, 2021**.

OATH OF OFFICE

Municipality of Durham, Maine

I, Robert J. Tripp, do swear or affirm, that I will support the Constitution of the United States, and of this state, so long as I shall continue a citizen thereof. (Constitution of Maine, Art IX, Section 1.)

I, Robert J. Tripp, do swear or affirm, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as a Fire and Rescue Chief for the Town of Durham until the first Selectmen's meeting in April 2022, according to the Constitution and laws of the State [so help me God].



(Before assuming the duties of office, a town official shall be sworn by the moderator in an open town meeting, by the clerk, or by any other person authorized by law to administer an oath. Unless the oath is administered in the presence of the clerk, the person who administers it shall give the official a sworn certificate which shall be returned to the clerk for filing. Title 30-A M.R.S. 2526 (9)).

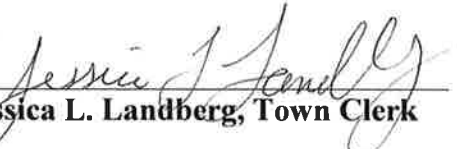
CAUTION: A PERSON MUST MAKE A SEPARATE OATH FOR EACH OFFICE TO WHICH HE/SHE IS ELECTED, eg SWEAR SEPARATELY AS SELECTMAN AND AS ASSESSOR.

Durham, Maine

September 20th, 2021

Subscribe and sworn to:

Before me,


Jessica L. Landberg, Town Clerk

**Selectmen's Office
Town of Durham**

To: Robert J. Tripp, Town of Durham, in the County of Androscoggin, and the State of Maine:

The Town of Durham at its last meeting, having failed to elect a Forest Warden, we do in accordance with the provisions of the laws of the State of Maine, hereby appoint you until the first Selectmen's meeting in April 2022.

Given under our hands this 20th day of **September, 2021**.

OATH OF OFFICE

Municipality of Durham, Maine

I, Robert J. Tripp, do swear or affirm, that I will support the Constitution of the United States, and of this state, so long as I shall continue a citizen thereof. (Constitution of Maine, Art IX, Section 1.)

I, Robert J. Tripp, do swear or affirm, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as a Forest Warden for the Town of Durham until the first Selectmen's meeting in April 2022, according to the Constitution and laws of the State [so help me God].



(Before assuming the duties of office, a town official shall be sworn by the moderator in an open town meeting, by the clerk, or by any other person authorized by law to administer an oath. Unless the oath is administered in the presence of the clerk, the person who administers it shall give the official a sworn certificate which shall be returned to the clerk for filing. Title 30-A M.R.S. 2526 (9)).

CAUTION: A PERSON MUST MAKE A SEPARATE OATH FOR EACH OFFICE TO WHICH HE/SHE IS ELECTED, eg SWEAR SEPARATELY AS SELECTMAN AND AS ASSESSOR.

Durham, Maine

September 20th, 2021

Subscribe and sworn to:

Before me,



Jessica L. Landberg, Town Clerk

Name	County	Estimated Allocation
Durham town	Androscoggin	\$ 421,698.49
Greene town	Androscoggin	\$ 458,239.36
Leeds town	Androscoggin	\$ 244,380.24
Lisbon town	Androscoggin	\$ 951,013.01
Livermore town	Androscoggin	\$ 223,786.40
Livermore Falls town	Androscoggin	\$ 333,409.00
Mechanic Falls town	Androscoggin	\$ 314,610.52
Minot town	Androscoggin	\$ 273,106.01
Poland town	Androscoggin	\$ 596,376.51
Sabattus town	Androscoggin	\$ 531,849.14
Turner town	Androscoggin	\$ 617,392.79
Wales town	Androscoggin	\$ 170,770.46
Allagash town	Aroostook	\$ 22,917.25
Amity town	Aroostook	\$ 22,917.25
Ashland town	Aroostook	\$ 128,526.69
Blaine town	Aroostook	\$ 70,863.93
Bridgewater town	Aroostook	\$ 59,352.51
Castle Hill town	Aroostook	\$ 41,504.51
Caswell town	Aroostook	\$ 29,781.86
Chapman town	Aroostook	\$ 46,996.20
Crystal town	Aroostook	\$ 26,191.14
Cyr plantation	Aroostook	\$ 9,927.29
Dyer Brook town	Aroostook	\$ 20,488.23
Eagle Lake town	Aroostook	\$ 84,804.38
Easton town	Aroostook	\$ 124,724.75
Fort Fairfield town	Aroostook	\$ 346,927.01
Fort Kent town	Aroostook	\$ 407,230.00
Frenchville town	Aroostook	\$ 109,516.99
Garfield plantation	Aroostook	\$ 7,815.10
Glenwood plantation	Aroostook	\$ 316.83
Grand Isle town	Aroostook	\$ 45,412.06
Hamlin town	Aroostook	\$ 21,438.72
Hammond town	Aroostook	\$ 11,617.04
Haynesville town	Aroostook	\$ 11,828.26
Hersey town	Aroostook	\$ 7,920.71
Hodgdon town	Aroostook	\$ 133,807.16
Houlton town	Aroostook	\$ 607,465.50
Island Falls town	Aroostook	\$ 82,164.14
Limestone town	Aroostook	\$ 229,489.31
Linneus town	Aroostook	\$ 96,104.59
Littleton town	Aroostook	\$ 104,447.74
Ludlow town	Aroostook	\$ 38,864.27
Macwahoc plantation	Aroostook	\$ 7,815.10
Madawaska town	Aroostook	\$ 394,451.26
Mapleton town	Aroostook	\$ 193,687.71
Mars Hill town	Aroostook	\$ 155,140.27

Compliance and Reporting Guidance

State and Local Fiscal Recovery Funds



June 24, 2021

Version: 1.1



Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

This guidance provides additional detail and clarification for each recipient’s compliance and reporting responsibilities under the SLFRF program, and should be read in concert with the Award Terms and Conditions, the authorizing statute, the [SLFRF implementing regulation](#), and other regulatory and statutory requirements, including regulatory requirements under [the Uniform Guidance \(2 CFR Part 200\)](#). Please see the [Assistance Listing](#) in SAM.gov under assistance listing number (formerly known as CFDA number), 21.027 for more information.

Please Note: This guidance document applies to the SLFRF program only and does not change nor impact reporting and compliance requirements for the Coronavirus Relief Fund (“CRF”) established by the CARES Act.

This guidance includes two parts:

Part 1: General Guidance

This section provides an orientation to recipients’ compliance responsibilities and the U.S. Department of the Treasury’s (“Treasury”) expectations and recommends best practices where appropriate under the SLFRF Program.

A. Key Principles.....	P. 3
B. Statutory Eligible Uses.....	P. 3
C. Treasury’s Rulemaking.....	P. 4
D. Uniform Guidance (2 CFR Part 200).....	P. 6
E. Award Terms and Conditions.....	P. 10

Part 2: Reporting Requirements

This section provides information on the reporting requirements for the SLFRF program.

A. Interim Report.....	P. 13
B. Project and Expenditure Report.....	P. 15
C. Recovery Plan Performance Report.....	P. 23
Appendix 1: Expenditure Categories.....	P. 31
Appendix 2: Evidenced-Based Intervention Additional Information.....	P. 33



Part 1: General Guidance

This section provides an orientation on recipients' compliance responsibilities and Treasury's expectations and recommended best practices where appropriate under the SLFRF program.

Recipients under the SLFRF program are the eligible entities identified in sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the "SLFRF statute") that receive a SLFRF award. Subrecipients under the SLFRF program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the recipient.

Recipients are accountable to Treasury for oversight of their subrecipients, including ensuring their subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, Treasury's Interim Final Rule, and reporting requirements, as applicable.

A. Key Principles

There are several guiding principles for developing your own effective compliance regimes:

- Recipients and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, and abuse associated with their SLFRF award;
- Many SLFRF-funded projects respond to the COVID-19 public health emergency and meet urgent community needs. Swift and effective implementation is vital, and recipients must balance facilitating simple and rapid program access widely across the community and maintaining a robust documentation and compliance regime;
- SLFRF-funded projects should advance shared interests and promote equitable delivery of government benefits and opportunities to underserved communities, as outlined in [Executive Order 13985, On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#); and
- Transparency and public accountability for SLFRF award funds and use of such funds are critical to upholding program integrity and trust in all levels of government, and SLFRF award funds should be managed consistent with Administration guidance per [Memorandum M-21-20](#) and [Memorandum M-20-21](#).

B. Statutory Eligible Uses

As a recipient of an SLFRF award, your organization has substantial discretion to use the award funds in the ways that best suit the needs of your constituents – as long as such use fits into one of the following four statutory categories:

1. To respond to the COVID-19 public health emergency or its negative economic impacts;
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
4. To make necessary investments in water, sewer, or broadband infrastructure.



Treasury adopted an [Interim Final Rule](#) to implement these eligible use categories and other restrictions on the use of funds under the SLFRF program.¹ It is the recipient's responsibility to ensure all SLFRF award funds are used in compliance with these requirements. In addition, recipients should be mindful of any additional compliance obligations that may apply – for example, additional restrictions imposed upon other sources of funds used in conjunction with SLFRF award funds, or statutes and regulations that may independently apply to water, broadband, and sewer infrastructure projects. Recipients should ensure they maintain proper documentation supporting determinations of costs and applicable compliance requirements, and how they have been satisfied as part of their award management, internal controls, and subrecipient oversight and management.

C. Treasury's Rule

Treasury's [Interim Final Rule](#) details recipients' compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

- 1. Eligible and Restricted Uses of SLFRF Funds.** As described in the SLFRF statute and summarized above, there are four enumerated eligible uses of SLFRF award funds. As a recipient of an award under the SLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining subrecipient's or beneficiaries' eligibility and must monitor use of SLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's Interim Final Rule establishes a framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project "responds to" a "negative economic impact" caused by the COVID-19 public health emergency;
- Definitions of "eligible employers", "essential work," "eligible workers", and "premium pay" for cases where premium pay is an eligible use;
- A definition of "general revenue" and a formula for calculating revenue lost due to the COVID-19 public health emergency;
- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds; and
- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and also sufficiently robust to meet increasing household demands for bandwidth.

Treasury's Interim Final Rule also provides more information on four important restrictions on use of SLFRF award funds: recipients may not deposit SLFRF funds into a pension fund; recipients that are States or territories may not use SLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative

¹ Treasury's Interim Final Rule is effective as of May 17, 2021, and public comments are due July 16, 2021. This guidance may be clarified consistent with the final rule.
<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>



interpretation; and, recipients may not use SLFRF funds as non-Federal match where prohibited. In addition, the Interim Final Rule clarifies certain uses of SLFRF funds outside the scope of eligible uses, including that recipients generally may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a “rainy day” fund. Recipients should refer to Treasury’s Interim Final Rule for more information on these restrictions.

- 2. Eligible Costs Timeframe.** Your organization, as a recipient of an SLFRF award, may use SLFRF funds to cover eligible costs that your organization incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the recipient State, territorial, local, or Tribal government prior to March 3, 2021 are not eligible, as provided for in Treasury’s Interim Final Rule.

Recipients may use SLFRF award funds to provide assistance to households, businesses, and individuals within the eligible use categories described in Treasury’s Interim Final Rule for costs that those households, businesses and individuals incurred prior to March 3, 2021. For example,

- a. Public Health/Negative Economic Impacts: Recipients may use SLFRF award funds to provide assistance to households – such as rent, mortgage, or utility assistance – for costs incurred by the household prior to March 3, 2021, provided that the recipient State, territorial, local or Tribal government did not incur the cost of providing such assistance prior to March 3, 2021.
- b. Premium Pay: Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- c. Revenue Loss: Treasury’s Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. While calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- d. Investments in Water, Sewer, and Broadband: Recipients may use SLFRF award funds to make necessary investments in water, sewer, and broadband. Recipients may use SLFRF award funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the SLFRF award funds were incurred after March 3, 2021.

Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors. For the purposes of determining expenditure eligibility, Treasury’s Interim Final Rule provides that “incurred” has the same meaning given to “financial obligation” in 2 CFR § 200.1.

- 3. Reporting.** Generally, recipients must submit one initial interim report, quarterly or annual Project and Expenditure reports which include subaward reporting, and in some cases annual Recovery Plan reports. Treasury’s Interim Final Rule and Part 2 of this guidance provide more detail around SLFRF reporting requirements.



Assistance Listing

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov under Assistance Listing Number (“ALN”), formerly known as CFDA Number, **21.027**.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The ALN is the unique 5-digit number assigned to identify a federal assistance listing, and can be used to search for federal assistance program information, including funding opportunities, spending on USASpending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines Treasury issued initial payments under an existing ALN, 21.019, assigned to the CRF. If you have already received funds or captured the initial number in your records, please update your systems and reporting to reflect the new ALN 21.027 for the SLFRF program. **Recipients must use ALN 21.027 for all financial accounting, subawards, and associated program reporting requirements for the SLFRF awards.**

D. Uniform Administrative Requirements

The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [2 CFR Part 200](#) (the “Uniform Guidance”). In all instances, your organization should review the Uniform Guidance requirements applicable to your organization’s use of SLFRF funds, and SLFRF-funded projects. Recipients should consider how and whether certain aspects of the Uniform Guidance apply.

The following sections provide a general summary of your organization’s compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the [2020 OMB Compliance Supplement Part 3. Compliance Requirements \(issued August 18, 2020\)](#). Note that the descriptions below are only general summaries and all recipients and subrecipients are advised to carefully review the Uniform Guidance requirements and any additional regulatory and statutory requirements applicable to the program.

- 1. Allowable Activities.** Each recipient should review program requirements, including Treasury’s Interim Final Rule and the recipient’s Award Terms and Conditions, to determine and record eligible uses of SLFRF funds. Per 2 CFR 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.
- 2. Allowable Costs/Cost Principles.** As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.



SLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that SLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.²

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed, or not in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. **Administrative costs:** Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.³ Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the SLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the SLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the SLFRF award such as the cost of facilities or administrative functions like a director's office.⁴⁵ Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
 - b. **Salaries and Expenses:** In general, certain employees' wages, salaries, and covered benefits are an eligible use of SLFRF award funds. Please see Treasury's Interim Final Rule for details.
3. **Cash Management.** SLFRF payments made to recipients are not subject to the requirements of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 or 2 CFR 200.305(b)(8)-(9).

As such, recipients can place funds in interest-bearing accounts, do not need to remit interest to Treasury, and are not limited to using that interest for eligible uses under the SLFRF award.
4. **Eligibility.** Under this program, recipients are responsible for ensuring funds are used for eligible purposes. Generally, recipients must develop and implement policies and procedures, and record retention, to determine and monitor implementation of criteria for

² See 42 CFR 433.51 and 45 CFR 75.306.

³ Recipients also may use SLFRF funds directly for administrative costs to improve efficacy of programs that respond to the COVID-19 public health emergency. 31 CFR 35.6(b)(10).

⁴ 2 CFR 200.413 Direct Costs.

⁵ 2 CFR 200.414 Indirect Costs.



determining the eligibility of beneficiaries and/or subrecipients. Your organization, and if applicable, the subrecipient(s) administering a program on behalf of your organization, will need to maintain procedures for obtaining information evidencing a given beneficiary, subrecipient, or contractor's eligibility including a valid SAM.gov registration. Implementing risk-based due diligence for eligibility determinations is a best practice to augment your organization's existing controls.

- 5. Equipment and Real Property Management.** Any purchase of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 CFR 200.311 and 2 CFR 200.313, any equipment or real property acquired using SLFRF funds shall vest in the non-Federal entity. Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.
- 6. Matching, Level of Effort, Earmarking.** There are no matching, level of effort, or earmarking compliance responsibilities associated with the SLFRF award. SLFRF funds may only be used for non-Federal match in other programs where costs are eligible under both SLFRF and the other program and use of such funds is not prohibited by the other program.
- 7. Period of Performance.** Your organization should also develop and implement internal controls related to activities occurring outside the period of performance. For example, each recipient should articulate each project's policy on allowability of costs incurred prior to award or start of the period of performance. All funds remain subject to statutory requirements that they must be used for costs incurred by the recipient during the period that begins on March 3, 2021, and ends on December 31, 2024, and that award funds for the financial obligations incurred by December 31, 2024 must be expended by December 31, 2026. Any funds not used must be returned to Treasury.
- 8. Procurement, Suspension & Debarment.** Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate.⁶ Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 CFR 200.317 through 2 CFR 200.320. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations.
- 9. Program Income.** Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Recipients of SLFRF funds

⁶ 2 CFR 200.320(c)(1)-(3) and (5)



should calculate, document, and record the organization's program income. Additional controls that your organization should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

The Uniform Guidance outlines the requirements that pertain to program income at 2 CFR 200.307. Treasury intends to provide additional guidance regarding program income and the application of 2 CFR 200.307(e)(1), including with respect to lending programs.

- 10. Reporting.** All recipients of federal funds must complete financial, performance, and compliance reporting as required and outlined in Part 2 of this guidance. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1. Your organization should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

In addition, where appropriate, your organization needs to establish controls to ensure completion and timely submission of all mandatory performance and/or compliance reporting. See Part 2 of this guidance for a full overview of recipient reporting responsibilities.

- 11. Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

First, your organization must clearly identify to the subrecipient: (1) that the award is a subaward of SLFRF funds; (2) any and all compliance requirements for use of SLFRF funds; and (3) any and all reporting requirements for expenditures of SLFRF funds.

Next, your organization will need to evaluate each subrecipient's risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

- 12. Special Tests and Provisions.** Treasury has set a deadline of July 16, 2021, for receipt of public comment on its Interim Final Rule and will adopt a final rule responding to these comments. In addition, Treasury may add clarifications to the implementing guidance.

Across each of the compliance requirements above, Treasury described some best practices for development of internal controls. The table below provides a brief description and example of each best practice.

**Table 1: Internal controls best practices**

Best Practice	Description	Example
Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records.	Storage of all subrecipient payment information.

E. Award Terms and Conditions

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury’s Interim Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions. These obligations include the following items in addition to those described above:

- 1. SAM.gov Requirements.** All eligible recipients are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). To ensure timely receipt of funding, Treasury has stated that Non-entitlement Units of Government (NEUs) who have not previously registered with SAM.gov may do so after receipt of the award, but before the submission of mandatory reporting.⁷
- 2. Recordkeeping Requirements.** Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury, as outlined in paragraph 4.c. of the Award Terms and Conditions. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), and the Pandemic Relief Accountability Committee (“PRAC”).
- 3. Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.⁸ Recipients and subrecipients may also refer to the [Office of](#)

⁷ See flexibility provided in https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf.

⁸ For-profit entities that receive SLFRF subawards are not subject to Single Audit requirements. However, they are subject to other audits as deemed necessary by authorized governmental entities, including Treasury, the GAO, the PRAC and the Treasury’s OIG.



[Management and Budget \(OMB\) Compliance Supplements for audits of federal funds and related guidance](#) and the [Federal Audit Clearinghouse](#) to see examples and single audit submissions.

4. **Civil Rights Compliance.** Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, [Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42](#), provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.



Part 2: Reporting Guidance

There are three types of reporting requirements for the SLFRF program.

- **Interim Report:** Provide initial overview of status and uses of funding. This is a one-time report. [See Section A, page 13.](#)
- **Project and Expenditure Report:** Report on projects funded, expenditures, and contracts and subawards over \$50,000, and other information. [See Section B, page 15.](#)
- **Recovery Plan Performance Report:** The Recovery Plan Performance Report (the “Recovery Plan”) will provide information on the projects that large recipients are undertaking with program funding and how they plan to ensure program outcomes are achieved in an effective, efficient, and equitable manner. It will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury. The Recovery Plan will be posted on the website of the recipient as well as provided to Treasury. [See Section C, page 23.](#)

Table 2: Reporting requirements by recipient type

Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021, with expenditures by category	By October 31, 2021, and then 30 days after the end of each quarter thereafter ⁹	By August 31, 2021, and annually thereafter by July 31 ¹⁰
Metropolitan cities and counties with a population below 250,000 residents which received more than \$5 million in SLFRF funding			Not required
Tribal Governments			
Metropolitan cities and counties with a population below 250,000 residents which received less than \$5 million in SLFRF funding		By October 31, 2021, and then annually thereafter ¹¹	
NEUs	Not required		

The remainder of this document describes these reporting requirements. A users’ guide will be provided with additional information on how and where to submit required reports.

⁹ Interim Final Rule Page 111

¹⁰ Interim Final Rule page 112

¹¹ Interim Final Rule Page 111



Comparison to reporting for the CRF

This guidance does not change the reporting or compliance requirements pertaining to the CRF. Reporting and compliance requirements for the SLFRF are separate from CRF reporting requirements. Changes from CRF to SLFRF include:

- **Project, Expenditure, and Subaward Reporting:** The SLFRF reporting requirements leverage the existing reporting regime used for CRF to foster continuity and provide many recipients with a familiar reporting mechanism. The data elements for the Project and Expenditure Report will largely mirror those used for CRF, with some minor exceptions noted in this guidance. The users' guide will describe how reporting for CRF funds will relate to reporting for the SLFRF.
- **Timing of Reports:** CRF reports were due within 10 days of each calendar quarter. SLFRF quarterly reporting will be due 30 days from quarter end.
- **Program and Performance Reporting:** The CRF reporting did not include any program or performance reporting. To build public awareness and accountability and allow Treasury to monitor compliance with eligible uses, some program and performance reporting is required.

A. Interim Report

States, U.S. territories, metropolitan cities, counties, and Tribal governments are required to submit a one-time interim report with expenditures¹² by Expenditure Category from the date of award to July 31, 2021. The recipient will be required to enter obligations¹³ and expenditures and, for each, select the specific expenditure category from the available options. See Appendix 1 for Expenditure Categories (EC).

1. Required Programmatic Data

Recipients will also be required to provide the following information if they have or plan to have expenditures in the following Expenditure Categories.

- a. Revenue replacement (EC 6.1¹⁴): Key inputs into the revenue replacement formula in the Interim Final Rule and estimated revenue loss due to the Covid-19 public health emergency calculated using the formula in the Interim Final Rule as of December 31, 2020.
 - Base year general revenue (e.g., revenue in the last full fiscal year prior to the public health emergency)
 - Fiscal year end date
 - Growth adjustment used (either 4.1 percent or average annual general revenue growth over 3 years prior to pandemic)
 - Actual general revenue as of the twelve months ended December 31, 2020
 - Estimated revenue loss due to the Covid-19 public health emergency as of December 31, 2020
 - An explanation of how revenue replacement funds were allocated to government services (Note: additional instructions and/or template to be provided in users' guide)

¹² For purposes of reporting in the SLFRF portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity).

¹³ For purposes of reporting in the SLFRF portal, an obligation is an order placed for property and services, contracts and subawards made, and similar transactions that require payment.

¹⁴ See Appendix 1 for the full Expenditure Category (EC) list. References to Expenditure Categories are identified by "EC" followed by numbers from the table in Appendix 1.



In calculating general revenue and the other items discussed above, recipients should use audited data if it is available. When audited data is not available, recipients are not required to obtain audited data if substantially accurate figures can be produced on an unaudited basis. Recipients should use their own data sources to calculate general revenue, and do not need to rely on revenue data published by the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients' self-reported general revenue figures may differ from those published by the Census Bureau. Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required. Recipients' reporting should align with their own financial reporting.

In calculating general revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a State to a locality pursuant to the CRF or SLFRF. To the extent federal funds are passed through States or other entities or intermingled with other funds, recipients should attempt to identify and exclude the federal portion of those funds from the calculation of general revenue on a best-efforts basis.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of reduction in revenue, recipients will be required to submit a description of services provided. This description may be in narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for law enforcement operating expenses and \$50 were used for pay-go building of sidewalk infrastructure. As discussed in the Interim Final Rule, these services can include a broad range of services but may not be used directly for pension deposits or debt service.

Reporting requirements will not require tracking the indirect effects of Fiscal Recovery Funds, apart from the restrictions on use of Fiscal Recovery Funds to offset a reduction in net tax revenue. In addition, recipients must indicate that Fiscal Recovery Funds were not used to make a deposit in a pension fund.

- b. Distributions to NEUs - States and territories only (EC 7.4): Information on SLFRF distributions to eligible NEUs. Each State and territory will be asked to provide an update on distributions to individual NEUs, including whether the NEU has (1) received funding; (2) declined funding and requested a transfer to the State under Section 603(c)(4) of the Act; or (3) not taken action on its funding. States and territories should be prepared to report on their information, including the following:
- NEU name
 - NEU DUNS number
 - NEU Taxpayer Identification Number (TIN)
 - NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
 - NEU contact information (e.g., address, point of contact name, point of contact email address, and point of contact phone number)
 - NEU authorized representative name and email address
 - Initial allocation and, if applicable, subsequent allocation to the NEU (before application of the 75 percent cap)
 - Total NEU reference budget (as submitted by the NEU to the State as part of the request for funding)



- Amount of the initial and, if applicable, subsequent allocation above 75 percent of the NEU's reference budget which will be returned to Treasury
- Payment amount(s)
- Payment date(s)

For each eligible NEU that declined funding and requested a transfer to the State under Section 603(c)(4), the State must also attach a form signed by the NEU, as detailed in the [Guidance on Distributions of Funds to Non-Entitlement Units of Local Government](#).

States with "weak" minor civil divisions (i.e., Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, Ohio, and South Dakota) should also list any minor civil divisions that the State deemed ineligible.

B. Project and Expenditure Report

All recipients are required to submit Project and Expenditure Reports.

1. Quarterly Reporting

The following recipients are required to submit quarterly Project and Expenditure Reports:

- States, U.S. territories, and Tribal governments
- Metropolitan cities and counties that received more than \$5 million in SLFRF funding

For these recipients, the initial quarterly Project and Expenditure Report will cover two calendar quarters from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 calendar days after the end of each calendar quarter. Quarterly reports are not due concurrently with applicable annual reports. The table below summarizes the quarterly report timelines:

Report	Year	Quarter	Period Covered	Due Date
1	2021	2 and 3	Award Date – September 30	October 31, 2021
2	2021	4	October 1 – December 31	January 31, 2022
3	2022	1	January 1 – March 31	April 30, 2022
4	2022	2	April 1 – June 30	July 31, 2022
5	2022	3	July 1 – September 30	October 31, 2022
6	2022	4	October 1 – December 31	January 31, 2023
7	2023	1	January 1 – March 31	April 30, 2023
8	2023	2	April 1 – June 30	July 31, 2023
9	2023	3	July 1 – September 30	October 31, 2023
10	2023	4	October 1 – December 31	January 31, 2024
11	2024	1	January 1 – March 31	April 30, 2024
12	2024	2	April 1 – June 30	July 31, 2024
13	2024	3	July 1 – September 30	October 31, 2024
14	2024	4	October 1 – December 31	January 31, 2025
15	2025	1	January 1 – March 31	April 30, 2025
16	2025	2	April 1 – June 30	July 31, 2025
17	2025	3	July 1 – September 30	October 31, 2025
18	2025	4	October 1 – December 31	January 31, 2026
19	2026	1	January 1 – March 31	April 30, 2026
20	2026	2	April 1 – June 30	July 31, 2026



Report	Year	Quarter	Period Covered	Due Date
21	2026	3	July 1 – September 30	October 31, 2026
22	2026	4	October 1 – December 31	March 31, 2027

2. Annual Reporting

The following recipients are required to submit annual Project and Expenditure Reports:

- Metropolitan cities and counties that received less than \$5 million in SLFRF funding.
- NEUs. To facilitate reporting, each NEU will need a NEU Recipient Number. This is a unique identification code for each NEU assigned by the State to the NEU as part of its request for funding.

For these recipients, the initial Project and Expenditure Report will cover from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports will cover one calendar year and must be submitted to Treasury by October 31. The table below summarizes the report timelines:

Report	Period Covered	Due Date
1	Award Date – September 30, 2021	October 31, 2021
2	October 1, 2021 – September 30, 2022	October 31, 2022
3	October 1, 2022 – September 30, 2023	October 31, 2023
4	October 1, 2023 – September 30, 2024	October 31, 2024
5	October 1, 2024 – September 30, 2025	October 31, 2025
6	October 1, 2025 – September 30, 2026	October 31, 2026
7	October 1, 2026 – December 31, 2026	March 31, 2027

3. Required Information

The following information will be required in Project and Expenditure Reports:

- Projects:** Provide information on all SLFRF funded projects. Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding. For each project, the recipient will be required to enter the project name, identification number (created by the recipient), project expenditure category (see Appendix 1), description, and status of completion. Project descriptions must describe the project in sufficient detail to provide understanding of the major activities that will occur, and will be required to be between 50 and 250 words. Projects should be defined to include only closely related activities directed toward a common purpose. In particular, recipients should review the Required Programmatic Data described below and define their projects at a sufficient level of granularity to report these metrics for a reasonably specific activity or set of activities in each project.

Note: For each project, the recipient will be asked to select the appropriate Expenditure Category based on the scope of the project (see Appendix 1). Projects should be scoped to align to a single Expenditure Category. For select Expenditure Categories, the recipient will also be asked to provide additional programmatic data (described further below).

- Expenditures:** Once a project is entered the recipient will be able to report on the project's obligations and expenditures. Recipients will be asked to report:
 - Current period obligation
 - Cumulative obligation
 - Current period expenditure
 - Cumulative expenditure



- c. Project Status: Once a project is entered the recipient will be asked to report on project status each reporting period, in four categories:
- Not Started
 - Completed less than 50 percent
 - Completed 50 percent or more
 - Completed
- d. Project Demographic Distribution: Recognizing the disproportionate impact of the pandemic-related recession on low-income communities, recipients must report whether certain types of projects¹⁵ are targeted to economically disadvantaged communities, as defined by HUD's Qualified Census Tract.¹⁶ Recipients will be asked to identify whether or not the project is serving an economically disadvantaged community. To minimize the administrative burden on recipients while ensuring that this important aspect of program performance is tracked, recipients may assume that the funds for a project count as being targeted towards economically disadvantaged communities if the project funds are spent on:
- A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tracts);
 - A program or service where the primary intended beneficiaries live within a Qualified Census Tract;
 - A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
 - A program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.
- Recipients may use reasonable estimates to determine if a project meets one of these criteria, including identifying the intended beneficiaries of a program or service in terms of income characteristics, geographic location, or otherwise estimating the beneficiaries of a program based on its eligibility criteria. Recipients do not need to track information on each individual beneficiary to make the determination of whether or not the project is serving an economically disadvantaged community. If a recipient is unable to measure economic characteristics of the primary intended beneficiaries of a program or service due to data limitations or for other reasons, that program or service may not be counted as targeted to economically disadvantaged communities. Treasury recognizes that in some circumstances, recipients may fund eligible programs or services that benefit economically disadvantaged communities but may lack adequate data to assess conclusively that such a program or service is targeted to economically disadvantaged communities based on the criteria described above.
- e. Subawards: Each recipient shall also provide detailed obligation and expenditure information for any contracts and grants awarded, loans issued, transfers made to other government entities, and direct payments made by the recipient that are greater than or equal to \$50,000.

¹⁵ Specifically recipients must report this information for projects in the Expenditure Categories that are marked with “^” in the expenditure category listing in Appendix 1 of this guidance

¹⁶ HUD defines as a QCT as having “50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more.” To view median income area for their jurisdiction, recipients may visit the U.S. Census [website](#) on median incomes and select the geography for their jurisdiction and relevant unit of measurement (household or individual) for the project.



Recipients do not also need to submit separate monthly subaward reports to FSRS.gov as required pursuant to the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, which is included in the SLFRF Award Terms and Conditions. Treasury will submit this reporting on behalf of recipients using the \$50,000 reporting threshold, timing, and data elements discussed in this guidance. If recipients choose to continue reporting to FSRS.gov in addition to reporting directly to Treasury on these funds, they may do so and will be asked to notify Treasury as part of their quarterly submission.

In general, recipients will be asked to provide the following information for each Contract, Grant, Loan, Transfer, or Direct Payment greater than or equal to \$50,000:

- Subrecipient identifying and demographic information (e.g., DUNS number and location)
- Award number (e.g., Award number, Contract number, Loan number)
- Award date, type, amount, and description
- Award payment method (reimbursable or lump sum payment(s))
- For loans, expiration date (date when loan expected to be paid in full)
- Primary place of performance
- Related project name(s)
- Related project identification number(s) (created by the recipient)
- Period of performance start date
- Period of performance end date
- Quarterly obligation amount
- Quarterly expenditure amount
- Project(s)
- Additional programmatic performance indicators for select Expenditure Categories (see below)

Aggregate reporting is required for contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are below \$50,000. This information will be accounted for by expenditure category at the project level.

As required by the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, recipients must also report the names and total compensation of their five most highly compensated executives and their subrecipients' executives for the preceding completed fiscal year if (1) the recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards), and (2) if the information is not otherwise public. In general, most SLFRF Recipients are governmental entities with executive salaries that are already disclosed, so no additional information must be reported. The recipient is responsible for the subrecipients' compliance with registering and maintaining an updated profile on SAM.gov.

- f. Civil Rights Compliance: Treasury will request information on recipients' compliance with Title VI of the Civil Rights Act of 1964 on an annual basis. This information may include a narrative describing the recipient's compliance with Title VI, along with other questions and assurances.



- g. Required Programmatic Data (other than infrastructure projects): For all projects listed under the following Expenditure Categories (see Appendix 1), the information listed must be provided in each report.
1. Payroll for Public Health and Safety Employees (EC 1.9):
 - Number of government FTEs responding to COVID-19 supported under this authority
 2. Household Assistance (EC 2.1-2.5):
 - Brief description of structure and objectives of assistance program(s) (e.g., nutrition assistance for low-income households)
 - Number of individuals served (by program if recipient establishes multiple separate household assistance programs)
 - Brief description of recipient's approach to ensuring that aid to households responds to a negative economic impact of Covid-19, as described in the Interim Final Rule
 3. Small Business Economic Assistance (EC 2.9):
 - Brief description of the structure and objectives of assistance program(s) (e.g., grants for additional costs related to Covid-19 mitigation)
 - Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)
 - Brief description of recipient's approach to ensuring that aid to small businesses responds to a negative economic impact of COVID-19, as described in the Interim Final Rule
 4. Aid to Travel, Tourism, and Hospitality or Other Impacted Industries (EC 2.11-2.12):
 - If aid is provided to industries other than travel, tourism, and hospitality (EC 2.12), a description of pandemic impact on the industry and rationale for providing aid to the industry
 - Brief narrative description of how the assistance provided responds to negative economic impacts of the COVID-19 pandemic
 - For each subaward:
 - Sector of employer (Note: additional detail, including list of sectors to be provided in a users' guide)
 - Purpose of funds (e.g., payroll support, safety measure implementation)
 5. Rehiring Public Sector Staff (EC 2.14):
 - Number of FTEs rehired by governments under this authority
 6. Education Assistance (EC 3.1-3.5):
 - The National Center for Education Statistics ("NCES") School ID or NCES District ID. List the School District if all schools within the school district received some funds. If not all schools within the school district received funds, list the School ID of the schools that received funds. These can allow evaluators to link data from the NCES to look at school-level demographics and, eventually, student performance.¹⁷

¹⁷ For more information on NCES identification numbers see <https://nces.ed.gov/ccd/districtsearch/> (districts) and <https://nces.ed.gov/ccd/schoolsearch/> (schools).



7. Premium Pay (both Public Sector EC 4.1 and Private Sector EC 4.2):

- List of sectors designated as critical to the health and well-being of residents by the chief executive of the jurisdiction, if beyond those included in the Interim Final Rule (Note: a list of sectors will be provided in the forthcoming users' guide).
- Number of workers to be served
- Employer sector for all subawards to third-party employers (i.e., employers other than the State, local, or Tribal government) (Note: a list of sectors will be provided in the forthcoming users' guide).
- For groups of workers (e.g., an operating unit, a classification of worker, etc.) or, to the extent applicable, individual workers, for whom premium pay would increase total pay above 150 percent of their residing State's average annual wage, or their residing county's¹⁸ average annual wage, whichever is higher, on an annual basis:
 - A brief written narrative justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19, and why the recipient government determined that the premium pay was responsive to workers performing essential work during the pandemic. This description should not include personally identifiable information; when addressing individual workers, recipients should be careful not to include this information. Recipients may consider describing the workers' occupations and duties in a general manner as necessary to protect privacy.

8. Revenue replacement (EC 6.1):

Under the Interim Final Rule, recipients calculate revenue loss using data as of four discrete points during the program: December 31, 2020, December 31, 2021, December 31, 2022, and December 31, 2023. Revenue loss calculated as of December 31, 2020 will be reported in the Interim Report, as described above. For future calculation dates, revenue loss will be reported only in the Quarter 4 reports due January 31, 2022, January 31, 2023, and January 31, 2024. Reporting on revenue loss should include:

- General revenue collected over the past 12 months as of the most recent calculation date, as outlined in the Interim Final Rule (for example, for the January 31, 2022 report, recipients should provide 12 month general revenue as of December 31, 2021);
- Calculated revenue loss due to the Covid-19 public health emergency; and
- An explanation of how the revenue replacement funds were allocated to government services (note: additional instructions and/or template to be provided in user guide).

In calculating general revenue and the revenue loss due to the COVID-19 public health emergency, recipients should follow the same guidance as described above for the Interim Report.

- h. Required Programmatic Data for Infrastructure Projects (EC 5): For all projects listed under the Water, Sewer, and Broadband Expenditure Categories (see Appendix 1), more detailed project-level information is required. Each project will be required to report expenditure data as described above, but will also report the following information:

¹⁸ *County* means a county, parish, or other equivalent county division (as defined by the Census Bureau). See 31 CFR 35.3.



1. All infrastructure projects (EC 5):

- Projected/actual construction start date (month/year)
- Projected/actual initiation of operations date (month/year)
- Location (for broadband, geospatial location data)
- For projects over \$10 million:
 - a. A recipient may provide a certification that, for the relevant project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as “baby Davis-Bacon Acts”). If such certification is not provided, a recipient must provide a project employment and local impact report detailing:
 - The number of employees of contractors and sub-contractors working on the project;
 - The number of employees on the project hired directly and hired through a third party;
 - The wages and benefits of workers on the project by classification; and
 - Whether those wages are at rates less than those prevailing.¹⁹Recipients must maintain sufficient records to substantiate this information upon request.
 - b. A recipient may provide a certification that a project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)). If the recipient does not provide such certification, the recipient must provide a project workforce continuity plan, detailing:
 - How the recipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project;
 - How the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project; and
 - How the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities;
 - Whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and
 - Whether the project has completed a project labor agreement.
 - c. Whether the project prioritizes local hires.
 - d. Whether the project has a Community Benefit Agreement, with a description of any such agreement.

¹⁹ As determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed.



2. Water and sewer projects (EC 5.1-5.15):

- National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
- Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)

3. Broadband projects (EC 5.16-5.17):

- Speeds/pricing tiers to be offered, including the speed/pricing of its affordability offering
 - Technology to be deployed
 - Miles of fiber
 - Cost per mile
 - Cost per passing
 - Number of households (broken out by households on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload
 - Number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download
 - Number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
 - Number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization
 - Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and
 - Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
- i. Distributions to NEUs - States and territories only (EC 7.4): Information on SLFRF distributions to eligible NEUs. Each State and territory will be asked to provide an update on distributions to individual NEUs, including whether the NEU has (1) received funding; (2) declined funding and requested a transfer to the State under Section 603(c)(4) of the Act; or (3) not taken action on its funding. States and territories should be prepared to report on their information, including the following:
- NEU name
 - NEU DUNS number
 - NEU Taxpayer Identification Number (TIN)
 - NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
 - NEU contact information (e.g., address, point of contact name, point of contact email address, and point of contact phone number)
 - NEU authorized representative name and email address
 - Initial allocation and, if applicable, subsequent allocation to the NEU (before application of the 75 percent cap)
 - Total NEU reference budget (as submitted by the NEU to the State as part of the request for funding)
 - Amount of the initial and, if applicable, subsequent allocation above 75 percent of the NEU's reference budget which will be returned to Treasury
 - Payment amount(s)
 - Payment date(s)



For each eligible NEU that declined funding and requested a transfer to the State under Section 603(c)(4), the State must also attach a form signed by the NEU, as detailed in the [Guidance on Distributions of Funds to Non-Entitlement Units of Local Government](#).

States with “weak” minor civil divisions (i.e., Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, Ohio, and South Dakota) should also list any minor civil divisions that the State deemed ineligible.

- j. **NEU Documentation (NEUs only):** Each NEU will also be asked to provide the following information with their first report submitted by October 31, 2021:
- Copy of the signed award terms and conditions agreement (which was signed and submitted to the State as part of the request for funding)
 - Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the State as part of the request for funding)
 - Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding

C. Recovery Plan Performance Report

States, territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to publish and submit to Treasury a Recovery Plan performance report (“Recovery Plan”). Each Recovery Plan must be posted on the public-facing website of the recipient by the same date the recipient submits the report to Treasury. This reporting requirement includes uploading a link to the publicly available document report along with providing data in the Treasury reporting portal.

The Recovery Plan will provide the public and Treasury information on the projects recipients are undertaking with program funding and how they are planning to ensure program outcomes are achieved in an effective, efficient, and equitable manner. While this guidance outlines some minimum requirements for the Recovery Plan, each recipient is encouraged to add information to the plan they feel is appropriate to provide information to their constituents on efforts they are taking to respond to the pandemic and promote economic recovery. Each jurisdiction may determine the general form and content of the Recovery Plan, as long as it includes the minimum information determined by Treasury. Treasury will provide a recommended template but recipients may modify this template as appropriate for their jurisdiction. The Recovery Plan will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury.

The initial Recovery Plan will cover the period from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Thereafter, the Recovery Plan will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period (by July 31). The table below summarizes the report timelines:

Annual Report	Period Covered	Due Date
1	Award Date – July 31, 2021	August 31, 2021
2	July 1, 2021 – June 30, 2022	July 31, 2022
3	July 1, 2022 – June 30, 2023	July 31, 2023
4	July 1, 2023 – June 30, 2024	July 31, 2024
5	July 1, 2024 – June 30, 2025	July 31, 2025
6	July 1, 2025 – June 30, 2026	July 31, 2026
7	July 1, 2026 – December 31, 2026	March 31, 2027



The Recovery Plan will include, at a minimum, the following information:

1. Executive Summary

Provide a high-level overview of the jurisdiction's intended and actual uses of funding including, but not limited to: the jurisdiction's plan for use of funds to promote a response to the pandemic and economic recovery, key outcome goals, progress to date on those outcomes, and any noteworthy challenges or opportunities identified during the reporting period.

2. Uses of Funds

Describe in further detail your jurisdiction's intended and actual uses of the funds, such as how your jurisdiction's approach would help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. Describe any strategies employed to maximize programmatic impact and effective, efficient, and equitable outcomes. Given the broad eligible uses of funds and the specific needs of the jurisdiction, please also explain how the funds would support the communities, populations, or individuals in your jurisdiction. Your description should address how you are promoting each of the following, to the extent they apply:

- a. Public Health (EC 1): As relevant, describe how funds are being used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.
- b. Negative Economic Impacts (EC 2): As relevant, describe how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses.
- c. Services to Disproportionately Impacted Communities (EC 3): As relevant, describe how funds are being used to provide services to communities disproportionately impacted by the COVID-19 public health emergency.
- d. Premium Pay (EC 4): As relevant, describe the approach, goals, and sectors or occupations served in any premium pay program. Describe how your approach prioritizes low-income workers.
- e. Water, sewer, and broadband infrastructure (EC 5): Describe the approach, goals, and types of projects being pursued, if pursuing.
- f. Revenue Replacement (EC 6): Describe the loss in revenue due to the COVID-19 public health emergency and how funds have been used to provide government services.

Where appropriate, recipients should also include information on your jurisdiction's use (or planned use) of other federal recovery funds including other programs under the American Rescue Plan such as the Emergency Rental Assistance, Housing Assistance, and so forth, to provide broader context on the overall approach for pandemic recovery.

3. Promoting equitable outcomes

Describe efforts to promote equitable outcomes, including how programs were designed with equity in mind. Please include in your description how your jurisdiction will consider and measure equity at the various stages of the program, including:

- a. Goals: Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
- b. Awareness: How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?
- c. Access and Distribution: Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?



- d. **Outcomes:** Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

Treasury encourages uses of funds that promote strong, equitable growth, including racial equity. Please describe how your jurisdiction's planned or current use of funds prioritizes economic and racial equity as a goal, names specific targets intended to produce meaningful equity results at scale, and articulates the strategies to achieve those targets. In addition, please explain how your jurisdiction's overall equity strategy translates into the specific services or programs offered by your jurisdiction in the following Expenditure Categories:

- a. **Negative Economic Impacts (EC 2):** assistance to households, small businesses, and non-profits to address impacts of the pandemic, which have been most severe among low-income populations. This includes assistance with food, housing, and other needs; employment programs for people with barriers to employment who faced negative economic impacts from the pandemic (such as residents of low-income neighborhoods, minorities, disconnected youth, the unemployed, formerly incarcerated people, veterans, and people with disabilities); and other strategies that provide disadvantaged groups with access to education, jobs, and opportunity.
- b. **Services to Disproportionately Impacted Communities (EC 3):** services to address health disparities and the social determinants of health, build stronger neighborhoods and communities (e.g., affordable housing), address educational disparities (e.g., evidence-based tutoring, community schools, and academic, social-emotional, and mental health supports for high poverty schools), and promote healthy childhood environments (e.g., home visiting, child care).

The initial report must describe efforts to date and intended outcomes to promote equity. Each annual report thereafter must provide an update, using qualitative and quantitative data, on how the recipients' approach achieved or promoted equitable outcomes or progressed against equity goals during the performance period. Please also describe any constraints or challenges that impacted project success in terms of increasing equity. In particular, this section must describe the geographic and demographic distribution of funding, including whether it is targeted toward traditionally marginalized communities.

For the purposes of the SLFRF, equity is defined in the [Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), as issued on January 20, 2021.

4. Community Engagement

Please describe how your jurisdiction's planned or current use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community-based organizations, and the communities themselves. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

5. Labor Practices

Describe workforce practices on any infrastructure projects being pursued (EC 5). How are projects using strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong employment opportunities for workers? For example, report whether any of the following practices are being utilized: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.



6. Use of Evidence

The Recovery Plan should identify whether SLFRF funds are being used for evidence-based interventions²⁰ and/or if projects are being evaluated through rigorous program evaluations that are designed to build evidence. Recipients must briefly describe the goals of the project, and the evidence base for the interventions funded by the project. Recipients must specifically identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Services to Disproportionately Impacted Communities (EC 3) Expenditure Categories.²¹

Recipients are exempt from reporting on evidence-based interventions in cases where a program evaluation is being conducted. Recipients are encouraged to use relevant evidence Clearinghouses, among other sources, to assess the level of evidence for their interventions and identify evidence-based models that could be applied in their jurisdiction; such evidence clearinghouses include the U.S. Department of Education's [What Works Clearinghouse](#), the U.S. Department of Labor's [CLEAR](#), and the [Childcare & Early Education Research Connections and the Home Visiting Evidence of Effectiveness](#) clearinghouses from Administration for Children and Families, as well as other clearinghouses relevant to particular projects conducted by the recipient. In such cases where a recipient is conducting a program evaluation in lieu of reporting the amount of spending on evidence-based interventions, they must describe the evaluation design including whether it is a randomized or quasi-experimental design; the key research questions being evaluated; whether the study has sufficient statistical power to disaggregate outcomes by demographics; and the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant).²² Once the evaluation has been completed, recipients must post the evaluation publicly and link to the completed evaluation in the Recovery Plan. Once an evaluation has been completed (or has sufficient interim findings to determine the efficacy of the intervention), recipients should determine whether the spending for the evaluated interventions should be counted towards the dollar amount categorized as evidence-based for the relevant project.

For all projects, recipients may be selected to participate in a national evaluation, which would study their project along with similar projects in other jurisdictions that are focused on the same set of outcomes. In such cases, recipients may be asked to share information and data that is needed for the national evaluation.

Recipients are encouraged to consider how a Learning Agenda, either narrowly focused on SLFRF or broadly focused on the recipient's broader policy agenda, could support their overarching evaluation efforts in order to create an evidence-building strategy for their jurisdiction.²³

Appendix 2 contains additional information on evidence-based interventions for the purposes of the Recovery Plan.

²⁰As noted in Appendix 2, evidence-based refers to interventions with strong or moderate levels of evidence.

²¹ Of note, recipients are only required to report the amount of the total funds that are allocated to evidence-based interventions in the areas of Public Health, Negative Economic Impacts, and Services to Disproportionately Impacted Communities that are marked by an asterisk in Appendix 1: Expenditure Categories.

²² For more information on the required standards for program evaluation, see [OMB M-20-12](#).

²³ For more information on learning agendas, please see [OMB M-19-23](#)



7. Table of Expenses by Expenditure Category

Please include a table listing the amount of funds used in each Expenditure Category (See Appendix 1). The table should include cumulative expenses to date within each category, and the additional amount spent within each category since the last annual Recovery Plan.

8. Project Inventory

List the name and provide a brief description of all SLFRF funded projects. Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding. For each project, include the project name, funding amount, identification number (created by the recipient and used thereafter in the quarterly Program and Expenditure Report), project Expenditure Category (see Appendix 1), and a description of the project which includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, and intended outcomes. Include a link to the website of the project if available. This information will provide context and additional detail for the information reported quarterly in the Project and Expenditure Report.

For infrastructure investment projects (EC 5), project-level reporting will be more detailed, as described for the Project and Expenditure Report above. Projects in this area may be grouped by Expenditure Category if needed, with further detail (such as the specific project name and identification number) provided in the Project and Expenditure Report. For infrastructure projects, descriptions should note how the project contributes to addressing climate change.

9. Performance Report

The Recovery Plan must include key performance indicators for the major SLFRF funded projects undertaken by the recipient. The recipient has flexibility in terms of how this information is presented in the Recovery Plan, and may report key performance indicators for each project, or may group projects with substantially similar goals and the same outcome measures. In some cases, the recipient may choose to include some indicators for each individual project as well as crosscutting indicators.

Performance indicators should include both output and outcome measures. Output measures, such as number of students enrolled in an early learning program, provide valuable information about the early implementation stages of a project. Outcome measures, such as the percent of students reading on grade level, provide information about whether a project is achieving its overall goals. Recipients are encouraged to use logic models²⁴ to identify their output and outcome measures. While the initial report will focus heavily on early output goals, recipients must include the related outcome goal for each project and provide updated information on achieving these outcome goals in annual reports. In cases where recipients are conducting a program evaluation for a project (as described above), the outcome measures in the performance report should be aligned with those being evaluated in the program. To support their performance measurement and program improvement efforts, recipients are permitted to use funds to make improvements to data or technology infrastructure and data analytics, as well as program evaluations.

10. Required Performance Indicators and Programmatic Data

While recipients have discretion on the full suite of performance indicators to include, a number of mandatory performance indicators and programmatic data must be included. These are necessary to allow Treasury to conduct oversight as well as understand and aggregate program outcomes across recipients. This section provides an overview of the mandatory performance indicators and programmatic data. This information may be included in each recipient's Recovery Plan as they determine most appropriate, including combining with the

²⁴ A logic model is a tool that depicts the intended links between program investments and outcomes, specifically the relationships among the resources, activities, outputs, outcomes, and impact of a program.



section above, but this data will also need to be entered directly into the Treasury reporting portal. Below is a list of required data for each Expenditure Category:

- a. Household Assistance (EC 2.2 & 2.5) and Housing Support (EC 3.10-3.12):
 - Number of people or households receiving eviction prevention services (including legal representation)
 - Number of affordable housing units preserved or developed
- b. Negative Economic Impacts (EC 2):
 - Number of workers enrolled in sectoral job training programs
 - Number of workers completing sectoral job training programs
 - Number of people participating in summer youth employment programs
- c. Education Assistance (EC 3.1-3.5):
 - Number of students participating in evidence-based tutoring programs²⁵
- d. Healthy Childhood Environments (EC 3.6-3.9):
 - Number of children served by childcare and early learning (pre-school/pre-K/ages 3-5)
 - Number of families served by home visiting

The initial report should include the key indicators above. Each annual report thereafter should include updated data for the performance period as well as prior period data, and a brief narrative adding any additional context to help the reader interpret the results and understand the any changes in performance indicators over time. To the extent possible, Treasury also encourages recipients to provide data disaggregated by race, ethnicity, gender, income, and other relevant factors.

11. Ineligible Activities: Tax Offset Provision (States and territories only)

The following information is required for Treasury to ensure SLFRF funding is not used for ineligible activities.

In each reporting year, States and territories will report certain items related to the Tax Offset Provision 31 CFR 35.8, as detailed below. As indicated in the Interim Final Rule, Treasury is seeking comment on reporting requirements related to the Tax Offset Provision, including ways to better rely on information already produced by States and territories and to minimize burden.

The terms “reporting year,” “baseline,” “covered change,” “net reduction in total spending,” and “tax revenue” are defined in the Interim Final Rule, 31 CFR 35.3. For purposes of calculating a net reduction in total spending, total spending for the fiscal year ending 2019 should be reported on an inflation-adjusted basis, consistent with the Interim Final Rule, 31 CFR 35.3. Similarly, for purposes of calculating baseline, tax revenue for the fiscal year 2019 should be reported on an inflation-adjusted basis, consistent with the Interim Final Rule, 31 CFR 35.3.

For purposes of reporting actual tax revenue and calculating tax revenue for the fiscal year ending 2019,²⁶ (a) if available, recipients should report information using audited financials and (b) recipients may provide data on a cash, accrual, or modified accrual basis, but must be consistent in their approach across all reporting periods. Similarly, for purposes of calculating

²⁵ For more information on evidence-based tutoring programs, refer to the U.S. Department of Education’s [2021 ED COVID-19 Handbook \(Volume 2\)](#), which summarizes research on evidence-based tutoring programs (see the bottom of page 20).

²⁶ Tax revenue for fiscal year ending 2019 is relevant for calculating the recipient’s baseline.



a net reduction in total spending, recipients should report data using audited financials where available.

a. Revenue-reducing Covered Changes:

For each reporting year, a recipient must report the value of covered changes that the recipient predicts will have the effect of reducing tax revenue in a given reporting year (revenue-reducing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient government's existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general and where possible, reported values should be produced by the agency of the recipient government responsible for estimating the costs and effects of fiscal policy changes. Recipients must maintain records regarding the identification and predicted effects of revenue-reducing covered changes.

b. Baseline Revenue:

Baseline has the meaning defined in the Interim Final Rule, 31 CFR 35.3.

Whether the revenue-reducing covered changes are in excess of the *de minimis*. Recipients must determine whether the aggregate value of the revenue-reducing covered changes in the reporting year is less than one percent of baseline revenue.

c. Actual Tax Revenue:

Actual tax revenue means the actual tax revenue received by the recipient government in the reporting year. Tax revenue has the meaning defined in the Interim Final Rule, 31 CFR 35.3.

d. Reduction in Net Tax Revenue:

The reduction in net tax revenue is equal to baseline revenue minus actual tax revenue in each reporting year. If this value is zero or negative, there is no reduction in net tax revenue.

e. Any revenue-increasing covered changes:

A recipient must report the value of covered changes that have had or that the recipient predicts will have the effect of increasing tax revenue in a given reporting year (revenue-increasing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient's existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general and where possible, reporting should be produced by the agency of the recipient responsible for estimating the costs and effects of fiscal policy changes.



Recipients should maintain records regarding revenue-reducing covered changes and estimates of such changes.

f. Net reduction in total spending, and tables of specific spending cuts:

Recipients must report on spending cuts. To calculate the amount of spending cuts that are available to offset a reduction in tax revenue, the recipient must first consider whether there has been a reduction in total net spending, excluding Fiscal Recovery Funds (net reduction in total spending). As in the Interim Final Rule, 35 CFR 35.3, net reduction in total spending is measured as the recipient government's total spending for a given reporting year excluding Fiscal Recovery Funds, subtracted from its total spending for its fiscal year ending in 2019, adjusted for inflation using the Bureau of Economic Analysis's Implicit Price Deflator for the gross domestic product of the United States. If that subtraction yields a positive value, there has been a net reduction; if it yields zero or a negative value, there has not been a net reduction. If there has been no net reduction in total spending, a recipient will have no spending cuts to offset a reduction in net tax revenue.

Next, a recipient must determine and aggregate the value of spending cuts in each "reporting unit," as defined below. For each reporting unit, the recipient must report (1) the amount of the reduction in spending in the reporting unit relative to its inflation-adjusted FY 2019 level, (2) the amount of any Fiscal Recovery Funds spent in the reporting unit, and (3) the amount by which the reduction in spending exceeds the Fiscal Recovery funds spent in the reporting unit. If a recipient has not spent amounts received from the Fiscal Recovery Funds in a reporting unit, the full amount of the reduction in spending counts as a covered spending cut and may be included in aggregate spending cuts. If the recipient has spent amounts received from the Fiscal Recovery Funds, such amounts generally would be deemed to have replaced the amount of spending cut, and only reductions in spending above the amount of Fiscal Recovery Funds spent on the reporting unit would be eligible to offset a reduction in net tax revenue. Only such amounts above the amount of Fiscal Recovery Funds spent on the reporting unit should be included in the aggregate of spending cuts.

To align with existing reporting and accounting, the Interim Final Rule considers the department, agency, or authority from which spending has been cut and whether the recipient government has spent amounts received from the Fiscal Recovery Funds on that same department, agency, or authority. Recipients may also choose to report at a more granular sub-department level. Recipients are encouraged to define and report spending in departments, sub-departments (e.g., bureaus), agencies, or authorities (each a "reporting unit") in a manner consistent with their existing budget process and should, to the extent possible, report using the same reporting unit in each reporting year. For example, if a State health department maintains separate budgets for different units (e.g., medical and public health units), those units may be reported and considered separately. Spending cuts must be reported relative to FY 2019 spending levels, adjusted for inflation, and excluding Fiscal Recovery Funds from reporting year spending levels.

Recipients should maintain records regarding spending cuts. As discussed in the Interim Final Rule, in order to help ensure governments use Fiscal Recovery Funds in a manner consistent with the prescribed eligible uses and do not use Fiscal Recovery Funds to indirectly offset a reduction in net tax revenue resulting from a covered change, Treasury will monitor changes in spending throughout the covered period. Evasions of the Tax Offset Provision may be subject to recoupment.



Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^



3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^
3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure²⁷	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: “Last Mile” projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

²⁷ Definitions for water and sewer Expenditure Categories can be found in the EPA’s handbooks. For “clean water” expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For “drinking water” expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.



Appendix 2: Evidenced-Based Intervention Additional Information

What is evidence-based?

For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.



Revision Log

Version	Date Published	Summary of changes
1.0	June 17, 2021	Initial publication
1.1	June 24, 2021	<ul style="list-style-type: none">• Pg. 12, removed references to “summary” level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion.• Pg. 13, revised the coverage period end date for the Interim Report from June 30, 2021 to July 31, 2021 to align with the IFR.• Pg. 13, removed references to “summary” level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion.• Pg. 31, removed references to “summary level” with respect to Expenditure Categories in Appendix 1 to avoid confusion.



**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
JULY 13, 2021**

1. Call to Order & Establishment of Quorum
Durham Select Board members in attendance: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Rich George; Todd Beaulieu; and Marc Farrin.
2. Amendments to Agenda - None
3. Public Comment - None
4. Departments/Committee Reports:
 - a. Town Manager – Kathy Tombarelli presents her report
5. Action & Discussion Items:
 - a. Set Workshop Date – Goals – **The Board sets a workshop date of August 31 at 6:00 p.m. at the Durham Town Offices**
 - b. Bulky Waste Day Decision – **The event will be held on September 18**
 - c. New Hire Update/Chief Search
 - d. Facilities Maintenance
 - e. Update on Budget/TAN
 - f. Public Works Wage Discussion
 - g. Approve Oaths - **The Select Board approves the oaths as presented.**
6. Consent Agenda – **The Select Board approves the Consent Agenda as presented**
7. Selectmen's Comments:
Kevin Nadeau announces that the next Select Board meetings will be held at 6:30 p.m. on Tuesdays, July 27 and August 10, at the Durham Town Offices
8. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters
The Select Board enters Executive Session.
The Select Board comes out of Executive Session.
9. Adjourn – **The Select Board votes to adjourn.**

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
JULY 27, 2021**

1. Call to Order/Establishment of a Quorum
Durham Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Richard George
2. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters/Committee Appointment
The Select Board enters Executive Session.
The Select Board comes out of Executive Session.
3. Amendments to Agenda – **Remove item a) from the Consent Agenda**
4. Public Hearing: AMVETS liquor license applications (3)
Kevin Nadeau opens the Public Hearing.
The Select Board approves the (3) AMVETS liquor license applications.
Kevin Nadeau closes the Public Hearing.
5. Departments/Committee Reports:
 - a. Town Manager – Kathy Tombarelli presents her report.
 - b. Road Commissioner – Calvin Beaumier presents his report.
6. Action & Discussion Items:
 - a. Fire Chief & Public Works Driver Search
 - b. Facilities Maintenance - Ongoing
 - c. Hybrid Meeting Policy Discussion
 - d. Tax Abatements & Tree Growth Penalty Assessment
The Select Board approves the tax abatements and the tree growth penalty assessment as presented.
7. Consent Agenda:
 - a. Approve Minutes for July 13, 2021 Select Board Meeting – **This item was removed from the agenda.**
 - b. Approve July 27, 2021 Warrant
The Select Board approves the July 27, 2021 Warrant.
8. Selectmen's Comments
Kevin Nadeau announces that the next regular Select Board meetings will be held at 6:30 p.m. on Tuesdays, August 10 and August 24, at the Durham Town Offices.
9. Adjourn - **The Select Board votes to adjourn.**

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
AUGUST 10, 2021**

1. Call to Order/Establishment of a Quorum:
Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Richard George
2. Amendments to Agenda –
 - 1) **Kathy Tombarelli adds the following items to the agenda:**
 - g) **Hybrid Meeting Policy Discussion; and**
 - h) **Municipal Valuation Report**
 - 2) **Kevin Nadeau removes item a) from the Consent Agenda**
3. Departments/Committee Reports:
 - a. Town Manager – Kathy Tombarelli presents her report.
 - b. Road Commissioner – Kathy Tombarelli presents Calvin Beaumier’s report, in his absence from the meeting.
4. Correspondence
5. Action & Discussion Items:
 - a. Fire Chief Interview Schedule – Kathy Tombarelli updates the Select Board
 - b. New Public Works Employee – Kathy Tombarelli updated the Board on the search for the new Public Works driver.
 - c. Bulky Waste Day Update – ongoing discussion of Sept. 18 event
 - d. Durham Hybrid Meeting Policy – ongoing discussion
 - e. Fireworks Ordinance Examples/Discussion - continued
6. Consent Agenda:
 - a. Approve Minutes for July 27, 2021 Select Board Meeting – removed from the agenda
 - b. Approve August 10, 2021 A/P, 2021 Warrant
The Select Board approves the August 10, 2021 A/P, 2021 Warrant as presented.
7. Selectmen’s Comments:
Kevin Nadeau announces that the next meetings of the Select Board will be held as follows:

Regular Meeting: August 24, 6:30 p.m.
Workshop - August 31, 6:00 p.m.
Regular Meeting – September 14, 6:30 p.m.
8. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters/Committee Appointment
Kevin Nadeau Moves the Select Board into Executive Session.
Kevin Nadeau Moves the Select Board out of Executive Session.
9. Adjourn – **The Select Board votes to adjourn.**

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
AUGUST 24, 2021**

1. Call to Order/Establishment of Quorum:
Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Richard George.
2. Amendments to Agenda: **Kevin Nadeau removes item a) from the Consent Agenda.**
3. Departments/Committee Reports:
 - a. Town Manager – Kathy Tombarelli presents her report (attached)
 - b. Road Commissioner – Calvin Beaumier presents his report (attached)
4. Public Comment:
5. Action & Discussion Items:
 - a. MDOT Courtesy Presentation/Intersection Swamp/Plummer Mill/Newell Roads
 - b. Facilities Update - ongoing
 - c. Fireworks Ordinance Draft – continuing discussion
 - d. Copier Contract Discussion - continued
 - e. Androscoggin County Dispatch Service Contract 2022
6. Consent Agenda:
 - a. Approve Minutes - July 27, 2021 Select Board Meeting - removed
 - b. Approve Minutes – August 10, 2021 Select Board Meeting - removed
 - c. Approve August 10, 2021 A/P, 2021 Warrant
The Select Board votes to approve the August 10, 2021 A/P, 2021 Warrant as presented.
7. Selectmen's Comments
Kevin Nadeau announces the following upcoming Select Board meeting dates:
Workshop - Tuesday, August 31, 2021 at 6:00 p.m.
Regular Meeting – Tuesday, September 14, 2021 at 6:30 p.m.
8. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters
Kevin Nadeau Moves the Select Board into Executive Session.
Kevin Nadeau Moves the Select Board out of Executive Session.
9. Adjourn
The Select Board votes to adjourn.

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
SEPTEMBER 14, 2021**

1. Call to Order/Establishment of Quorum:
Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Richard George.
2. Amendments to Agenda - None
3. Departments/Committee Reports:
 - a. Town Manager – Kathy Tombarelli presents her report (attached)
 - b. Road Commissioner – Calvin Beaumier presents his report (attached)
4. Public Comment: None
5. Action & Discussion Items:
 - a. Welcome New Fire Chief – Rob Tripp has a start date of September 20, 2021
 - b. Approve Oaths John Talbot – Alternate Planning Board Member
The Select Board votes to approve the Oath for John Talbot as an Alternate Planning Board member.
 - c. Potential “No Action” letter for 30 Chickadee Lane
 - d. Planning Board proposed Remote Meeting Policy
6. Consent Agenda:
 - a. Approve Minutes – September 6, 2020 Special Select Board Meeting/Executive Session
 - b. Approve September 13, 2021 A/P Warrant(s)
The Select Board votes to approve the Consent Agenda.
7. Next Select Board Meeting - Public Hearings (not necessarily all inclusive): Kathy Tombarelli informs the Select Board of the following scheduled public hearings for S
 - a. Town of Durham Remote Meeting Policy
 - b. Junkyard License Renewals
 - c. No Action Letter for 30 Chickadee Lane
 - d. Maine PERS updated provisions
 - e. General Assistance updated provisions
8. Select Board Chair Comments:
Kevin Nadeau announces the following upcoming important dates:
Select Board Meetings will be held:
 - **Regular Meeting – Tuesday, September 14, 2021 at 6:30 p.m.**
 - **Regular Meeting – October 12, 2021 at 6:30 p.m.****Bulky Waste Day will be held on September 18, 2021 from 8:00 a.m. to 12:00 p.m.**
9. Adjourn
The Select Board votes to adjourn.

Warrant Recap

**** REPRINT ****

Warrant 99

Vendor-----	Amount	Account-----
00378 Adept Screen Printing	275.44	FIRE DEPT - PERS. SAFETY
00686 ADT Commercial	63.73	FACILITY T.O - SECURITY
00609 Airgas USA, LLC	117.10	FIRE DEPT - EQUIPMENT MA
00244 Allen Sterling & Lothrop	1,664.80	Public Works - MATERIAL
00008 Androscoggin Cty. Reg. of Deeds	26.00	ASSESSING - TRANSFERS
00639 Black Bear Ladder	185.00	Public Works - MINOR EQUIP
00255 Business Equipment Unlimited	59.74	OFFICE EXPN - SUPPLIES
00011 CITY OF AUBURN	100.00	FIRE DEPT - AMB INTERCPT
00011 CITY OF AUBURN	100.00	FIRE DEPT - AMB INTERCPT
00213 Comcast	112.51	FACILITY T.O - ELECT(UTIL)
00308 Dead River Company	303.44	FIRE DEPT - TRK GAS/DISL
00066 Downeast Energy	1,615.27	FACILITY T.O - PROPANE
00691 F.W. Webb Company	231.91	Public Works - CLVRT/DRAINS
00024 FASTENAL COMPANY	75.00	Public Works - VEH/EQUIP
00346 GAGNE & SON BELGRADE	1,369.48	Public Works - MATERIAL
00346 GAGNE & SON BELGRADE	635.40	Public Works - MINOR EQUIP
00154 MAINE COMMERCIAL TIRE	327.50	Public Works - VEH/EQUIP
00050 Maine Municipa Emp. Health Trust	886.62	PERSONNEL - DEPUTY INSUR
00050 Maine Municipa Emp. Health Trust	6,566.86	Public Works - INSURANCE
00050 Maine Municipa Emp. Health Trust	12.30	PERSONNEL - CEO BENEFITS
00050 Maine Municipa Emp. Health Trust	9.90	PERSONNEL - CLERK BENE
00050 Maine Municipa Emp. Health Trust	886.62	PERSONNEL - MNGR HEALTH
00050 Maine Municipa Emp. Health Trust	2,445.50	MUNI OPS / EMPHLH WTHLD
00123 Maine Municipal Tax Col & Trea Asso	30.00	ADMINISTRATI - ADMIN/SEL EX
00401 MID COAST TRUCK REPAIR	929.63	FIRE DEPT - EQUIPMENT MA
00401 MID COAST TRUCK REPAIR	166.00	FIRE DEPT - EQUIPMENT MA
00401 MID COAST TRUCK REPAIR	105.00	Public Works - VEH/EQUIP
00401 MID COAST TRUCK REPAIR	105.00	Public Works - WINTER EQ MA
00401 MID COAST TRUCK REPAIR	105.00	Public Works - WINTER EQ MA
00430 Pearl Scribner	101.92	DURHAM EURKA - MAINT&REPAIR
00395 PINE TREE WASTE	1,369.71	SOLID WASTE - HAULERS
00395 PINE TREE WASTE	18,400.09	SOLID WASTE - HAULERS
00395 PINE TREE WASTE	81.66	SOLID WASTE - HAULERS
00395 PINE TREE WASTE	2,255.83	SOLID WASTE - HAULERS
00443 QUADIENT FINANCE USA, INC	46.00	ADMINISTRATI - POSTAGE
00431 ROBERT FORREST	142.24	ADMINISTRATI - ADMIN/SEL EX
00248 Scott Dugas Trucking & Excavating	276.00	Public Works - MATERIAL
00004 Secretary of State	1,787.00	MUNI OPS / BMV STATE
00575 TRACTION HEAVY DUTY	182.46	Public Works - VEH/EQUIP
00569 TRI-STATE STEEL	111.78	Public Works - VEH/EQUIP

Prepaid Total-- 0.00

Current Total-- 44,265.44

Durham
10:37 AM

Warrant Recap

**** REPRINT ****

Warrant 99

09/27/2021

Page 2

Vendor-----

Amount Account-----

Warrant Total-- 44,265.44

Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
00378 Adept Screen Printing						
0422	55265	09	Shirts	Inv#546		
Shirts	E 14-5011		275.44		0.00	
			FIRE DEPT - PERS. SAFETY			
			Vendor Total-	275.44		
00686 ADT Commercial						
0422	55266	09	Acct#27766906	09/17-10/16/202		
Acct#27766906	E 06-2007		63.73		0.00	
			FACILITY T.O - SECURITY			
			Vendor Total-	63.73		
00609 Airgas USA, LLC						
0422	55267	09	5 O2 tanks	Inv#9117220582		
5 O2 tanks	E 14-3510		117.10		0.00	
			FIRE DEPT - EQUIPMENT MA			
			Vendor Total-	117.10		
00244 Allen Sterling & Lothrop						
0422	55268	09	grass seed	Inv#788585		
grass seed	E 10-4501		1,664.80		0.00	
			Public Works - MATERIAL			
			Vendor Total-	1,664.80		
00008 Androscoggin Cty. Reg. of Deeds						
0422	55269	09	Deed Transfers	Inv#38559		
Deed Transfers	E 19-2003		26.00		0.00	
			ASSESSING - TRANSFERS			
			Vendor Total-	26.00		
00639 Black Bear Ladder						
0422	55270	09	New Ladder	Inv#51094		
New Ladder	E 10-4507		185.00		0.00	
			Public Works - MINOR EQUIP			
			Vendor Total-	185.00		
00255 Business Equipment Unlimited						
0422	55271	09	T009	Inv#IN3033206		
In#IN3033206	E 05-5502		59.74		0.00	
			OFFICE EXPN - SUPPLIES			
			Vendor Total-	59.74		
00011 CITY OF AUBURN						
0422	55272	09	Acct#315484	Inv#51-21-3729		
Inv#51-21-3729:1	E 14-4513		100.00		0.00	
			FIRE DEPT - AMB INTERCPT			
			Invoice Total-	100.00		
0422	55272	09	Acct#51-21-3690	Inv#51-21-3690:		
Inv#51-21-3690	E 14-4513		100.00		0.00	
			FIRE DEPT - AMB INTERCPT			
			Invoice Total-	100.00		
			Vendor Total-	200.00		
00213 Comcast						
0422	55273	09	Town office internet	877330320000669		
Town office internet	E 06-3002		112.51		0.00	
			FACILITY T.O - ELECT(UTIL)			
			Vendor Total-	112.51		
00308 Dead River Company						

Warrant 99

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0422	55274	09	Diesel FD	Ref# 84496		
diesel	E 14-4514			303.44	0.00	
	FIRE DEPT - TRK GAS/DISL					
Vendor Total-				303.44		
00066 Downeast Energy						
0422	55275	09	Propane for town hall	Inv#931151		
Propane for town hall	E 06-3005			1,615.27	0.00	
	FACILITY T.O - PROPANE					
Vendor Total-				1,615.27		
00691 F.W. Webb Company						
0422	55276	09	INV#72974897	Inv#72974897		
INV#72974897	E 10-4502			231.91	0.00	
	Public Works - CLVRT/DRAINS					
Vendor Total-				231.91		
00024 FASTENAL COMPANY						
0422	55277	09	Degreaser spray	Inv#MEAUB191842		
Degreaser spray	E 10-4000			75.00	0.00	
	Public Works - VEH/EQUIP					
Vendor Total-				75.00		
00346 GAGNE & SON BELGRADE						
0422	55278	09	Erosion Straw Blankets	Inv#406701		
Erosion Straw Blankets	E 10-4501			1,369.48	0.00	
	Public Works - MATERIAL					
Invoice Total-				1,369.48		
0422	55278	09	Erosion Straw Blanket	Inv#405278		
Erosion Straw Blanket	E 10-4507			635.40	0.00	
	Public Works - MINOR EQUIP					
Invoice Total-				635.40		
Vendor Total-				2,004.88		
00154 MAINE COMMERCIAL TIRE						
0422	55279	09	tires	WO#400312017		
tires	E 10-4000			327.50	0.00	
	Public Works - VEH/EQUIP					
Vendor Total-				327.50		
00050 Maine Municipa Emp. Health Trust						
0422	55280	09	October Health Insurance	October		
October Health Insurance	E 04-1010			886.62	0.00	
	PERSONNEL - DEPUTY INSUR					
October Health Insurance	E 10-2510			6,566.86	0.00	
	Public Works - INSURANCE					
October Health Insurance	E 04-1019			12.30	0.00	
	PERSONNEL - CEO BENEFITS					
October Health Insurance	E 04-1007			9.90	0.00	
	PERSONNEL - CLERK BENE					
October Health Insurance	E 04-1031			886.62	0.00	
	PERSONNEL - MNGR HEALTH					
October Health Insurance	G 10-329-00			2,445.50	0.00	
	MUNI OPS / EMPHLH WTHLD					
Vendor Total-				10,807.80		
00123 Maine Municipal Tax Col & Trea Asso						
0422	55281	09	Janet Bowie Membership	membership		
Janet Bowie Membership	E 07-2010			30.00	0.00	
	ADMINISTRATI - ADMIN/SEL EX					

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
				Vendor Total-	30.00	
00401 MID COAST TRUCK REPAIR						
0422	55282	09	Inv#7499464	9/16/2021		
Inv#7499464			E 14-3510		929.63	0.00
FIRE DEPT - EQUIPMENT MA						
				Invoice Total-	929.63	
0422	55282	09	Inv#18159	9/18/2021		
Inv#18159			E 14-3510		166.00	0.00
FIRE DEPT - EQUIPMENT MA						
				Invoice Total-	166.00	
0422	55282	09	Inspection	Inv#7499442		
Inspection			E 10-4000		105.00	0.00
Public Works - VEH/EQUIP						
				Invoice Total-	105.00	
0422	55282	09	Inspection	Inv#7499412		
Inspection			E 10-4533		105.00	0.00
Public Works - WINTER EQ MA						
				Invoice Total-	105.00	
0422	55282	09	Inspection	Inv#7499401		
Inspection			E 10-4533		105.00	0.00
Public Works - WINTER EQ MA						
				Invoice Total-	105.00	
				Vendor Total-	1,410.63	
00430 Pearl Scribner						
0422	55283	09	Eureka lock	Lowe's receipt		
Eureka lock			E 41-3502		101.92	0.00
DURHAM EURKA - MAINT&REPAIR						
				Vendor Total-	101.92	
00395 PINE TREE WASTE						
0422	55284	09	September	September		
Inv#110768			E 20-2030		1,369.71	0.00
SOLID WASTE - HAULERS						
Inv#2731493			E 20-2030		18,400.09	0.00
SOLID WASTE - HAULERS						
Inv#2731568			E 20-2030		81.66	0.00
SOLID WASTE - HAULERS						
				Invoice Total-	19,851.46	
0422	55284	09	TT-00324 4	Inv#110830		
Inv#110830			E 20-2030		2,255.83	0.00
SOLID WASTE - HAULERS						
				Invoice Total-	2,255.83	
				Vendor Total-	22,107.29	
00443 QUADIENT FINANCE USA, INC						
0422	55285	09	mail machine	09/02/2021		
Postage			E 07-5509		46.00	0.00
ADMINISTRATI - POSTAGE						
				Vendor Total-	46.00	
00431 ROBERT FORREST						
0422	55286	09	Mileage 9/10-9/23	Mileage		
Mileage 9/10-9/23			E 07-2010		142.24	0.00
ADMINISTRATI - ADMIN/SEL EX						
				Vendor Total-	142.24	
00248 Scott Dugas Trucking & Excavating						

Durham
10:39 AM

A / P Warrant

09/27/2021
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Warrant 99

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0422	55287	09	Rip Rap		Inv#88717	
Inv#88717			E 10-4501		276.00	0.00
			Public Works - MATERIAL			
			Vendor Total-		276.00	
00004 Secretary of State						
0422	55288	09	09/10-09/17/2021 BMV		BMV reports	
09/10-09/17/2021 BMV			G 10-213-00		1,787.00	0.00
			MUNI OPS / BMV STATE			
			Vendor Total-		1,787.00	
00575 TRACTION HEAVY DUTY						
0422	55289	09	Brake cams		Inv#1101P156537	
Brake cams			E 10-4000		182.46	0.00
			Public Works - VEH/EQUIP			
			Vendor Total-		182.46	
00569 TRI-STATE STEEL						
0422	55290	09	Angle Iron		Inv#59286	
Angle Iron			E 10-4000		111.78	0.00
			Public Works - VEH/EQUIP			
			Vendor Total-		111.78	
			Prepaid Total-		0.00	
			Current Total-		44,265.44	
			EFT Total-		0.00	
			Warrant Total-		44,265.44	

TODD BEAULIEU _____

MARC FARRIN _____

RICHARD GEORGE _____

KEVIN NADEAU _____

ROBERT PONTAU, JR. _____

Expense Summary Report

ALL Departments
January to September

09/27/2021

Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
04 - PERSONNEL	294,460.00	198,302.74	198,302.74	96,157.26	67.34
1000 - SELECTMEN/CHAIRMAN SALARY	2,640.00	1,980.00	1,980.00	660.00	75.00
1001 - MEETING SECRETARY	3,000.00	1,628.85	1,628.85	1,371.15	54.30
1006 - TOWN CLERK SALARY	35,443.00	24,524.91	24,524.91	10,918.09	69.20
1007 - TOWN CLERK BENEFITS	10,640.00	5,639.52	5,639.52	5,000.48	53.00
1009 - DEPUTY TAX COLLECTOR/TREASURER	35,443.00	29,502.90	29,502.90	5,940.10	83.24
1010 - DEPUTY OFFICE BENEFITS	10,640.00	7,713.04	7,713.04	2,926.96	72.49
1014 - SELECTMAN'S SALARY	7,680.00	5,760.00	5,760.00	1,920.00	75.00
1018 - CODE ENFORCEMENT SALARY	43,708.00	30,367.76	30,367.76	13,340.24	69.48
1019 - CEO BENEFITS INSUR	1,200.00	1,033.20	1,033.20	166.80	86.10
1020 - ADMIN ASSISTANT SALARY	31,818.00	29,808.20	29,808.20	2,009.80	93.68
1021 - ADMIN ASSISTANT BENEFITS	11,288.00	9,611.54	9,611.54	1,676.46	85.15
1029 - Allowance for Merit Wage Incre	2,620.00	0.00	0.00	2,620.00	0.00
1030 - MANAGER SALARY	55,342.00	32,692.01	32,692.01	22,649.99	59.07
1031 - MANAGER HEALTH	18,228.00	4,433.07	4,433.07	13,794.93	24.32
2507 - FICA	18,464.00	11,407.66	11,407.66	7,056.34	61.78
2508 - MEDICARE	3,186.00	2,200.08	2,200.08	985.92	69.05
2509 - ICMA 401A RETIREMENT	3,120.00	0.00	0.00	3,120.00	0.00
05 - OFFICE EXPENSES	68,777.00	63,765.52	63,765.52	5,011.48	92.71
2502 - INSURANCES	40,000.00	38,981.00	38,981.00	1,019.00	97.45
2503 - WORKERS COMP	3,767.00	3,767.00	3,767.00	0.00	100.00
4024 - TRIO SOFTWARE	17,260.00	17,260.23	17,260.23	-0.23	100.00
4030 - EQUIPMENT LEASE	2,250.00	1,496.88	1,496.88	753.12	66.53
5003 - PUBLICATIONS	1,000.00	0.00	0.00	1,000.00	0.00
5007 - FURNISHINGS	150.00	70.00	70.00	80.00	46.67
5502 - SUPPLIES	4,200.00	2,190.41	2,190.41	2,009.59	52.15
7003 - SELECTMEN'S DISCRETIONARY	150.00	0.00	0.00	150.00	0.00
06 - FACILITY EXPENSES-TOWN OFFICE	13,495.00	12,151.66	12,151.66	1,343.34	90.05
1029 - Allowance for Merit Wage Incre	46.00	0.00	0.00	46.00	0.00
2006 - JANITORIAL SUPPLIES	100.00	218.25	218.25	-118.25	218.25
2007 - SECURITY	765.00	573.57	573.57	191.43	74.98
2009 - GENERATOR REPAIR	300.00	0.00	0.00	300.00	0.00
2507 - FICA	121.00	75.19	75.19	45.81	62.14
2508 - MEDICARE	29.00	18.18	18.18	10.82	62.69
3002 - ELECTRICITY - Utilities	2,181.00	1,566.03	1,566.03	614.97	71.80
3003 - STREETLIGHTS ELECTRICITY	1,557.00	1,276.21	1,276.21	280.79	81.97
3005 - PROPANE	1,500.00	2,146.31	2,146.31	-646.31	143.09
3502 - MAINT&REPAIRS	1,000.00	2,145.87	2,145.87	-1,145.87	214.59
3504 - OFFICE TELEPHONE	3,010.00	2,065.96	2,065.96	944.04	68.64
3601 - UNION CHURCH SECURITY	240.00	240.00	240.00	0.00	100.00
3602 - UNION ELECTRICITY	200.00	147.15	147.15	52.85	73.58
3603 - TELEPHONE	476.00	422.71	422.71	53.29	88.80
7035 - JANITORIAL WAGES	1,970.00	1,256.23	1,256.23	713.77	63.77
07 - ADMINISTRATION	68,284.00	47,063.81	47,063.81	21,220.19	68.92
1038 - ELECTION PAYROLL	3,400.00	2,364.34	2,364.34	1,035.66	69.54
2001 - ELECTIONS	5,000.00	3,726.64	3,726.64	1,273.36	74.53
2002 - LEGAL	10,000.00	1,275.00	1,275.00	8,725.00	12.75
2004 - AUDIT	12,200.00	12,200.00	12,200.00	0.00	100.00
2010 - ADMIN/SELECT FEE, DUES, ETC.	6,000.00	3,793.41	3,793.41	2,206.59	63.22
2050 - MMA DUES	4,828.00	4,867.00	4,867.00	-39.00	100.81
2051 - GPCOG DUES	7,696.00	3,463.00	3,463.00	4,233.00	45.00

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07 - ADMINISTRATION CONT'D					
2507 - FICA	211.00	112.64	112.64	98.36	53.38
2508 - MEDICARE	49.00	33.95	33.95	15.05	69.29
4001 - TAX BILLS EXPENSE	1,500.00	1,370.99	1,370.99	129.01	91.40
5508 - LIENS&TRANSFERS	2,500.00	1,805.00	1,805.00	695.00	72.20
5509 - POSTAGE	4,500.00	3,503.35	3,503.35	996.65	77.85
5550 - Town Manager Search	8,000.00	7,249.00	7,249.00	751.00	90.61
7005 - ADVERTISING	2,400.00	1,299.49	1,299.49	1,100.51	54.15
10 - Public Works (formerly ROADS)					
1029 - Allowance for Merit Wage Incre	8,604.00	0.00	0.00	8,604.00	0.00
1052 - ROAD COMMISSIONER SALARY	62,005.00	46,359.59	46,359.59	15,645.41	74.77
1054 - LABOR	258,400.00	173,962.65	173,962.65	84,437.35	67.32
2503 - WORKERS COMP	33,940.00	33,941.00	33,941.00	-1.00	100.00
2507 - FICA	24,064.00	16,735.05	16,735.05	7,328.95	69.54
2508 - MEDICARE	4,671.00	2,940.32	2,940.32	1,730.68	62.95
2510 - INSURANCE	80,419.00	66,340.21	66,340.21	14,078.79	82.49
3002 - ELECTRICITY - Utilities	15,900.00	11,162.14	11,162.14	4,737.86	70.20
3511 - COMMUNICATIONS	1,500.00	1,011.57	1,011.57	488.43	67.44
4000 - VEHICLE/EQUIPMENT	45,000.00	34,109.73	34,109.73	10,890.27	75.80
4002 - RENTAL EQUIPMENT	12,000.00	6,795.00	6,795.00	5,205.00	56.63
4003 - FACILITY MAINTENANCE	10,000.00	9,524.48	9,524.48	475.52	95.24
4006 - TREE CUTTING	2,500.00	0.00	0.00	2,500.00	0.00
4014 - TRAINING	1,000.00	394.00	394.00	606.00	39.40
4501 - MATERIAL	37,000.00	21,074.93	21,074.93	15,925.07	56.96
4502 - CULVERTS/DRAINS	12,000.00	-1,114.69	-1,114.69	13,114.69	-9.29
4503 - EROSIONCONTROL	2,500.00	3,251.59	3,251.59	-751.59	130.06
4504 - SIGNS	3,500.00	3,245.90	3,245.90	254.10	92.74
4505 - SAFETY EQUIPMENT	3,000.00	2,038.81	2,038.81	961.19	67.96
4506 - SUPPLIES	3,500.00	3,808.90	3,808.90	-308.90	108.83
4507 - MINOREQUIPMENT	3,800.00	3,469.73	3,469.73	330.27	91.31
4510 - PAVING	317,994.00	106,457.87	106,457.87	211,536.13	33.48
4512 - GASOLINE	30,000.00	17,215.30	17,215.30	12,784.70	57.38
4518 - UNIFORM/CLOTHING REIMBURSEMENT	2,000.00	50.60	50.60	1,949.40	2.53
4519 - Traffic Control (Flagging etc)	1,000.00	0.00	0.00	1,000.00	0.00
4521 - DE-ICING AGENTS	18,000.00	9,570.30	9,570.30	8,429.70	53.17
4528 - PROFESSIONAL SERVICES	12,000.00	22,534.87	22,534.87	-10,534.87	187.79
4530 - WINTER SAND	8,000.00	0.00	0.00	8,000.00	0.00
4531 - WINTER SALT	100,000.00	56,930.24	56,930.24	43,069.76	56.93
4532 - WINTER PLOW BLADES	12,000.00	387.08	387.08	11,612.92	3.23
4533 - WINTER EQUIPMENT MAINTENANCE	30,000.00	12,251.52	12,251.52	17,748.48	40.84
4534 - WEATHER TECHNOLOGY	600.00	0.00	0.00	600.00	0.00
7035 - JANITORIAL WAGES	1,707.00	857.24	857.24	849.76	50.22
14 - FIRE DEPARTMENT					
1029 - Allowance for Merit Wage Incre	598.00	0.00	0.00	598.00	0.00
1035 - FIRE/RESCUE CHIEF SALARY	58,535.00	31,025.53	31,025.53	27,509.47	53.00
1036 - LABOR	193,875.00	128,016.06	128,016.06	65,858.94	66.03
1053 - UNEMPLOYMENT	0.00	12.79	12.79	-12.79	----
2501 - HEALTH INSURANCE	22,280.00	10,126.30	10,126.30	12,153.70	45.45
2503 - WORKERS COMP	45,055.00	45,055.00	45,055.00	0.00	100.00
2507 - FICA	16,600.00	10,264.58	10,264.58	6,335.42	61.83
2508 - MEDICARE	3,663.00	2,279.45	2,279.45	1,383.55	62.23
2510 - INSURANCE	1,100.00	1,027.05	1,027.05	72.95	93.37

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14 - FIRE DEPARTMENT CONT'D					
3004 - ELECTRIC	6,000.00	3,334.31	3,334.31	2,665.69	55.57
3005 - PROPANE	5,500.00	3,538.50	3,538.50	1,961.50	64.34
3502 - MAINT&REPAIRS	6,600.00	2,274.11	2,274.11	4,325.89	34.46
3510 - EQUIPMENT MAINTENANCE	41,850.00	30,381.04	30,381.04	11,468.96	72.60
4014 - TRAINING	7,000.00	3,629.95	3,629.95	3,370.05	51.86
4513 - AMBULANCE INTERCEPT	4,200.00	2,241.64	2,241.64	1,958.36	53.37
4514 - DIESEL/GAS FOR TRUCK	4,400.00	2,893.55	2,893.55	1,506.45	65.76
5008 - DUES	2,300.00	813.32	813.32	1,486.68	35.36
5009 - CHIEF'S EXPENSE	1,800.00	534.85	534.85	1,265.15	29.71
5010 - PREVENTION	1,500.00	0.00	0.00	1,500.00	0.00
5011 - PERSONAL SAFETY	16,000.00	1,612.58	1,612.58	14,387.42	10.08
5014 - DISPATCH	29,690.00	27,828.50	27,828.50	1,861.50	93.73
7010 - MISC/SUPPLIES	4,805.00	3,027.88	3,027.88	1,777.12	63.02
16 - DEBT SERVICE	980,862.00	986,109.06	986,109.06	-5,247.06	100.53
3988 - 2014 EQUIPMENT BOND PW	91,120.00	91,119.18	91,119.18	0.82	100.00
3989 - 2014 BUILDING BOND PW	141,524.00	141,523.32	141,523.32	0.68	100.00
3990 - 2016 MMBB ROAD BOND	164,765.00	164,764.28	164,764.28	0.72	100.00
3991 - 2018 MMBB ROAD BOND	242,880.00	242,880.00	242,880.00	0.00	100.00
3992 - ENGINE 22 2018 BOND	58,894.00	58,894.00	58,894.00	0.00	100.00
3997 - 2019 MMBB Road/Ambulance Bond	281,679.00	286,928.28	286,928.28	-5,249.28	101.86
17 - FIRE RESERVE	90,000.00	56,950.00	56,950.00	33,050.00	63.28
3999 - CAPITAL PROJECTS	60,000.00	56,950.00	56,950.00	3,050.00	94.92
4005 - CAPITAL RESERVE	30,000.00	0.00	0.00	30,000.00	0.00
18 - Public Works Reserve Fund	218,600.00	188,580.00	188,580.00	30,020.00	86.27
3999 - CAPITAL PROJECTS	188,600.00	188,580.00	188,580.00	20.00	99.99
4005 - CAPITAL RESERVE	30,000.00	0.00	0.00	30,000.00	0.00
19 - ASSESSING	20,700.00	18,005.50	18,005.50	2,694.50	86.98
1050 - LABOR	18,000.00	15,000.00	15,000.00	3,000.00	83.33
2003 - TRANSFERS	400.00	322.00	322.00	78.00	80.50
5503 - MAPPING	2,300.00	2,683.50	2,683.50	-383.50	116.67
20 - SOLID WASTE	310,000.00	219,046.78	219,046.78	90,953.22	70.66
2030 - HAULERS	307,500.00	216,622.24	216,622.24	90,877.76	70.45
5520 - TAG PURCHASE	2,500.00	2,424.54	2,424.54	75.46	96.98
22 - CEMETARIES	4,650.00	4,590.44	4,590.44	59.56	98.72
2049 - CEMETARY MOWING CONTRACT	4,000.00	4,000.00	4,000.00	0.00	100.00
4034 - EQUIPMENT/MAINTENANCE	100.00	0.00	0.00	100.00	0.00
5530 - FLAGS	550.00	590.44	590.44	-40.44	107.35
24 - RUNAROUND PARK	1,080.00	512.97	512.97	567.03	47.50
2101 - SANITATION	980.00	490.00	490.00	490.00	50.00
2102 - PARK MAINTENANCE	100.00	22.97	22.97	77.03	22.97
25 - COUNTY TAX	558,960.00	558,960.00	558,960.00	0.00	100.00
7032 - COUNTY TAX PAYABLE	558,960.00	558,960.00	558,960.00	0.00	100.00
26 - RIVER PARK	900.00	147.56	147.56	752.44	16.40
2102 - PARK MAINTENANCE	700.00	0.00	0.00	700.00	0.00
3002 - ELECTRICITY - Utilities	200.00	147.56	147.56	52.44	73.78
27 - CONSERVATION	2,200.00	200.00	200.00	2,000.00	9.09
5008 - DUES	200.00	200.00	200.00	0.00	100.00

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27 - CONSERVATION CONT'D					
7028 - CAMP	2,000.00	0.00	0.00	2,000.00	0.00
28 - GENERAL ASSISTANCE	600.00	0.00	0.00	600.00	0.00
6000 - GEN ASSISTANCE CASES	600.00	0.00	0.00	600.00	0.00
30 - TELECOM	50,411.00	43,112.47	43,112.47	7,298.53	85.52
1008 - PUBLIC INFORMATION TECHNICIAN	20,000.00	17,653.21	17,653.21	2,346.79	88.27
1029 - Allowance for Merit Wage Incre	411.00	0.00	0.00	411.00	0.00
1055 - ACCESS CHANNEL EXPENSES	3,000.00	2,250.00	2,250.00	750.00	75.00
1057 - WEBSITE EXPENSE	1,838.00	2,458.38	2,458.38	-620.38	133.75
1058 - Email Expense	3,500.00	2,784.04	2,784.04	715.96	79.54
2070 - SERVICES	10,000.00	9,895.00	9,895.00	105.00	98.95
2503 - WORKERS COMP	0.00	131.00	131.00	-131.00	----
2507 - FICA	1,240.00	1,094.42	1,094.42	145.58	88.26
2508 - MEDICARE	290.00	255.99	255.99	34.01	88.27
4014 - TRAINING	132.00	0.00	0.00	132.00	0.00
4020 - HARDWARE	4,500.00	1,514.82	1,514.82	2,985.18	33.66
4021 - SOFTWARE	3,000.00	3,079.41	3,079.41	-79.41	102.65
4506 - SUPPLIES	300.00	0.00	0.00	300.00	0.00
4522 - PRINTING	2,200.00	1,996.20	1,996.20	203.80	90.74
31 - PLANNING	31,795.00	21,684.88	21,684.88	10,110.12	68.20
1001 - MEETING SECRETARY	2,500.00	3,147.90	3,147.90	-647.90	125.92
1016 - Town Planner	17,380.00	13,675.86	13,675.86	3,704.14	78.69
1029 - Allowance for Merit Wage Incre	53.00	0.00	0.00	53.00	0.00
1066 - BDS LABOR	4,000.00	2,450.00	2,450.00	1,550.00	61.25
2002 - LEGAL	1,000.00	0.00	0.00	1,000.00	0.00
2010 - ADMIN/SELECT FEE, DUES, ETC.	1,200.00	325.00	325.00	875.00	27.08
2066 - ADVERTISING	200.00	611.81	611.81	-411.81	305.91
2507 - FICA	1,481.00	1,194.89	1,194.89	286.11	80.68
2508 - MEDICARE	346.00	279.42	279.42	66.58	80.76
4037 - PLANNING & PROJECTS	2,815.00	0.00	0.00	2,815.00	0.00
5532 - SUPPLIES	400.00	0.00	0.00	400.00	0.00
5533 - BOARD POSTAGE	420.00	0.00	0.00	420.00	0.00
34 - WAR MEMORIAL PARK	300.00	147.15	147.15	152.85	49.05
3002 - ELECTRICITY - Utilities	200.00	147.15	147.15	52.85	73.58
5530 - FLAGS	100.00	0.00	0.00	100.00	0.00
37 - ANIMAL CONTROL	17,760.00	14,125.85	14,125.85	3,634.15	79.54
2070 - SERVICES	500.00	0.00	0.00	500.00	0.00
5024 - COASTAL HUMANE	5,580.00	5,579.60	5,579.60	0.40	99.99
5025 - ACO CONTRACTED SERVICES	11,680.00	8,546.25	8,546.25	3,133.75	73.17
39 - RECREATION	4,850.00	150.00	150.00	4,700.00	3.09
3995 - MEMORIAL DAY PARADE	750.00	150.00	150.00	600.00	20.00
3998 - RECREATION	4,100.00	0.00	0.00	4,100.00	0.00
41 - DURHAM EUREKA	6,844.00	2,632.77	2,632.77	4,211.23	38.47
1029 - Allowance for Merit Wage Incre	31.00	0.00	0.00	31.00	0.00
2006 - JANITORIAL SUPPLIES	1,313.00	792.14	792.14	520.86	60.33
2507 - FICA	81.00	48.88	48.88	32.12	60.35

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41 - DURHAM EUREKA CONT'D					
2508 - MEDICARE	19.00	11.37	11.37	7.63	59.84
3002 - ELECTRICITY - Utilities	2,000.00	1,334.15	1,334.15	665.85	66.71
3005 - PROPANE	100.00	0.00	0.00	100.00	0.00
3502 - MAINT&REPAIRS	3,000.00	446.23	446.23	2,553.77	14.87
4506 - SUPPLIES	300.00	0.00	0.00	300.00	0.00
49 - OTHER	0.00	1,268.56	1,268.56	-1,268.56	----
7034 - ABATEMENTS	0.00	1,268.56	1,268.56	-1,268.56	----
50 - SCHOOL OPERATIONS	0.00	3,983,860.37	3,983,860.37	-3,983,860.37	----
6100 - SCHOOL EXPENSES	0.00	3,983,860.37	3,983,860.37	-3,983,860.37	----
Final Totals	4,377,483.00	7,396,591.01	7,396,591.01	-3,019,108.01	168.97