

Community Services, the Assistant Secretary, Community Programs Administration and to the Secretary, Department of Human Resources. Each director is responsible for planning, implementing, administering, and monitoring all activities which occur as part of the program. These officials comprise part of the general program direction more specifically described below.

The Maryland Energy Assistance Program, which provides funds to cover energy costs of low income households, would be divided into two major sections, Administrative Services and Field Services, each headed by an associate director. The Associate Director for Administrative Services would be responsible for fiscal operations and data processing. A fiscal officer, a clerk and a data processing specialist would be under the supervision of this associate director.

The Associate Director for Field Services would be responsible for grants management, implementation and monitoring. Three field representatives are under the supervision of the Associate Director.

The Maryland Weatherization Program would remain a separate program under the supervision of a director. A supervisor and four program monitors would plan, administer, monitor and evaluate this program which provides funds for the weatherization of low-income homes.

A new program, Community Services Block Grant, would be established under the supervision of a director. Three planner monitors, under the director's supervision, would be responsible for planning, monitoring and evaluating the program which provides a broad range of employment, training, and social services to low-income persons.

I believe the proposed organization will promote more effective management and clearer administrative accountability in the Maryland Energy Assistance Program, the Maryland Weatherization Program, and the Community Services Block Grant Program. The need for these changes is the result of increased federal funding, increased responsibilities, and changes in the legislation and regulations affecting the program.

Sincerely,
Kalman R. Hettleman

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