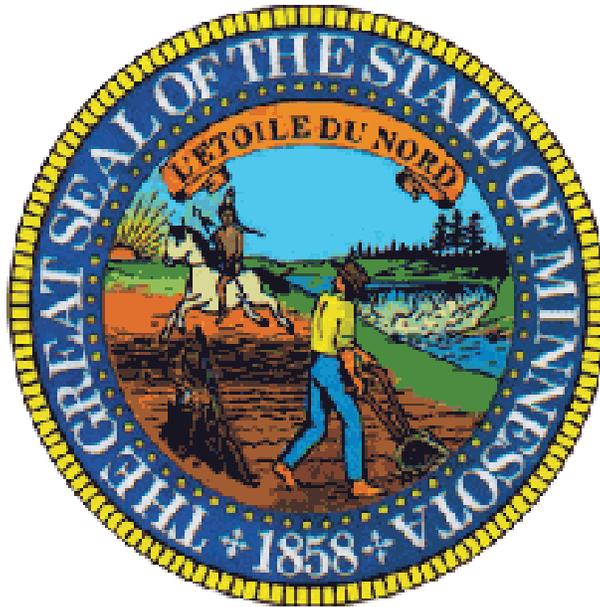


**MINNESOTA
COMMUNITY SERVICES BLOCK GRANT**

FFY2012/2013 STATE PLAN



Office of Economic Opportunity
**MINNESOTA DEPARTMENT
OF
HUMAN SERVICES**

**Minnesota Community Services Block Grant
FFY2012/2013 State Plan**

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I. Federal Fiscal Years Covered by this State Plan and Application

The Minnesota plan and application covers FFY2012/2013.

II. Letter of Transmittal

See cover letter attached to the Plan.

III. Executive Summary

This document has been prepared by the Minnesota Department of Human Services (DHS)/Office of Economic Opportunity (OEO) for submission to the U. S. Department of Health and Human Services (DHHS) to express Minnesota's desire to receive an allotment for FFY2012/2013 under the Community Services Block Grant (CSBG) Act (P.L. 97-35, Subtitle B as amended by P.L. 105-285). These funds are to be used for CSBG programs throughout Minnesota.

Poverty and Economic Insecurity in Minnesota

While the Great Recession has officially ended, its effects continue to be observed across the state of Minnesota. Rural and urban communities struggle with increased poverty, persistent unemployment, stagnant wages, housing market instability and sluggish economic growth. These economic conditions impair the ability of poor and low-income Minnesotans to achieve economic security. Community Action Agencies report continuing demand for emergency, employment, education, housing and other support services. In a time when local and state governments face unprecedented budget shortfalls, Community Action is being asked to expand its role in helping poor and low-income Minnesotans. This section focuses on Minnesota's poverty trends and describes key issues affecting Community Action priorities and strategies.

Poverty Trends

More people live in poverty.

Since 2001, Minnesota's poverty rate has steadily climbed with the most significant increases occurring during the Great Recession of the late 2000s. Between 2001 and 2009, the overall percentage of Minnesotans living in poverty increased from 8% to 11%.¹ Seven cities had poverty rates exceeding 20%. In the Twin Cities metropolitan area, 10% of people lived in poverty. These figures represent significant increases from pre-recession levels. Some Minnesotans experienced large increases in poverty between 2007 and 2009, including Latinos (4%), children (2%) and white Non-

¹ U.S. Census Bureau. 2000 Census and 2009 American Community Survey.

Hispanics (1%). In Minnesota, 14% of children under age 18 compared to 10% of people 18 years and over and 9% of people 65 years old lived below the poverty level in 2009.

Median household income has decreased.

The recession impacted most families in Minnesota. Between 2008 and 2009, median household income decreased by 2%, about \$1,000, to \$55,604 (after adjusting for inflation).² Although Minnesota’s median household income remained higher than the national figure (\$50,221), significant income disparities exist between specific racial and ethnic groups. In 2009, the median income for non-Hispanic white households was \$57,979 in comparison to \$26,930 for black households, \$33,930 for American Indian households and \$38,751 for Latino households. While non-Hispanic white households had incomes above the national median in 2009, black households in Minnesota had incomes well below the national median.

Minnesota	2009 Median Household Income
All Groups	\$55,604
Asian	\$59,893
Non-Hispanic White	\$57,979
Latino	\$38,751
American Indian	\$33,930
Black	\$26,930
Source: U.S. Census Bureau, 2009 American Community Survey	

Racial disparities in poverty are dramatic.

Minnesota’s communities of color face dramatic concentrations of poverty and persistent income inequality. In 2009, all racial groups, including non-Hispanic Whites, experienced a significant increase in poverty and significant decrease in median household income. While the poverty rate among non-Hispanic White Minnesotans is one of the lowest in the nation, Black, American Indian and Latino communities have significantly higher rates of poverty. In 2009, 35% of Blacks and American Indians lived below the poverty line. Latinos (26%) and Asians (17%) also had significantly higher poverty rates than non-Hispanic Whites (8%).

Minnesota	2009 Poverty Rate
All Groups	11%
American Indian	35%
Black	35%
Latino	26%
Asian	17%
Non-Hispanic White	8%
Source: U.S. Census Bureau, 2009 American Community Survey	

Female-headed households with children are disproportionately poor.

Statewide, 7% of all families lived in poverty in 2009. Female-headed households with related children under 18 years of age (33%) and related children under 5 years of age (44%) are most likely to live in poverty. In contrast, only 5% of married couple families with related children under 18 years of age and 3% with related children under 5 years lived in poverty.

Poverty is increasingly suburbanized.

Since 2000, poverty has geographically shifted in Minnesota’s largest metropolitan area, Minneapolis – Saint Paul. In 2008, Hennepin and Ramsey Counties, the location of Minneapolis and Saint Paul, had poverty rates higher than the statewide rate and highest among the nine counties of the metro area. However, the overall share of the metro area’s poor was larger in the suburbs than the central cities. By 2008, 54% of poor individuals lived in the suburbs compared to 46% in the central Twin Cities.³ The suburbs are home to the largest and fastest-growing poor population. These geographical trends are expected to continue in the future.

Minnesota	2009 Poverty Rate
Families With Related Children under Age 18	
All Families	12%
Married Couple Families	5%
Single Parent, Female-Headed Households	33%
Families With Related Children under Age 5	
All Families	13%
Married Couple Families	3%
Single Parent, Female-Headed Households	44%
Source: U.S. Census Bureau, 2009 American Community Survey	

More Minnesotans face economic insecurity than those “officially” considered poor.

Today many families not considered poor under the official poverty guideline struggle to make ends meet. Since the 1980’s, wages have failed to keep pace with the cost of living. Between the late 1980’s and mid-2000’s, incomes of the poorest 20% of families grew at a much slower rate than the richest 20% of families in Minnesota.⁴ During this period, the income of the poorest 20% of families increased 31.9%, while the income of the richest 20% of families increased 50.7%. By the mid-2000s, the richest 20% of families had average incomes six times as large as the poorest 20% of families and twice as large as the middle 20% of families. Rising income inequality has resulted in increased poverty and economic insecurity.

Many full-time entry level and low-skilled workers do not earn sufficient income to meet their basic needs. The Jobs Now Coalition estimates the average annual cost of

³ The Brookings Institution. The Suburbanization of Poverty: Trends in Metropolitan America, 2000–2008. January 2010.

⁴ Center on Budget and Policy Priorities and Economic Policy Institute. Pulling Apart: A State By State Analysis of Income Trends. April 2008.

meeting basic needs for a family of four with two workers is \$58,000.⁵ To cover these costs each worker must earn \$14.03 per hour. At the state minimum wage of \$7.25 per hour, a couple with two children would have to work 155 hours a week to meet their basic needs. Thirty-nine percent of jobs in Minnesota—more than a million jobs—pay less than a family-supporting wage of \$14.03 per hour.

In the Minneapolis – Saint Paul metropolitan area, the average annual cost of meeting basic needs for a family of four with two workers is about \$61,500. To cover these costs each worker must earn \$14.78 per hour. Thirty-six percent of jobs in the Metro area—over 560,000 jobs—pay less than a family-supporting wage of \$14.78 per hour. At the minimum wage of \$7.25 per hour, a couple with two children would have to work 163 hours a week to meet basic needs.

Work support programs, like the Earned Income Tax Credit (EITC), Food Support and Child Care Assistance, which are designed to lift low-wage workers out of poverty, often fail to bridge the gap between earned income and a basic needs budget. The Bridging the Gaps project found that Minnesota’s work supports closed nearly half (44%) of the gap between family earnings and a basic standard of need.⁶ However, the “eligibility gap”, the share of people living below a basic family budget who are ineligible for a work support benefit, was at least 50% for each major work support program. One in five Minnesotan families with incomes below a basic needs budget were not eligible for any work support. Most low-income workers earn too much income to qualify for basic work supports, but do not earn enough to meet their basic needs through employment. Minnesotans facing this dilemma rely on Community Action and other community-based organizations to meet their immediate needs and to access opportunities that will improve their circumstances.

Key Issues Affecting Community Action Priorities and Strategies

In May 2009, a survey of Minnesota’s Community Action network identified the areas of employment, housing, and emergency services as key concerns. All agencies reported increased inquiries for services and rising caseloads. Areas of the state with especially high unemployment and underemployment reported dramatic increases. The following section describes key issues affecting the priorities and strategies of Community Action Agencies.

Persistent Unemployment

Prolonged unemployment and low job vacancies have restricted the opportunities of many workers particularly low-skilled, entry-level workers. During the Great Recession, Minnesota experienced the largest numeric job loss in post-World War II history.⁷ Between 2008 and 2010, Minnesota’s unemployment rate climbed from an average of

⁵ Jobs Now Coalition. Cost of Living in Minnesota. March 2010.

⁶ Center for Economic and Policy Research and the Center for Social Policy, University of Massachusetts, Boston. Bridging the Gaps: A Picture of How Work Supports Work in Ten States (National Report). October 2007.

⁷ Minnesota Department of Employment and Economic Development. Labor Market Information. May 2009.

about 5% in 2008 to 8% in 2009 and gradually decreased to about 7% by the end of 2010.⁸ During this period, the national average outpaced the statewide rate, but unemployment was not evenly distributed across the state. Job losses were most severe in areas that experienced a significant housing boom in the 2000s, depended on manufacturing and had existing high unemployment rates. The labor force participation rate, the percentage of working age people who have a job or are unemployed and seeking a job, remains at levels not observed since the late 1980s. This is of particular concern as it represents a shift of discouraged unemployed workers out of the workforce as they end their search for employment.

Significant disparities exist in unemployment rates between white workers and people of color. In 2009, the black unemployment rate in the Minneapolis – Saint Paul metropolitan area was the second highest among the 50 largest metropolitan areas in the nation.⁹ At 20% the black unemployment rate was almost 14 percentage points higher than the white unemployment rate. Blacks were 3.1 times as likely to be unemployed as whites. Even blacks with comparable levels of education as whites are much more likely to be unemployed in the metro area.¹⁰ A complex combination of individual and systemic factors contributes to racial and ethnic unemployment disparities.

Current labor market conditions translate into limited options and stiff competition for many job seekers; especially entry level workers with limited skills and education. In 2008, the Governor’s Workforce Development Council estimated that more than two-thirds of new jobs created by 2010 would require some education beyond high school, such as technical training, an associate’s degree or a bachelor’s degree.¹¹

Minnesotans with a high school diploma or less education and inadequate or outdated skills are poorly positioned to compete against their better educated and trained peers. Workers with limited English proficiency, inadequate transportation and child care options, chronic health concerns, chemical dependency issues, disabilities, criminal records and unstable housing face additional barriers to employment. Low-skilled, low-wage workers who are able to access opportunities for skill development, training and education greatly improve their employability. Community Action services in these areas are critical for workers facing employment barriers.

Increased Housing Instability

Between 2000 and 2007, Minnesota had the fastest growth in severely cost burdened households of any state in the nation. By 2007, 1 in 8 Minnesota households paid more than half of their income for housing, indicating severe cost burden.¹² Homelessness and home foreclosures are two significant measures of housing instability.

8 Minnesota Department of Employment and Economic Development. Minnesota Local Area Unemployment Statistics.

9 Economic Policy Institute. Uneven pain—Unemployment by metropolitan area and race. June 2010.

10 Ibid.

11 Governor’s Workforce Development Council. Preparing Minnesota’s Workforce for Tomorrow’s Economy. 2008.

12 Minnesota Housing Partnership. Spotlight on the Housing Market. January 2009.

A Wilder Foundation study conducted in October 2009 counted nearly 9,500 homeless people statewide with nearly 6,500 people (68%) in the metro area.¹³ During the last three years, the number of Minnesotans experiencing homelessness increased 22% and the number of homeless families with children increased 27%. Varied factors result in people experiencing homelessness including unemployment, lack of living wages, home foreclosure, mental illness and chemical dependency.

In the last five years, nearly 5% of residential properties experienced foreclosure. During 2010, 25,673 households lost their homes to foreclosure, an increase of 11% from 2009 and similar to the high of 26,251 in 2008.¹⁴ A 2010 Minnesota Home Ownership Center study showed a combination of life circumstances including unemployment, reduced income, health care expenses and family crises all contribute to foreclosure.¹⁵ Half of homeowners who received foreclosure counseling were unable to pay their mortgage due to either a reduction in income (35%) or a total loss of income (25%). The majority of homeowners counseled had mortgage payments that were unaffordable at the time they sought counseling. Sixty-two (62 %) of the homeowners had a monthly mortgage payment that was more than 30% of their household income and nearly one-quarter had payments that were more than half of their household income.

The foreclosure crisis has affected both individual homeowners and the larger community. Thousands of displaced families have scrambled to locate new housing and stabilize their lives. Among Minnesota homeowners seeking foreclosure counseling in 2010, over half had dependents living in the home with them.¹⁶ Children have been particularly affected as they have faced school changes, family stress and financial instability. Vacant properties negatively affect neighborhoods putting downward pressure on surrounding home values and stifling economic recovery. In recent years, Community Action has observed growing demand for housing services that meet the diverse needs of renters, home buyers and homeowners. These services have targeted people in crisis – facing a home foreclosure, eviction or homelessness – as well as those working to achieve stable permanent housing through affordable housing or home ownership.

Inadequate Income to Meet Basic Needs

As the Great Recession forced some Minnesotans into poverty for the first time, and deepened poverty for others, Community Action observed increasing demand for emergency services. Requests for rent assistance, utility payments, energy assistance, food assistance and other self-sufficiency services rose across the state. Food insecurity represents a key indicator of the number of Minnesotans struggling to make ends meet.

13 Wilder Research Foundation. Homelessness in Minnesota: Key Findings from the 2009 Statewide Survey. March 2010.

14 Minnesota Home Ownership Center. 2010 Foreclosures in Minnesota. February 2011.

15 Minnesota Home Ownership Center. 2010 Foreclosure Counseling Program Report. March 2011.

16 Minnesota Home Ownership Center. 2010 Foreclosure Counseling Program Report. March 2011.

Lengthy unemployment and underemployment means many households lack adequate income to pay their basic bills, leaving insufficient income to purchase adequate food. In 2010, 14% of Minnesotans did not have enough money to buy food that they or their family needed at some points during the prior twelve months.¹⁷ By January 2011, participation in the Minnesota Food Support program (formerly food stamps) had reached an all-time high at 478,000 households.¹⁸ A much larger number, about 555,000, rely on food shelves.¹⁹ Between fall 2008 and fall 2010, the number of Minnesotans seeking emergency food assistance increased 62%.²⁰ Minneapolis – Saint Paul metropolitan area food shelves reported even higher growth with a 97% increase in visits.

Women, children, and people of color are disproportionately represented among food shelf and on-site meal program recipients.²¹ More than half of food shelf clients live in households with children. More than three-quarters of households with school-age children using food shelves also receive free or reduced-price school meals. Most clients are working and earn wages significantly higher than Minnesota's minimum wage, on average \$9.32 per hour, yet lack adequate income to meet their basic needs. Many low-income people are eligible for public food benefits, but believe they do not qualify.²² About 80% of households using food shelves are eligible for Food Support, but only 35% receive benefits, and 83% of households are eligible for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), but only 52% receive support. Statewide participation rates, the percentage of Minnesotans eligible to receive assistance, have climbed steadily over the last six years - from 42% (270,619 people) in 2005 to 66% (433,647 people) in 2010. Yet, 34% of people who are eligible are not getting the food support they could receive. Statewide, about 178,000 Minnesotans are eligible for Food Support and are not receiving approximately \$172 million in benefits. Of these Minnesotans, 77% are seniors and 30% are the working poor. Multiple issues prevent seniors and families from seeking public food benefits including social stigma and a lengthy application process.

Community Action has played a key role in providing direct food assistance to hungry families through food shelves, on-site meal programs and meal delivery. More significantly, Community Action has been instrumental in enrolling more eligible participants in public food benefits, such as Food Support, through outreach and application assistance. The high demand for food assistance demonstrates the continuing need for crisis and self-sufficiency services to help poor and low-income families recover from the recession.

17 Food Research Action Center. Food Hardship in America - 2010. March 2011.

18 Minnesota Department of Human Services.

19 Hunger Solutions Minnesota.

20 Hunger Solutions Minnesota. Keeping Food on the Table: A Quarterly Review of the State of Hunger in Minnesota. December 2010.

21 Wilder Research Center. The State of Hunger in Minnesota 2005. February 2006.

22 Ibid.

Investing Resources to Meet Community Needs

To address the sizeable problems generated by the Great Recession, Community Action develop local community needs assessments to develop projects that would address the most urgent economic and employment needs in their communities. Many initiatives provide direct services, while others mobilize additional resources and foster greater community involvement.

As families have struggled to make ends meet, they have turned to CAAs to meet their household needs and to improve their economic opportunities. The Community Action network provided services to meet the increased demand. These services are helping people to help themselves by mitigating the effects of the Great Recession and providing opportunities to build human potential and achieve greater economic security. Community Action plays a critical role in helping families rebuild their economic security through services and support to reduce these barriers.

A. Statutory Authority of the State - CSBG State Legislation

Minnesota has a history of commitment to the work of removing the social and economic barriers that prevent poor and disadvantaged citizens from achieving self-sufficiency and self-determination.

In 1981 the Minnesota Legislature passed the Minnesota Community Action Act. This Act was renumbered in 2006 to [Minnesota Statutes \(M.S.\) 256E.30-32](#) (Appendix A). The law was enacted "to strengthen, supplement, and coordinate efforts that further the policies of the State to help develop the full potential of each of its citizens, so that they can live in decency and dignity, and so they can contribute to the strength of the state as a whole."

This State law recognizes and describes the particular role of Community Action Agencies and Tribal Governments. The law defines Community Action grantee functions, powers, components, and administration. In addition, the law requires coordination among business, labor, and private groups, with public officials and service agencies, and the mobilization of private resources at the local level to seek solutions to the problems of poverty. The law requires participation by the poor and by community-based organizations in the planning, governance, and evaluation of Community Action programs. It is this involvement by the poor in the planning, governance and evaluation that makes Community Action unique.

The Minnesota Community Action Act is central to the Community Services Block Grant in Minnesota because it provides the mechanism for the State to provide funds to grantees, and to carry out Community Action programs. Block grant funds are allotted in accordance with the requirements of the federal CSBG law, and in accordance with Minnesota State Statutes.

Refer to Appendix A for the entire text of Minnesota Statutes regarding Community Action. Minnesota's Community Action statute can be found on-line at:

<https://www.revisor.leg.state.mn.us/statutes/?id=256E>

B. Designation of Lead State Agency to Administer CSBG Program

The Governor has designated the Minnesota Department of Human Services (DHS) as the lead state agency to administer the Community Services Block Grant program in Minnesota. Within DHS, the Office of Economic Opportunity (OEO) has responsibility for operating the state's anti-poverty activity.

Refer to Appendix B for the signed Governor's Designation letter.

C. Public Hearing Requirements

Below is a description and references to supporting documentation demonstrating how Minnesota complied with the public and legislative hearing requirements of the CSBG Act regarding the State Application and Plan.

1. Public Hearing

The public hearing for the FFY 2012-13 CSBG State Plan will be held in the summer of 2011 in St. Paul, Minnesota. Because of the pending state government shutdown in Minnesota, the public hearing was held by the Minnesota Community Action Partnership. Notice of this meeting was distributed statewide (see Appendix C). The minutes from this hearing can be found in Appendix D.

2. Legislative Hearing

In 2011, the Minnesota State Legislature held public hearings regarding the Community Services Block Grant and the Minnesota Community Action Grant. A House of Representatives' hearing was held on January 25, 2011, before the Health and Human Services Finance Committee (see agenda of meeting in Appendix E). A second House hearing was held on March 8, 2011 before this same committee (see agenda of meeting in Appendix E). Additionally, OEO provided an update on the state Community Action Grant and the federal Community Services Block Grant to the State of Minnesota Indian Affairs Council on March 8, 2011 (see agenda in Appendix E).

3. Public Inspection of State Plan

Minnesota has made the FFY 2012-13 State CBGS Plan available for public inspection by placing it on MinnCAP's website, www.minncap.org.

The plan was also distributed to and available for public review and comment at CSBG grantee offices. Plan changes are considered within applicable laws and policies.

Copies are available from the Minnesota Department of Human Services, Office of Economic Opportunity, PO Box 64962, St. Paul, Minnesota 55164-0962 or from any MN CSBG grantee.

IV. Statement of Federal and CSBG Assurances

As part of the biennial application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S.C. 9901 et seq.) (The Act), the designee of the chief executive of the State, the Minnesota Department of Human Services (DHS)/Office of Economic Opportunity (OEO), hereby agrees to the Assurances in Section 676 of the Act.

A. Programmatic Assurances

1. Funds made available through this grant or allotment will be used:

- a. To support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act;
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low income families in the communities involved, which may include carrying out family literacy activities;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and,

- (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –
 1. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 2. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
 - b. To address the needs of youth in low income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills, training, job creation, and entrepreneurship programs); and after-school child care programs; and
 - c. To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [‘676(b)(1)]
2. To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; [‘676(b)(2)]
3. To provide information provided by eligible entities in the State, including:
- a. a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low income individuals and families in communities within the State;

- b. a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - c. a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - d. a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [676(b)(3)]
4. To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low income individuals. [676(b)(4)]
 5. That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; [676(b)(5)]
 6. To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such communities.[676(b)(6)]
 7. To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [676(b)(7)]
 8. That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act. [676(b)(8)]

9. That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. [676(b)(9)]
10. To require each eligible entity in the State to establish procedures under which a low income individual, community organization, or religious organization, or representative of low income individuals that considers its organization, or low income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [676(b)(10)]
11. To secure from each eligible entity in the State, as a condition to receipt of funding, a Community Action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; [676(b)(11)]
12. That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.[676(b)(12)]
13. To provide information describing how the State will carry out these assurances. [676(b)(13)]

B. Administrative Assurances

The State further agrees to the following, as required under the Act:

1. To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [675A(b)]
2. To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)]

3. In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [675C (a)(3)]
4. To spend no more than the greater of \$55,000 or five percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [675C(b)(2)]
5. In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [675(c)]
6. That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. [676(a)(2)(B)]
7. That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. [676(a)(1)]
8. To hold as least one legislative hearing every three years in conjunction with the development of the State plan. [676(a)(3)]
9. To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [676(e)(2)]
10. To conduct the following reviews of eligible entities:
 - a. full onsite review of each such entity at least once during each three-year period;

- b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;]
 - c. follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - d. other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [678B(a)]
11. In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
- a. inform the entity of the deficiency to be corrected;
 - b. require the entity to correct the deficiency;
 - c. offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d. at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - e. after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [678(C)(a)]
12. To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
13. To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. [678D(a)(3)]

14. To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [678E(a)(1)].
15. To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under 678E(a)(2) of the Act.
16. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
17. To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [678F(b)]
18. To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [678F(c)]
19. Section 679. Operational Rule.
 - a. Religious Organizations Included as Nongovernmental Providers.—
For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall

discriminate against an organization that provides assistance under, or applies to provide assistance under this subtitle on the basis that the organization has a religious character.

b. Religious Character and Independence.

(1) In General.—A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice and expression of its religious beliefs.

(2) Additional Safeguards.—Neither the Federal Government nor a State or a local government shall require a religious organization—

(A) To alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided under Section 676B; or

(B) to remove religious art, icons, scripture or other symbols; in order to provide assistance under a program describe in subsection (a).

(3) Employment Practice.—A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, programs described in subsection (a).

c. Limitations on Use of Funds for Certain Purposes.—No funds provided directly to a religious organization to provide assistance under any program describe in subsection (a) shall be expended for sectarian worship, instruction , or proselytization.

d. Fiscal Accountability.—

(1) In General.—Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.

(2) Limited Audit.—Such organization shall segregate government funds provided under such program into a

separate account. Only the government funds shall be subject to audit by the government.

- e. Treatment of Eligible Entities and Other Intermediate Organizations.—If an eligible entity or other organization (referred to in this subsection as an ‘intermediate organization’), acting under a contract, or grant or other agreement, with the Federal Government or a State or local government, is given the authority under the contract or agreement to select nongovernmental organizations to provide assistance under the programs describe in subsection (a), the intermediate organizations shall have the same duties under this section as the government.

C. Other Administrative Certifications

The State also certifies the following:

- 1. To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.
- 2. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.

Signature

Administrator/Director of Designated Lead Agency Date

V. The Narrative State Plan

A. Administrative Structure

(1) State Administrative Agency

(a) Mission and Responsibilities of Lead Agency

The Minnesota Department of Human Service's Office of Economic Opportunity (OEO) is the anti-poverty office for the State of Minnesota. According to its mission statement, OEO's purpose is to help people achieve economic security by building the capacity of community-based networks. The Office embodies its mission statement by recognizing local community initiative as the most effective catalyst for the design and realization of services; by working with local communities to develop, implement, and evaluate programs that combat poverty; by promoting statewide coordination of anti-poverty activities; and, by seeking advice regarding poverty issues, and in turn making recommendations to policymakers.

OEO starts with the premise that local communities know best. Local organizations are best equipped to identify issues needing to be addressed in their communities, and they are best able to design innovative and effective programs to remedy these issues. OEO provides assistance for local organizations to do just this; funding, monitoring, training and technical assistance are provided to local organizations. Knowledgeable staff prepare program guidelines for grantees, ensuring that state and federal rules and regulations are met. State field representatives make site visits as part of an annual review process, with one aspect of these visits being to identify staff training needs. In addition, as need be OEO provides technical assistance to agencies. OEO works to promote and support local organizations to carry out the Economic Opportunity Act's commitment to "maximum feasible participation."

In addition to working on a local level, OEO works on a state and federal level. OEO enjoys excellent working relationships with a broad range of organizations working on anti-poverty issues, but none as important as its special partnership with the Minnesota Community Action Partnership, the state association of Community Action Agencies. OEO works from the premise that policymakers and citizens must be informed about poverty issues, and works to continually accrue and disseminate pertinent knowledge. To this end, OEO staff initiate data collection, analyze poverty information, document needs related to poverty, and develop and evaluate alternative policies and program designs. To ensure that staff are current on state and national trends, as well as connected to peers administering

related programs, staff attend meetings and conferences sponsored by the Office of Community Services and other federal funders, the National Association for State Community Services Programs, the Community Action Partnership, the National Community Action Foundation, CAPLAW, the Center for Social Development, Corporation for Enterprise Development and other organizations promoting asset-building policies for low-income people. In addition, every attempt will be made to send staff, but at a minimum OEO staff assigned to work on antipoverty issues, to relevant local events such as those sponsored by the Minnesota Community Action Partnership.

Another way that OEO impacts poverty reduction is through its work with statewide initiatives. By partnering with organizations whose work is to eradicate poverty, OEO facilitates and expedites the dismantling of systemic barriers that limit or make it impossible for people to achieve self-sufficiency. Examples of this systemic work include ongoing meetings with the Continuum of Care initiative, the Interagency Task Force on Homelessness, the Minnesota WorkForce Center system, the migrant community, and the Minnesota Saves Network. As part of the Department of Human Services/Community Partnerships Division, opportunities for partnering with other human services efforts regularly emerge. A benefit to this collaborative work is that duplication of effort and funds is minimized.

In recent years, the Minnesota Community Action network provided leadership in efforts to educate and influence the work of Minnesota's Legislative Commission to End Poverty by 2020. Community Action Agencies helped to plan and host informational hearings in 10 regions across the state, during which Commission members took testimony and met with low income citizens to better understand the barriers to leaving poverty in rural, urban, and suburban areas of Minnesota. Following the hearings, MinnCAP, OEO and Community Action Agency staff and program participants took part in Commission sub-group meetings, providing research-based evidence and technical assistance to Commissioners and staff on the experience of poverty in our state. The final report submitted to the full legislature in January 2009 included support for Community Action initiatives (to view report, visit <http://www.commissions.leg.state.mn.us/lcep/>). Similarly, the Minnesota Community Action network has actively participated in the Ladders Out of Poverty Task Force which has carried forward the asset building components of the Commission to End Poverty work.

A litmus test utilized by OEO is that all work must be done in a manner that is respectful of differences, including those of income, race, ethnicity, and culture. OEO recognizes that open communication is essential to meeting poverty head on, as well as the utilization of joint problem solving strategies. Ultimately, however, the litmus test used by the OEO in evaluating and directing its work is that it must directly or indirectly assist

individuals and families with low incomes to become more self-sufficient, without infringing on their rights to self-determination and self-actualization.

The DHS/Office of Economic Opportunity is the State agency designated by the Governor to apply for, receive, and expend funds to administer the Community Services Block Grant (CSBG) in Minnesota and to assure grantee certification and compliance. DHS fulfills these responsibilities by:

- (i) Allocating resources to agencies statewide in support of an effective Community Services Network;
- (ii) Maintaining management control of the Community Services Network; enabling the state to measure results, correct problems, and make changes as needed;
- (iii) Providing assistance to communities as needed; and assuring that all aspects of the Minnesota Community Action Act are met; and,
- (iv) Maintaining grantee records.

Additional activities may include, as specified in the Act:

- (i) Providing training and technical assistance to those entities in need of such training and assistance;
- (ii) Coordinating State-operated programs and services, and at the option of the State, locally-operated programs and services, targeted to low income children and families with services provided by eligible entities and other organizations funded under this subtitle, including detailing appropriate employees of State or local agencies to entities funded under this subtitle, to ensure increased access to services provided by such State or local agencies;
- (iii) Supporting statewide coordination and communication among eligible entities;
- (iv) Analyzing the distribution of funds made available for Community Action activities to ensure they have been targeted to the areas of greatest need
- (v) Supporting asset-building programs for low income individuals, such as programs supporting individual development accounts;
- (vi) Supporting innovative programs and activities conducted by Community Action Agencies or other neighborhood-based

organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization;

(vii) Supporting State charity tax credits; and,

(viii) Supporting other activities, as consistent with the purposes of federal law.

(b) Goals and Objectives

The overarching goal of the CSBG is to eliminate the causes of poverty in Minnesota communities. To achieve this broad goal, CSBG in Minnesota has the following objectives:

- To provide all low-income Minnesota residents with the opportunity to achieve self-sufficiency and self-determination;
- To develop and strengthen community-based organizations that represent the interests of low-income Minnesotans on the local level, and that plan, implement, and evaluate programs and activities responsive to their needs;
- To support a wide range of programs and activities that have a measurable impact on the systemic causes of poverty in the community, or in those areas of the community where poverty is a particularly acute problem;
- To develop and to support local programs that may expand the knowledge base of poverty problems and to test innovative solutions to those problems;
- To promote a voice for low-income people in the planning, implementation and evaluation of services provided for them;
- To coordinate activities related to the problems of poverty through a local Community Services Network and the State; and,
- To support the Minnesota Community Action Partnership's strategic plan.

Objectives will be achieved by granting funds to eligible grantees that in turn provide programs and activities which address locally determined needs. Grantees will submit funding applications to the Minnesota Department of Human Services/Office of Economic Opportunity. Applications will include program plans, measurable outcomes, and budgets that are the result of a local needs assessment, which include low income people in the planning process.

(2) Eligible Entities

(a) Overview and List of Eligible Entities

In Minnesota, the Community Services Network is comprised of 39 public and private agencies that cover the state. These eligible entities include Community Action Agencies and Tribal Governments. A list of eligible entities is attached as Appendix F.

Community Action Agencies

There are 11 Tribal Governments, 27 private and one public Community Action Agency (CAAs) in Minnesota.

The makeup of a Community Action Agency board defined in State law is consistent with the board requirements set out in the federal Community Services Block Grant Act. The board of a Community Action agency is comprised of one-third elected public officials currently holding office, or their representatives; one-third persons chosen in accordance with democratic selection procedures assuring that they represent the poor in the area served; and one-third representatives of business, industry, labor, religious, welfare, education or other major interests in the community. The local board directs the provision of a range of programs and activities designed to identify and to address the causes of poverty. The board assesses local needs, sets priorities, approves plans, approves funding applications, and develops service provision strategies.

OEO has increased its efforts over the past several years to build the capacity of local boards. A video and accompanying training book aimed at clarifying the roles and responsibilities of non-profit boards was produced and distributed to all Community Action boards in the state, and has been shared nationally as well. Annual site visits by field staff include attendance at board meetings. Copies of monitoring visit follow-up letters are mailed to board chairs as a way to keep channels of communication open.

Eligible entities coordinate and maintain linkages with governmental and other human service providers to ensure efficient and effective delivery of programs within the service area.

Tribal Governments

Tribal Governments have the option of applying for funding directly from the Federal Government or through the State. All 11 Tribal Governments currently receive funding through the State for the CSBG. Grants to Tribal Governments support programs and activities

consistent with the goals and objectives of the Community Services Block Grant Act.

The Red Lake Band of Chippewa Indians and the six Reservation Governments that comprise the Minnesota Chippewa Tribe, (Grand Portage, Fond du Lac, Mille Lacs Band, Bois Forte, Leech Lake and White Earth) were designated as Indian Community Action Programs (ICAPS) by the federal Community Services Administration. The four Sioux communities (Lower Sioux, Upper Sioux, Prairie Island and Shakopee Mdewakanton) are also eligible grantees.

The Minnesota Indian Affairs Council, established by the 1963 Minnesota Legislature, provides a centralized point in state government to interface with Tribal Governments. An interagency agreement between the Department and the Minnesota Indian Affairs Council provides assistance in strengthening the Tribal Government role in Minnesota's Community Services Network. Tribal grantees meet together with OEO regularly to receive training, share information, and talk about best practices.

(b) Geographic Areas Served

Low-income people in all of Minnesota's 87 counties are currently served by CSBG grantees. The map included as Appendix G shows the location of grantees.

(3) *Distribution and Allocation of Funds*

For FY2012, a total of \$8.454 million (an estimated \$3.773 million CSBG and \$4.681 million Minnesota Community Action Grant funding) is projected to be available annually to eligible grantees. A chart projecting the distribution of this allocation by grantee for FY2012/2013 can be found in Appendix H. The chart for the actual allocation amounts for FY2010/2011 can be found in Appendix I.

B. Description of Criteria and Distribution Formula

In Minnesota, eligibility for grants from the CSBG allotment is limited to grantees eligible under the Minnesota Community Action Act and the Federal CSBG Law.

Guidelines for application of funds to eligible grantees require a statement of purpose and eligibility, a listing of statutory references and assurances to be followed, necessary documents, fiscal procedures, audit requirements and notice of report requirements. These guidelines are posted on the MinnCAP web site (www.minncap.org).

In Minnesota the CSBG and the MN Community Action Grant are administered as a combined grant for Community Action Programs. Funding for FY2012/2013 is

projected to consist of a \$4.618 million annual appropriation to the Community Action Grant from the Minnesota Legislature, and the FY2012/2013 CSBG appropriation projected to be approximately \$3.773 million annually.

State statute M.S. 256E.30 defines the allocation of funding as follows:

Subd. 2. ALLOCATION OF MONEY

- a. State money appropriated and Community Service Block Grant money allotted to the state and all money transferred to the community service block grant from other block grants shall be allocated annually to community action agencies and Indian reservation governments under clauses (b) and (c), and to migrant and seasonal farmworker organizations, under clause (d).*
- b. The available annual money will provide base funding to all community action agencies and the Indian reservations. Base funding amounts per agency are as follows: for agencies with low income populations up to 3,999, \$25,000; 4,000 to 23,999, \$50,000; and 24,000 or more, \$100,000.*
- c. All remaining money of the annual money available after the base funding has been determined must be allocated to each agency and reservation in proportion to the size of the poverty level population in the agency's service area compared to the size of the poverty level population in the state.*
- d. Allocation of money to migrant and seasonal farmworker organizations must not exceed three percent of the total annual money available. Base funding allocations must be made for all community action agencies and Indian reservations that received money under this subdivision, in fiscal year 1984, and for community action agencies designated under this section with a service area population of 35,000 or greater.*

Minnesota followed the distribution formula described in state statute (see Appendix H) when allocating 2012-2013 CSBG and MCAG funds.

C. Description of Distribution and Use of Restricted Funds

At least 90% of the FFY 2012-2013 CSBG funds will be distributed by OEO to eligible entities. Refer to the funding table in Appendix H for the projected distribution of 2012-2013 funds. Minnesota does not anticipate the recapture and redistribution of federal CSBG funds.

D. Description of Distribution and Use of Discretionary Funds

P.L. 97-35, as amended, allows a transfer of up to five percent of CSBG funds to support activities under the Older Americans Act of 1965, The Emergency Food Assistance Act of 1983, the Head Start Program, the Energy Crisis Intervention Program of the Low Income Home Energy Assistance (LIHEAP) Block Grant, or any other purposes consistent with the CSBG Act. No 2012-2013 CSBG funds will be transferred to these programs.

The State will grant 2012-2013 CSBG discretionary funds, as described in Section 675C(b) of the Act, (excluding administration), for the following:

- through an Interagency Agreement to the Minnesota Indian Affairs Council for statewide training on relevant topics to support information systems; for the Minnesota Community Action Partnership (MinnCAP);
- for emergency assistance for local agency crisis/catastrophes; and,
- to support projects of statewide impact based on the following criteria: replicability, match, local collaboration, cannot be accomplished under the regular CSBG/MCAG contract, has measurable outcomes and an evaluation component.

Any additional activity that is undertaken will be conducted in accordance with Section 675c.

E. Description of Use of Administrative Funds

Section 675(b)(2) of the Act specifies that no State may use more than the greater of \$55,000, or five percent of its grant or allotment for administrative expenses, including monitoring activities. The State will not expend more than five percent of the CSBG allotment for administration. Administrative procedures are prescribed by Minnesota law and rule. The State uses administrative funds to manage the block grant, to coordinate block grant information, and to initiate new activities within the statewide Community Services Network. The Department of Human Services (DHS) performs grantee reviews and follow-up to ensure compliance with State and Federal requirements.

F. State Community Services Program Implementation

(1) Program Overview

(The following information has been provided to the State by eligible entities, as required under Section 676(b)(2) of the Act.)

(a) The Service Delivery System

All 87 Minnesota counties are served by an eligible CSBG entity. See Section (A)(2) of this Plan for a description of eligible entities. Services are

provided to low income participants through a variety of programs addressing poverty-related problems. The map included as Appendix G shows the location of grantees.

(b) Linkages

Through CSBG resources, linkages are developed by local entities and the State to fill identified gaps in services. This is accomplished through such avenues as disseminating information, providing case management services, making referrals, providing follow-up consultations and co-location of services.

Local Level Coordination

Programs operated by CSBG grantees include Head Start, Older Americans Act programs, Emergency Food and Shelter programs, the Low income Home Energy Assistance program, Weatherization programs, and transportation programs. Coordination among many types of local programs occurs in all communities; in particular, coordination between anti-poverty programs and energy assistance programs is facilitated in most communities by these programs being administered by the same agency. Grantees submit a local coordination/linkages plan that outlines linkages, information and referral, outreach and cooperative agreements used to enhance program delivery and prevent duplicative activities. Local grantees are monitored for coordination activities and agency governing boards are involved in the process. Coordination between programs administered by DHS's Office of Economic Opportunity is especially important. One noteworthy example of local coordination is that in most communities the Community Action Agency is a key player in housing Continuum of Care planning.

One of the primary functions of Community Action as outlined in the Minnesota Community Action Act is to "join with, and encourage business, labor, and other private groups and organizations to undertake . . . activities in support of the Community Action program which will result in the additional use of private resources and capabilities." In 2010, \$7.5 million in CSBG and \$2.134 million in state Community Action Grants leveraged almost \$500 million in other program funding. Coordination of activities with the private sector is appropriately addressed in the local community. Grantees are monitored for compliance with this provision.

State Level Coordination

The State facilitates program coordination by establishing linkages between governmental and other human services programs that assure effective delivery of services to low income individuals. The Commissioner of DHS advocates and undertakes cooperative efforts with other agencies administering block grants and low income programs to create strong linkages among the programs and realize opportunities for coordination, communication and collaboration in planning, program services, and reporting. A recent focus in Minnesota has been on ending long-term homelessness by providing housing and support services.

For years, CAAs have struggled with the complexity of operating multiple databases that are mandated by a variety of public and private funders. CAAs typically operate from three to seven (if not more) separate databases. More often than not, client data must be re-entered in each database resulting in fragmented services, costly inefficiencies, and increased data errors.

Another important area of state-level coordination is the launch and implementation of the state wide information management system. Community Action Agencies (CAAs), the Office of Economic Opportunity, and the Minnesota Community Action Partnership hired Adsystem to develop and launched the web-based information management system known as Visions. Visions provides clients with one-stop entry to numerous low-income assistance programs thereby greatly improving clients' access to services, while simultaneously reducing duplicative intake processes. In addition to improved client services Visions makes both internal and external reporting more efficient and effective. The system will result in an improved ability to operate with both public and nonprofit partners who are using other systems.

CAAs pooled their resources via the Community Action Management Information Systems (CAMIS) collaborative to improve efficiency and effectiveness. The web-based software allows an integrated approach to client services, internal management information systems and program evaluation, as well as external reporting. The application service provider hardware strategy will centralize ownership and maintenance and result in improved performance, security, and reliability. The shared training strategy is resulting in consistent high performance standards and reduced total costs of ownership.

Finally, the migration to the Visions system will allow CAAs to efficiently partner with the array of other web-based systems that are sprouting-up across the social services spectrum. The design team will continue to

work closely with known systems, such as the Energy Assistance and Weatherization eHEAT system and the Homeless Management Information Systems (HMIS). With an eye toward the future, Visions will be able to provide CAAs with the capacity to work efficiently and effectively with additional partner systems that are certain to be developed in the future.

Federal Coordination

OEO has historically had a Joint Statement of Agreement with the U.S. Department of Health and Human Services/Administration for Children and Families (ACF) – Region V Office. The purpose of this agreement is to foster collaborative strategies that result in improved program performance and better outcomes for children, families and communities by enhancing the working relationship of the aforementioned parties. To accomplish this purpose, guidelines have been established regarding information sharing, communication, planning, training/technical assistance and monitoring. A piece of paper cannot guarantee the kind of strong relationships needed to produce better outcomes for low income families and communities. However, this agreement has value in that it highlights and formalizes the already strong working relationships.

(c) Coordination with Other Public and Private Resources

Funds made available through grants to eligible entities are coordinated with other public and private resources. The Minnesota Community Action Act requires coordination with other economic opportunity funding.

The State requires each local entity to submit coordination/linkage plan for their grant activity. The coordination plan describes which area service providers grantees have a working relationship with to fill identified gaps in services, coordinate with other public and private resources, and result in a multi-program impact on the client's progress toward self-sufficiency.

The coordination/linkage plan describes how the agency goals and strategies coordinate with other programs including WorkForce Centers, Vocational Rehabilitation Programs, Emergency Food Programs, Human Service Agencies, Head Start, Low Income Home Energy Assistance (LIHEAP) and the Weatherization Assistance Program (WAP), religious organizations, charitable groups, community organizations and other local resources.

(d) Innovative Community and Neighborhood-based Initiatives

Local entities use these funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG,

including fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

Examples of current programs being operated by grantees to fulfill CSBG objectives include:

- Employment and Training Services,
- Youth Employment
- Senior Employment
- Displaced Homemaker Program
- GED and Educational Services
- Literacy
- English/Second Language (ESL)
- Adult Basic Education (ABE)
- Financial Education
- Tax Assistance
- Individual Development Accounts
- Health Care Aid, Family Planning
- Weatherization/Energy Assistance Programs
- Housing Grants and Loans
- Affordable Housing
- HUD Section 8
- Deferred Loans
- Low income Housing Development
- Transitional Housing
- Crisis Intervention
- Outreach
- Leadership Training
- Emergency Food Assistance and Food Shelves
- WIC
- Home-Delivered Meals
- Congregate Meals
- USDA Commodity Assistance
- Transportation Assistance
- Vehicle Programs
- Senior Oriented Services
- Chore Services
- Foster Grandparents
- Head Start
- Early Head Start
- Child Care
- Child Care Resource & Referral
- Youth Recreation
- Fatherhood Initiatives
- Crisis Nursery
- Family Loan Fund
- Community Development
- Veteran serving organizations

For additional information about specific programs and services provided by individual local entities, refer to the 2010 Minnesota Community Action Annual Report found in Appendix J.

(2) Community Needs Assessments

The State will comply with the following assurance in '676(b)(11): *The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity, a community action plan which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.*

Community Action Plan

Each grantee is required to submit a Community Action plan as a condition of funding. This work plan includes a description of the agency's community needs assessment; the identification of prioritized needs as determined by that assessment process; a description of the service delivery system targeted to low-income individuals and families within the area; and, a coordination/linkages plan describing established working relationships with area service providers. Local agencies use a variety of methods for conducting needs community assessments, using demographic and service data from education, health, senior citizen services, social services, nutrition, housing, energy and transportation sources for geographic service areas. Many incorporate direct client input. Some CAAs band together to conduct regional assessments. There is no standardized methodology used by eligible entities. The State uses information provided by local eligible entity community assessments to assess current and unmet needs across the state.

Gaps in the delivery of services are identified within the coordination plan and mechanisms are identified for developing appropriate linkages among area providers through information, referral, case management and follow up consultation. Grantees provide a description of how CSBG funding is coordinated with both public and private resources to address needs within each grantee's service area.

As part of their plan, each grantee will also describe the unique local outcomes they will use to measure their success in promoting self-sufficiency, family stability and community revitalization using the Minnesota Outcomes Catalogue (see Appendix K). The ROMA Team, a collaborative between the MinnCAP and the OEO, has implemented a common client scaling system known as the Self-Reliance Achievement Scale (SRAS). This system enables grantees to track client progress towards self-reliance (see Appendix L).

All grantees have a comprehensive information management plan. These plans guide agency efforts to manage client information, manage agency information and to increase agency information management capacity. The State provides planning tools, training and technical assistance. This activity was supported previously by a CSBG Training and Technical Assistance and Capacity Building/Technology Exchange Grant that allowed the OEO to provide purchasing specifications for information technology on an ongoing basis.

(3) Tripartite Boards

Section 676B of the Act requires that, in order for a private non-profit entity or public organization to be considered to be an eligible entity for the purposes of the Community Services Block Grant program, it must administer the Community Services Block Grant program through a tripartite

board or another mechanism specified by the State, whose members are chosen in accordance with democratic selection procedures to assure that not fewer than one-third of its members are representative of low income individuals and families in the service area; and are able to participate actively in the development, planning, implementation, and evaluation of the program to serve low income communities.

The makeup of a Community Action Agency board defined in State law is consistent with the board requirements set out in the federal CSBG Act. The board of a Community Action Agency is comprised of one-third elected public officials currently holding office or their representatives; one-third persons chosen in accordance with democratic selection procedures assuring that they represent the poor in the area served; and the remainder are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community.

State policies and procedures to ensure this requirement include the state law, the process for approving local entities work plans and budgets, and the monitoring activity conducted by the State.

(4) State Charity Tax Program

There is no charity tax credit program in effect under Minnesota State law.

G. Programmatic Assurances

Each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out, as follows:

The State carries out the following assurances through contracts with local entities, annual audit requirements and annual monitoring activity. Across the state, eligible entities operate a variety of programs, services and activities that address the CSBG objectives within the context of locally identified community needs.

- (1) Assurance '676(b)(1) : Funds made available through the grant or allotment will be used:**
 - (a) To support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low income individuals and families to enable families and individuals to:**
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a**

State program carried out under part A of title IV of the Social Security Act);

Minnesota Community Action grantees operate a myriad of programs that promote economic self-sufficiency. In fact, all of the programs work in some way to insure that people have the necessary tools to attain self-sufficiency. Each year the efforts of the Community Services Network in Minnesota are collected in the annual Community Action Report. For a complete listing of each local agency's program activity, refer to this report in Appendix J. For purposes of this plan, however, a few programs will be highlighted.

One such program has meant that people living in a rural area have access to public transportation. Conceived as a way to meet medical and employment related transportation needs of the elderly, disabled, youth and others, this endeavor has evolved into an application to the Minnesota Department of Transportation and a subsequent interagency agreement between a county board of commissioners and a city government. A second goal is to coordinate public and private transportation resources so that people with the greatest needs have choices.

Another program addresses the issue of transportation by enabling people with modest incomes to own cars. Located in an area where people must travel long distances for work or school, this Community Action Agency partners with area churches. Churches obtain donated cars and then arrange for necessary repairs. Families with modest incomes are then able to purchase these cars at a reduced cost and meet their family self-sufficiency goals by having adequate, reliable transportation.

DHS Minnesota Family Investment Program Innovation Funds prioritized transportation services to address transportation needs of MFIP/TANF participants and support paid/unpaid work experience. Several Community Action Agencies partnered with counties (the eligible entity for this funding) to access these funds for this purpose. Allowable expenses under these funds included car leasing or purchase, car repairs, transit passes, insurance, licensing fees, driver's training, and gas vouchers.

Yet another program provides case management for families from a county homeless shelter who agree to work on two-year self-sufficiency plans. In turn, case managers work with landlords in suburban communities to find apartments for these families. The families are subsidized through Housing and Urban Development (HUD) grants and subsequently only have to pay 25 percent of their income for housing. It is anticipated that within two years these families will be able to pay

market rate rent. This goal is achieved through the realization of other goals related to their plans, such as completing the GED. One participant did just that; she recently completed her GED, started working at a local hospital, opened her first bank account, completed driver's education, enrolled her children in a convenient child care and will soon get a car.

Another program is designed to help low-income people who need help putting together a workable budget and who may need to improve their credit score. Along with the local Lutheran Social Services (LSS) this Community Action Agency provides one-on-one and group counseling that provides budget counseling and financial education including debt consolidation services. Low income families and individuals are then able to successfully manage income and assets.

Since April 2004, OEO together with MinnCAP and LSS have sponsored 19 financial literacy train-the-trainer sessions (16 hours) conducted for the statewide anti-poverty network on a curriculum known as the *Four Cornerstones of Financial Literacy*. Over with 1,100 direct service staff, approximately half from CAAs and half from other nonprofits and Tribal organizations working to help build family financial assets, have been trained to deliver financial literacy classes and/or to provide individual financial coaching. Additional supports to direct service providers developed by these same partners include: 1) the www.helpmnsave.org web site, a resource targeted to the information needs of direct service staff and managers working with low-income people to increase their financial literacy and economic self-sufficiency, 2) a companion *Four Cornerstones of Financial Literacy* DVD which highlights key financial management concepts (Budgeting to Create Savings, Debt Reduction and Asset Building, Consumer Protection, Building a Good Credit Rating, and Financial Institutions) as well as techniques for teaching this content to clients, and 3) an intermediate level curriculum called the *Four Directions of Economic Security* builds upon the *Four Cornerstones of Financial Literacy* curriculum. It focuses on investing and asset building to help families grow, use and keep safe their savings. Includes a leader's guide to facilitation. Together, these training efforts and tools support CAAs' efforts to help clients become economically self-sufficient.

(ii) secure and retain meaningful employment;

Coordination among key partners, including Community Action, the state employment and training and human service systems, is an essential element of the Governor's coordination strategy as well as a requirement of the WorkForce Investment Act (WIA). This strategy presents an opportunity to highlight existing local coordination and to improve coordination between WorkForce Centers and Community Action where

that is necessary. Additionally, agencies and agency programs, including Head Start, shall collaborate with child care and other early childhood education programs to ensure smooth transitions to work for parents.

It is impossible for families with children to be successfully employed without affordable child care. One Community Action Agency works with the county to ensure that families are able to afford child care. They do this by contracting with the county to administer three child care assistance programs. This department has grown from a staff of five to 12 and currently serves 1,300 families.

Local tribal governments and other Community Action Agencies collaborate to provide employment assistance for low-income households. Staff connects struggling families with the appropriate community or county resources to find and keep employment. They work one-on-one with struggling households to do whatever it takes in order for them to move toward employment.

Another Community Action Agency utilizes the local Workforce Center to ensure that at-risk high school youth receive employment and training services. The program provides work experience at local schools, cities, nursing homes, and other training locations. Program participants receive much needed paychecks and valuable job training. With these two entities they begin to establish great employment records.

In an effort to ensure retention and creation of new jobs, one Minnesota agency developed a revolving loan fund. This fund involves local stakeholders such as venture capitalists, private equity contributions, and other investors. Local community members access these loans to start small local businesses. The objective of this program is to become strong long-term business enterprises with a high probability of meeting or exceeding the job creation objectives while becoming local tax and utility rate payers.

CAA's working relationships with the Workforce Development agencies have been fortified with the Recovery Act funding. For example, Semcac and Workforce Development, Inc. (WDI) have a formal Memorandum of Understanding in place to offer complementary services to the region's residents that have been impacted by the economic crisis. Semcac will offer crisis financial assistance, financial counseling and education, and some case management and follow-up consultations, while the WDI will offer job search assistance, job training, tuition assistance and employment counseling. The two agencies will be referral sources for each other's programming. WDI case managers may also refer clients to Semcac's Dollars & Sense financial literacy classes. The two agencies will explore the possibilities of joint workshops as appropriate. WDI has offices in communities where Semcac's Contact Centers are located. In

Dodge County, the two agencies are located in the same building. In Winona County, Semcac will strengthen its referral relationship with the Minnesota Workforce Center that is located on the Minnesota State College—Southeast Technical campus.

(iii) attain an adequate education, with particular attention toward improving literacy skills of low income families in the communities involved, which may include carrying out family literacy initiatives:

Minnesota Community Action grantees adopt policies to refer clients to education programs that increase literacy, improve parenting skills, and address the needs of children from families in poverty. These programs include Early Childhood Family Education (ECFE) programs, Adult Basic Education (ABE) programs and other life-long learning opportunities. A few examples of how agencies accomplish this work are provided below.

Through a teenage parent program pregnant and parenting teens are given the opportunity to work toward their high school diplomas. This program is a collaborative that involves many different entities. The school district provides academic instruction; an early childhood program offers child development and parenting coursework; a children's mental health service offers a support group, a life skills course and case management for mental health needs; the University of Minnesota provides a nutrition education course; public health works with prenatal education and infant development; and, the Community Action Agency provides child care while students attend classes and offers a course to connect students to their communities.

To reduce the achievement gap of low income students, one community established a planning committee consisting of the local Chamber of Commerce, the CAA, and local volunteers. The result was the launch of "Project Read", a program that assists parents as well as their children ages 0-5 with early literacy. These efforts are yielding measurable outcomes for Kindergarten readiness in the domain of pre-literacy skills.

Another agency leveraged funds from the Minnesota Library Association and the Target Corporation to sponsor a Head Start Family Literacy Event in its service area. Over 300 parents, grandparents and children attended the event. Curious George entertained and read to the children while parents listened to presentations on what they could do with their children to get them to speak and tell stories, use rhymes, become aware of printed letters, words and their sounds. This special event pairs well with ongoing agency efforts to promote the importance of reading to children through the Head Start program's *Hey! Read to Me!* Project. Each week the classroom curriculum focuses on one high quality

children's book and the activities within the week support the book. At parent meetings and on home visits, staff provide free books, explain the program and books to parents, encouraging them to read to their children, to develop an in-home library, and connect them to their local library. Books selected support the classroom curriculum and are developmentally appropriate in length and subject, using rhyming sounds, alliteration, repetitive tag lines as well as stress phonetic awareness principles that are prominent in current research regarding school and reading success. The overall goal is to increase family literacy by involving the whole family in reading books and preparing children for school success.

(iv) make better use of available income;

Across Minnesota, Community Action grantees provide support, facilitation, and financial education and coaching to low-income participants saving, building assets and entering the financial mainstream.

Specifically, one program that is provided by a number of grantees is Family Assets for Independence in Minnesota (FAIM). This individual development account (IDA) initiative helps participants to focus on short and long-term financial goals, while encouraging savings and asset development. These objectives are accomplished through the provision of financial education and coaching. In addition, a cash match is available, with earned income that is saved in an individual development account receiving a 3:1 match (half from state funds and half from non-state funds). Financial literacy training and coaching is available to help accountholders develop the skills and habits necessary to regularly save for and achieve their assets. From 2000-2011, low-wage accountholders deposited \$2.5 million into FAIM matched savings accounts. During this same period, accountholders purchased a nearly 1,700 assets: 28% closed on homes, 33% capitalized a small businesses, and 39% invested in post-secondary education. As a result of FAIM, 3,490 low-wage workers became banked, and over accountholders completed financial education classes.

In an effort to assist welfare participants to make better use of available income, one Minnesota CAA partners with 27 area banking institutions. Welfare job seekers who need to purchase or repair cars are helped to complete loan application packages. In addition, they are provided advocacy and support for any additional work needed for loan approval. During a one year period, 49 loans were approved through this program.

Another program assists low-income families through free tax preparation to promote access to various tax credits (e.g. EITC) aimed

at low-income households. A number of different models exist. One is sponsored by a Community Action Agency in partnership with the American Association for Retired Persons (AARP) Tax Aide program. In 2006, AARP's statewide tax program prepared tax returns for 71,373 returning over \$42 million to individuals and communities. A CAA based in New York Mills coordinates the statewide AARP Tax Aide program in Minnesota. Additionally, the McKnight Foundation, Minnesota's largest private foundation, has provided grants to OEO to create new VITA sites in 15 communities in Greater Minnesota through partnerships between CAAs and AccountAbility Minnesota (AAM), a nonprofit agency dedicated to providing tax preparation to individuals and small businesses with limited resources by leveraging volunteer resources. AAM provides technical assistance and support for the development of tax sites, and OEO provided \$5,000 one-time start-up grants to participating CAAs. Over the past 3 tax seasons, 15 new partnerships between CAAs and AAM have been established. In 2008, these partnerships successfully delivered free tax assistance to 7,364 low-income taxpayers, returning over \$7.1 million to Greater Minnesota communities.

(v) obtain and maintain adequate housing and a suitable living environment;

The supply of affordable and safe housing for low income Minnesota families remains insufficient to meet the needs of many low-income Minnesotans. OEO, through its network of grantees, is committed to supporting a wide range of state and locally designed services that provide adequate housing and living environments for low income people, including the homeless. As one way to accomplish this goal, OEO will continue to provide technical and other assistance to grantees. In addition, Community Action grantees throughout the state will continue to play a pivotal role in both the provision of homeless services and in organizing HUD's regional continuum of care planning process.

Specific programs within Community Action Agencies that address homelessness are many and varied. CAAs are the primary recipient of Rural Homeless Assistance and Stability Program funding, which assists homeless households in obtaining housing. They are also the primary administrator of Family Homeless Prevention and Assistance Program funding, which assists households that are at imminent risk of homelessness to keep their housing. In addition, many CAAs oversee the distribution of FEMA Emergency Food and Shelter Program funds that address emergency needs and are direct providers of shelter and transitional housing programs.

Many CAAs provide a continuum of housing services from emergency motel stays, to rental deposits, to stabilization in order to help people

when they fall behind on their rent. One of the more successful projects aides those with housing to maintain it by offering mortgage and first months rent assistance. These families receive individual case managers who provide budget assistance. All clients have maintained their housing with targeted supportive services. Families become focused on maintaining their housing and learn skills that they need to improve other aspects of their lives, such as budgeting and employment.

Another important program focuses on renter education. At one local CAA the renter education program was created by a county homeless response team, facilitated by a Community Action Agency, and pulls together in collaboration 22 service providers and landlords. Due to landlords' tendency to use a stringent screening process, many people with a poor rental history are not chosen as renters. The renter education program provides classroom training and individual counseling, and offers people the opportunity to receive a credential that local landlords seriously consider in their rental decisions.

Many CAAs provide Mortgage Foreclosure Prevention Programs designed to help homeowners maintain stable housing, establish financial stability, and acquire strategies to avoid similar situations in the future. Through the Mortgage Foreclosure Prevention Program, CAAs work with homeowners to address problems that are occurring or are expected to occur because of a default on a home mortgage. They negotiate with mortgage companies, conduct family budgeting, credit reviews, loan repayment planning, information/referral and outreach. As a last resort, qualified homeowners may receive loans to assist them in making payments on a delinquent mortgage or contract for deed and other costs necessary to prevent foreclosure or the loss of their residence. Loans are made at a zero-percent interest rate over a term of thirty (30) years. They must be repaid at the end of the term or when the house is sold. All loans are approved through a local loan committee with area lender participation. This program is a critical resource for families facing mortgage foreclosure by stabilizing their housing and preventing homelessness.

Minnesota CAAs also work to meet the housing needs of particular populations.

For example, one program in Minnesota involves a collaboration between a Community Action Agency, public health, county social service agencies, a local agency on aging, and the local weatherization program. These entities have joined together to identify elderly and disabled individuals who live in homes that need repair. Staff are trained to focus on modification and safety needs while on visits for weatherization, fuel, housing, health insurance, and home meal deliveries. The Community Action Agency then provides such services

as the installation of grab bars, stair treads, and carbon monoxide detectors. Through the existence of this unique program, the needs of local people are identified in an efficient manner, and they are able to continue living in their homes longer than they might without this unique collaboration.

Another example is a CAA designed program that provides housing stability and permanency to persons with serious or persistent mental illnesses. This program was created to build the gap between homelessness, treatment centers, institutional facilities, and permanent affordable housing. In collaboration with a local mental health center diagnosis and supportive services are offered to these clients. So far 28 individuals and families have been assisted and supported in this CAA's service area.

Some CAAs use a more direct approach to addressing housing needs. For example, one Community Action Agency is building and rehabilitating rental units and homes together with such partners as the Minnesota Housing Finance Agency (MHFA), a local bank, two city governments, a private investment group, and the Minnesota Department of Corrections. Though this collaborative effort, 240 people now rent apartments or homes, and 27 families own homes. Another CAA identified an unmet need for affordable rental housing and constructed 20 spacious rental townhomes within the community. These families move from unstable housing to stable housing and develop a positive renting history.

Other examples of ways that Minnesota Community Action Agencies are addressing housing needs of low income residents include the following: contracting with a local energy company to provide weatherization services for low income homes; and owning and/or managing properties that provide housing and support services for families who are selected by an interagency team consisting of HRA, an educational cooperative, and a battered women's alliance.

Looking forward, some of the CAA's will be starting to work in the area of homeless youth. During the 2007 legislative session the legislature passed one million dollars to support funding for the Runaway and Homeless Youth Act, Minnesota Statutes, 256K.45. The Runaway and Homeless Youth Act defines "homeless youth", "runaway youth", "youth at-risk of homelessness" and the continuum of services (street outreach through supportive housing) that should be made available to runaway and homeless youth. OEO is administering the Runaway and Homeless Youth Act funding (\$1 million) which will go to fund street outreach, drop-in centers, emergency shelters, transitional living programs and supportive housing programs for runaway youth and homeless youth. In addition to this the funding will prioritize services that are have a

program design based on best practices, include culturally competent services and demonstrate a need for services in their geographic area with special attention given to services in Greater Minnesota.

(vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;

One of the central roles for Minnesota Community Action is to support people as they fulfill their basic needs for food, clothing, and shelter. Following the theory of Maslow's hierarchy, grantees recognize that until urgent basic needs are met, permanent solutions to leaving poverty will be unattainable for most people. As with all Community Action services, a variety of strategies are employed. For purposes of this plan, a few are highlighted as follows.

Through one Community Action Agency's work, some Minnesota residents have access to loans when they would not otherwise. For people on the verge of a major housing crisis, who have been denied a bank loan, this loan program mitigates or even alleviates crises. The loans are required to be repaid, and repayment is based upon 12 months repay with no interest or closing costs. However, after the participant has successfully made nine monthly installment payments, the remaining three payments are waived and the loan is considered paid in full. This program assists two-fold; program participants not only acquire the money they need to move beyond a crisis, but they also build a positive credit history.

Another way that Minnesotans' urgent needs are met is through Community Action work on dental and medical issues. Throughout the state low income families have difficulty accessing dental care. One Community Action Agency has met this challenge by collaborating with a local dental clinic. This clinic has two mobile units that typically provide care for elderly nursing home residents. However, to meet the needs of low income families this clinic now provides services at Head Start centers. On-site dental exams and treatment are provided to children ages 12 months to five years who are in need of services but are unable to access them.

Through other CAA's effort the elderly population receives daily meals delivered to their home. Not only are their immediate needs being met, but they also receive preventative case management. Case managers deliver nutrition and health education to these clients as well as assistance with medical needs. Local agencies, tribes, and volunteers are aware of the cultural necessities of American Indian populations in regards to solving immediate health, food, and shelter needs.

Another way that Minnesota Community Action Agencies provide emergency assistance is by offering emergency loans to aid in housing crisis. This program aides homeless families into finding temporary housing and moves them toward permanent housing. This Community Action Agency provides case management while program recipients are living in their transitional housing unit. The major goals of this program to secure immediate shelter, secure employment, and organize a network including county social services, the school system, the local workforce center, and other human service providers to secure the various services needed to stabilize homeless families.

Some other ways that Minnesota Community Action Agencies provide emergency assistance to families are the following: making gas and taxi vouchers available for people to get to job interviews or work; operating shops that sell used clothing at low cost; and, distributing vouchers from the Minnesota Department of Agriculture, redeemable for food products grown and processed in Minnesota.

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.

Minnesota CAAs have increasingly focused on high impact strategies to alleviate poverty. Efforts to engage the broader community in these strategies to eliminate poverty occur in many different ways.

One specific example of this work is a Community Action Agency that has formed the Community Blueprint to End Poverty initiative. This initiative was produced by the End Poverty council that consists of 250 diverse community members and representatives from over 50 organizations. This council is developed by the local community for the local community. The purpose is to get more community stakeholders involved to end local poverty. This project has trained 15 local low-income community members in advocacy, civic engagement, and leadership skills. These low-income participants developed and are in the process of implementing newer initiatives with focuses on the youth and elderly population.

Another effort to bring a wide range of people and organizations throughout the greater MN community together to find ways to end poverty was the *Prosperity for All: Symposium on Poverty & Economic Security* that we held in March of 2007. Through a partnership between the Minnesota Community Action Partnership, University of Minnesota, Office of Economic Opportunity, Community Action Duluth, and the Minnesota Coalition of Churches, this symposium brought together nearly one-hundred people from the political, faith-based, law-enforcement, university and nonprofits sectors to discuss the causes and possible solutions to ending poverty in Minnesota. The ideas were sent on to be part of the national Community Action Partnership's *New Conversation on Poverty and Economic Security*.

With the first meeting 2007, the MN Legislature put into action a *Joint Legislative Commission to End Poverty in Minnesota by 2020*. Because of the vital role of this commission and the experience of the Minnesota Community Action Partnership, and the initiatives of many of the CAAs throughout the state, the Community Action Network has been working diligently with the members of this Commission to offer assistance and input to their ideas and plans to end poverty. A final report can be viewed at http://www.commissions.leg.state.mn.us/lcep/LCEP_Final_Report_SinglePgs.pdf. Subsequently, the asset building recommendations of the Commission has continued with the Ladders Out of Poverty task force, and again Community Action has figured prominently in this work.

Another effort of a Community Action Agency was to alleviate myths concerning homelessness in rural Minnesota. As a product, the group Operation Community Connect was formed. A committee was formed in six individual counties and includes varied members. Quarterly, these committees meet to discuss homeless conferences, outcomes, newer programming needs, and local projects. Annual county events coincide with the Wilder Research Survey of Homeless to reach out to the homeless, those precariously housed and other low income people. These events serve the purpose of dramatizing the nature of homelessness and housing instability in rural Minnesota.

Another way that a Minnesota Community Action Agency is involved in their community is through work with a safe exchange and parenting visitation center. Safe child exchanges and parent monitored visits are made possible through partnerships with a local learning center and the Head Start program. The program also works closely with law enforcement, attorneys, court systems and abuse centers. Services offered include safe and neutral exchanges; monitored visits; support groups for children of divorced parents, a support group for teens of divorced parents, counseling, parent education, and parent support

groups. This year 1,984 safe exchanges and 196 monitored visits were completed, while utilizing 200 volunteers.

The Minnesota Community Action Partnership (MinnCAP) collaborates with OEO and the University of Minnesota/College of Human Ecology to host a biannual Best Practices Award Ceremony. This event honors Community Action Agencies that have used proven innovative and creative practices to improve the lives of the low-income families they serve. Hundreds of people gather at the annual recognition event, including legislators, to celebrate award winners and the successes of Community Action Agencies across the state. To qualify, each agency that submitted a best practices application had to nominate a program to compete in one of the six national Community Action goal categories. Professors from the University of Minnesota evaluate the applications and select each year's winners.

- (b.) To address the needs of youth in low income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs;**

Minnesota Community Action grantees recognize the importance of addressing the needs of youth if the cycle of poverty is to be broken. A variety of services are provided ranging from prevention activities to employment/education opportunities to crisis services. Last year's Community Action Report showed that several thousand youth were served through a variety of education, employment and prevention activities. A few of the specific programs are highlighted as follows.

Before the development of a teen parent mentor program, one Minnesota crisis nursery was rarely utilized by teens. Subsequently, the Community Action Agency instigated an outreach to teens, and developed a program that matches teen parents with a crisis nursery child care provider. This provider acts as a role model and mentor for the teen and provides overnight child care for one weekend every four to six weeks. Teen parents who have been involved in this program say it has strengthened their resolve to ask for help in times of crisis to ensure that their children do not suffer.

Throughout the state, Community Action Agencies have various programs that provide work and training to teens. At one particular agency, the Workforce Investment Act (WIA) program supervises teens while they work at public or nonprofit agencies such as schools, nursing homes, and Head Start centers, while being paid the federal minimum wage. Site managers supervise the teen workers, and coordinate with county employment and training specialists to ensure the worker receives appropriate job readiness skills. In addition, each teen is assessed for basic skills and educational needs, and accordingly provided individual assistance.

YouthBuild is a Minnesota program that addresses the needs of youth by offering employment and education opportunities. Various Community Action Agencies throughout the state house YouthBuild programs, and in one particular agency 75% of last year's participants received their GED or high school diploma. These youth worked on a Habitat for Humanity House, helped to maintain the agency's apartment building for low income people, painted a homeless shelter, and renovated apartments for people with disabilities.

One Tribal grantee focuses on the needs of youth through the creation of a local boys and girls club. This club caters to the specific needs of local American Indian youth ages 6 to 18 years old. On average daily attendance is 150-200 youth. Programs offered are in five core component areas: arts and culture, education, character and leadership development, health and life skills, and sports, fitness and recreation.

(c.) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).

Across the state Community Action grantees collaborate with multiple and various local partners, and over the past several years these collaborative activities have increased dramatically. By developing partnerships and sharing resources grantees realize both cost and time savings in providing services. Clients benefit as the traditional barriers between agencies dissolve and everyone works toward a common goal. This is especially critical when working with people facing multiple challenges and needs, as is often the case with people experiencing poverty.

Grantees track a wide range of local collaborative efforts numbering in the thousands across the state. These efforts are captured in the Community Action Plan submitted by each agency. Being a part of the Minnesota Department of Human Services (the administering agency for Temporary Assistance for Needy Families (TANF)) will provide additional opportunities to partner in this area.

(4) Assurance '676(b)(4,): Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low income individuals.

Many Minnesota CAAs operate food shelves directly or partner and make referrals to community hunger partners.

OEO administers funds to Hunger Solutions Minnesota (HSM) for distribution to food shelves throughout the state. Funds are used to purchase nutritious food and to pay for the operating and administrative costs. The Emergency Food Assistance Program (TEFAP) distributes U.S. Department of Agriculture (USDA) donated food commodities to individuals and families who use on-site meal programs, food shelves and shelters. OEO also contracts with HSM to allocate USDA commodities. In 2010, Minnesota food banks distributed approximately 10.4 million pounds of USDA TEFAP commodity food. Foods available through food banks have changed significantly since the days of cheese and butter. Today, a wide variety of foods, including culturally specific items as well as manageable packing sizes appropriate for individual households are available through food banks. USDA commodity food has become a significant portion of nutritional food that food banks and food shelves provide to individuals and families in need.

Food Support (formerly known as Food Stamps in Minnesota), is a federal program designed to help people meet their nutritional needs and supplement their food income. The average benefit per case, per month is \$207 and is distributed through an Electronic Benefit Transfer (EBT) card that works much like a credit or debit card. DHS works with counties to administer the program which, in FFY2009 had a participation rate of 54%.

OEO received a three-year USDA grant to improve access to the Food Support Program in coordination with MinnCAP, Semcac, and Olmsted Community Action Agency. The grant gives CAAs the ability to offer an additional point of access for Food Support information, education and application assistance. The end result of the project was increased resources and better nutrition for all CAA clients as well as increased participation in the Food Support Program.

To further the outreach activities of CAAs in Minnesota, the United States Department of Agriculture's Food & Nutrition Services agreed to allow CAAs to obtain reimbursement for 50% of outreach activities to further the enrollment and education of the Food Support program across the state. Statewide outreach efforts harnessed the energy and expertise of 21 Community Action Agencies and hunger fighting

organizations in FFY2010. Participating agencies receive matching funds from USDA to conduct Food Support Outreach. Activities are tailored to address unique community needs, but generally include Food Support promotion, eligibility screening and application assistance. Outreach efforts will expand to include 25 organizations in FFY2011. Between 2008 and 2009 Minnesota's overall Food Support participation increased from 301,506 participants to 394,500 participants – a 30% increase. Program improvements and increasing unemployment contributed to the increase.

(5) Assurance '676(b)(5): The State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

Several Community Action Agencies are co-located with Minnesota Workforce Centers. Others link with though not co-located.

OEO has sponsored opportunities for CSBG grantees and WIA delivery agencies to meet and train together over the years. OEO also partners with the state agency that administers WIA, supporting the state's plan and responding to requests for information and coordination as opportunities become available.

A one-day Collaborative Action for Employment (café) was held in November 2009 and again in November 2010. DHS, the Department of Employment and Economic Development (DEED), the University of Minnesota Extension, the Workforce Council Association, and MinnCAP were key partners in this collaborative activity. The objectives of the event were to:

- Ensure that there is a seamless referral system in place to ensure that low-wage, low-income people can maximize the services available to them;
- Create new and strengthen existing partnerships across systems to address current client needs and maximize resources available;
- Create new and strengthen existing partnerships across systems to address long-term community workforce needs to ensure economic success of the State.
- Sustaining impacts of ARRA investments.

- (6) Assurance '676(b)(6): The State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such communities.**

Most CSBG grantees operate both the LIHEAP and Weatherization programs. Where they do not, grantees are monitored to verify that planned coordination occurs.

- (7) Assurance '676(b)(9): The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.**

Local partnerships are central to Community Action. Across Minnesota, CAAs maintain over 10,000 community wide partnerships in areas such as child care, child support, continuum of care, early education programs, emergency food programs, Energy Assistance/Weatherization, faith-based efforts, family service collaboratives, Head Start, human service agencies, surplus commodity distribution programs, Transitional Housing, vocational rehabilitation programs, and Workforce Centers. Community Action actively works with these partners to expand resources and opportunities in order to achieve family and community outcomes and to ensure that resources are used appropriately and effectively.

The above assurances are carried out through the state law and state rule, through the State's contract activity (including work plans and budgets), annual audits and through annual monitoring of local entities by the State.

The Minnesota Community Action Act (M.S. 256E.30-32) is included as Appendix A and may also be found at:

<https://www.revisor.leg.state.mn.us/statutes/?id=256E>

The Minnesota Rule 3350.0010 to 3350.0200 relating to CSBG eligible entities may be found at:

<http://www.revisor.leg.state.mn.us/arule/3350/>

H. Fiscal Controls and Monitoring

(1) State Program Monitoring

As required under Section 678B(a) of the Act, the State provides the following reviews of local entities:

- (a) a full onsite review of each such entity at least once during each three-year period [Note that Minnesota's current policy is to monitor local agencies annually];
- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause; and,
- (e) annual audits are required of each local entity. The date of the last audit conducted and the period covered by the audit for each eligible entity is on file at DHS/OEO.

Minnesota CSBG Monitoring Principles and Best Practices

Philosophy and Background

The federal CSBG Act requires that CSBG grantees be monitored at least once every three years. Beyond this requirement, good monitoring is a good idea. It is a good business practice because it can assist Community Action Agencies to continually improve outcomes as they strive to adopt high impact strategies to end poverty. It is an important part of a strong partnership that should be forged between the state CSBG office, the state CAP Association and the local agency to build capacity at the local level, and to provide training and technical assistance to grantees so that they can excel in their work.

Monitoring is perhaps the most difficult, sophisticated, and professional task that a CSBG office conducts. Only well trained staff are doing this important work, which validates compliance with rules and regulations and links grantees to the resources they need to meet their mission to end poverty in Minnesota.

Some Guiding Principles

OEO has adopted Head Start (Region V) "Guiding Principles for Partnership" in monitoring, in an effort to form meaningful and constructive partnerships. These principles set a positive tone for working together. The principles are mutual

respect, open communication, joint problem solving, and empowerment through diversity and are defined as follows:

Mutual Respect

In working with grantee boards, staff, and consultants, we will value and recognize the unique knowledge, ability, and independence of each person. We are committed to treating all persons fairly and maintaining credibility by matching actions with words.

Open Communication

Effective communication is key in facilitating good working relationships with partners, and we are committed to keeping lines of communication open. The purpose of our communication is to assist in developing solutions to problems, to share program improvement ideas, and provide information on new developments in the anti-poverty field. We intend to communicate frequently through a variety of tools and media. We are open to you contacting us and are committed to listening to you and to gain an understanding of your operations and to assist you in pursuing your priorities.

Joint Problem Solving

We operate under the basic belief that a team approach to problem solving is in the best interest of all parties involved. We sincerely believe that collectively we can arrive at the best solution to any situation. Through a team approach to problem solving, we are forced to think outside our traditional ways and come up with the best strategies for program development, conflict resolution, or compliance issues. We want to promote an environment in which we and our partners will be open to change and can work together in exploring options and developing mutually agreeable solutions. Our goal is to have agencies function independently with our support in an effort to meet the needs of local communities within the parameters set by legislation.

Empowerment through diversity

As a voice of the poor in state government, OEO is receptive to the cultural diversity, multiple perspectives, and varying abilities of people in poverty. We acknowledge and respect diversity in terms of (but not limited to) race, religion, culture, socio-economic background, family generational history, physical and mental ability, age, gender, sexual orientation, political affiliation and veteran status. We resolve to support all forms of diversity as community and individual assets, and to ensure that we accurately portray the diversity of those in poverty in our work and daily decision-making.

Standard Operating Procedures for Minnesota CSBG Monitoring

Standard state CSBG office operating procedure for monitoring includes:

- collection and review of appropriate background information/other monitoring, prior to the visit to insure that the visit is relevant
- setting a date for monitoring that is reasonable and is reasonably in advance of the visit
- visits should have entrance and exit interviews
- board members are involved to the extent possible
- written reports for the visit are provided to the agency within a reasonable timeframe
- issues not covered in the visit exit interview are not be included in the written report and letter
- the state CSBG office follows up on findings from the visit
- the state office maintains communication with the grantee regarding strengths and weakness

Minnesota Best Practices for CSBG Monitoring

- Meet with the board as whole, if possible
- Attend staff meetings and/or management meetings
- Take a tour of the office
- The CSBG office conducts an annual risk analysis to prioritize monitoring visits
- Review audit, 990's, and other financial papers and corporate documents as desk monitoring, prior to the visit
- Review last year's report and other available monitoring reports (Head Start, WX, LIHEAP)
- Auditors should make a presentation to the Board of Directors annually regarding the annual audit
- Boards should be well trained (annually)
- Peer review should be considered to meet particular needs and issues
- State monitors should be well trained
- Agencies should strive for excellence, not just for compliance
- Board, staff and monitors, all should have fiscal training
- Monitoring tools should be updated as needed
- Technical assistance should be provided as part of monitoring
- Local agencies should conduct self assessment as part of their internal monitoring

Topic Areas to Review in CSBG Monitoring

Minnesota monitors grantees in at least the areas below. Specific tools are used to address these and other appropriate areas. Tools are updated regularly to insure relevance.

- Board of Directors (composition, training, function)
- Agency Vision, Mission, Values
- Administration and corporate documents review

- ROMA Implementation and achievement of results (Board and staff)
- Coordination/collaboration/linkages
- Systems/organizational/personnel/policies and procedures
 - HR
 - Fiscal
 - Records retention
 - Technology
 - Equipment and purchasing
- Planning, Evaluation, and Community Assessment
- CSBG Assurances and Prohibitions
- Reporting
- Audit and results of previous/other monitoring/fiscal issues
- Subgrantees/delegates
- Strengths and weaknesses
- Future goals and areas of special emphasis
- Agency changes
- Conflict Resolution and grievance procedures

10 COMMON PROBLEMS THAT MAY PLACE AN AGENCY AT RISK

1. A change in key staff (executive director, fiscal director or major program director)
2. A poorly functioning or poorly trained board of directors
3. Lack of systems to support agency operations
4. An emergency (a natural or any other disaster)
5. An unresolved programmatic issue
6. Unresolved or new audit findings
7. Poor management practices by the Executive Director and/or board of directors
8. Internal conflicts involving the Executive Director, the board of directors, and/or the staff.
9. Lack of vision and mission (poor planning)
10. Crime

(2) Corrective Action, Termination and Reduction of Funding

The State complies with the requirements of Section 678C of the Act requiring states to comply with certain requirements in the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives. The State will follow the advice of counsel through the Minnesota Attorney General's Office to comply with this section.

(3) Fiscal Controls, Audits, and Withholding

(a) Fiscal Controls

Grantees must have established fiscal controls and accounting procedures which assure the proper disbursement of and accounting for federal funds, including procedures for monitoring. The State will monitor grantee compliance for fiscal requirements, identify technical assistance needs for the improvement of fiscal control systems, and follow up needs for corrective action.

(b) Audit

As specified in Section 678D of the Act, the State shall prepare, at least every year, an audit of the expenditures of the State of amounts received under federal law and amounts transferred to carry out the purposes of federal law. These audits shall be conducted by an entity independent of any agency administering activities or services carried out under the federal law and shall be conducted in accordance with generally accepted accounting principles. Audits shall be conducted in the manner and to the extent provided in chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act Amendments of 1996." Within 30 days after the completion of each such audit in a State, the chief executive officer of the State shall submit a copy of such audit to any eligible entity that was the subject of the audit at no charge, to the legislature of the State, and to the Secretary.

(4) Assurances

The assurance '676(b)(7): Minnesota will permit and cooperate with federal investigations on the use of funds in order to ensure compliance with in accordance with section 678D of the Act by responding promptly to requests from the federal agency for information or other assistance.

The assurance '676(b)(8): Any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act. In complying with this assurance, the State will proceed on the advice of counsel, and in adherence with the CSBG Act, the State Act, and the State Rule.

The assurance '676(b)(10): The State requires each eligible entity in the State to establish procedures under which a low income individual, community organization, or religious organization, or representative of low income individuals that considers its organization, or low income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. The State ensures compliance with this requirement through its contracting and monitoring requirements with local entities.

(5) Contract with grantees

The contract the States has with the grantees of the CSBG dollars thoroughly describes the grantees responsibilities to the State in regard to this funding in Section I. A copy of the contact template is included in Appendix M.

I. Accountability and Reporting Requirements

(1) RESULTS Oriented Management & Accountability (ROMA)

By the mid 1990s, public policy discussions at all levels—federal, state, and local—were focusing on results. In 1996, Community Action in Minnesota began the transition to results-based management and implemented strategies for planning, training and reporting.

In 2000, work on a comprehensive family assessment tool started. The resulting Self-Reliance Achievement Scale (SRAS) was implemented statewide from 2002 through 2010. Because uncertainty with respect to future resources and because of expanding reporting requirements, the SRAS is now an optional tool for CAAs. The SRAS tracks that status of people working with Community Action Agencies across a range of key areas in their lives including:

- Hours of employment
- Job stability
- Income
- Child support
- Earned Income Tax Credit
- Financial credit
- Housing stability and affordability
- Health insurance
- Child Care
- English proficiency
- Education
- Transportation
- Informal supports

The Wilder Research Center prepared a report in 2007 summarizing results for through June 30, 2006, and found clear positive changes in the lives of many of the participants (refer to Appendix L for full report). In fact, analysis of data on the 2,442 participants for whom baseline and follow-up ratings were available during the current evaluation period indicate that participants who received services from Community Action Agencies were most likely to show improvements in the following areas:

- 45% of participants who received services related to increasing their number of **hours of employment** improved on this domain from baseline to follow-up (compared to 24% of participants who did not receive services in this area).
- 40% of participants who received services related to **job stability and retention** improved on this domain from baseline to follow-up (compared to 23% of participants who did not receive services in this area).
- 35% of participants who received services related to their **household income sources** improved on this domain from baseline to follow-up (compared to 17% of participants who did not receive services in this area).

The tables that follow contain selected examples of measurable results. They do not reflect the full scope of Community Action but rather they are examples currently available data from management information systems that are rapidly evolving. The tables are organized under the general ROMA categories of:

- Family
- Community
- Agency

Within each category, there are examples of results achieved with widespread impact in Minnesota.

It is important to note that these selected examples are drawn from a group of nearly 200 statewide measures. It is equally important to note that because each local Community Action Agency is unique, there are very few measures on which all agencies report. In fact, for many measures, only a handful of agencies deliver the service being measured. Due to space limitations, those measures are not published in this plan. This reflects the nature of Community Action, that the board for each local agency establishes priorities to meet their local needs. Though this local uniqueness makes statewide reporting clumsy, its more important virtue is that Community Action's local uniqueness makes the best possible use of limited resources in each community.

FAMILY RESULTS: Low-income people become more self-sufficient

Outcome	Measure/Indicator	2010 Achievement
Employment		
· <i>Individuals in the community obtain employment or higher paying jobs.</i>	· Individuals who were unemployed obtained a job.	3,657
	· Individuals who obtain an increase in employment income.	2,754
Employment Supports		
· <i>Barriers to initial or continuous employment faced by low-income individuals are reduced or eliminated.</i>	· Families who obtained care for child or other dependent in order to acquire or maintain employment.	8,070
	· Individuals who obtained access to reliable transportation and/or driver's license in order to acquire or maintain employment.	46,407
	· Individuals who obtained safe and affordable housing in support of family stability needed to gain or retain employment.	4,695
	· Individuals who obtained food assistance in support of family stability needed to gain or retain employment.	54,810
	· Individuals who completed ABE/GED or post-secondary education programs and received a certificate or diploma.	2,262
	· Households who obtained non-emergency energy assistance.	163,773
	· Households who obtained non-emergency weatherization assistance.	6,837
Economic Asset Enhancement and Utilization		
· <i>Households and individuals achieve an increase in non-employment financial assets, financial skills, and/or resource utilization skills.</i>	· Households in tax preparation programs who obtained any type of Federal or State tax credit.	20,538
	· Estimated amount of tax credits.	\$18,616,186
	· Individuals who demonstrate ability to complete a budget for over 90 days.	4,671
	· Households who demonstrate good or restored credit.	2,517
	· Individuals who increased their savings through an Individual Development Account (IDA) or other savings account.	731
	· Estimated amount of increased savings.	\$363,608
	· Individuals who capitalize a small business with accumulated savings.	100
	· Individuals who pursue post-secondary education with accumulated savings.	106
	· Individuals who purchase a home with accumulated savings.	128

Outcome	Measure/Indicator	2010 Achievement
Independent Living		
· <i>Number of vulnerable individuals receiving services from Community Action who maintain an independent living situation.</i>	· Senior Citizens served by Community Action.	189,405
	· Individuals with disabilities served by Community Action.	275,225
Emergency Assistance		
· <i>Individuals receive emergency assistance to resolve crisis and are able to become and remain stable within their communities.</i>	· Individuals who receive food or vouchers.	83,030
	· Individuals who receive emergency payments to vendors, including fuel and energy bills.	122,627
	· Individuals who receive rent or mortgage assistance.	10,811
	· Individuals who receive temporary shelter.	1,152
	· Individuals who avert foreclosure and maintain their home.	3,471
	· Individuals who receive assistance for transportation including bus passes, car repair assistance, gas vouchers.	47,813
	· Individuals who receive clothing.	26,591
Child and Family Development		
· <i>Children and youth from low-income families participate in developmental or enrichment programs and achieve program goals.</i>	· Infants and children that obtain age appropriate immunizations, medical and dental care.	10,806
	· Infants and children whose health and physical development are improved as a result of adequate nutrition	18,446
	· Children who participate in preschool activities to develop school readiness activities.	9,486
	· Parents and other adults who learn and exhibit improved parenting skills.	9,291
	· Parents and other adults who learn and exhibit improved family functioning skills.	9,320
Family Support		
· <i>Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated.</i>	· Obtained care for child or other dependent.	10,806
	· Obtained access to reliable transportation and / or driver's license.	18,446
	· Obtained safe and affordable housing.	2,903
	· Obtained food assistance.	22,524
	· Obtained non-emergency energy assistance.	95,135
	· Obtained non-emergency weatherization assistance.	6,008

COMMUNITY RESULTS: The Conditions In Which Low-Income People Live Are Improved

Outcome	Measure/Indicator	2010 Achievement
Community Improvement & Revitalization		
· <i>There is an increase in or safeguarding of threatened community opportunities and resources or services for low-income people as a result of Community Action projects and initiatives, or advocacy with other public and private agencies.</i>	· Safe and affordable housing units created in the community.	751
	· Safe and affordable housing units preserved or improved through construction, Weatherization or rehabilitation. *Includes loans, rehab work and/or advocacy.	10,351
	· Accessible and affordable health care services/facilities for limited low-income people created or maintained.	8,267
	· Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained.	18,457
	· Accessible new or expanded transportation resources, or preserved transportation resources available to low-income families, including public or private transportation.	834,150
Information and Referral		
· <i>Access to community resources is improved.</i>	· Information, referral and outreach services provided to households requesting assistance.	834,451
Community Engagement through Maximum Feasible Participation		
· <i>The number of community members working with Community Action to improve conditions in the community.</i>	· Number of community members mobilized by Community Action who participate in community revitalization and anti-poverty initiatives.	93,591
	· Number of volunteer hours donated to the agency.	1,632,225

AGENCY RESULTS: Agencies increase their capacity to achieve results

Outcome	Measure/Indicator	2010 Achievement
Expanding Opportunities through Community-Wide Partnerships.		
· <i>Services and programs are efficient, well-integrated, non duplicative and meet the needs of low-income people in the community.</i>	· The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	10,065
Broadening Agency Resource Base		

· Agency has increased funding to insure smooth program and agency operation in order to serve low-income individual and families more effectively.	· Funding leveraged through the Community Services Block Grant and the Minnesota Community Action Grant.	\$321 million
Agency Capacity		
· Agency programs are regularly evaluated and improved to maximize strengths and deliver sound services to the community.	· Training hours that agency staff attended.	122320
	· Training hours that agency Board of Directors attended.	5,377
Outcome	Measure/Indicator	2010 ievement

(2) *State Performance Measurement Data Collection Procedures*

In Minnesota, we use Results Oriented Management and Accountability (ROMA) and the performance measurement system required under Section 676(b)(12) of the CSBG Act. We build off of the CSBG Information Survey administered by the National Association for State Community Services Programs (NASCS), and tailor it to meet our specific state needs, adding additional indicators as it pertains to programming in Minnesota. We require these reports and data submissions annually, along with monthly financial status reports. We offer regular training to grantees on ROMA in addition to annual performance measurement training. Examples of state guidance and instruction on performance measurement and reporting can be found in Appendix N.

(3) *Annual Report*

Section 678E(a)(2) of the Act requires each State to prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities. Minnesota complies with this requirement through the annual submission of the CSBG-IS.

VI. Administrative Requirements & Certifications

- Current program and fiscal staff contact information (see below)
- Date of Last Audit: May 2011
Summary included (Appendix O), full audit available at <http://www.auditor.leg.state.mn.us/fad/2011/f1113.htm>
- Anti-Lobbying
- Smoke Free
- Drug Free Workplace
- Debarment and Suspension

Current program and fiscal staff contact information

Connie Greer, Director
connie.greer@state.mn.us
651-431-3810

Daniel DuHamel, Program Manager
daniel.j.duhamel@state.mn.us
651-431-3819

Joelle Hoeft, Program Manager
Joelle.hoeft@state.mn.us
651-431-3813

Mailing Address:

Office of Economic Opportunity
MN Department of Human Services
P.O. Box 64962
St. Paul, MN 55164-0962

Fax: 651-431-7509

VII. Appendices

- Appendix A: Minnesota Community Action Act (M.S. 256E.30-32)
- Appendix B: Governor's Letter of Designation
- Appendix C: Notice of Public Hearing -- pending
- Appendix D: Public Hearing Minutes -- pending
- Appendix E: Legislative Hearing
- Appendix F: List of Current CSBG/MCAG Funding Grantees
- Appendix G: Minnesota Community Action Agencies Map
- Appendix H: Projected FY2012-2013 CSBG and MCAG Funding Levels
- Appendix I: FY2010-2011 CSBG and MCAG Funding Levels
- Appendix J: 2010 Minnesota Community Action Annual Report
- Appendix K: Minnesota Outcomes Catalogue
- Appendix L: Self-Reliance Achievement Scale (SRAS) Report
- Appendix M: State of Minnesota CSBG/MCAG Contract Template
- Appendix N: State Performance Measurement and Reporting Guidance
- Appendix O: Audit Summary

256E.30 FINANCIAL ASSISTANCE FOR COMMUNITY ACTION AGENCIES.

Subdivision 1. Authorization.

The commissioner of human services may provide financial assistance for community action agencies, Indian reservations, and migrant and seasonal farmworker organizations to carry out community action programs as described in section [256E.32](#) in accordance with the Omnibus Reconciliation Act of 1981, Public Law 97-35, as amended in 1984, Public Law 98-558, state law, and federal law and regulation.

Subd. 2. Allocation of money.

(a) State money appropriated and community service block grant money allotted to the state and all money transferred to the community service block grant from other block grants shall be allocated annually to community action agencies and Indian reservation governments under clauses (b) and (c), and to migrant and seasonal farmworker organizations under clause (d).

(b) The available annual money will provide base funding to all community action agencies and the Indian reservations. Base funding amounts per agency are as follows: for agencies with low income populations up to 3,999, \$25,000; 4,000 to 23,999, \$50,000; and 24,000 or more, \$100,000.

(c) All remaining money of the annual money available after the base funding has been determined must be allocated to each agency and reservation in proportion to the size of the poverty level population in the agency's service area compared to the size of the poverty level population in the state.

(d) Allocation of money to migrant and seasonal farmworker organizations must not exceed three percent of the total annual money available. Base funding allocations must be made for all community action agencies and Indian reservations that received money under this subdivision, in fiscal year 1984, and for community action agencies designated under this section with a service area population of 35,000 or greater.

Subd. 3. Reports.

Each community action agency receiving funds under this section shall report annually to the commissioner concerning the use of the funds.

Subd. 4. Definition.

For the purposes of sections [256E.30](#) to [256E.32](#), "poverty level population" means the number of people whose household income is at or below the poverty line established by the United States Office of Management and Budget in accordance with the most recent state population figures established by the United States Department of Commerce, Bureau of the Census.

History:

1981 c 367 s 2; 1982 c 571 s 1-3; 1983 c 339 s 6; 1985 c 282 s 1,2; 1Sp1985 c 14 art 9 s 75; 1994 c 483 s 1; 1Sp1995 c 3 art 16 s 13; 1Sp1998 c 1 art 1 s 1,2; 2003 c 130 s 12; 2005 c 98 art 1 s 24; 2008 c 361 art 3 s 11

256E.31 COMMUNITY ACTION AGENCIES.

Subdivision 1. In general.

A community action agency is a political subdivision of the state, a combination of political subdivisions, a public agency, or a private nonprofit agency which has the authority under its applicable charter or laws to receive funds under section [256E.30](#) to support community action programs as described in section [256E.32](#) and which was designated as an eligible entity under the Community Services Block Grant Act, Public Law 97-35, section 673(1), 95 Stat. 357, 512 (1981), as amended by, Act of October 30, 1984, Public Law 98-558, section 202, 98 Stat. 2878, 2884 (1984). For purposes of this subdivision, "eligible entity" also means any community action agency which qualified under all federal and state regulations applicable during the period from 1981 to September 30, 1984.

Subd. 2. Designation and recognition.

To obtain recognition by the governor a community action agency must be designated by a political subdivision having jurisdiction over the entire area to be served by the agency. To designate a community action agency, the political subdivision must hold a public hearing, pass a resolution to designate, and file a "notice of intent to designate" and eligibility documents with the state office of economic opportunity for final review and authorization for a new community action agency.

Subd. 3. Administering board.

Each community action agency shall administer its community action programs through a community action board consisting of 15 to 51 members.

(a) One-third of the members of the board shall be elected public officials, currently holding office, or their representatives.

(b) At least one-third of the members shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served.

(c) The other members shall be officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community. Each member of the board selected to represent a specific geographic area within a community must reside in the area represented.

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(d) The public community action agency shall have an administering board which meets the requirements of this subdivision.

(e) The statewide migrant seasonal farmworker organization known as the Minnesota Migrant Council and Indian reservations carrying out community action programs are exempt from the board composition requirements of this subdivision.

Subd. 4. Delegation of powers.

If a community action agency places responsibility for major policy determinations with respect to the character, funding, extent, and administration of and budgeting for programs to be carried on in a particular geographic area within the community in a subsidiary board, council, or similar agency, that board, council, or agency shall be broadly representative of the area.

Subd. 5. Local participation.

Each community action agency shall consult neighborhood based organizations composed of residents of the area or members of the groups served to assist the agency in the planning, conduct, and evaluation of components of the community action program.

Subd. 6. Functions; powers.

A community action agency shall:

(a) Plan systematically for an effective community action program; develop information as to the problems and causes of poverty in the community; determine how much and how effectively assistance is being provided to deal with those problems and causes; and establish priorities among projects, activities and areas as needed for the best and most efficient use of resources;

(b) Encourage agencies engaged in activities related to the community action program to plan for, secure, and administer assistance available under section [256E.30](#) or from other sources on a common or cooperative basis; provide planning or technical assistance to those agencies; and generally, in cooperation with community agencies and officials, undertake actions to improve existing efforts to reduce poverty, such as improving day-to-day communications, closing service gaps, focusing resources on the most needy, and providing additional opportunities to low-income individuals for regular employment or participation in the programs or activities for which those community agencies and officials are responsible;

(c) Initiate and sponsor projects responsive to needs of the poor which are not otherwise being met, with particular emphasis on providing central or common services that can be drawn upon by a variety of related programs, developing new approaches or new types of services that can be incorporated into other programs, and filling gaps pending the expansion or modification of those programs;

(d) Establish effective procedures by which the poor and area residents concerned will be enabled to influence the character of programs affecting their interests, provide for

Appendix A

their regular participation in the implementation of those programs, and provide technical and other support needed to enable the poor and neighborhood groups to secure on their own behalf available assistance from public and private sources;

(e) Join with and encourage business, labor and other private groups and organizations to undertake, together with public officials and agencies, activities in support of the community action program which will result in the additional use of private resources and capabilities, with a view to developing new employment opportunities, stimulating investment that will have a measurable impact on reducing poverty among residents of areas of concentrated poverty, and providing methods by which residents of those areas can work with private groups, firms, and institutions in seeking solutions to problems of common concern.

Community action agencies, migrant and seasonal farmworker organizations, and the Indian reservations, may enter into cooperative purchasing agreements and self-insurance programs with local units of government. Nothing in this section expands or limits the current private or public nature of a local community action agency.

(f) Adopt policies that require the agencies to refer area residents and community action program constituents to education programs that increase literacy, improve parenting skills, and address the needs of children from families in poverty. These programs include, but are not limited to, early childhood family education programs, adult basic education programs, and other lifelong learning opportunities. The agencies and agency programs, including Head Start, shall collaborate with child care and other early childhood education programs to ensure smooth transitions to work for parents.

Subd. 7. Agencies as local providers.

Agencies defined by this section shall be considered among local providers of outreach services and activities for all antipoverty efforts.

Subd. 8. Categorical funds.

Federal antipoverty categorical funds consolidated into block grants to the state of Minnesota shall be designated by the state for antipoverty purposes.

History:

1981 c 367 s 3; 1982 c 571 s 4-8; 1985 c 282 s 3; 1986 c 411 s 1,2; 1987 c 403 art 2 s 133; 1994 c 632 art 4 s 65; 1Sp1995 c 3 art 16 s 13; 1997 c 162 art 2 s 25; 1Sp1998 c 1 art 1 s 3; 2005 c 98 art 1 s 24

256E.32 COMMUNITY ACTION PROGRAMS.

Subdivision 1. In general.

A community action program is a community based and operated program which:

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(1) includes or is designed to include a sufficient number of projects or components to provide, in sum, a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;

(2) has been developed, and which organizes and combines its component projects and activities, in a manner appropriate to carry out all the purposes of sections [256E.30](#) to [256E.32](#); and

(3) conforms to any other supplementary criteria as the governor may prescribe consistent with the purposes and provisions of sections [256E.30](#) to [256E.32](#).

Subd. 2.Components.

The components of a community action program shall be designed to assist participants, including homeless individuals and families, migrant and seasonal farmworkers, and the elderly poor to achieve increased self-sufficiency and greater participation in the affairs of the community by providing services and programs not sufficiently provided in the community by any governmental unit, any public institution, or any other publicly funded agency or corporation. Community action agencies, governmental units, public institutions or other publicly funded agencies or corporations shall consult on whether or not a program or service is sufficiently provided in the community.

Subd. 3.Administration.

Components of a community action program may be administered by the community action agency when consistent with sound and efficient management and applicable law, or by other agencies. They may be projects eligible for assistance under section [256E.30](#), or projects assisted from other public or private sources; and they may be either specially designed to meet local needs, or designed pursuant to the eligibility standards of a state or federal program providing assistance to a particular kind of activity which will help in meeting those needs.

Subd. 4.Data classification.

Data collected on individuals from which the identity of any individual receiving services may be determined are private data on individuals as defined in section [13.02](#).

History:

[1981 c 367 s 4](#); [1982 c 571 s 9](#); [1Sp1995 c 3 art 16 s 13](#); [1Sp1998 c 1 art 1 s 4](#); [2000 c 468 s 21](#); [2005 c 98 art 1 s 24](#)

Governor's Designation Letter

I, Mark Dayton, Governor of the State of Minnesota, designate the Minnesota Department of Human Services, Office of Economic Opportunity as the lead agency to administer the Community Services Block Grant. Correspondence should be directed to:

Connie Greer, Director
Office of Economic Opportunity
Department of Human Services
P.O. Box 64962
St. Paul, MN 55164-0962

This document, "The Community Services Block Grant 2012-2013 Plan," consists of the application and assurances pertaining to the Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, as amended, and the COATS Human Services Reauthorization Act of 1998, P.L. 105-285.



Mark Dayton
Governor



Date

Health and Human Services Finance

Chairs: Representative Jim Abeler

MEETING: January 25, 2011
12:30 PM
Room 200 State Office Building

Agenda

- I. Call to Order
- II. Approval of Minutes from January 20, 2011
- III. Children and Family Services Budget Overview, DHS
Erin Sullivan Sutton, Assistant Commissioner
- IV. Adjournment

Next Meeting: Wednesday, January 26, 2011, 12:30pm, 200 SOB

Health and Human Services Finance

Chair: Representative Jim Abeler

MEETING: Tuesday, March 8, 2011
12:30 PM
Room 200 State Office Building

Agenda

- I. Call to Order
- II. Approval of Minutes from Thursday, March 3, 2011
- III. HF 77 – Lanning: Healthy community and circle of support initiative grant program funding provided, and money appropriated.
Xavier Bell, Circles of Support in Duluth
Alice Moren, Circles of Support – Kootasca
Mary Ackerman, Search Institute
Maureen Kenney, Northern Connections
- IV. HF 262 – Mack: Community paramedic certification created, medical assistance coverage required of community paramedic services, and report required.
Carrie Mortrud, RN, Government Affairs & Public Policy Specialist
- V. HF 592 – Fritz: Medical assistance reimbursement authorized for in-reach community-based care coordination in a hospital setting. **(INFORMATIONAL ONLY)**
- VI. Adjournment

Next Meeting: Wednesday, March 9, 2011

Agenda: MDH, Health Economics Program
Emergency Physicians Presentation



STATE OF MINNESOTA INDIAN AFFAIRS COUNCIL

website: www.indianaffairs.state.mn.us

QUARTERLY BOARD MEETING

Chair: Kevin Leecy, Bois Forte Tribal Chairman

Tuesday, March 8th, 2011

9:00 AM

Best Western Kelly Inn

161 E. St Anthony Avenue

Saint Paul, MN 55103

Call to Order
Invocation
Roll Call & Introductions
Approval of Minutes
MIAC Office Updates
Urban Board Update

AGENDA

Introductions and Discussion with Governor's Newly Appointed Cabinet Members

Minnesota Historical Society, Introduction to Project Manager
Deborah Locke, Project Manager

Update and Status Report on State Community Action Grant and Federal Community Services Block Grant, Department of Human Services, potential effect on Tribes

Connie Greer, Francie Mathes, Office of Economic Opportunity, DHS

Family Reunification Act, Legal Aid Society of Minneapolis, Youth Law Project, Legislation overview, update on status of legislation, support

Diana Hamilton, Staff Attorney, Youth Law Project

Corporation for Supportive Housing, status of American Indian Supportive Housing Initiative both on and off reservation

Zoe LeBeau, Senior Program Manger

Appendix E

Discussion/Update on Treaties Exhibit Draft

Matthew Brandt, MN Humanities, PowerPoint presentation of the Treaties draft and discussion

Liz Hill, National Museum of the American Indian (NMAI) Liaison to MN Tribes, Liz Hill Public Relations

Dakota Ojibwe Language Revitalization Legislative Report, discussion and approval to move forward

Jolynn Shopteese, Indian Language Revitalization Grant Manager

New Business

Old Business

Announcements

Adjourn

Appendix F: List of Minnesota CSBG/Community Action Funding Grantees

Formal Name:

Anoka County Community Action Program

Arrowhead Economic Opportunity Agency

Bi-County Community Action Program

Bois Forte Reservation

Community Action Duluth

Community Action of Minneapolis

Community Action Partnership of Ramsey & Washington Counties

Community Action Partnership of Suburban Hennepin

Fond du Lac Reservation

Grand Portage Reservation

Heartland Community Action Agency

Inter-County Community Council

KOOTASCA Community Action

Lakes & Pines Community Action Council

Lakes & Prairies Community Action Partnership

Leech Lake Band of Ojibwe

Lower Sioux Indian Community

Mahube Community Council

Mille Lacs Band of Ojibwe Council

Minnesota Valley Action Council

Northwest Community Action

Olmsted Community Action Program

Otter Tail-Wadena Community Action Council

Prairie Five Community Action Council

Prairie Island Indian Community

Red Lake Band of Chippewa Indians

Scott Carver Dakota CAP Agency

Semcac

Shakopee Mdewakanton Sioux Community

Southwestern Minnesota Opportunity Council

Three Rivers Community Action

Tri-County Action Program

Tri-County Community Action

Tri-Valley Opportunity Council

Upper Sioux Community

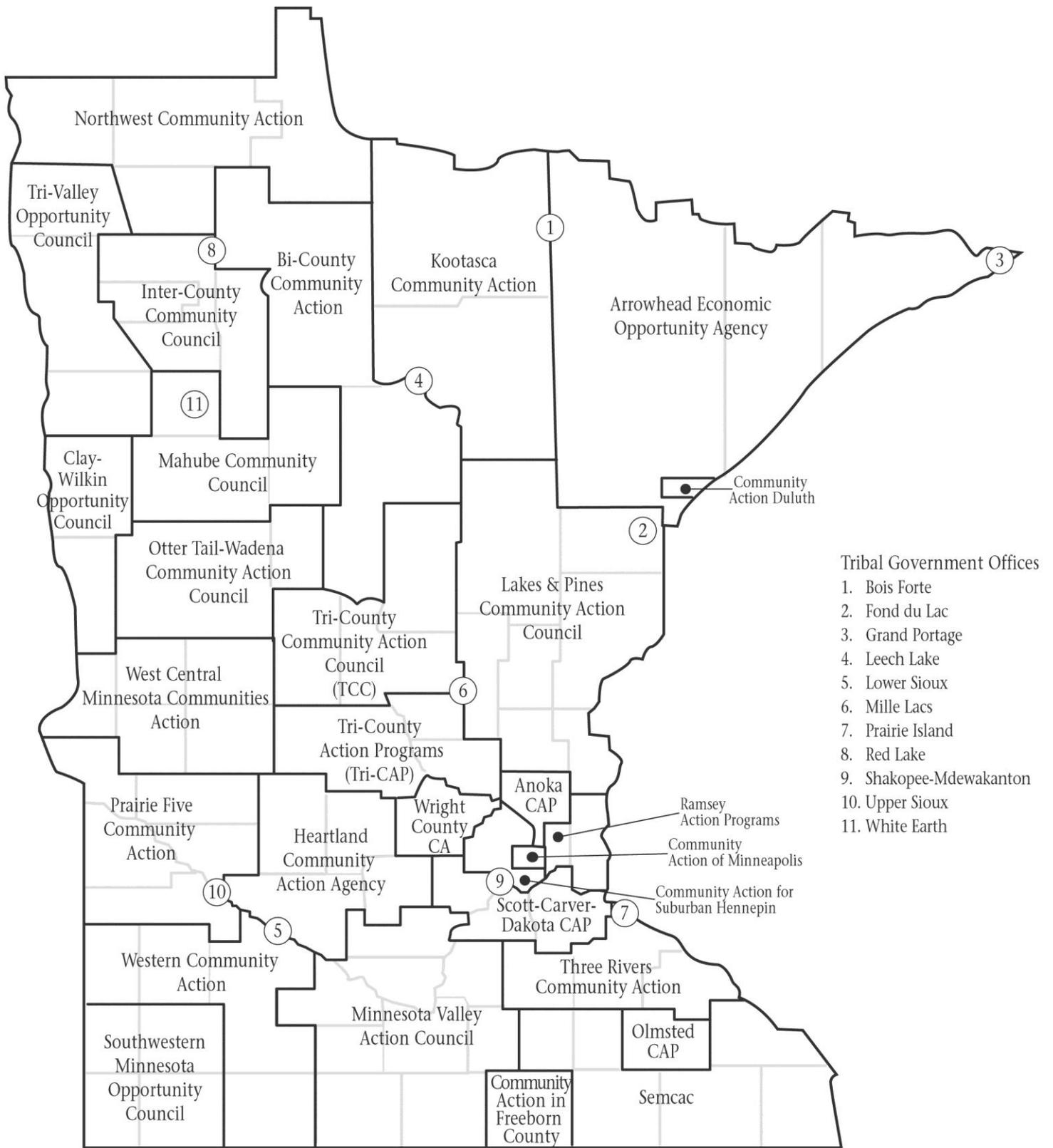
West Central Minnesota Communities Action

Western Community Action

White Earth Reservation

Wright County Community Action

Appendix G: Minnesota Community Action Agencies Map



Notes:

These are **NOT** final funding levels and **WILL** change. This is for planning only.

UPDATED: 04/07/2011

MN Community Action Grant projections are based on the Governor's current proposed state funding of \$4,681,000 for 2012 and \$4,683,000 for 2013.

CSBG projections are based on the President's current proposed 50% reduction in funding.

PROJECTED 2012-13 MN Community Action Grant AND CSBG FUNDING LEVELS (as currently proposed)

GRANTEE	Relative LI Pop Percent	2012 MN Community Action Projected Annual TOTAL	2012 CSBG Projected Annual TOTAL	2012 Projected Total Annual Funding	2013 MN Community Action Projected Annual TOTAL	2013 CSBG Annual TOTAL	2013 Projected Total Annual Funding	2012-13 Two-year Projected Contract Amount
Anoka	3.74504%	163,791.00	129,790.00	293,581.00	163,866.00	129,790.00	293,656.00	587,237.00
Arrowhead	2.60597%	121,577.00	97,918.00	219,495.00	121,629.00	97,918.00	219,547.00	439,042.00
Bi-County	2.26571%	108,967.00	88,397.00	197,364.00	109,012.00	88,397.00	197,409.00	394,773.00
Bois Forte	0.02020%	14,647.00	14,461.00	29,108.00	14,647.00	14,461.00	29,108.00	58,216.00
Duluth	3.07539%	138,974.00	111,052.00	250,026.00	139,035.00	111,052.00	250,087.00	500,113.00
CAP Suburban Hennepin	8.90086%	379,866.00	299,055.00	678,921.00	380,044.00	299,055.00	679,099.00	1,358,020.00
CA of Minneapolis	15.19536%	613,140.00	475,181.00	1,088,321.00	613,444.00	475,181.00	1,088,625.00	2,176,946.00
CAP Ramsey & Washington	15.39793%	620,649.00	480,849.00	1,101,498.00	620,958.00	480,849.00	1,101,807.00	2,203,305.00
Fond du Lac	0.15362%	19,648.00	18,238.00	37,886.00	19,651.00	18,238.00	37,889.00	75,775.00
Grand Portage	0.03399%	15,164.00	14,851.00	30,015.00	15,164.00	14,851.00	30,015.00	60,030.00
Heartland	2.01362%	99,625.00	81,343.00	180,968.00	99,665.00	81,343.00	181,008.00	361,976.00
Inter-County	0.81415%	55,172.00	47,781.00	102,953.00	55,189.00	47,781.00	102,970.00	205,923.00
Kootasca	1.35465%	75,203.00	62,904.00	138,107.00	75,230.00	62,904.00	138,134.00	276,241.00
Lakes & Pines	4.07734%	176,106.00	139,088.00	315,194.00	176,188.00	139,088.00	315,276.00	630,470.00
Lakes & Prairies	1.37659%	76,017.00	63,518.00	139,535.00	76,044.00	63,518.00	139,562.00	279,097.00
Leech Lake	0.45893%	31,093.00	26,878.00	57,971.00	31,102.00	26,878.00	57,980.00	115,951.00
Lower Sioux	0.02195%	14,711.00	14,510.00	29,221.00	14,712.00	14,510.00	29,222.00	58,443.00
Mahube	1.22472%	70,388.00	59,269.00	129,657.00	70,413.00	59,269.00	129,682.00	259,339.00
Mille Lacs	0.22315%	22,255.00	20,205.00	42,460.00	22,260.00	20,205.00	42,465.00	84,925.00
MVAC	5.17524%	241,794.00	194,808.00	436,602.00	241,898.00	194,808.00	436,706.00	873,308.00
Northwest	0.53856%	32,459.00	27,569.00	60,028.00	32,470.00	27,569.00	60,039.00	120,067.00
Olmsted	2.00430%	99,279.00	81,082.00	180,361.00	99,319.00	81,082.00	180,401.00	360,762.00
Otter-Wadena	1.78173%	91,031.00	74,854.00	165,885.00	91,066.00	74,854.00	165,920.00	331,805.00
Prairie Five	0.87261%	57,339.00	49,416.00	106,755.00	57,356.00	49,416.00	106,772.00	213,527.00
Prairie Island	0.01942%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Red Lake	0.40047%	28,901.00	25,224.00	54,125.00	28,909.00	25,224.00	54,133.00	108,258.00
Scott-Carver-Dakota	5.53493%	255,124.00	204,873.00	459,997.00	255,235.00	204,873.00	460,108.00	920,105.00
Semcac	4.37119%	186,996.00	147,310.00	334,306.00	187,084.00	147,310.00	334,394.00	668,700.00
Shakopee	0.00913%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SMOC	1.20666%	69,719.00	58,763.00	128,482.00	69,743.00	58,763.00	128,506.00	256,988.00
Three Rivers	1.99381%	98,891.00	80,789.00	179,680.00	98,930.00	80,789.00	179,719.00	359,399.00
Tri-County (SC)	5.24205%	244,270.00	196,678.00	440,948.00	244,375.00	196,678.00	441,053.00	882,001.00
TCC (LF)	2.66230%	123,665.00	99,494.00	223,159.00	123,718.00	99,494.00	223,212.00	446,371.00
Tri-Valley	0.86095%	56,907.00	49,090.00	105,997.00	56,924.00	49,090.00	106,014.00	212,011.00
Upper Sioux	0.00039%	26,752.00	26,663.00	53,415.00	26,752.00	26,663.00	53,415.00	106,830.00
West Central	1.43330%	78,118.00	65,105.00	143,223.00	78,147.00	65,105.00	143,252.00	286,475.00
Western	1.34824%	74,966.00	62,725.00	137,691.00	74,993.00	62,725.00	137,718.00	275,409.00
White Earth	0.34085%	26,667.00	23,536.00	50,203.00	26,674.00	23,536.00	50,210.00	100,413.00
Wright County	1.24472%	71,129.00	59,829.00	130,958.00	71,154.00	59,829.00	130,983.00	261,941.00
	100.00000%	4,681,000.00	3,773,096.00	8,454,096.00	4,683,000.00	3,773,096.00	8,456,096.00	16,910,192.00

2010-11 Community Action Funding Allocations

PROJECTED 2010-11 MN CA AND CSBG FUNDING LEVELS (based on estimated Federal & State appropriations)

GRANTEE	Relative LI Pop Percent	2010 MN Community Action Annual TOTAL	2010 CSBG Annual TOTAL	2010 Projected Total Annual Funding	2011 MN CA Community Action Annual TOTAL	2011 CSBG Annual TOTAL	2011 Projected Total Annual Funding	2010-11 Two-year Projected Contract Amount
Anoka	3.18538%	64,706.00	241,558.00	306,264.00	64,706.00	241,558.00	306,264.00	612,528.00
Arrowhead	3.06432%	63,197.00	233,328.00	296,525.00	63,197.00	233,328.00	296,525.00	593,050.00
Bi-County	2.65581%	58,105.00	205,555.00	263,660.00	58,105.00	205,555.00	263,660.00	527,320.00
Bois Forte	0.05177%	14,536.00	17,422.00	31,958.00	14,536.00	17,422.00	31,958.00	63,916.00
Duluth	3.25234%	65,540.00	246,111.00	311,651.00	65,540.00	246,111.00	311,651.00	623,302.00
CAP Suburban Hennepin	7.28719%	140,835.00	545,420.00	686,255.00	140,835.00	545,420.00	686,255.00	1,372,510.00
CA of Minneapolis	15.99308%	249,354.00	1,137,287.00	1,386,641.00	249,354.00	1,137,287.00	1,386,641.00	2,773,282.00
CAP Ramsey & Washington	15.05191%	237,622.00	1,073,304.00	1,310,926.00	237,622.00	1,073,304.00	1,310,926.00	2,621,852.00
Fond du Lac	0.13445%	15,571.00	23,063.00	38,634.00	15,571.00	23,063.00	38,634.00	77,268.00
Grand Portage	0.02962%	14,259.00	15,910.00	30,169.00	14,259.00	15,910.00	30,169.00	60,338.00
Heartland	2.16128%	51,940.00	171,934.00	223,874.00	51,940.00	171,934.00	223,874.00	447,748.00
Inter-County	1.06480%	38,273.00	97,390.00	135,663.00	38,273.00	97,390.00	135,663.00	271,326.00
Kootasca	1.61497%	45,131.00	134,794.00	179,925.00	45,131.00	134,794.00	179,925.00	359,850.00
Lakes & Pines	3.67321%	70,787.00	274,724.00	345,511.00	70,787.00	274,724.00	345,511.00	691,022.00
Lakes & Prairies	1.76101%	46,951.00	144,722.00	191,673.00	46,951.00	144,722.00	191,673.00	383,346.00
Leech Lake	0.55841%	20,875.00	51,992.00	72,867.00	20,875.00	51,992.00	72,867.00	145,734.00
Lower Sioux	0.00773%	13,985.00	14,416.00	28,401.00	13,985.00	14,416.00	28,401.00	56,802.00
Mahube	1.59771%	44,915.00	133,620.00	178,535.00	44,915.00	133,620.00	178,535.00	357,070.00
Mille Lacs	0.20065%	16,399.00	27,580.00	43,979.00	16,399.00	27,580.00	43,979.00	87,958.00
MVAC	4.97420%	87,003.00	363,171.00	450,174.00	87,003.00	363,171.00	450,174.00	900,348.00
Northwest	0.60581%	20,051.00	53,686.00	73,737.00	20,051.00	53,686.00	73,737.00	147,474.00
Olmsted	2.01060%	50,062.00	161,690.00	211,752.00	50,062.00	161,690.00	211,752.00	423,504.00
Otter-Wadena	1.93590%	49,131.00	156,612.00	205,743.00	49,131.00	156,612.00	205,743.00	411,486.00
Prairie Five	1.14619%	39,287.00	102,924.00	142,211.00	39,287.00	102,924.00	142,211.00	284,422.00
Prairie Island	0.00721%	0.00	0.00	0.00	0.00	0.00	0.00	-
Red Lake	0.52132%	20,411.00	49,460.00	69,871.00	20,411.00	49,460.00	69,871.00	139,742.00
Scott-Carver-Dakota	4.66898%	83,199.00	342,421.00	425,620.00	83,199.00	342,421.00	425,620.00	851,240.00
Semcac	4.67723%	83,302.00	342,981.00	426,283.00	83,302.00	342,981.00	426,283.00	852,566.00
Shakopee	0.01829%	0.00	0.00	0.00	0.00	0.00	0.00	-
SMOC	1.23995%	40,456.00	109,298.00	149,754.00	40,456.00	109,298.00	149,754.00	299,508.00
Three Rivers	1.85811%	48,161.00	151,324.00	199,485.00	48,161.00	151,324.00	199,485.00	398,970.00
Tri-County (SC)	4.17522%	77,044.00	308,852.00	385,896.00	77,044.00	308,852.00	385,896.00	771,792.00
TCC (LF)	3.06251%	63,174.00	233,205.00	296,379.00	63,174.00	233,205.00	296,379.00	592,758.00
Tri-Valley	0.95353%	24,386.00	77,326.00	101,712.00	24,386.00	77,326.00	101,712.00	203,424.00
Upper Sioux	0.00644%	26,698.00	28,071.00	54,769.00	26,698.00	28,071.00	54,769.00	109,538.00
West Central	1.53332%	44,113.00	129,243.00	173,356.00	44,113.00	129,243.00	173,356.00	346,712.00
Western	1.71027%	46,319.00	141,273.00	187,592.00	46,319.00	141,273.00	187,592.00	375,184.00
White Earth	0.46466%	19,702.00	45,594.00	65,296.00	19,702.00	45,594.00	65,296.00	130,592.00
Wright County	1.08463%	38,520.00	98,739.00	137,259.00	38,520.00	98,739.00	137,259.00	274,518.00
	100.00000%	2,134,000.00	7,686,000.00	9,820,000.00	2,134,000.00	7,686,000.00	9,820,000.00	19,640,000.00

Notes:

¹ Projections are based on Governor's proposed state funding of \$1,964,000 annually and 2009 current level (\$8,540,000) annual funding for CSBG, pending Congressional



Minnesota Community Action 2010 Annual Report



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Introduction

About this Report

The Promise of Community Action

*Community Action changes people's lives,
embodies the spirit of hope, improves communities,
and makes America a better place to live.
We care about the entire community, and
we are dedicated to helping people help
themselves and each other.*

The 28 Community Action Agencies and 11 Tribal Governments of the Minnesota Community Action network address this challenge every day. This report reflects the efforts and results of Minnesota's Community Action network throughout 2010.

The Community Action network provides varied services that are integrated and coordinated to address barriers to self-sufficiency. Each organization addresses needs, establishes priorities, determines strategies to address local poverty issues, and delivers a broad range of services to create economic opportunity and strengthen self-reliance. This multi-faceted approach distinguishes Community Action programs from other antipoverty efforts, and maximizes the likelihood that individuals and families assisted will become self-sufficient.

The Community Action network is funded by the federal Community Services Block Grant (CSBG) and the Minnesota Community Action Grant. The Office of Economic Opportunity (OEO) in the Minnesota Department of Human Services administers this funding. Together, the Minnesota Community Action Partnership and the Office of Economic Opportunity provide support that helps to build the capacity of the Community Action network to help Minnesotans achieve economic security.

In 2010, \$7.5 million in federal Community Services Block Grant (CSBG) funding and \$2.134 million in Minnesota Community Action Grant funding leveraged:

- Almost \$500 million in other funding.
- Over 93,500 volunteers who provided 1.63 million hours of service. If valued at the federal minimum wage (\$7.25), volunteer time would be worth more than \$11.83 million.

Minnesota Community Action Partnership

In 2010 Minnesota's Community Action Agencies (CAAs) deepened their commitment to the development of cutting-edge, high-level strategies that move people out of poverty and strengthen local communities. This was achieved through a supportive network of local agencies and partners. Many Minnesotans have seen "new faces" of poverty in our friends, family and neighbors. These individuals were accustomed to paying bills on time, having a reliable vehicle, paying into retirement funds, eating regular healthy meals and having medical insurance, but are now in a place of need. This "new face" of poverty understands what it is like to "dream" to be self-sufficient. Minnesota's Community Action Agencies continue to strengthen local communities to help make dreams realities, while adapting to changing economic conditions.

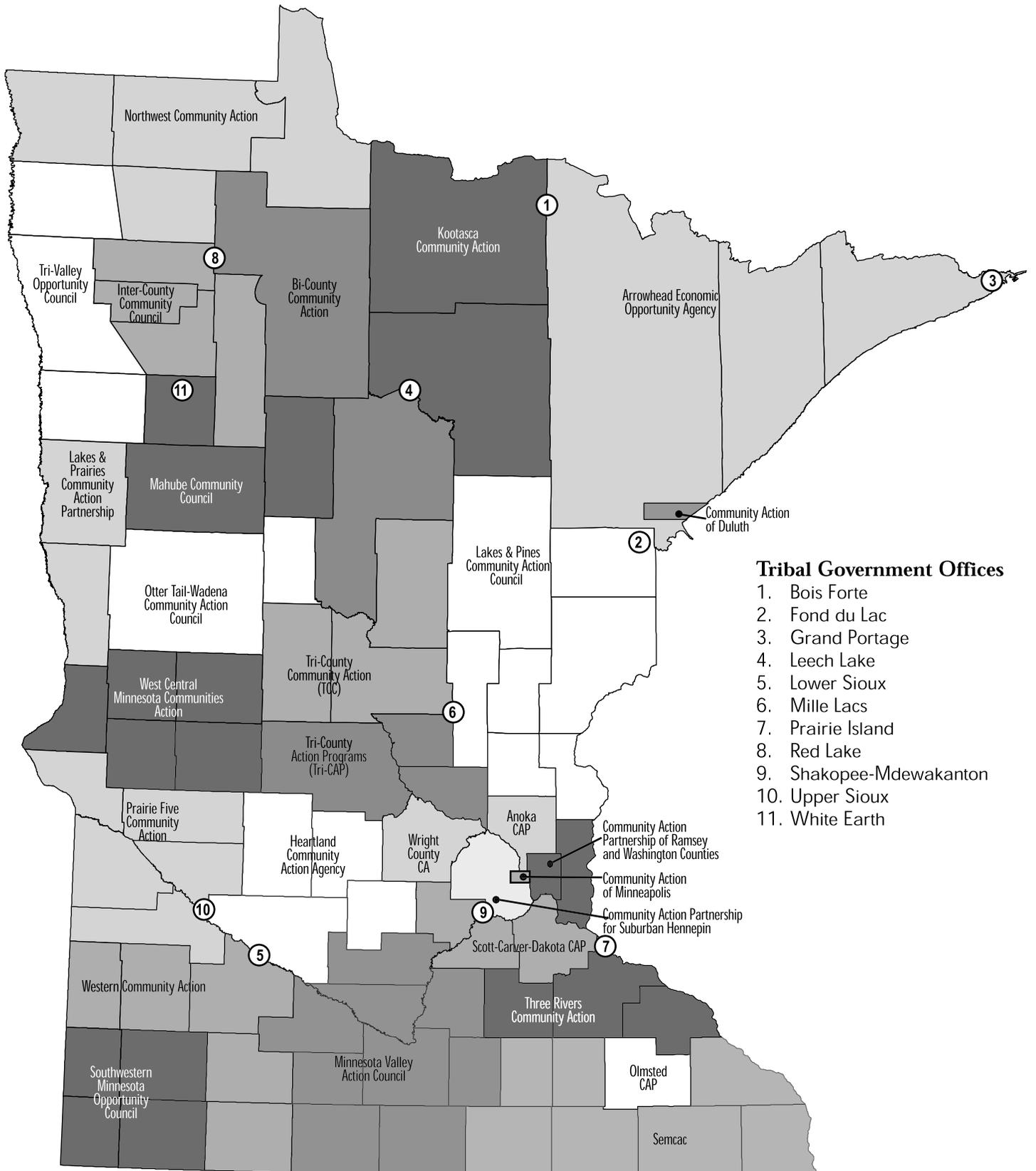
Investments in weatherization are a specific example of how Community Action has worked to improve lives while boosting Minnesota's economy. An Economic Impact study conducted by the University of Minnesota's Extension Service found that every weatherization dollar spent in Minnesota creates \$1.09 in economic activity, as the money circulates through the economy. Further, the Minnesota Office of Energy Security estimates that weatherization efforts save an average of \$304 annually per home. More than half of the households benefiting from weatherization services have annual incomes of \$20,000 or less. A few hundred dollars makes a big difference in their budgets.

The Family Assets for Independence in Minnesota (FAIM) program, financial literacy training, free tax assistance and other comprehensive asset development programs provide one-to-one support to empower individuals and strengthen the economic base of our communities. Throughout our state we will experience greater stability and economic growth as low-income Minnesotans increase their economic security, become more civically involved, acquire assets, and contribute to a growing local tax base. When these children, families and seniors become more self-sufficient, they will in turn have the ability to invest more within their communities.

This report measures the outcomes of the antipoverty strategies conducted by our agencies and partners. As we look to the future, Community Action remains committed to the values that underscore over 45 years of work together as a statewide network. We must continue to embrace individuals and families in greatest need by providing equal opportunity, fairness, and access to resources that support stable households and thriving communities. It is imperative that we direct our efforts and our energy towards continued creation of avenues and initiatives that support an economy that works for all Minnesotans.

Sincerely,
Neil Steffl, Chair
Minnesota Community Action Partnership

Minnesota Community Action Agencies



Tribal Government Offices

1. Bois Forte
2. Fond du Lac
3. Grand Portage
4. Leech Lake
5. Lower Sioux
6. Mille Lacs
7. Prairie Island
8. Red Lake
9. Shakopee-Mdewakanton
10. Upper Sioux
11. White Earth

Minnesota Indian Affairs Council

The support of the Community Services Block Grant (CSBG), the Minnesota Community Action Grant, Head Start, and OEO has greatly benefited all of Minnesota's eleven sovereign tribes. Since its inception, the Community Action Grant, as documented in the report, has benefited all seven Ojibwa reservations and the four Dakota reservations, which make up the eleven sovereign tribal governments in the State of Minnesota.

The Minnesota Indian Affairs Council (MIAC) was established in 1963 (MN Statutes, Section 3.922). The MIAC is designated as the official liaison between the state of Minnesota and the eleven sovereign Tribal Governments within the state. The eleven sovereign Tribal Government elected chairs or their designees are the official voting board of the MIAC and together provide a forum for and advice to state government on issues of concern to American Indian communities. The MIAC has two offices, one in Bemidji and one in St. Paul, to assist the MIAC in development and monitoring of state legislation as well as monitoring programs that affect the state's American Indian population and tribal governments. Minnesota was the first state in the nation to establish an Indian Affairs Council agency and still provides a model for other states to follow.

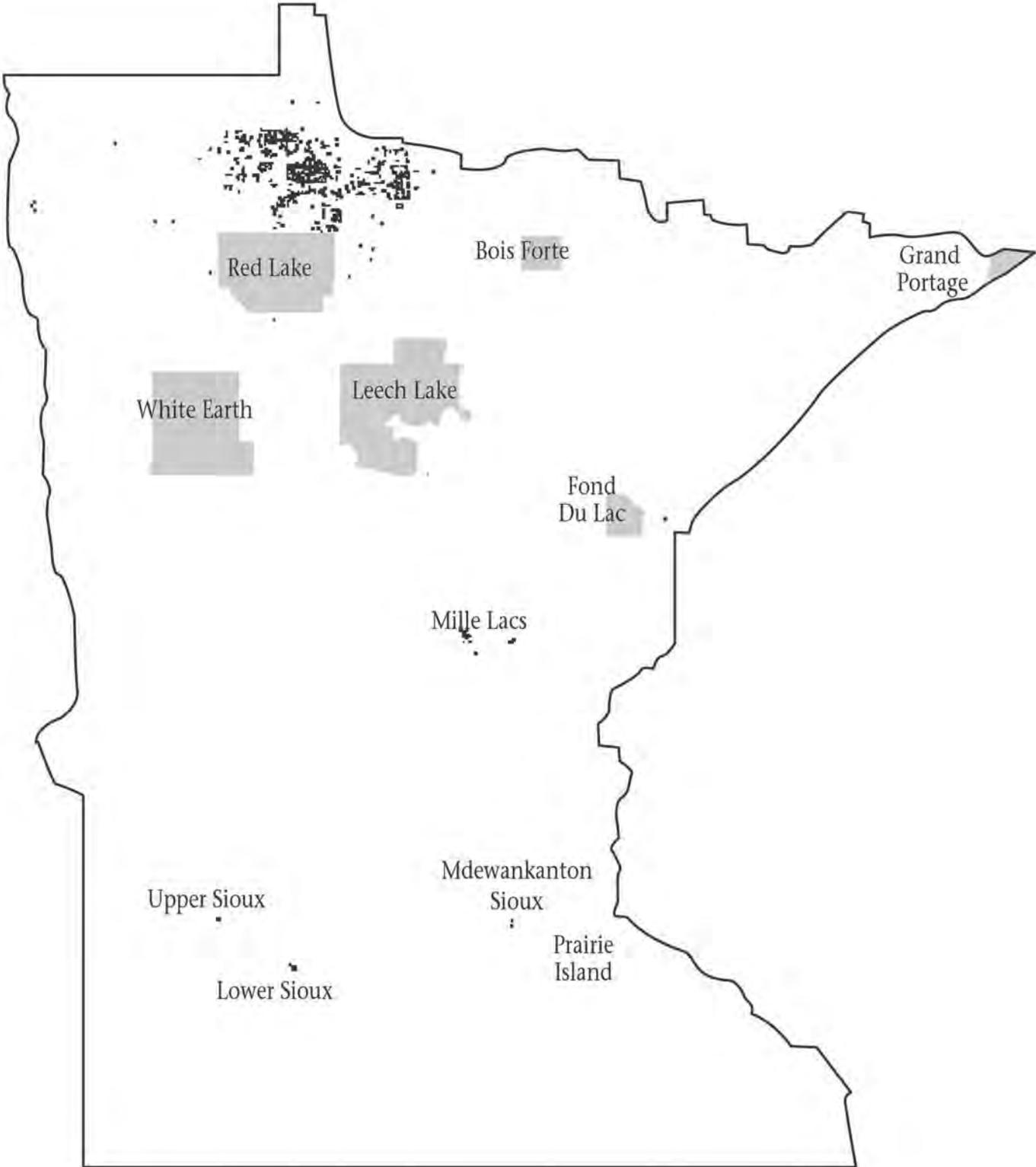
Poverty has historically disproportionately impacted American Indian people in the state of Minnesota and across the nation.

The war on poverty and the lingering disparity continues today. The need for continued federal funding remains crucial in order to decrease and end centuries of deprivation, poverty, and neglect that have left American Indian communities some of the poorest in the nation. Adequate funding of programs that alleviate poverty and meet health and educational needs must continue in order to end the revolving cycle of poverty and the disparity that continues widespread throughout many American Indian communities today.

The assistance from the Department of Human Services/Office of Economic Opportunity along with federal and state funding have made a real impact on tribes. The Minnesota Tribes work with constituents on financial education, health care, homelessness, food shelves, and more. In the past year the Tribes have been working together and relaying their success stories on how they make best use of the funds to assist in helping their communities.

Annamarie Hill, Executive Director
Indian Affairs Council Office of Minnesota

Minnesota Tribal Governments



Minnesota Coalition for the Homeless

Our beloved land of 10,000 lakes has become the land of more than 10,000 homeless. Each year, dozens of homeless people die on our streets, neglected and forgotten. Each year, thousands of children are introduced to homelessness as a way of life. It doesn't need to be this way. When President Johnson formed Community Action, he said:

“For so long as man has lived on earth poverty has been his curse. On every continent in every age men have sought escape from poverty's oppression. Today for the first time in all the history of the human race, a great nation is able to make and is willing to make a commitment to eradicate poverty among its people.”

Indeed, Community Action Agencies across the State play a critical role in preventing homelessness before it occurs and in providing emergency and transitional housing services to homeless families, youth, and single adults.

President Johnson's vision went beyond providing an important safety net. He saw an America that lifted people out of poverty, not one that “exploit[ed] the poor with a promise of a handout or dole.” Community Action Agencies have answered his call by helping first-time homebuyers realize the American Dream; redirect youth who got a bad start in life with programs like YouthBuild where they earn their GED while learning the construction trade; prepare children for a lifetime of opportunity through programs like Head Start; help single moms work their way out of poverty with programs like FAIM; help struggling families by weatherizing homes for Minnesota's harsh winters.

When homelessness is relegated to history books, it will be noted that ending homelessness was made possible because the poverty-ending programs of Community Action have been extended to everybody who needs them. At the Minnesota Coalition for the Homeless, we are committed to ensuring every Minnesotan has a safe, decent, affordable place to call home. We know that many factors contribute to homelessness including a health crisis, a lost job, a mismatch between income and housing costs, family violence, or a transition from an institutional setting back into the community. We also know that the biggest factor contributing to homelessness is poverty and the lack of affordable housing. We are grateful to our partners in Community Action for their work on addressing the underlying causes of homelessness.

Minnesota can lead the nation in realizing President Johnson's vision of ending poverty. While working for a brighter day, Community Action and the other partners of the Minnesota Coalition for the Homeless will continue to serve people experiencing homelessness. Our partnership is critical to the lives of Minnesota's 10,000 homeless.

Sincerely,

Liz Kuoppala
Executive Director

Minnesota Head Start Association

Head Start programs align with Piaget's Theory of how children learn. Jean Piaget theorized that a child's learning is based on the child's activities; engagement makes meaning. Free, unstructured play is healthy and, in fact, it is essential for helping children reach important social, emotional and cognitive developmental milestones. He claimed that children construct their own knowledge by giving meaning to everything in their world.

Families, like children, also create meaning in their world, by building their own understanding of the world through their interactions with their community.

Families and children, staff and communities need spaces to freely create knowledge and understanding. The partnership of Head Start programs and Community Action Agencies deepens our abilities to engage families and communities to understand and support the optimal growth of all we serve. We share an understanding that families need individual attention and supports that help meet their basic needs so they can better attend to their role as parents.

Together Head Start and Community Action Agencies will continue to create communities that understand how to support families. As Chair of the Minnesota Head Start Association, I know we will continue to work together to build communities that support families.

Sincerely,

Valerie Arnquist, Chair
Minnesota Head Start Association

Hunger Solutions Minnesota

Hunger Solutions Minnesota (HSM) was created in 2001, as a result of the merger between Minnesota Food Bank Network and Minnesota Food Shelf Association, to increase capacity and efficiency and to facilitate collaboration among nonprofit and state and federal government agencies working to feed the hungry today, while seeking long-term systemic solutions to end hunger in the future.

HSM is a comprehensive hunger relief organization that works to end hunger in Minnesota. We take action to assure “food security” for all Minnesotans by supporting agencies that provide food to those in need, advancing sound public policy, and guiding grassroots advocacy. HSM advocates for the effective use of federal public nutrition dollars and works to improve low-income Minnesotans’ access to all available nutrition programs.

Our current programs focus on getting food where it is needed most, expanding the capacity of food shelves to serve their communities, generating and distributing vital funds for members, and serving as the voice of the hungry in Minnesota. We coordinate with the Office of Economic Opportunity (OEO) to administer the state’s federal commodities program, which brings millions of pounds of highly nutritious food into the hunger relief system each year. We also work closely with OEO on food-shelf-data collection and on promoting public nutrition programs throughout the state.

We pride ourselves in our strategic position in Minnesota to ensure a coordinated and effective effort in the fight against hunger. We work closely with federal, state, and local government, as well as regional nonprofit organizations dedicated to helping the hungry. Our membership includes the six Feeding America food banks serving Minnesota and nearly 300 food shelves.

- **Build the capacity of food shelves to serve their communities.** Our Food Shelf Capacity Building Program assists food shelves in crisis. For example, when a major employer in a rural community closes its doors, HSM works quickly to provide emergency grants and food for the local food shelves so they are able to distribute fresh, nutritious produce and culturally appropriate foods to meet demand. HSM also provides essential equipment such as freezers and shelving. We offer training and consultation to staff and volunteers to make food shelves more effective.
- **Generate and distribute vital funds for members.** We make emergency grants to members and distribute funds from the State of Minnesota and other funders to food shelves and food banks. Last year we distributed nearly \$1.7 million.
- **Serve as the voice of the hungry in Minnesota.** HSM plays a critical leadership role in hunger advocacy work statewide. We coordinate statewide hunger relief data collection and analysis. We educate lawmakers on hunger and nutrition issues in our state.

HSM launched the Minnesota Food HelpLine in June 2009 to provide Food Support Program (“food stamp”) eligibility screening and application assistance to low-income callers statewide, some of whom are new to poverty. The Minnesota Food HelpLine fills an urgent gap during the current economic crisis when so many families and individuals are experiencing hunger—either more profoundly or for the first time—due to unemployment, loss of retirement income, and/or home foreclosures. It is a tremendous benefit for the thousands of Minnesotans struggling to make ends meet.

Here in Minnesota, food insecurity has increased markedly in the past year: an estimated one in 10 people now rely on food shelves to help feed their families. We are pleased to have such strong partners, like Community Action, as we develop new and innovative solutions to help struggling families put food on the table. The economic forecast tells us that our state will continue on the trend of high unemployment and underemployment. While this is true, HSM is dedicated to working together to lessen the food hardship rates for our most vulnerable neighbors.

Colleen Moriarty
Executive Director

University of MN Extension Service

The University of Minnesota Extension Centers for Family Development and Community Vitality work with Community Action to fight poverty in the state of Minnesota. We share a long history of partnering. Now, more than ever, it is essential that our partnership pursue a coordinated strategy to address the multi-faceted causes and conditions of poverty among low-income people and communities.

As a land grant university, the University of Minnesota Extension's core mission is outreach—to bring the University to the people by providing high-quality, research-based noncredit educational programs. Our mission is to connect community needs with university resources. Extension personnel are located in 16 regional centers, 86 county offices, and five colleges. Extension's campus faculty and field educators work in partnership with others through four Centers: Agriculture, Food and Environment; Community Vitality; Family Development; and Youth Development.

The Extension Center for Family Development works with families in their community, workplace, and home and with the professionals that serve them. Our research-based educational programs help families make informed decisions leading to better health, financial security, and well-being. In partnership with Community Action in Minnesota, we offer programs that alleviate the causes and effects of poverty in three areas: family resource management, family relationships, and health and nutrition.

The Extension Center for Community Vitality works with communities to grow and strengthen its local leadership and to retain and expand local businesses. The Horizons Program is a community leadership program aimed at reducing poverty in small rural and tribal communities of population less than 5,000 and poverty rates of at least 10%. Thirty-three communities around the state have participated in the program. Program activities have engaged over 6,100 individuals in the different communities. Community Action Agencies have been strong partners in several communities in the program. Some CAAs functioned as fiscal agents for the grant resources Horizons communities generate to implement their poverty reduction strategies.

In addition, Extension has worked with Community Action on these specific educational efforts:

- Teaching Head Start parents positive parenting skills;
- Offering nutrition education programs to low-income families that help stretch their food budget while providing nutritious meals;
- Promoting food security for all families;
- Partnering with the Family Assets for Independence in Minnesota to provide financial literacy education to low-income savers; and,
- Providing education on being a good tenant, conserving energy in the home, and creating a healthy and safe home environment.

Together Community Action and the UMN Extension will continue to create a healthier and better future for Minnesota's low-income families and communities. Each organization brings its unique strengths and resources to form a formidable partnership that mobilizes communities to support those in need. Both organizations share the goal that one day all Minnesotans will be financially secure. However, as we face difficult economic times at the community, state and national levels, together we will develop and pursue innovative strategies to address these issues in our state.

Sincerely,

Karen A. Shirer, Ph.D.

Associate Dean

Extension Center for Family Development

Richard Senese, Ph.D.

Associate Dean

Extension Center for Community Vitality

Energy Assistance Coordinators Association & MN Weatherization Advisory Group

The Minnesota Energy Assistance Program (EAP) and Weatherization Assistance Program (WAP) have been closely tied to Community Action since their beginning. EAP reduces the annual energy burden of low-income families by paying a portion of their heating and/or electric bill. WAP enables low-income families to permanently reduce their energy bills by making homes more energy efficient.

EAP is funded at the federal level by the Low Income Home Energy Assistance Program (LIHEAP) through the U.S. Department of Health and Human Services. The Minnesota Department of Commerce administers the program by contracting with 36 local service providers, 29 of which are Community Action Agencies or Tribal Governments.

164,782 low-income households received an average LIHEAP grant of \$631 in Federal Fiscal Year 2010. Nearly 72,000 households received Crisis Assistance and nearly 7,140 households received Energy Related Repair (ERR) services. In addition, LIHEAP provides conservation education, referral and advocacy services to households through Assurance 16 funding.

The Weatherization Assistance Program (WAP) is funded by the United States Department of Energy (DOE) and provides eligible households with residential energy conservation measures and energy education. The program is administered by the Minnesota Department of Commerce through 32 Service Providers which include Community Action Agencies, Tribal Governments and non-profits.

Households at or below 200% of the Federal Poverty Income Guideline are eligible for weatherization. All LIHEAP eligible households are potentially eligible for weatherization. Because of funding limitations, local service providers coordinate weatherization so priority is given to households who have high energy costs or have a family member who is elderly, disabled or a child.

The federal stimulus funding from DOE provided a dramatic expansion of the program nation-wide and 11,000 Minnesota homes were weatherized with ARRA funds from July, 2009 through November, 2010. WAP incorporates transferred funds from LIHEAP and over 2,200 households received assistance from this transfer in the same time period. The Minnesota low-income Conservation Improvement Program (CIP) funded almost 2,400 homes with additional energy conservation resources from regulated utilities, electric co-ops and municipal utilities. Leveraged energy conservation resources packaged with the DOE and ARRA contract-period funds assisted over 4,600 low income households.

National studies indicate that weatherization reduces home heating bills by 32%. When weatherization is combined with high efficiency furnace upgrades, savings can exceed over 40%. Weatherized homes receive extensive client education as well as a thorough evaluation of home heating systems, indoor air quality, ventilation, electric savings and health and safety tests on all combustion appliances.

By coordinating and working with energy conservation partners at the local community level, EAP and WAP are able to reduce the energy burden for thousands of low-income Minnesotans and improve the health and safety and comfort of their homes.

Energy Assistance
Coordinators Association (EACA)

Minnesota Weatherization
Advisory Group (MWAG)

McKnight Foundation Partnership

Since 2004, a partnership between the Office of Economic Opportunity (OEO), the Minnesota Community Action Partnership (MinnCAP), Lutheran Social Services of Minnesota (LSS), AccountAbility Minnesota (AAM), and the University of Minnesota, Department of Family Social Science has been pursuing a scope of work that improves the economic stability of low-income families by:

- Enhancing training, technical assistance and resource materials for front-line workers to expand the scope and improve the delivery of financial education, coaching and counseling to working poor families;
- Expanding free tax assistance services for low-income families to help them access tax credits and avoid costly commercial preparation fees;
- Growing local asset building opportunities for low-income families through seed grants to nonprofit organizations implementing innovative activities; and,
- Piloting evaluation design to better understand how financial education changes financial behaviors.

Specifically, the partnership implemented the following complementary strategies:

- 1) Expand and support tax assistance partnership sites in Greater Minnesota. Activities include:
 - Enhance training and technical assistance for community action agencies, tribal and other partner organizations managing Volunteer Income Tax Assistance (VITA) Sites in Greater Minnesota.
- 2) Expand access to financial education training, tools and resources for direct service staff working with low-income families. Activities include:
 - Deliver train-the-trainer financial education training for nonprofit direct service staff.
 - Enhance content on the www.helpmnsave.org web site and develop outreach materials based on locally identified needs.
- 3) Launch a Local Asset Building Innovation (LABI) Fund. Activities include:
 - Provide flexible financial support through competitive “seed grants” to nonprofit agencies as they design and implement local asset building strategies that improve the economic well-being of families and communities around the state.
- 4) Evaluate the Long-Term Impact of Financial Education on Participants. Activities include:
 - Design a follow-up study of participants to evaluate the long-term impacts of taking the Four Cornerstones of Financial Literacy training.

Selected Results, 2004 to present:

- LSS, MinnCAP, and OEO have provided financial education training to over 1,000 nonprofit direct service staff since 2004, and worked together to maintain MinnCAP’s www.helpmnsave.org website.
- AAM was able to develop 15 new partnerships with Tribal Agencies and Community Action Agencies since 2004 to increase the availability of services in communities in Greater Minnesota and return nearly \$35 million to over 22,000 tax-filers and their communities.
- The initial LABI grants were a relatively modest \$300,000 investment, but they leveraged almost \$550,000 in additional resources and served 2,728 individuals over 2 rounds of funding.

Guiding Principles for Partnership

To form meaningful and constructive partnership and work more effectively with partner organizations, Community Action in Minnesota embraces four guiding principles: mutual respect, open communication, joint problem solving and empowerment through diversity.

Mutual respect.

In working with staff, board members, and consultants, Community Action values and recognizes the unique knowledge, ability and independence of each person. We are committed to treating all persons fairly and maintaining credibility by matching actions with words.

Open communication.

Because effective communication is key to facilitating good working relationships with partners, Community Action is committed to keeping lines of communication open. We strive to develop solutions to problems, to share program improvement ideas and provide information on new developments in the anti-poverty field. Communication is frequent and delivered through a variety of tools and media.

Joint problem-solving.

A team approach to problem solving is best for arriving at effective solutions. Community Action welcomes opportunities to think outside traditional ways and come up with "best strategies" for program development, conflict resolutions or compliance issues. We are open to change and work together in exploring options for mutually agreeable solutions. Our goal is to have agencies function independently with our support in an effort to meet the needs of local communities within the parameters set by legislation.

Empowerment through diversity.

Community Action is receptive to the cultural diversity, multiple perspectives, and varying abilities of people in poverty. We acknowledge and respect diversity in terms of (but not limited to) race, religion, culture, socio-economic background, family generational history, physical and mental ability, age, gender, sexual orientation, political affiliation and veteran status. We resolve to support all forms of diversity as community and individual assets, and to ensure that we accurately portray the diversity of those in poverty in our work and daily decision-making.



Community Action Summary

The Basics

What is a Community Action Agency?

Community Action Agencies (or Community Action Programs) are private nonprofit or public organizations created out of the Economic Opportunity Act of 1964 to combat poverty. Tribal Governments are designated as eligible entities in the Federal Community Services Block Grant (CSBG) Act and, in Minnesota, are part of the Community Action Network.

Purpose and Mission

In order to reduce poverty in communities, Community Action works to better focus available local, state, and federal resources (both public and private) to assist low-income individuals and families to acquire useful skills and knowledge, gain access to new opportunities and achieve economic self-sufficiency.

Structure

A Community Action Agency:

- Has received designation as a Community Action Agency either from the local government under the provisions of the Economic Opportunity Act of 1964, or from the state under the Community Services Block Grant Act of 1981, as amended; (For CSBG enabling language visit: http://www.acf.hhs.gov/programs/ocs/csbg/pdf/csbg_law_508.pdf)
- Has a governing tripartite board consisting of at least one-third democratically selected representatives of low-income people, one-third local public officials or their designee, and the remainder are representatives of business, industry, labor, religious, social welfare, and other private groups in the community
NOTE: *Tribal Governments are designated as eligible entities for the CSBG funding. As sovereign nations, they are not mandated to have a tripartite board.*

Governance: Maximum Feasible Participation

The importance cannot be overstated that local citizens govern local Community Action Agencies. Community Action governance embraces the principle of "maximum feasible participation" by people experiencing poverty. The board of directors of Community Action Agencies have a unique mandate to have a tripartite board that includes:

- *at least 1/3* people experiencing poverty
- *1/3* public officials
- *remaining 1/3* at-large local citizens

Community Action in Minnesota

May 27, 1963: The Minnesota Legislature passes legislation creating the Minnesota Indian Affairs Commission (today known as the Minnesota Indian Affairs Council).

March 16, 1964: President Lyndon B. Johnson declares an unconditional War on Poverty in the United States of America.

August 20, 1964: President Johnson signs the Economic Opportunity Act establishing the Federal Office of Economic Opportunity (OEO) and the Community Action Network.

1965: The Minnesota Office of Economic Opportunity is created and by year-end nearly all Minnesota counties are served by a newly formed Community Action Agency.

1967: Congress passes the Green Amendment, requiring CAAs to obtain official designation from local elected officials, and the Quie Amendment, requiring CAA boards be composed of 1/3 elected officials, 1/3 low-income representatives and 1/3 private sector representatives.

September 26, 1969: The Minnesota CAA Executive Directors come together to form the Minnesota CAP Directors Association.

September 2, 1971: The Minnesota CAP Directors Association is reorganized into the Minnesota CAP Association.

May 24, 1973: The Minnesota Legislature provides the first state funding for Community Action Agencies. This was done in part to help meet the match requirements of the federal OEO funding program.

January 5, 1975: President Gerald Ford signs legislation that closes the Federal Office of Economic Opportunity and establishes the Community Services Administration under the U.S. Department of Health and Human Services (HHS). Community Action funding now is part of the Department of Health and Human Services.

August 13, 1981: President Ronald Reagan signs the Omnibus Reconciliation Act of 1981 creating the Community Services Block Grant (CSBG) and closing the Community Services Administration.

1981: Minnesota responds by passing the Minnesota Community Action Program Act, the first state Community Action legislation in the country.

May 5, 1994: The CSBG Law is amended to require Community Action Agencies measure outcomes in promoting self-sufficiency, family stability and community revitalization. Following this

Mode of Operation

A Community Action Agency carries out its mission through a variety of means including:

- Community-wide assessments of needs and strengths;
- Comprehensive antipoverty plans and strategies;
- Provision of a broad range of direct services;
- Mobilization of financial and non-financial resources;
- Advocacy on behalf of low-income people; and,
- Partnerships with other community-based organizations to eliminate poverty.

Why are Community Action Agencies Unique?

Most poverty-related organizations focus on a specific area of need, such as job training, health care, housing, or economic development. Community Action Agencies reach out to low-income people in their communities, address their multiple needs through a comprehensive approach, develop partnerships with other community organizations, involve low-income clients in the agency's operations, and administer a full range of coordinated programs designed to have a measurable impact on poverty.

Many people are familiar with the programs Community Action delivers. Each local Community Action Agency provides a unique combination of programming to meet locally determined objectives. Well known programs include:

- Energy Assistance, Weatherization & Energy Conservation
- Head Start, Early Head Start, Child Development Programs & Referrals
- Congregate Dining and Meals on Wheels
- Jobs for Youth, Adults & Seniors
- Senior Independent Living Services (SAIL)
- Retired Senior Volunteer Program (RSVP)
- Food Shelves, Family Nutrition Programs, and Food Support Outreach
- Housing Construction, Rehabilitation & Assistance
- Family Crisis Services
- Case Management
- Family Assets for Independence in MN (FAIM)
- Financial Education
- Free Tax Preparation, Tax Credit Outreach & Education
- Emergency Shelter & Transitional Housing
- Foreclosure Prevention and Homeownership Support
- Economic Development Business Start-Up
- Advocacy, Education & Outreach
- Transit & Transportation alternatives

Community Action Agencies constantly strive to provide fast, flexible, local solutions for the increasingly diverse mix of Minnesotans experiencing poverty.

Community Action in the Social Service Sector

In Minnesota, Community Action operates as a statewide network of 39 organizations.

- 28 Community Action Agencies (27 private and 1 public organization)
- 11 Tribal Governments

Community Action is a major segment of the nonprofit sector in Minnesota with the following impacts:

- Combined annual budgets of nearly \$425 million.
- Over 93,500 volunteers.
- Approximately 5,000 employees across the state.
- All agencies completing an annual independent audit.

Partnerships

Local partnerships are central to Community Action. Statewide, Community Action maintains hundreds of formal collaborative relationships in areas such as:

- Child Support
- Continuum of Care
- Early Care and Education Programs
- Emergency Food and Nutrition programs
- Energy Assistance/Weatherization
- Faith-Based Organizations
- Family Service Collaboratives
- Head Start
- Human Service Agencies
- Food Shelves
- Distribution Programs
- Transitional Housing Programs
- Vocational Rehabilitation Programs
- WorkForce Centers
- Tax Education and Outreach
- Asset Building/Financial Education initiatives

amendment, Results-Oriented Management and Accountability (ROMA) is introduced as a framework to measure outcomes.

October 27, 1998: Public Law 105-285 is signed into law, reauthorizing the Community Services Block Grant (CSBG) and requiring the use of ROMA by all agencies by October 1, 2001.

2005: The National Performance Indicators are developed and required by the HHS Office of Community Services as part of the fulfillment of ROMA reporting.

February 17, 2009: President Barack Obama signs the American Recovery and Reinvestment Act, providing the Community Action network with an additional \$1 billion in CSBG funding to help stimulate the economy and to create and maintain jobs.

Poverty's Many Faces

Needs vary significantly for urban, suburban and rural Minnesotans living in poverty. Community Action Agencies conduct regular needs assessments to determine current community needs and strengths and to prioritize services and advocacy efforts. For example, Community Action Agencies increasingly serve participants with diverse languages including Spanish, Somali, Hmong, Vietnamese and Russian. Transportation is a particularly critical problem in some communities. Housing is a pervasive problem. In urban areas, low-income families may face a myriad of disconnected programs and service systems. Conversely, in rural areas services are scarce and far-flung. Suburban areas tend to have limited awareness of the nature and extent of poverty in their communities.

Leveraged Funding

In 2010, \$7.5 million in federal Community Services Block Grant (CSBG) funding and \$2.134 million in Minnesota Community Action Grant funding leveraged:

- Almost \$500 million in funding.
- Over 93,500 volunteers who provided 1.63 million hours of service. If valued at only the federal minimum wage (\$7.25), volunteers' time was worth more than \$11.83 million.

For more information:

Visit the National Community Action Partnership at <http://www.communityactionpartnership.com>

Visit the Minnesota Community Action Partnership at <http://www.minncap.org>

Poverty in Minnesota

The Great Recession

The recession of the late-2000's created widespread economic instability for Minnesotans from all income groups. Economic conditions deteriorated as the housing crisis led to rising foreclosure rates and falling home values. The collapse of the financial sector tightened the credit market and hampered job and economic growth.

For Minnesotans living in poverty, the recession intensified the struggle to make ends meet. For families with higher incomes, the loss of employment, a home foreclosure, health crisis or other circumstance prompted a loss of self-sufficiency. For the first time, many middle-income families turned to nonprofit, faith-based and public services to meet the daily needs of their households. For several years, Community Action Agencies working on the front-lines of the recession have observed an increase in the number of families struggling with economic security. In December 2010, the U.S. Census confirmed this anecdotal evidence with the release of new poverty data from the 2009 American Community Survey. This data provides a snapshot of poverty in Minnesota. It is important to note that poverty rates are a lagging indicator and that the effects of the recession continue to be observed. It is reasonable to expect that median household income will have continued declining in 2010 pushing more Minnesotans into poverty. The following section describes key poverty trends in 2009.

Trends in Poverty

Poverty rates and economic insecurity have increased.

Since 2001, the poverty rate has steadily risen with significant increases during the recession. Between 2001 and 2009, Minnesota's overall poverty rate increased from 8% to 11%. By 2009, 12% of families with related children under 18 years of age and 7% of all families officially lived in poverty¹. In the Twin Cities metro area, 10% of all people, 10% of families with related children under 18 years of age and 6% of all families officially lived in poverty. A chart describing the 2011 Federal Poverty Guidelines and income thresholds are available on page 26.

More families face economic insecurity than those officially considered poor. Low-income families, those living below 200% of the federal poverty level, are often low-wage workers struggling to make ends meet. In 2008, 17% of the suburban population and 38% of the central cities population in the metro area were low-income. Between 2008 and 2009, the median income of Minnesota households fell to \$55,604, a decrease of about \$1,000.

Poverty is increasingly suburbanized.

Since 2000, the suburban share of the Twin Cities metro area's poor has significantly increased. Analysis of 2008 data showed that poverty rates in Hennepin and Ramsey Counties were highest in the metro area and higher than the statewide rate, but that the overall share of the metro area's poor was larger in the suburbs. By 2008, 54% of poor individuals lived in the suburbs compared to 46% in the central Twin Cities. The suburbs are now home to the largest and fastest-growing poor population. These trends are expected to continue after the recession².

¹ U.S. Census Bureau. 2009 American Community Survey

² The Brookings Institution. The Suburbanization of Poverty: Trends in Metropolitan America, 2000–2008. January 2010.

Female-headed households, racial minorities and children are disproportionately poor.

About a third (33%) of single parent, female-headed households with related children under 18 years of age and 44% with related children under 5 years of age live in poverty in Minnesota. In comparison, only 12% of all families with related children under 18 years and 5% of married couple families live in poverty.

Minnesota continues to have large racial disparities in household income. In 2009, the median income for Black households was \$26,930, American Indian households \$33,930 and Latino households \$38,751, while the median income in non-Hispanic white households was \$57,979. While the poverty rate among non-Hispanic White Minnesotans is one of the lowest in the nation, in 2009 Black, American Indian and Latino communities experienced much higher rates of poverty. The poverty rate among Blacks and American Indians is one of the highest at 35%. Latinos and Asians also had significantly higher poverty rates at 26% and 17%.

People living in poverty are more likely to be children. In Minnesota, 14% of children under age 18 compared to 10% of people 18 years and over and 9% of people 65 years old live below the poverty level.

Income inequality persists.

Prior to the recession, Minnesota’s richest families made significant income gains³. By the mid-2000’s, the richest 20% of families had average incomes six times as large as the poorest 20% of families and twice as large as the middle 20% of families. The top 5%, the very richest of families, had average incomes ten times as large as the poorest 20% of families.

Income Inequality Over the Past Two Decades in Minnesota: Late 1980’s-Mid-2000’s

The table below illustrates how the income of the poorest 20% of families increased 31.9% and the income of the middle 20% of families increased 28.1%, while the income of the richest 20% of families increased 50.7%. While the recession has impacted the income of all socioeconomic groups, it is

	1980's Income vs. Mid-2000's Income	Average Income Increase	Increase Per Year	Change in Income
Poorest Fifth of Families	\$17,703 to \$23,343	\$5,641	\$332	31.9%
Middle Fifth of Families	\$46,603 to \$59,677	\$13,074	\$769	28.1%
Richest Fifth of Families	\$92,896 to 139,989	\$47,092	\$2,770	50.7%

Source: Center on Budget and Policy Priorities and Economic Policy Institute.

likely that these trends have been slowed but not reversed. Income inequality and limited income mobility continue to be persistent problems.

Recessionary Impacts

In May 2009, a survey of Minnesota’s Community Action network identified changes in housing stability, unemployment and demand for emergency services as key impacts of the recession. All agencies reported increased inquiries for services and rising caseloads. Areas of the state with especially high unemployment and underemployment reported dramatic increases. The following section describes the key recessionary impacts identified by CAAs.

³ Center on Budget and Policy Priorities and Economic Policy Institute. Pulling Apart: A State By State Analysis of Income Trends. April 2008.

Unemployment

During the economic downturn, rising unemployment and low job vacancies restricted the economic opportunities of many workers particularly low-skilled, entry-level workers. Over the last three years, Minnesota has experienced the largest numeric job loss in post-World War II history⁴. Between 2008 and 2010, Minnesota's unemployment rate climbed from an average of about 5% in 2008 to 8% in 2009 and gradually decreased to about 7% by the end of 2010⁵. During this period, the national average outpaced the statewide rate, but unemployment was not evenly distributed across the state. Job losses were most severe in areas that experienced a significant housing boom in the 2000's, depended on manufacturing and had existing high unemployment rates.

Significant disparities exist in unemployment rates between White workers and people of color. In 2009, the Black unemployment rate in the Twin Cities metro area was the second highest among the 50 largest metropolitan areas in the nation⁶. At 20% the Black unemployment rate was almost 14 percentage points higher than the White unemployment rate. Blacks were 3.1 times as likely to be unemployed as Whites. Even Blacks with comparable levels of education as Whites are much more likely to be unemployed in the metro area⁷.

Housing Instability

Homelessness and home foreclosures are two significant measures of housing instability. A Wilder Foundation study conducted in October 2009 counted nearly 9,500 homeless people statewide with nearly 6,500 people (68%) in the metro area⁸. During the last three years, the number of Minnesotans experiencing homelessness increased 22% and the number of homeless families with children increased 27%. Varied factors result in people experiencing homelessness including unemployment, lack of living wages, home foreclosure, mental illness and chemical dependency.

In the last five years, nearly 5% of residential properties experienced foreclosure in Minnesota. During the first half of 2010, 13,093 households lost their homes to foreclosure compared to 11,089 during the same period in 2009⁹. By the end of the third quarter of 2010, foreclosures were up 23% over the same period in 2009 and 15% since the second quarter of 2010¹⁰. Foreclosures in the third quarter of 2010 reached the second highest level measured during the current foreclosure crisis. A 2009 Minnesota Home Ownership Center study showed a combination of life circumstances including unemployment, reduced income, health care expenses and family crises all contribute to foreclosure¹¹. Half of homeowners who received foreclosure counseling were unable to pay their mortgage due to either an income decline (35%) or a job loss (15%).

Demand for Emergency Services

Throughout the state, increasing numbers of Minnesotans have turned to emergency services to meet their basic needs. CAAs have reported increased food shelf usage, interest in food support, and requests for rental and housing assistance. In 2009 the Gallup-Healthways Well-Being Index project showed 14% of Minnesotans reported an inability to afford enough food¹². As of September 2010, Minnesota had 454,500 people enrolled in the Food Support program (formerly food stamps). This

4 Minnesota Department of Employment and Economic Development. Labor Market Information. May 2009.

5 Minnesota Department of Employment and Economic Development. Minnesota Local Area Unemployment Statistics.

6 Economic Policy Institute. Uneven pain—Unemployment by metropolitan area and race. June 2010.

7 Ibid.

8 Wilder Research Foundation. Homelessness in Minnesota: Key Findings from the 2009 Statewide Survey. March 2010.

9 HousingLink. Foreclosure Recovery Progress Report Through Q2 2010. September 2010.

10 Q3 2010 Foreclosure Update. HousingLink. November 2010

11 Minnesota Home Ownership Center. 2008 Foreclosure Counseling Program Report. April 2009.

12 Food Research Action Center. Food Hardship: A Closer Look at Hunger. January 2010.

figure reflects a 66% increase in participation over September 2008¹³. Between fall 2008 and fall 2010, the number of Minnesotans seeking emergency food assistance increased 62%. Twin cities food shelves in the nine-county metro area reported even higher growth with a 97% increase in visits. Between January and August 2010, statewide food shelf visits increased 11%¹⁴.

Investing Recovery Funds to Meet Community Needs

To address the sizeable problems generated by the recession, the American Recovery and Reinvestment Act of 2009 (ARRA) was passed by Congress and signed by President Obama. Under the ARRA legislation, the Community Action network received supplemental Community Services Block Grant (CSBG) funds in addition to Weatherization, Head Start, and other federal funds. ARRA also expanded eligibility for CSBG-funded services from 125% to up to 200% of the federal poverty guidelines for 2009 and 2010. Minnesota received \$12 million in ARRA CSBG funds to:

- Create and sustain economic growth through job creation, employment services, training and employment support services; and,
- Meet the immediate basic needs of individuals and families facing financial instability and crisis situations resulting from recent unemployment, underemployment and other chronic problems that create employment barriers.

Using local needs assessments, CAAs developed projects to address the most urgent economic and employment needs in their communities. Many initiatives provided direct services, while others mobilized additional resources and fostered greater community involvement. Through these projects, the Minnesota Community Action Network:

- Saved over 850 jobs and created another 825 jobs within their own agencies and in the communities they serve.
- Provided direct assistance to 1,100 unemployed people to help them obtain a job.
- Worked with nearly 19,000 families in removing barriers to obtaining employment through activities including: Training, certifications, and diplomas; Assistance with child care, reliable transportation, affordable housing, and access to health care; and, Food, energy, and other emergency assistance.

Additionally, the ARRA legislation required that 1% of the ARRA CSBG funds be utilized for benefit enrollment coordination. As a result, the Minnesota Community Action Partnership was granted \$120,322 for expansion of Minnesota's statewide Community Action technology system, called Visions. Visions helps agencies identify individuals and families who may be eligible, but are not receiving certain public benefits.

As families have struggled to make ends meet, they have turned to CAAS to meet their household needs and to improve their economic opportunities. The Community Action network has made significant investments of existing resources as well as ARRA funds to bolster services to meet the increased demand. These services are helping people to help themselves by mitigating the effects of the Great Recession and providing opportunities to build human potential and achieve greater economic security.

While the recession has officially ended, sluggish economic growth, slow job creation, and the persistent home foreclosure crisis has left many Minnesotans still struggling. CAAs report continuing demand for emergency and economic security services. In a time when local and state governments face unprecedented budget shortfalls, Community Action Agencies play an essential role in addressing the continuing needs of Minnesotans.

¹³ Minnesota Department of Human Services.

¹⁴ Hunger Solutions Minnesota. Keeping Food on the Table: A Quarterly Review of the State of Hunger in Minnesota. December 2010.

Federal Poverty Guidelines

The federal poverty guidelines are issued each year in the Federal Register by the United States Department of Health and Human Services (HHS). The guidelines are adjusted for families of different size. The poverty guidelines are used in setting eligibility criteria for a number of federal and state programs. Based on eligibility requirements, some programs use a percentage multiple of the guidelines, such as 125%, 150%, 185%, or 200%. Some examples of federal programs that use the guidelines in determining eligibility are:

- Community Services Block Grant (CSBG)
- Head Start
- Low-Income Home Energy Assistance Program (LIHEAP)
- National School Lunch and School Breakfast programs
- Supplemental Nutrition Program for Women, Infants & Children (WIC)
- Weatherization Assistance
- Food Support
- Individual Development Accounts (IDAs)

2010 Federal Poverty Guidelines

Legislation enacted in late 2009 and early 2010 prohibited publication of 2010 poverty guidelines before May 31, 2010, and required that the 2009 poverty guidelines remain in effect until publication of updated guidelines. Legislation to further delay publication of the 2010 guidelines did not pass. The procedure for updating the 2010 guidelines was modified to take into account the Consumer Price Index (CPI-U) for the period for which their publication was delayed. As a result, the poverty guideline figures for the remainder of 2010 — given below — were the same as the 2009 poverty guideline figures.

Persons in Family	48 Contiguous States & D.C.	Alaska	Hawaii
1	\$10,830	\$13,530	\$12,460
2	14,570	18,210	16,760
3	18,310	23,890	21,060
4	22,050	27,570	25,360
5	26,790	32,250	29,660
6	29,530	36,930	33,960
7	33,270	41,610	38,260
8	37,010	46,290	42,560
For each additional person, add	3,740	4,680	4,300

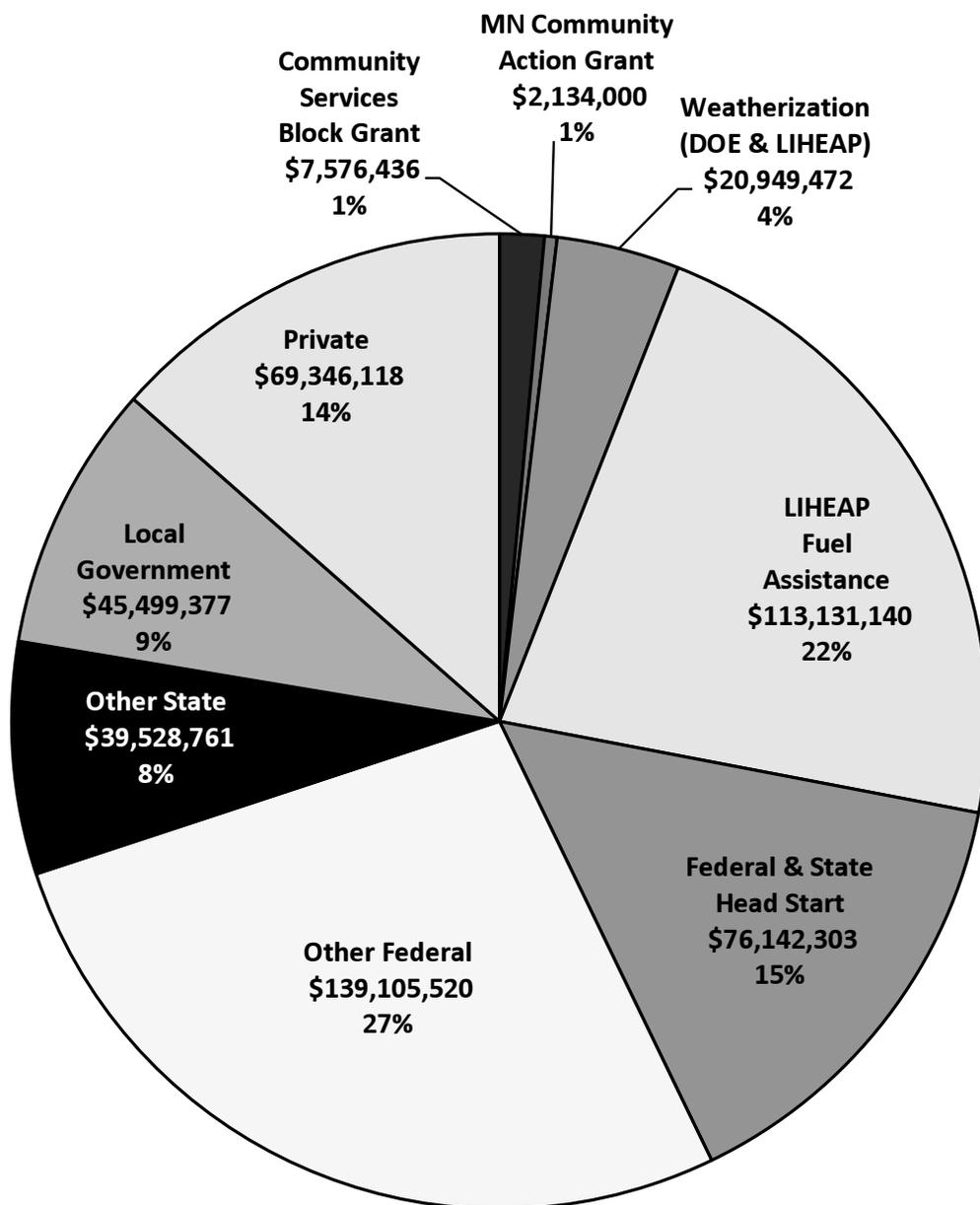
Persons in Family	48 Contiguous States & D.C.	Alaska	Hawaii
1	\$10,890	\$13,600	\$12,540
2	14,710	18,380	16,930
3	18,530	23,160	21,320
4	22,350	27,940	25,710
5	26,170	32,720	30,100
6	29,990	37,500	34,490
7	33,810	42,280	38,880
8	37,630	47,060	43,270
For each additional person, add	3,820	4,780	4,390

2011 Federal Poverty Guidelines

Funding

Minnesota's Community Action Network is supported by varied funding sources. In 2010 \$7.5 million in federal Community Services Block Grant (CSBG) funding and \$2.134 million in Minnesota Community Action Grant funding allowed Minnesota's Community Action Agencies and Tribal Governments to leverage almost \$500 million in funding.

Total Community Action Network Funding



Minnesota Community Action Grant

Minnesota Community Action Grant funds are appropriated through the Minnesota legislature and are used for the same purpose as federal Community Services Block Grant (CSBG) funding.

Community Services Block Grant (CSBG)

CSBG funding is appropriated by Congress through the U.S. Department of Health and Human Services.

Other Federal Funding

Includes non-CSBG funding appropriated by the federal government. Examples include:

- Assets for Independence Act (AFI)
- Child Care Development Block Grant (CCDBG)
- Community Development Block Grant (CDBG)
- Corporation for National and Community Service Programs
- Early Head Start
- Employment and Training Programs
- Federal Emergency Management Administration (FEMA)
- Head Start
- HUD Housing Programs
- Low-Income Home Energy Assistance Program (LIHEAP)
- Medicare/Medicaid
- Older Americans Act
- Temporary Assistance to Needy Families (TANF)
- Transportation
- USDA food and non-food programs
- Weatherization (Wx)
- Women, Infants & Children Nutrition Program (WIC)

Other State Funding

Includes non-Minnesota Community Action Grant funding appropriated through the Minnesota state legislature. Some examples of other Minnesota state funding are:

- Family Assets for Independence in Minnesota (FAIM) Program
- Child Care and Early Childhood Programs
- Community and Economic Development Programs
- Education Programs
- Energy Programs
- Head Start Programs
- Health Programs
- Housing and Homeless Programs
- Nutrition Programs
- Rural Development Programs
- Senior Services
- Transportation Programs
- Youth Development Programs

Local Government Funding

Includes funding appropriated by a county or city government, as well as tribal government funding.

Private Funding

Includes funding from individuals, foundations, corporations and other donors. Private funding also includes the value of donated items such as food, clothing and furniture.

* * *

American Recovery and Reinvestment Act of 2009

To address the sizeable problems generated by the economic downturn, the American Recovery and Reinvestment Act of 2009 (ARRA) was passed by Congress and signed by President Obama. Under the ARRA legislation, the Community Action network received one-time supplemental funding for many of the programs they offer.

Program	ARRA Funding for MN CAAs
Weatherization	\$68,407,024
Community Services Block Grant	\$12,032,251
Homelessness Prevention & Rapid Re-Housing Program	\$8,756,215
Early Head Start	\$6,933,952
Head Start	\$4,231,358
Child Care Development Block Grant	\$2,088,686
Youth WIA	\$1,187,687
FEMA/EFASP (for food and shelter)	\$537,548
Transportation programs	\$426,956
Adult WIA	\$400,493
Senior Community Services Employment Program	\$226,562
Workforce Investment Act (WIA) Dislocated Worker Program	\$195,804
ARRA-funded Americorps	\$17,027

2010 Financial Leveraging Summary

Community Action Agency	Community Services Block Grant	Minnesota Community Action Grant	Weatherization (DOE & LIHEAP)	LIHEAP Fuel Assistance	Federal & State Head Start
Anoka County CAP	\$228,735	\$64,706	\$509,231	\$4,255,460	\$5,675,451
Arrowhead Economic Opportunity Agency	\$228,735	\$63,197	\$6,432,537	\$1,990,014	\$2,796,542
Bi-County CAP	\$201,575	\$58,105	\$348,325	\$4,867,930	\$2,405,765
CA Duluth	\$241,236	\$65,540			
CA of Minneapolis	\$1,123,324	\$249,534	\$2,007,983	\$17,403,503	
CA Partnership of Ramsey & Washington	\$1,050,746	\$237,622	\$1,662,315	\$3,381,074	\$10,409,916
CA Partnership of Suburban Hennepin County	\$534,498	\$140,835		\$9,857,677	
Heartland CAA	\$168,695	\$51,940	\$407,387	\$2,813,742	\$2,509,927
Inter-County CC	\$95,794	\$38,273	\$257,198	\$2,110,691	\$1,280,308
KOOTASCA CA	\$132,373	\$45,131	\$521,939	\$4,381,835	\$2,297,744
Lakes & Pines CAC	\$269,218	\$70,787	\$437,519	\$9,274,922	\$3,040,179
Lakes & Prairies CAP	\$142,083	\$46,951			\$2,118,378
Mahube CC	\$131,226	\$44,915	\$356,920	\$4,674,267	\$2,629,187
Minnesota Valley Action Council	\$355,716	\$87,003	\$1,123,488	\$6,169,764	\$3,624,141
Northwest CA	\$52,778	\$20,051	\$159,935	\$2,276,180	\$1,439,281
Olmsted CAP	\$158,677	\$50,062			
Otter Tail-Wadena CAC	\$153,711	\$49,131	\$632,432	\$1,069,804	\$2,244,405
Prairie Five CAC	\$101,206	\$39,287	\$202,264	\$2,396,555	\$1,619,692
Scott Carver Dakota CAP Agency	\$335,423	\$83,199	\$175,844	\$6,749,720	\$2,971,691
Semcac	\$335,971	\$83,302	\$1,768,304	\$4,658,289	\$2,739,246
Southwestern Minnesota Opportunity Council	\$107,439	\$40,456	\$256,366	\$2,093,262	\$1,596,150
Three Rivers CA	\$158,539	\$48,161	\$146,442	\$2,664,396	\$1,773,560
Tri-County Action Programs	\$302,595	\$77,044	\$852,674	\$6,931,872	
TCC Action	\$228,615	\$63,174	\$492,865		\$2,846,505
Tri-Valley Opportunity Council	\$75,896	\$24,386	\$297,026	\$403,888	\$9,399,864
West Central Minnesota Communities Action	\$153,795	\$44,113	\$976,217	\$6,216,066	\$1,933,928
Western CA	\$138,709	\$46,319	\$219,217	\$2,582,265	\$1,950,848
Wright County CA	\$97,113	\$38,520	\$250,211	\$2,931,022	\$1,934,851
COMMUNITY ACTION TOTAL	\$7,304,421	\$1,971,744	\$20,494,639	\$112,154,198	\$71,237,559

Tribal Government

Bois Forte Reservation Tribal Council	\$17,344	\$14,536	\$27,648	\$44,661	
Fond du Lac Reservation	\$22,861	\$15,571	\$4,674	\$44,308	\$1,940,502
Grand Portage Reservation	\$15,865	\$14,259			
Leech Lake	\$51,151	\$20,875	\$8,216	\$301,165	
Lower Sioux	\$14,405	\$13,985			
Mille Lacs Band of Ojibwe Indians	\$28,772	\$16,399	\$119,359		\$1,343,155
Red Lake Band of Chippewa	\$48,676	\$20,411	\$196,158	\$326,233	\$238,533
Upper Sioux Community	\$28,035	\$26,698			
White Earth	\$44,906	\$19,702	\$98,778	\$260,575	\$1,382,554
TRIBAL GOVERNMENT TOTAL	\$272,015	\$162,436	\$454,833	\$976,942	\$4,904,744

STATEWIDE TOTAL **\$7,576,436** **\$2,134,180** **\$20,949,472** **\$113,131,140** **\$76,142,303**

Tribal programs are run by their own sovereign government. Because of their relationships with Federal, State and local government, Tribes may receive varied support. This can include funding from the Department of Interior, Environmental Protection Agency, or Department of Justice, all used to support the unique work of each Tribal Nation.

Community Action Agency	Other		Local		Total
	Federal	Other State	Government	Private	
Anoka County CAP	\$1,683,821	\$191,108	\$190,563	\$5,133,612	\$17,932,687
Arrowhead Economic Opportunity Agency	\$6,315,211	\$6,047,825	\$4,989,189	\$2,182,256	\$31,045,506
Bi-County CAP	\$1,668,627	\$2,168,089	\$97,279	\$483,794	\$12,299,489
CA Duluth	\$215,425	\$81,850	\$65,000	\$232,565	\$901,616
CA of Minneapolis				\$3,539,804	\$24,324,148
CA Partnership of Ramsey & Washington	\$981,225	\$54,400	\$137,155	\$2,648,777	\$20,563,230
CA Partnership of Suburban Hennepin County	\$610,421	\$97,122	\$215,474	\$244,401	\$11,700,428
Heartland CAA	\$409,865	\$256,594	\$552,952	\$549,438	\$7,720,540
Inter-County CC	\$594,435	\$153,975		\$539,851	\$5,070,525
KOOTASCA CA	\$954,418	\$558,530	\$32,278	\$1,064,491	\$9,988,739
Lakes & Pines CAC	\$206,393	\$506,226		\$699,598	\$14,504,842
Lakes & Prairies CAP	\$1,655,033	\$391,096	\$34,010	\$977,208	\$5,364,759
Mahube CC	\$1,553,636	\$1,895,924		\$1,360,077	\$12,646,152
Minnesota Valley Action Council	\$4,922,956	\$3,510,191	\$392,342	\$2,855,551	\$23,041,152
Northwest CA	\$658,095	\$237,248	\$49,892	\$106,227	\$4,999,687
Olmsted CAP	\$32,454	\$76,244	\$35,180	\$41,703	\$394,320
Otter Tail-Wadena CAC	\$1,256,582	\$1,147,928	\$93,878	\$1,075,205	\$7,723,076
Prairie Five CAC	\$1,088,840	\$590,667	\$621,713	\$1,299,902	\$7,960,126
Scott Carver Dakota CAP Agency	\$3,483,262	\$320,475	\$963,429	\$2,768,212	\$17,851,255
Semcac	\$2,171,405	\$910,135	\$477,562	\$1,525,222	\$14,669,436
Southwestern Minnesota Opportunity Council	\$1,301,027	\$442,607		\$135,795	\$5,973,102
Three Rivers CA	\$1,119,583	\$1,080,288	\$147,446	\$1,866,563	\$9,004,978
Tri-County Action Programs	\$656,861	\$1,001,691	\$1,203,191	\$1,382,465	\$12,408,393
TCC Action	\$1,005,729	\$10,838	\$192,618	\$151,673	\$4,992,017
Tri-Valley Opportunity Council	\$2,196,093	\$1,577,437	\$630,472	\$2,047,765	\$16,652,827
West Central Minnesota Communities Action	\$521,554	\$1,021,320	\$182,800	\$2,762,131	\$13,811,924
Western CA	\$839,719	\$1,151,308	\$24,003	\$1,434,105	\$8,386,493
Wright County CA	\$2,341,183	\$209,091		\$438,668	\$8,240,659
TOTAL	\$40,443,853	\$25,690,207	\$11,328,426	\$39,547,059	\$330,172,106

Tribal Government

Bois Forte Reservation Tribal Council					\$104,189
Fond du Lac Reservation	\$21,093,969	\$893,306	\$6,203,567	\$171,426	\$30,390,184
Grand Portage Reservation	\$424,817	\$192,618	\$46,931		\$694,490
Leech Lake	\$30,828,248	\$6,190,445	\$15,143,294	\$27,611,269	\$80,154,663
Lower Sioux	\$4,771,789				\$4,800,179
Mille Lacs Band of Ojibwe Indians	\$21,817,746	\$2,141,247	\$12,777,159	\$680,996	\$38,924,833
Red Lake Band of Chippewa	\$173,494	\$6,090			\$1,009,595
Upper Sioux Community	\$1,057,706	\$29,104			\$1,141,543
White Earth	\$18,493,898	\$4,385,744		\$1,335,368	\$26,021,525
	\$98,661,667	\$13,838,554	\$34,170,951	\$29,799,059	\$183,241,201
	\$139,105,520	\$39,528,761	\$45,499,377	\$69,346,118	\$513,413,307

2010 Participant Demographics

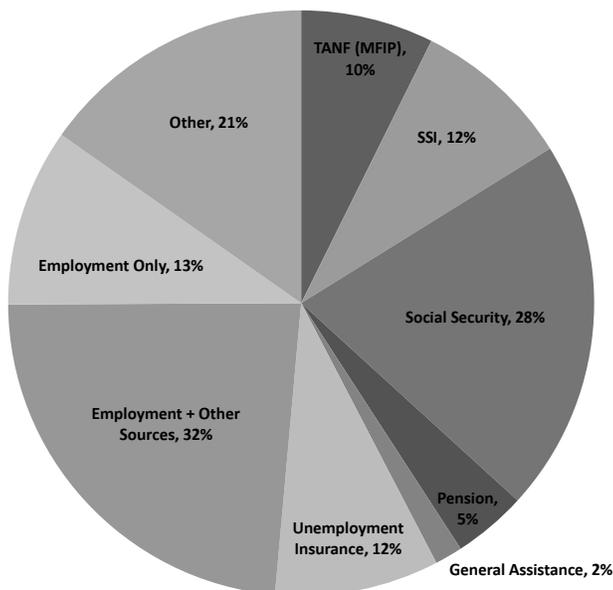
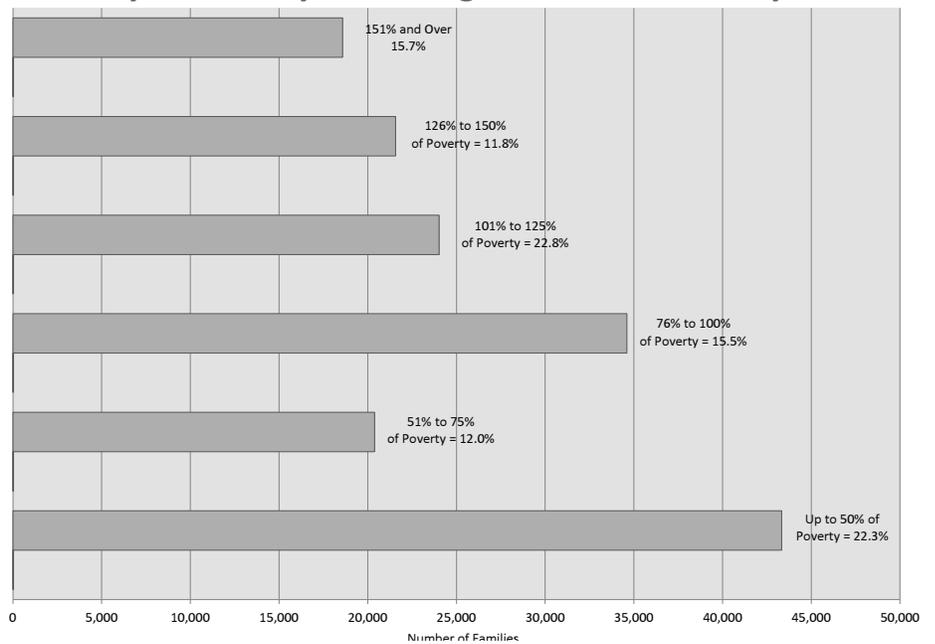
According to the American Community Survey, nearly 11% of the population of Minnesota lives in poverty (having incomes below the federal poverty line). It is the work of Community Action Agencies throughout Minnesota to reach out to these people, and many more very near poverty, to give them a helping hand and assist them to achieve economic self-sufficiency by reducing barriers and increasing opportunities for success.

Community Action serves a very diverse population. Participant characteristics reflect the Community Action commitment to change the lives of people most in need. Below is the breakdown of the participants helped throughout 2010.

Poverty & Income

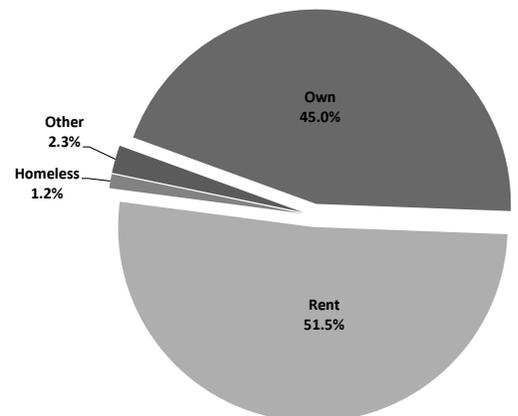
- Nearly 23% of households have income below 50% of the federal poverty line.
- Almost 76% are poor or near poor with income less than 1.5 times the federal poverty line.
- While 6.8% of participants report no income, over 93% had income from one or more sources.
- Only 10% of households had income from employment only.

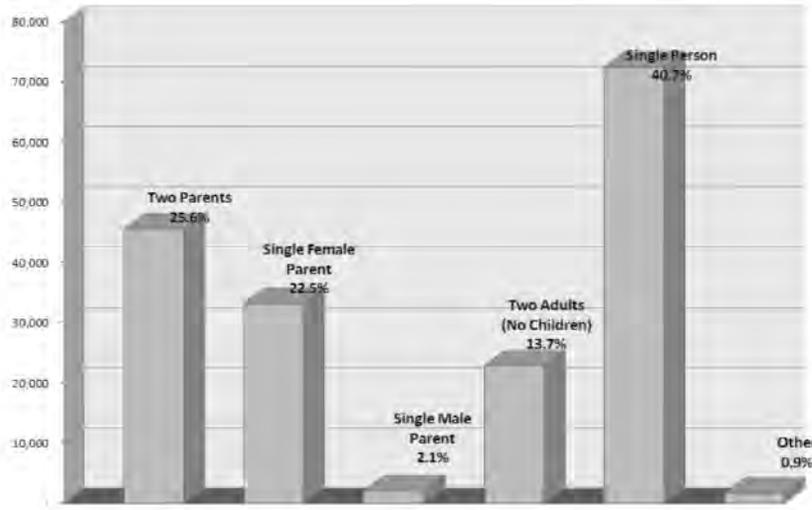
Family Income by Percentage of Federal Poverty Level



Sources of Family Income

Housing Status of Participants



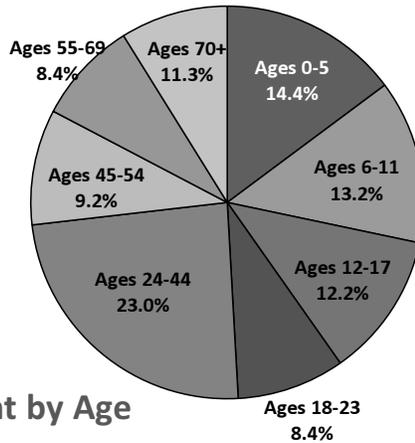
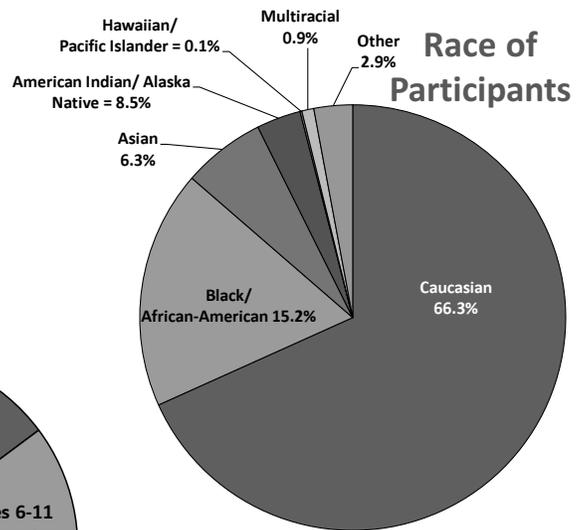


Family Composition

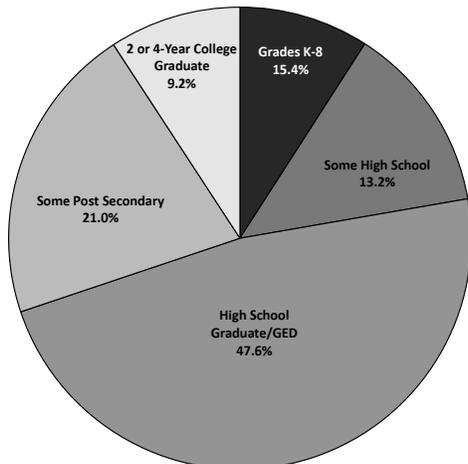
- 25.6% of families had two parents.
- Nearly 19% of families were headed by single mothers and 1.2% by single fathers.
- 28.5% of families had three or four members.
- 15.7% had five or more members.

Age, Race/Ethnicity & Gender of Participants

- 40% of participants are children younger than 18.
- 17% are seniors age 55 and older.
- 31.7% of participants are a racial minority with 11.6% identifying as hispanic.
- 60.7% are female and 39.3% are male



Participant by Age



Education Level of Participants over 24 years of age

- 47.6% of participants have completed High School or have obtained their GED.
- 29% have some post-secondary education.

2010 Program Activity Results

See page 146 for definitions and descriptions of program activities.

		PEOPLE SERVED	HOUSEHOLDS SERVED	TIMES SERVICE PROVIDED
<u>EMPLOYMENT</u>				
D1	Employment & Training Services	8,406	7,321	11,668
D3	Youth Employment	1,526	1,244	2,163
D6	Senior Employment Programs	132	132	1,177
D7	Food Stamp Employment & Training (FSET)	26	26	26
D8	Displaced Homemakers	731	365	365
<u>EDUCATION</u>				
L1	GED & Educational Services	7,938	7,185	4,961
L2	Literacy	2,148	1,778	2,143
L3	English / Second Language (ESL)	83	83	83
L4	Adult Basic Education (ABE)	1,478	1,467	1,467
<u>INCOME MANAGEMENT</u>				
M2	Budget Counseling	13,090	6,516	10,654
M3	Tax Aid / Free Tax Preparation	28,911	13,179	13,487
M4	Family Assets Indep MN (FAIM)	1,383	1,414	1,254
<u>HOUSING</u>				
B1	Weatherization	22,117	9,872	7,872
B3	MECS Audits	6,714	2,043	2,044
B4	Other Conservation Services	15,221	10,369	10,369
B7	Energy Related Repairs	18,160	6,600	6,739
C1	Housing Grants & Loans	716	303	332
C3	Home Repair / Rehabilitation	1,412	818	6,952
C5	Small Cities Dvlp. Grnts (SCDG)	1,027	397	401
C6	Rental Housing Assistance	5,298	2,351	8,990
C7	Low-Income Housing Development	826	733	735
C8	Community Housing Stabilization	12,066	8,646	8,743
C9	Community Homeownership Ed	2,647	1,274	1,291
<u>EMERGENCY SERVICES</u>				
B5	Energy Assistance	421,158	151,751	166,141
B6	Energy Crisis	192,460	65,061	69,205
B8	Fuel Fund	22,341	7,774	7,774
C10	Homeless Assistance	19,890	7,631	18,762
C11	Transitional Housing	1,343	569	1,237
G1	Emergency Family Services	7,099	4,217	5,976
G3	Abuse & Neglect Services	1,304	625	747
G6	Donated Articles	247,193	94,103	94,162
G8	Crisis Intervention	18,755	8,277	8,816

		PEOPLE SERVED	HOUSEHOLDS SERVED	TIMES SERVICE PROVIDED
	<u>NUTRITION</u>			
H1	Food Assistance	117,794	42,098	411,171
H2	Community Services Food Pkgs	4,026	2,100	2,100
H3	Holiday Projects	12,727	4,856	3,730
H4	Women, Infants, Children (WIC)	16,025	5,524	132,588
H5	Gardening	28,920	1,074	982
H6	Home Delivered Meals	4,621	4,049	558,367
H7	Congregate Meals	15,493	8,390	684,383
H9	USDA Commodity Assistance	15,015	10,898	19,658
	<u>LINKAGES</u>			
E1	Transportation System	572,348	156,662	1,146,675
E3	Transportation Assistance	17,713	9,592	199,772
E4	Vehicle Program	1,891	890	1,100
F1	Senior Oriented Services	13,858	9,072	18,044
F3	Chore Services	2,285	1,886	99,032
F5	Retired Senior Vol (RSVP)	4,467	2,592	2,592
F6	Senior Companion / Foster Grprnt	1,341	261	30,780
K1	Information & Referral	721,756	455,196	643,555
K2	Outreach	1,090,745	783,330	955,716
K3	Advocacy Info / Education	1,792,817	820,564	1,651,786
K4	Contract Services	4,369	3,137	5,441
	<u>SELF SUFFICIENCY</u>			
J1	Head Start	28,776	14,481	15,018
J2	Child Care	7,857	6,492	6,064
J3	Child Care Administration	3,999	2,429	3,173
J4	At Risk Youth	3,109	1,737	44,938
J5	Campership	245	209	220
J6	Child Care Resource Referral	14,797	6,957	27,867
J7	Youth Recreation	1,555	1,068	42,749
J8	Parenting	12,279	9,461	9,336
J9	Fatherhood Initiative	1,890	1,494	1,554
J10	Crisis Nursery	513	167	411
M1	Self Sufficiency	21,878	10,445	13,540
M5	Family Loan Fund	260	137	137
	<u>HEALTH</u>			
I1	Health Care Aid (Non-Financial)	4,577	3,643	1,902
I2	Health Care Aid (Financial)	606	414	250
I3	Family Planning	4,306	4,281	4,293
	<u>OTHER</u>			
A1	Community Development	352	187	122
A5	Cottage Industries	18		200

Results Oriented Management and Accountability (ROMA)

Results Oriented Management and Accountability (ROMA) is a national performance-based initiative that promotes greater effectiveness and demonstrates results among state and local agencies receiving Community Services Block Grant (CSBG) and Minnesota Community Action Grant funds.

History of ROMA

ROMA was created in 1994 based upon principles contained in the Government Performance and Results Act of 1993. ROMA provides a framework for continuous growth and improvement among Community Action Agencies. Since 1994, the national Community Action Network has been guided by six broad anti-poverty goals:

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

To accomplish these goals, local Community Action Agencies undertake a number of ROMA implementation actions focused on results-oriented management and results-oriented accountability:

Results-Oriented Management

- Assess poverty needs and conditions within the community;
- Define a clear agency anti-poverty mission for community action and a strategy to address those needs, both immediate and longer term, in the context of existing resources and opportunities in the community;
- Identify specific improvements, or results, to be achieved among low-income people and the community; and,
- Organize and implement programs, services, and activities, including advocacy, within the agency and among partnering organizations, to achieve anticipated results.

Results-Oriented Accountability

- Develop and implement strategies to measure and record improvements in the condition of low-income people and in the communities in which they live resulting from Community Action intervention;
- Use information about outcomes, or results, with agency board and staff to determine the overall effectiveness, inform annual and long-range planning, support agency advocacy, funding, and community partnership activities.

The following pages show selected ROMA Outcomes of Community Action in Minnesota.

Family Results:

Low-income people become more self-sufficient.

Outcome	Measure/Indicator	2010 Achievement
Employment		
· <i>Individuals in the community obtain employment or higher paying jobs.</i>	· Individuals who were unemployed obtained a job.	3,657
	· Individuals who obtain an increase in employment income.	2,754
Employment Supports		
· <i>Barriers to initial or continuous employment faced by low-income individuals are reduced or eliminated.</i>	· Families who obtained care for child or other dependent in order to acquire or maintain employment.	8,070
	· Individuals who obtained access to reliable transportation and/or driver's license in order to acquire or maintain employment.	46,407
	· Individuals who obtained safe and affordable housing in support of family stability needed to gain or retain employment.	4,695
	· Individuals who obtained food assistance in support of family stability needed to gain or retain employment.	54,810
	· Individuals who completed ABE/GED or post-secondary education programs and received a certificate or diploma.	2,262
	· Households who obtained non-emergency energy assistance.	163,773
	· Households who obtained non-emergency weatherization assistance.	6,837
Economic Asset Enhancement and Utilization		
· <i>Households and individuals achieve an increase in non-employment financial assets, financial skills, and/or resource utilization skills.</i>	· Households in tax preparation programs who obtained any type of Federal or State tax credit.	20,538
	· Estimated amount of tax credits.	\$18,616,186
	· Individuals who demonstrate ability to complete a budget for over 90 days.	4,671
	· Households who demonstrate good or restored credit.	2,517
	· Individuals who increased their savings through an Individual Development Account (IDA) or other savings account.	731
	· Estimated amount of increased savings.	\$363,608
	· Individuals who capitalize a small business with accumulated savings.	100
	· Individuals who pursue post-secondary education with accumulated savings.	106
	· Individuals who purchase a home with accumulated savings.	128

Family Results:

Low-income people become more self-sufficient.

Outcome	Measure/Indicator	2010 Achievement
Independent Living		
· Number of vulnerable individuals receiving services from Community Action who maintain an independent living situation.	· Senior Citizens served by Community Action.	189,405
	· Individuals with disabilities served by Community Action.	275,225
Emergency Assistance		
· Individuals receive emergency assistance to resolve crisis and are able to become and remain stable within their communities.	· Individuals who receive food or vouchers.	83,030
	· Individuals who receive emergency payments to vendors, including fuel and energy bills.	122,627
	· Individuals who receive rent or mortgage assistance.	10,811
	· Individuals who receive temporary shelter.	1,152
	· Individuals who advert foreclosure and maintain their home.	3,471
	· Individuals who receive assistance for transportation including bus passes, car repair assistance, gas vouchers.	47,813
	· Individuals who receive clothing.	26,591
Child and Family Development		
· Children and youth from low-income families participate in developmental or enrichment programs and achieve program goals.	· Infants and children that obtain age appropriate immunizations, medical and dental care.	10,806
	· Infants and children whose health and physical development are improved as a result of adequate nutrition	18,446
	· Children who participate in preschool activities to develop school readiness activities.	9,486
	· Parents and other adults who learn and exhibit improved parenting skills.	9,291
	· Parents and other adults who learn and exhibit improved family functioning skills.	9,320
Family Support		
· Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated.	· Obtained care for child or other dependent.	10,806
	· Obtained access to reliable transportation and / or driver's license.	18,446
	· Obtained safe and affordable housing.	2,903
	· Obtained food assistance.	22,524
	· Obtained non-emergency energy assistance.	95,135
	· Obtained non-emergency weatherization assistance.	6,008
Other Services Provided		
· The number of services provided to low-income individuals and/or families.	· Pounds of food.	3,986,278
	· Rides provided.	1,455,787

Community Results:

Conditions In Which Low-Income People Live Are Improved.

Outcome	Measure/Indicator	2010 Achievement
Community Improvement & Revitalization		
· There is an increase in or safeguarding of threatened community opportunities and resources or services for low-income people as a result of Community Action projects and initiatives, or advocacy with other public and private agencies.	· Safe and affordable housing units created in the community.	751
	· Safe and affordable housing units preserved or improved through construction, Weatherization or rehabilitation. *Includes loans, rehab work and/or advocacy.	10,351
	· Accessible and affordable health care services/facilities for limited low-income people created or maintained.	8,267
	· Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained.	18,457
	· Accessible new or expanded transportation resources, or preserved transportation resources available to low-income families, including public or private transportation.	834,150
Information and Referral		
· Access to community resources is improved.	· Information, referral and outreach services provided to households requesting assistance.	834,451
Community Engagement through Maximum Feasible Participation		
· The number of community members working with Community Action to improve conditions in the community.	· Number of community members mobilized by Community Action who participate in community revitalization and anti-poverty initiatives.	93,591
	· Number of volunteer hours donated to the agency.	1,632,225

Agency Results:

Agencies Increase Their Capacity to Achieve Results.

Outcome	Measure/Indicator	2010 Achievement
Expanding Opportunities through Community-Wide Partnerships.		
· Services and programs are efficient, well-integrated, non duplicative and meet the needs of low-income people in the community.	· The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	10,065
Broadening Agency Resource Base		
· Agency has increased funding to insure smooth program and agency operation in order to serve low-income individual and families more effectively.	· Funding leveraged through the Community Services Block Grant and the Minnesota Community Action Grant.	\$321 million
Agency Capacity		
· Agency programs are regularly evaluated and improved to maximize strengths and deliver sound services to the community.	· Training hours that agency staff attended.	122320
	· Training hours that agency Board of Directors attended.	5,377

ARRA ROMA Results:

Outcome	Measure/Indicator	2010 Achievement
ARRA Employment Outcomes		
· <i>Individuals in the community obtain employment or higher paying jobs.</i>	· Individuals who were unemployed obtained a job.	1,098
	· Individuals that obtain an increase in employment income.	1,549
Employment Supports provided through ARRA funding		
· <i>Barriers to initial or continuous employment faced by low-income individuals are reduced or eliminated.</i>	· Families who obtained care for child or other dependent in order to acquire or maintain employment.	2,353
	· Individuals who obtained access to reliable transportation and/or driver's license in order to acquire or maintain	2,979
	· Individuals who obtained safe and affordable housing in support of family stability needed to gain or retain employment.	1,132
	· Individuals who obtained food assistance in support of family stability needed to gain or retain employment.	4,841
	· Individuals who have obtained pre-employment skills/competencies required for employment and received	5,725
	· Individuals who completed ABE/GED or post-secondary education programs and received a certificate or diploma.	287
	· Households who obtained non-emergency energy assistance.	6,379
	· Households who obtained non-emergency weatherization assistance.	4,324
Employment Growth from ARRA Funds		
· <i>The total number of jobs created or saved, at least in part, by ARRA funds in the community.</i>	· Number of jobs created at least in part by ARRA funds.	849
	· Number of jobs saved at least in part by ARRA funds.	766

Minnesota Tribal History

Community Action funding flows through the Office of Economic Opportunity to Minnesota's 11 Tribal Governments. The Minnesota Indian Affairs Council (MIAC) was established in 1963 (MN Statutes Chapter 888, Sec. 2 (3:922)). MIAC is the official liaison between the State of Minnesota and the 11 tribal Governments within the state. The Council provides a forum for and advises state government on issues of concern to urban Indian communities. The Council administers programs designed to enhance economic opportunities and protect cultural resources for the state's American Indian constituencies. The MIAC plays a central role in the development of state legislation. Programs that affect the state's American Indian population and tribal governments are monitored. Minnesota was the first state in the nation to establish an Indian Affairs agency and provided a model for other states to follow.

The Indian Affairs Council's vision is to strive for the social, economic and political justice for all American Indian people living in the State of Minnesota, while embracing our traditional cultural and spiritual values.

The mission of the Indian Affairs Council is to protect the sovereignty of the 11 Minnesota Tribes and ensure the well-being of American Indian citizens throughout the State of Minnesota.

Tribal History

In Minnesota, there are seven Anishinaabe (Chippewa, Ojibwe) reservations and four Dakota (Sioux) communities. A reservation or community is a segment of land that belongs to one or more groups of American Indians. It is land that was retained by American Indian tribes after ceding large portions of the original homelands to the United States through treaty agreements. It is not land that was given to American Indians by the federal government. There are hundreds of state and federally recognized American Indian reservations located in 35 states. These reservations have boundary lines much like a county or state has boundary lines. The American Indian reservations were created through treaties, and after 1871, some were created by Executive Order of the President of the United States or by other agreements.

Anishinaabe Reservations

The seven Anishinaabe reservations include: **Grand Portage** located in the northeast corner of the state; **Bois Forte** located in extreme northern Minnesota; **Red Lake** located in extreme northern Minnesota west of Bois Forte; **White Earth** located in northwestern Minnesota; **Leech Lake** located in the north central portion of the state; **Fond du Lac** located in northeast Minnesota west of the city of Duluth; and **Mille Lacs** located in the central part of the state, south and east of Brainerd.

All seven Anishinaabe reservations in Minnesota were originally established by treaty and are considered separate and distinct nations by the United States government. In some cases, the tribe

retained additional lands through an Executive Order of the President. Six of the seven reservations were allotted at the time of the passage of the General Allotment Act. The Red Lake Reservation is the only closed reservation in Minnesota, which means that the reservation was never allotted and the land continues to be held in common by all tribal members. Each Indian tribe began its relationship with the U.S. government as a sovereign power recognized as such in treaty and legislation. The Treaty of 1863 officially recognized Red Lake as separate and distinct with the signing of the Old Crossing Treaty of 1863. In this treaty, the Red Lake Nation ceded more than 11 million acres of the richest agricultural land in Minnesota in exchange for monetary compensation and a stipulation that the "President of the United States direct a certain sum of money to be applied to agricultural education and to such other beneficial purposes calculated to promote the prosperity and happiness of the Red Lake Indian." The agreements of 1889 and the Agreement of 1904, Red Lake ceded another 2,256,152 acres and the Band was guaranteed that all benefits under existing treaties would not change.

Dakota Reservations

The four Dakota Communities include: **Shakopee Mdewakanton** located south of the Twin Cities near Prior Lake; **Prairie Island** located near Red Wing; **Lower Sioux** located near Redwood Falls; and **Upper Sioux** whose lands are near the city of Granite Falls.

The original Dakota Community was established by treaty in 1851. The treaty set aside a 10-mile wide strip of land on both sides of the Minnesota River as the permanent home of the Dakota. However, in the aftermath of the U.S.-Dakota Conflict of 1862, Congress abrogated all treaties made with them and the Dakota were forced from their homes in the state. The four communities were reestablished in their current localities by acts of Congress in 1886. The four Dakota Communities today represent small segments of the original reservation that were restored to the Dakota by Acts of Congress or Proclamations of the Secretary of Interior.

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Community Action Programs

Community Services Block Grant & the Minnesota Community Action Grant

The Community Services Block Grant (CSBG) and the Minnesota Community Action Grant provides local Community Action Agencies and Tribal Governments with the stable, flexible funding required to deliver comprehensive, locally designed strategies to promote self-reliance and break the cycle of poverty. This is done by offering information, support and skill development to low-income families and individuals in areas such as employment, education, energy, health, housing, and transportation through a comprehensive and coordinated manner. In 2010 the Minnesota Community Action Network served over 570,000 people in Minnesota.

Minnesota's statewide network of 28 Community Action Agencies (CAAs) and 11 Tribal Governments serve all 87 counties and share a common purpose to fight poverty, and the effects of poverty, on individuals, families and communities. Minnesota's CAAs reach out to low-income people in their communities, address multiple needs through a comprehensive approach, develop partnerships with other community organizations, and involve low-income clients in a range of activities from program operations to agency governance.

CAAs administer a range integrated and coordinated services designed to have a measurable impact on poverty alleviation and engage in advocacy and community building activities according to local community needs. Minnesota grantees lead and participate in local collaborative efforts involving health departments, educational institutions, employment and training providers, governmental agencies, faith-based organizations, businesses, and other entities.

American Recovery and Reinvestment Act (ARRA) CSBG

The American Recovery and Reinvestment Act of 2009 (ARRA) provided nearly \$12 million in Community Services Block Grant (CSBG) state of Minnesota.

ARRA CSBG funds were used "...for carrying out activities under sections 674 through 679 of the Community Services Block Grant Act ..." which includes the CSBG program assurances as stated in Section 676(b) of the CSBG Act. States are to ensure that "...the use of these funds is consistent with the laws and procedures applicable to the State, both with regard to the States' own provisions for obligations and expenditures under State policies, and in accordance with applicable Federal regulations."

Under the CSBG program, eligible entities used funds to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty.

Consistent with the intent of ARRA, eligible entities focused assistance provided with Recovery Act Funds on activities geared towards the preservation and creation of jobs to promote economic recovery and the provision of assistance to those most impacted by the recession. To support the President's unprecedented effort to jumpstart the economy, eligible entities were strongly encouraged to:

- 1) Provide a wide range of innovative employment-related services and activities tailored to the specific needs of their community;
- 2) Use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and communities; and,
- 3) Make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

CAPRW Transitional Jobs Program Collaboration with HIRED

During the summer of 2009, Community Action Partnership of Ramsey & Washington Counties initiated a competitive RFP process resulting in the selection of HIRED to help Community Action establish a transitional jobs program with its ARRA CSBG dollars. This new program, known as the Effective Career Advancement Program, operated during the 2009-2010 fiscal year and completed its services on September 30, 2010 with the end of ARRA CSBG funds. The need for such a program had been identified by Community Action through a recent community needs assessment.

The Effective Career Advancement Program had very specific goals and was designed to provide subsidized work experience to a minimum of 50 low-income individuals while successfully transitioning at least 30 of these participants to permanent unsubsidized employment. The program succeeded in meeting both of these goals by placing 53 participants (106% of goal) in subsidized employment with 34 of these individuals moving on to unsubsidized jobs prior to the end of the program (113% of goal). Eighty-eight percent of the participants served by the Effective Career Advancement Program were between 0% and 125% of the Federal Poverty Line at the time of enrollment while the remaining 11% fell between 126% and 200% of poverty.



Kidist completed the Effective Career Advancement Program and obtained a full-time position at Sunrise Banks. She is pictured with Joel Johnson, Sunrise Banks.



Dontrell completed the Effective Career Advancement Program and was hired at OPA! Souvlaki Restaurant.

In providing a holistic approach to case management and employment services, HIRED leveraged additional staff and many of the other program partners provided in-kind support through added management and supervision. There were 31 other program partners in addition to Community Action and HIRED, all of which provided employment to program participants. These partners included: Confederation of Somali Communities MN, Dorothy Day Center, Farm Bureau Financial Services, K&C Auto Repair, New Horizon, Regions Hospital, Sabathani Community Center, Salvation Army, Savers, University National Bank and Wilder Center.

Housing & Homelessness

An increasing number of people are facing the threat of losing housing, are precariously housed, or are experiencing homelessness. The increase in the need for stable housing is the result of a convergence of factors: the loss of affordable housing and foreclosures, wages and public assistance that have not kept pace with the cost of living, rising housing and energy costs, and job loss and underemployment. Community Action Agencies (CAAs) play a pivotal role in both the provision of homeless and housing services and the coordination of planning efforts to address and prevent homelessness.

Programs administered by CAA's include:

- Emergency Shelter and Motel/Hotel Voucher Programs
- Long-term Homeless Supportive Services & Permanent Supportive Housing
- Homeless Prevention and Rapid Re-Housing Program (HPRP)
- Family Homeless Prevention and Assistance Program
- Affordable Housing Development
- Foreclosure Mitigation, Prevention, and Counseling
- Transitional Housing

2010 Community Action Housing Outcomes

1,152 Received Temporary Shelter
10,811 Received emergency Rent or Mortgage Assistance
854 were placed in Transitional Housing
3,471 averted foreclosure and maintained a home

CAA's are an integral part of 12 regional Continuum of Care (CoC) Committees whose mission it is to develop plans to address the full spectrum of homelessness in their service areas. The CoC process brings together housing and service providers, homeless people, private sector interests, government officials and others for regional coordination and planning. These efforts have increased access to federal and other resources to assist homeless persons and have led to more efficient use of existing resources and increased collaboration among existing service providers.

Homelessness

Economic downturns have historically led to an increase in the number of people experiencing homelessness. In the last three decades, however, the number of people experiencing homelessness has remained high.

Every three years, Wilder Research Center conducts a one-day study of the number of people experiencing homelessness throughout Minnesota. It is the largest, most comprehensive study of its kind in the nation that includes individuals found in sheltered as well as non-shelter locations. Wilder conducted its latest study on October 22, 2009 and counted 9,654 homeless adults, youth and children – a 25% increase over the 2006 study. Of the 9,654 individuals who experience homelessness each night, roughly 7,349 are “fortunate” enough to receive shelter from a variety of homeless service providers across the state, according to the Office of Economic Opportunity’s (OEO) Semiannual Sheltered Survey. Over a third of persons sheltered on that night were children and their families (41%). The remaining of those sheltered were adult men (29%) and adult women (26%). Unfortunately, due to inadequate resources, sheltering programs turned away approximately 1,963 individuals the night of the OEO sheltered count. Both of these studies are a snapshot of a particular night. The total number of persons who experience homelessness throughout the course of an entire year is certain to be a much higher number

Community Action Agencies throughout the state played an integral role in the provision of shelter, transitional housing, and supportive services to homeless families and individuals. According to their annual outcomes reporting, 19 Community Action Agencies provided 1,152 individuals with temporary shelter and placed another 854 households in transitional housing in 2010.

Homeless Prevention and Rapid Re-Housing Program (HPRP)

The Homelessness Prevention and Rapid Rehousing Program, funded under the American Recovery and Reinvestment Act (ARRA) of 2009, provided financial assistance and services to either prevent individuals and families from becoming homeless due to the economic crisis or help those experiencing homelessness to be quickly re-housed and stabilized. Participants received up to 6 months of assistance to pay for rental or utility arrears and up to a total of 18 months of rental assistance. In addition to financial assistance, participants may receive case management to assist them to overcome barriers to maintaining housing.

The OEO was responsible for distributing the the State of Minnesota's HPRP funding to areas outside of the other entitlement areas. OEO conducted a Request for Proposals process and awarded \$10.5 million in 2 year grants to 31 sub-grantees, 18 of which are Community Action Agencies.

Home Foreclosure

According to HousingLink, an affordable housing resource in MN, at the end of June 2010 there were 13,093 foreclosures in Minnesota compared to 11,089 during the same period last year. If this pace continues, Minnesota will see a 13% increase in the number of foreclosures over 2009 and could even rival the number of foreclosures seen in 2008, the highest number on record.

Community Action Agencies have and will continue playing a critical role in the statewide response to the enduring mortgage crisis. In 2010, 12 CAA's provided counseling services to homeowners at risk of, or in, default with their mortgage. Services included financial counseling, negotiation with mortgage lenders, and referrals to legal services. In 2010, CAA's served 2,670 households with almost \$307 million in outstanding mortgage balances. The foreclosure prevention counseling services provided by the Community Action network have helped many borrowers save their homes or mitigate the effects of foreclosure.

The Iron Range now has its first permanent supportive housing facility specifically for youth called the Virginia Youth Foyer. The Virginia Youth Foyer is a 15-unit permanent supportive housing project located in Virginia, MN. Thirteen (13) of the units are efficiencies and two are two bedrooms for parenting youth. The housing is targeted toward young people who are between the ages of 16-21 who lack support systems and housing. Many youth served by the Foyer lack family or peer supports, come from the foster care system, or are homeless. The project serves both females and males and parenting youth. The Virginia Youth Foyer is providing a model linking young people with the support they need to stabilize their lives and focus on moving forward into a promising future without the burden of homelessness.



Many of the tenants have a diagnosed disability including mental health, physical and/or chemical dependency issues. The tenant and Youth Counselor work together to develop and implement a living plan that fosters independence, self-sufficiency, self-esteem, and opportunities for personal growth. The planned outcomes for residents of the Virginia Youth Foyer are to have them demonstrate educational achievement, increase their economic and residential stability, improve their health and to view themselves as part of the community.

Unfortunately, there is a tremendous need for this type of a residence. Youth and young adults are turned away from shelters more often than any other age group. They also have the biggest increase in the homeless population with a growth of 46% between the years 2006 and 2009. According to Wilder Research, compared to homeless adults and families, homeless youth have fewer shelters available and fewer legal provisions for housing and other basic needs.

Financial Education, Asset Development & Tax Preparation

Long-Term Economic Security: Savings, Financial Education & Assets

Recent economic events, including the recession, credit crisis, housing market decline and rising food, gas and energy prices, have eroded the economic stability of many working households. During difficult economic times, many households rely on assets to stabilize their finances and to weather temporary events such as unemployment. Households without savings or assets lack this safety net and often find their basic self-sufficiency threatened. While asset ownership provides a short-term safety net, it also offers a means to long-term economic security.

Financial education and asset building programs are key Community Action activities that promote the immediate and long-term economic security of low-income individuals and families. Community Action reaches thousands of families every year, connecting them with opportunities to develop positive financial management skills and habits and to build assets that help move them out of poverty.

Family Assets for Independence in Minnesota (FAIM)

Research from the Individual Development Account (IDA) field suggests that people with very limited incomes can and do save money and accumulate assets when given incentives and institutional support. IDAs are matched savings accounts that help low-income families to save, build assets, and enter the financial mainstream. In 1999, a small statewide IDA program called Family Assets for Independence in Minnesota (FAIM) was launched. Every biennium, approximately 350 new accountholders are enrolled. Savings of participants are matched at a rate of three to one: For every \$1 of earned income saved (up to \$480 per year), \$3 is matched towards purchase of an asset. Eligible assets include home purchase, capitalization of a small business, and post-secondary education.

FAIM Results:

- Since the program started over 2,435 IDA matched savings accounts were opened in FAIM with nearly \$1.6 million deposited. Enrollment is full and waiting lists exist.
- Nearly 1,100 assets purchased (27% homes, 40% higher education, 33% small business) with \$3.5 million in combined savings and match funds.
- 2,600 became banked.
- Over 1,500 people completed financial education classes with hundreds more completing as many FAIM Agencies are opening this educational opportunity to the broader community.
- Community Impact: The community impact is significant as homes are purchased, property taxes paid, small business supplies bought, jobs created, and professional skills increased through higher education.
 - The 305 homes purchased generated a minimum of \$28,975,000 in loans generated from home purchases
 - Annual property tax liability of \$549,000 created.
 - Home sales provided equity to the sellers—an additional positive impact for the community.
 - The need for public assistance decreases as FAIM families increase financial stability and build greater household wealth.

FAIM participants are required to attend general financial literacy education classes along with additional asset-specific training. Today, FAIM is delivered by a statewide 24-site collaborative of Community Action Agencies, Women Venture, Inc., and Leech Lake Tribal Government. West Central Minnesota Communities Action, Inc. is the fiscal agent for the initiative. For more information about Minnesota's statewide IDA program, visit: <http://www.minnesotafaim.org>.

Financial Education is Key

Varied aspects of the financial services market prevent low-income families from creating, keeping and protecting assets. Poverty, race, discrimination, and insufficient financial knowledge and skills combine to steer many low-income households away from mainstream financial services – i.e. savings and checking accounts, conventional mortgages and consumer loans at prime interest rates – and towards a “fringe” financial services market consisting of check cashers, payday lenders, rent-to-own shops and pawnshops. These institutions drain resources away from economically insecure families that could have been used to acquire assets and build for the future. These services prey on low-income people’s lack of access to mainstream financial services.

Approximately 25% of low-income families have no relationship with mainstream financial institutions. The same is true of one-third of African American households and 29% of Hispanic households. The reasons are many including lack of mainstream financial services outlets in their communities, distrust or unfamiliarity with such institutions, restrictive account requirements, inconvenient hours of operation, and the high cost of fees and bounced checks.

Financial under-education contributes to an environment in which consumers are vulnerable to unscrupulous financial services and lenders who overcharge and hide costs. Too often people living in poverty suffer from a general lack of knowledge in the area of financial education. This fact, true across all spheres of society, combined with vicious marketing strategies that target low- and moderate-income neighborhoods make low-income people and the communities in which they live especially vulnerable. The complexity of the financial service industry and accessibility of various consumer credit and investment opportunities increases the need for strong financial education for low-income consumers.

Accessing Federal and State Tax Credits

Recognized as our country's most effective and efficient antipoverty tool, the Earned Income Tax Credit (EITC) is a federal tax credit created by Congress in 1975. It was established to offset particular disproportionately high taxes paid by low and moderate wage working families. Approximately 300,000 Minnesotan households - more than one in 10 - benefit from it, and many more qualify but do not know they are eligible. The EITC reduces any federal income tax that is owed and refunds the remaining amount of the credit to taxpayers.

For tax year 2009, 339,534 working Minnesotans claimed more than \$653 million through the EITC. For tax year 2009, the EITC is worth up to \$5,657 for workers who earned up to \$43,279 and had two or more qualifying children. In Minnesota, the average amount claimed in 2009 was \$1,924. Nearly all Minnesotans who qualify for the EITC are also eligible for Minnesota's Working Family Credit (WFC). The WFC was worth up to \$1,759 for workers who earned up to \$43,300 and had two or more qualifying children in 2009. According to the most recent data, Minnesota filers claimed WFCs totaling \$163 million, with an average WFC claim of \$565. .

Federal and state tax credits are a significant infusion of cash for low-income families and their local economies. Refunds increase the income of families helping them to meet their basic needs or to save and build assets, and stimulate Minnesota's overall economy as local grocers, retailers, and other businesses benefit from additional spending. For example, a single parent, low-wage earner who claims the EITC and WFC can increase their income by 50%.

Single Parent of Two Children

Full-time minimum wage work in 2005 (after payroll taxes)	\$15,080
Federal Earned Income Tax Credit (EITC) & <u>Minnesota Working Family Credit (WFC) Combined</u>	<u>\$ 7,416</u>
Total Income including Tax Credits	\$22,496

If 10% more of eligible tax payers had claimed their EITC, nearly 24,000 more Minnesotans would have claimed another \$27 million in federal funds and more than \$9 million in state funds. Low-income families may also be eligible for other tax credits, such as the federal child tax credit, federal and state child and dependent care credits, state K-12 education credit and more.

Free tax assistance preparation helps low-income families to access their credits. Several options exist for free tax assistance in Minnesota for qualifying individuals. Community Action partners with both AccountAbility Minnesota and AARP's Tax-Aide program to expand access to tax assistance sites. Typically, tax assistance sites are open from February 1 through April 15.

Mahube Community Council has successfully participated in the Family Assets for Independence in Minnesota (FAIM) individual development account (IDA) program since the program's inception in 2000. During the past year, the agency included FAIM as one of its American Recovery and Reinvestment Act initiatives because of the long term benefits. FAIM has three tracks: business start-up, post-secondary education or purchase a home. Clients save \$40 per month in a local savings account and at the end of the program receives 3-to-1 match. They must attend 12 hours of financial literacy classes as well as 10 hours of asset specific training.

Mahube enrolled 7 households in the Mahube ARRA FAIM program using the same guidelines as the regular FAIM program and opening an account at Bremer Bank in Detroit Lakes. Each client's savings goal was \$960. The amount they saved was matched 3-to-1. Clients completed financial literacy classes and asset specific training. Seven clients completed the Mahube ARRA Family Assets for Independence Minnesota (FAIM) program. Four clients completed the small businesses track which included the startup of a child care program (2 full-time employees), a dog kennel (1 full time employee and 1 part time employee), a cleaning service (3 full time employees), and a vending machine business (1 full time employee). Two enrolled in the education track and became employed as a result of their education (2 full time employees). One purchased a home and the husband is working out of their home in his own small business (1 full time employee).



ARRA CSBG funds were used as match dollars for the Mahube ARRA Family Assets for Independence Minnesota (FAIM) clients. Regular CSBG funds were used to pay for staff time to recruit clients for the program, open their ARRA Family Assets for Independence Minnesota (FAIM) accounts at the bank, coach the clients, organize and provide training for the clients. Mahube partnered with the Midwest Minnesota Community Development Corporation who provided Home Stretch classes, the Human Achievement and Performance Academy who provided the financial literacy Classes and classes for small business, Wal-Mart and Menards for special ordering products for clients, the Concentrated Employment Program for Small Business information and Rasmussen College for internship information for clients.

The need for low income individuals to receive financial support and the education necessary to startup or enhance a business, apply for post-secondary education or purchase a home has long been identified as a need in our community assessment. Combine that need with the emerging needs of a failing economy, and the problem is only compounded.

Circles of Support

Minnesota Community Action Partnership (MinnCAP) introduced the Circles of Support model to its statewide members in 2002, and several agencies have operated efforts since that time. The program's primary goals are to: *alleviate the isolation of poverty for low income households; while engaging local community members in relationships across class and race lines to help families leave poverty permanently.* By connecting people in poverty with local volunteers called "Allies," Community Action Agencies identify and mobilize the assets and good will of its local community members in reaching these goals. Current there are three Circles programs operating; Community Action Duluth, KOOTASCA Community Action in Grand Rapids, and Tri-County Community Action (TCC) in Little Falls.

A Circle of Support is comprised of two to four volunteer community "Allies" and one family with a goal to leave poverty permanently. Allies are community volunteers with stable financial resources who want to befriend a family enrolled in the Circles initiative. They work alongside household members to achieve family-prioritized goals of increasing income, acquiring needed education or training, and enhancing personal social capital. Social capital is defined as "the capacity of a person or group to use social relationships that mobilize resources and resolve common problems." Circles participants increase their social capital as they get connected to jobs, training, social support, and needed services.

A successful Circle can help generate creative solutions to family dilemmas unaddressed through other programs. Two outcomes are achieved simultaneously for Circles members. First, low-income people receive personalized support from community volunteers, while at the same time Allies learn what it takes for people to leave poverty permanently. This new awareness can inspire individual and collective action on public policy and systems development to make "leaving poverty" possible. As low income households increase economic stability, Allies and families benefit from increased meaning and friendship in their lives. Circles of Support defines success ultimately as achieving the following: increased access to the resources needed to leave poverty, bridges built between neighbors, new knowledge about barriers that keep people poor, and the attainment of social capital among low income households that benefits the greater community.

Circles of Support programs have received a boost following the 2010 creation of the Ladders out of Poverty Task Force. Emerging from the Commission to End Poverty by 2020 effort, the Task Force is charged with identifying policies, strategies and legislative recommendations for addressing the financial asset and education needs of low income Minnesotans that aid them in leaving poverty permanently. Comprised of a bipartisan group of legislators and representatives from Minnesota's Department of Commerce and Attorney General's Office, the Task Force has initiated efforts to engage a broad range of private, public, nonprofit, academic, and philanthropic organizations and experts to identify best practices and models for replication or expansion in Minnesota. In addition to examining initiatives that build wealth, provide financial education, and address consumer protection needs of low income households, Task Force members will also identify models that employ community engagement strategies in building the social capital of low income households.

The Circles of Support initiative was highlighted as a best practice example of community engagement and social capital building within the Commission to End Poverty's final report to the legislature, and is among the primary models under consideration for legislative support. Circles of Support staff, volunteers and program participants are currently engaged in educating Task Force members about the model and will be actively involved in work group efforts to construct proposals for legislative action.

Transportation

CAAs report that low-income clients need reliable transportation to access employment opportunities and supports. Cars are preferred over mass transit options in many cases, especially in the state’s most rural areas.

Research demonstrates that cars do increase employability that leads to employment gains for low-income individuals. In one study, after acquiring a car low-income individuals were 19% more likely to have earned income and increased income by about \$220/month.

Minnesota’s statewide Community Action network offers an array of transportation services ranging from providing financial education and incentives to low-income participants trying to save for a car to providing cars through car loan programs to providing public transit services.

The following transportation program activities occurred in 2010:

	Number of People Served	Number of Households Served	Times Services Provided
Transportation System	564,335	148,649	1,138,662
Transportation Assistance	13,954	6,073	196,013
Vehicle Programs	4,686	3,738	3,948

Car Ownership and Ramsey County Collaborative Grant

Transportation is critical to ensuring low-income families are able to achieve self-sufficiency. Community Action Partnership of Ramsey & Washington (CAPRW) Counties established a partnership with Ramsey County which added 35 low-income participants to its Car Ownership Program. The Car Ownership Program, helps working families secure reliable transportation through loan options. Community Action supported each participant with up to \$1,000 from its loan pool while Ramsey County provided each participant with a \$3,000 grant. This partnership represented the only grant/loan family transportation program in the State of Minnesota.

The initiative began in February 2010 and was slated to run through September 30, 2010. All 35 slots were filled by July 2010. Staff provided case management and follow-up services to participants. The target population for this initiative was households receiving Minnesota Family Investment Program assistance and working with a Ramsey County Employment Counselor. All were parents, current residents of Ramsey County and employed. Participants also had to be approved by the Car Ownership Program’s Loan Committee. CSGB funds were used to support the program including personnel costs.

Of the 35 people who participated in this initiative, at least 30 maintained employment for the duration of the program, based on Community Action staff follow-up. Several other partners participated in the initiative -- all of whom provided employment services to participants. They included American Indian Family Center, CLUES, HIRED, Hmong American Partnership, Lifetrack Resources and Workforce Solutions.

Ramsey County was so pleased with the results of this partnership that they expressed interest in providing funds that would more than double the capacity of this initiative in 2011. Unfortunately, due to funding cuts that continue to afflict local and state governments nationwide, Ramsey County has indicated that they must allocate its limited dollars elsewhere with the hope of revisiting this partnership in the future.



Energy Assistance & Weatherization

Energy Assistance

The Energy Assistance Program (EAP) assists participating households in maintaining affordable, continuous, and safe home energy. EAP in Minnesota is funded through a federal block grant, the Low-Income Home Energy Assistance Program (LIHEAP), by the U.S. Department of Health and Human Services, administered through the Minnesota Department of Commerce. Households with the lowest incomes and highest energy costs receive the greatest benefit. In 2010, 164,783 households were helped by EAP. Of those helped, 80,460 were in need of crisis assistance. This constituted \$41.6 million in crisis assistance payments. To date, EAP has been provided \$86.4 million for 2011 and EAP is expecting to help over 127,500 households.

Reach Out for Warmth was established in 1992 by the Minnesota Legislature. This Emergency Energy Assistance Fuel Fund is completely funded from corporate and individual donations. Households that are eligible for EAP receive limited funds when federal funds are inadequate to meet household needs. This fund also assists households who are over-income for Energy Assistance.

Weatherization

The Weatherization Assistance Program (WAP) uses energy conservation techniques to reduce the cost of home energy, such as repairing or replacing aging and inefficient furnaces and installing better insulation. These upgrades permanently reduce heating/cooling bills for low-income families' homes. Correcting health and safety hazards and potentially life-threatening conditions is the first consideration in WAP activities.

ARRA funding through the U.S. Department of Energy (DOE) provided a dramatic expansion of the WAP. In Minnesota, 11,000 homes were weatherized from July 2009 through November 2010. Regular DOE funds weatherized about 2,100 homes during that same time period. The Minnesota Office of Energy Security estimates that weatherization efforts save an average of \$304 a year per home. In addition to DOE funding, service providers leverage energy conservation resources; packaged with DOE and ARRA funds assisted over 4,600 low-income households. These leveraged dollars include transferred funds from LIHEAP and the Conservation Improvement Program (CIP) funds. Minnesota CIP funds from regulated utilities, electric co-ops and municipal utilities provide for additional energy conservation measures for low income households.

A study by Minnesota's Extension Service found that every weatherization dollar spent creates \$1.09 in economic activity as the money circulates through local economies. The report says this heightened impact is attributable to the availability of manufacturers and suppliers of weatherization products in Minnesota and to the vast network of weatherization agencies throughout the state. For more information see the entire report at:

www.waptac.org/data/files/website_docs/recovery_act/success_stories/mn/eia%20mn%20wap%20success%20story.pdf

Program descriptions and guidelines available from the MN Department of Commerce at www.commerce.state.mn.us.

In 2010 AEOA was challenged with increasing our production from approximately 250 units per year to over 1,000 units per year. This increase involved hiring auditors, Weatherization crews, program support, and production supervisors. AEOA evaluated past production and strategically planned the hiring and implementation of new program requirements. During the 6 months of program start-up, AEOA hired over 50 new employees. The hiring of these new employees brought the challenge of effectively training them to ensure the services continued to be of high quality. The Weatherization Program developed training plans for employees and has received good reviews from state monitors. The program is on track to meet the productions goals set by the state, evidenced by the awarding of performance funding to complete an additional 250 projects, install 20 high performance hot water heater systems and 30 solar air heat panels. These new initiatives are assisting AEOA and the state in the expansion of Weatherization services.

Head Start

Thirty-six (36) Head Start programs operate serving all counties. Operated primarily by Community Action Agencies in Minnesota, Head Start is a federally and state funded child and family development program, helping low-income families become self-reliant while also helping prepare their children for school success. In 2009, Head Start had a funded-enrollment of 14,340 children and their families in Minnesota.

Research supports that childhood poverty is the single greatest deterrent to school readiness. Head Start and Early Head Start services (referred to throughout as Head Start) target families with children ages birth-5 whose incomes are at or below the federal poverty guidelines, which represented an annual income of less than \$22,050 for a family of 4 in 2010.

Childhood Poverty in Minnesota & Unmet Need:

34,352 Children under 5 lived in households with incomes at or below poverty in 1999, based on the 2000 Census.

In 1999, 40% of children under 5 living in poverty were served by MN Head Start. Currently only about 42% of children under 5 living in poverty receive Head Start services. More current numbers will be available soon.

Evidence Head Start Works

For every dollar invested in quality child development programs that target low-income children, society saves at least \$7 later on programs such as unemployment, criminal justice and child welfare. The Family and Child Experiences Survey (FACES), reveals Head Start graduates are “ready to learn”. Compared to national norms, graduates made sizable gains in word knowledge, letter recognition, math and writing by their kindergarten year.

Programs like Head Start are the most effective ways to reduce juvenile delinquency, childhood anti-social behavior, low cognitive abilities and poor parenting.

Achieving School Readiness through Head Start's Approach:

All Head Start and Early Head Start programs provide family-centered services in accordance with comprehensive Federal Performance Standards. These standards are a set of research-based, mandatory regulations that ensure the goals of Head Start are implemented and monitored successfully. These standards ensure Head Start produces outcomes in the following areas:

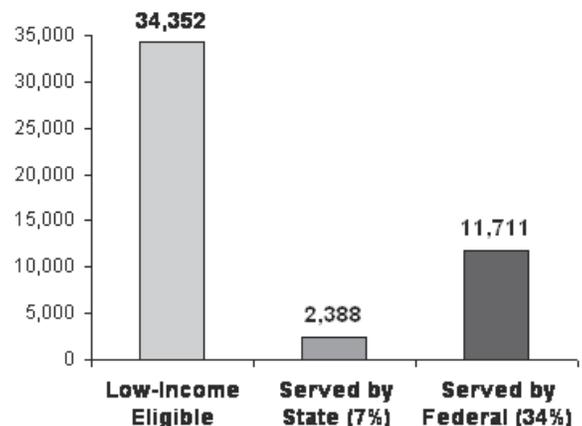
Language and Literacy Outcomes

Since 1999, all Head Start programs implement a research-based early education curriculum and an ongoing child assessment process. All enrolled children are regularly assessed (3 times per year) in the areas of language development, literacy, mathematics, science, creative arts, social/emotional development, approaches to learning and physical health.

Family and Community Partnership Outcomes

In 2009, 12,811 families (84%) participated in family goal setting and worked with staff to achieve these goals. In 2009, 13,732 parents volunteered in Minnesota Head Start programs. In 2009, Head Start employed 988 staff (31%) who are current or former Head Start parents. In 2009, programs provided Head Start services in partnership with 115 Family Child Care providers. In 2009, Head Start programs had formal

Minnesota's Unmet Need for Head Start



agreements with 355 school districts to coordinate transition services for children and families.

Physical Health Outcomes

Head Start helps enrolled children complete all medical screenings get up-to-date immunizations and complete a dental examination. Nearly 89% of Head Start children were covered by health insurance at the end of the program year.

Social/Emotional Outcomes

All Head Start programs have mental health curriculum and practices in place for prevention, screening and referral. Enrolled children are screened for developmental, sensory and behavioral concerns. Staff confer with mental health consultants as needed about children and refer children for mental health services when appropriate.

Minnesota Head Start Staff Qualifications:

1999, 85% of Head Start teachers had a degree or Child Development Credential. In 2009, 100% of Head Start teachers have a degree or Child Development Credential, of which 57% of teachers have a BA/BS Degree or higher and 30% have an AA Degree.

For more information contact:

Minnesota Head Start Association, Inc.(www.mnheadstart.org) or
Gayle Kelly, Executive Director (218) 728-1091 or gayle@mnheadstart.org

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Both Head Start and Early Head Start (EHS) received ARRA funding to serve additional children and families. Nationwide, nearly \$1.2 billion went on a competitive basis to expand Early Head Start programs, including several programs in Minnesota. The increased number of children and families served by these grants has also created new jobs at Head Start and Early Head Start centers as additional staff are hired to handle increased enrollment.



New Jobs - the face of Early Head Start expansion in Minnesota

Minnesota Head Start programs receiving EHS ARRA expansion grants include: Arrowhead Economic Opportunity Agency, Inc., Child Care Resource and Referral, Inc., Community Action Partnership of Ramsey and Washington Counties, Fond du Lac Reservation, Leech Lake Band, Mahube Community Council, Inc., Mille Lacs Tribal, Northwest Community Action, Inc., Parents in Community Action, Inc., Tri-County Community Action, Inc. and Tri-Valley Opportunity Council.

Food Support & Nutrition Education

Food Support Outreach

Minnesota has a broad outreach initiative to increase participation in the Food Support program (nationally known as the Supplemental Nutrition Assistance Program, SNAP, formerly known as Food Stamps). Food Support is an underutilized and frequently misunderstood resource. Outreach efforts inform communities about the value of Food Support and help people apply for these important benefits. Activities are tailored to address unique community needs, but generally include Food Support education and promotion, eligibility screening and application assistance.

In 2010, 17 Community Action Agencies received funding through the United States Department of Agriculture's Food and Nutrition Service (FNS) for Food Support Outreach activities. The Minnesota Community Action Partnership provides fiscal and administrative oversight to participating CAAs, while the Office of Economic Opportunity provides ongoing technical assistance and training to support the broader state Outreach plan. Food Support Outreach funding offers a 1:1 match; for every non-federal dollar spent on allowable outreach activities, USDA FNS provides a matching dollar reimbursement. In 2010, Food Support Outreach CAAs received \$550,000 in FNS funds, yielding just over \$1 million 24 in total CAA program dollars reaching 50 counties.

Minnesota established a Food Support Outreach initiative in 2002. In 2007, outreach efforts grew into a formalized plan and enlisted the local expertise of 12 CAAs to reach Minnesota communities about Food Support. As the program has grown in both the number of participating agencies and the scope of outreach efforts, sustained outreach has promoted remarkable increases in Food Support participation rates. According to poverty data from the American Community Survey and the number of people receiving food support, Minnesota's Food Support participation rate in 2007 was 43.1%. By the end of FFY2010, the statewide participation rate had increased to 66.1%, a 53.4% increase over three years.

The combined efforts of state, county, and community-based organizations, including CAAs, have contributed to the increases in Food Support participation rates and made it easier for Minnesotans to apply for Food Support benefits. Effective November 1, 2010, legislative changes to the Food Support program increased the income eligibility limit to 165% of Federal Poverty Guidelines (FPG) and eliminated the asset limit. More people will be eligible for Food Support benefits, underscoring the ongoing need for community-based Food Support Outreach.

In 2010, CAAs promoted Food Support and achieved the following outcomes:

- Screened 23,760 people for Food Support eligibility.
- Completed 1,650 Combined Application Forms to help clients apply for Food Support.
- Confirmed 1,612 people were approved for Food Support benefits.
- Conducted 1,424 presentations to local community groups.
- Reached 2,669,044 people through public education and information campaigns using radio, television, and print media.

CAAs Receiving Outreach Grants in FFY2010 included:

- Anoka County Community Action Program
- Bi-County Community Action Program
- Community Action Partnership of Suburban Hennepin County
- Heartland Community Action Program
- Inter-County Community Action Program
- Lakes and Prairies Community Action Partnership
- Mahube Community Council
- Northwest Community Action
- Olmsted Community Action Program
- Otter Tail-Wadena Community Action Council
- Prairie Five Community Action
- Scott Carver Dakota CAP Agency
- Tri-County Community Action
- Tri-County Action Program
- Tri-Valley Opportunity Council
- West Central Minnesota Communities Action
- Western Community Action

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

The goal of SNAP-Ed is to improve the likelihood that persons eligible for Food Support will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and MyPyramid. The Minnesota Office of Economic Opportunity contracts with the University of Minnesota and Minnesota Chippewa Tribe to deliver SNAP-Ed in Minnesota.

During 2010, University of Minnesota and Minnesota Chippewa Tribe SNAP-Ed programs had an overall goal to engage participants to choose healthy foods and active lifestyles using the information and skills gained as a result of SNAP-Ed programming. To maximize program resources, the University of Minnesota and the Minnesota Chippewa Tribe targeted Food Support participants and eligibles especially mothers with children and youth from diverse racial/ethnic backgrounds with an emphasis on the following:

- Eat fruits and vegetables
- Consume low-fat or no-fat calcium rich foods and beverages
- Be physically active daily
- Make wise food shopping choices
- Promote the benefits of Food Support

In 2010, the University of Minnesota had 21 SNAP-Ed projects in 84 of 87 counties directly serving 69,706 participants. In addition to direct education, the University of Minnesota had 403,659 education contacts with participants. An outcome evaluation study based on example evaluations provided by nutrition educators in Spring 2010 indicates that a majority of youth and adults who were evaluated made at least one positive change in knowledge or behavior as a result of SNAP-Ed programming.

In 2010, Minnesota Chippewa Tribe SNAP-Ed had 11 SNAP-Ed projects on six reservations (Bois Forte, Fond du Lac, Grand Portage, Leech Lake, Mille Lacs, and White Earth) directly serving 12,827 participants. In addition to direct education, the Minnesota Chippewa Tribe had 165,194 education contacts with participants.

One woman noticed the Food Support Outreach materials at her senior dining site and called the Food Support Outreach Coordinator at Scott Carver Dakota CAP . The Outreach Coordinator screened her for Food Support eligibility and mailed her an application. The Outreach Coordinator also informed her that she did not have to travel to her local county office to apply; she was entitled to a telephone interview under new Food Support policy changes. The Minnesota Office of Economic Opportunity provided supporting documents to highlight the new policy and the Outreach Worker helped the woman advocate for her right to a telephone interview. Equipped with the information from OEO and SCD CAP, she was empowered to navigate the application process and obtain a phone interview. She was the first person to be granted a telephone interview in the county, eliminating her need to travel to the county office. During this intervention, she was on medication and oxygen, as well as suffering from pneumonia. Not only did she benefit from the Food Support dollars, the assistance by the state and by the Food Support Outreach Coordinator enabled her to access the program benefits without suffering any undue hardship due to her age and health impairments.

* * *

A Family Homeless Prevention/Foreclosure Prevention client at West Central MN Communities Action, had begun a mortgage modification, but was still having difficulties making ends meet. She had been going to food drops and the food shelf on a regular basis. West Central staff discussed Food Support with her and helped her complete and application. The additional money Food Support benefits add to her budget help stretch her scarce dollars, and may make the difference in her ability to keep her home.

Emergency Food Programs

Hunger is a chronic problem and is present across Minnesota, in cities, in the suburbs and in rural areas. To help combat this ongoing problem, the State of Minnesota receives and distributes commodity food through The Emergency Food Assistance Program (TEFAP) and funds food shelves through the Minnesota Food Shelf Program.

The Emergency Food Assistance Program (TEFAP)

The Minnesota Department of Human Services, Office of Economic Opportunity contracts with Hunger Solutions Minnesota to allocate United States Department of Agriculture (USDA) commodity food to food shelves, on-site meal programs and shelters throughout the 87 counties in Minnesota based on population and poverty data. Hunger Solutions Minnesota works with the six regional Second Harvest Food Banks, each of which serves a geographical area of the state. This program design ensures an equitable distribution of USDA commodity food to all 87 counties.

USDA awarded Minnesota \$1,081,048 in federal TEFAP funding in 2009. State funds of \$90,193 supplement the federal award and provide the required match. Minnesota TEFAP was also awarded \$1,139,158 through the American Reinvestment and Recovery Act (ARRA) of 2009. TEFAP funds are used to cover the cost associated with the distribution of USDA food commodities, including warehousing, transportation, product tracking, and allocation. For the federal fiscal year of 2009, the Minnesota TEFAP program received approximately 11.5 million pounds of USDA commodity food valued at over \$9 million.

Program Impact

- Foods available through the TEFAP program have changed significantly since the days of cheese and butter. Today, a wide variety of foods are available, including culturally specific items as well as manageable packaging sizes appropriate for individual households.
- In 2009, Minnesota food banks will have distributed over 60 million pounds of food to food shelves and other emergency feeding programs.
- Six regional Second Harvest Food Banks distribute USDA commodity foods to over 300 food shelves, on-site meal programs and shelters throughout the state.
- An individual receives about 50 pounds of food per food shelf visit, which is approximately a one week supply of food.

Minnesota Food Shelf Program (MFSP)

The Office of Economic Opportunity contracts with Hunger Solutions Minnesota to administer funds for distribution to food shelves throughout the state. Hunger Solutions Minnesota allocates funds to food shelves based on the number of individuals served by each food shelf according to state statute requirements.

The State of Minnesota appropriated \$2.556 million for the 2008-2009 biennium for the Minnesota Food Shelf Program. Funds will be used by almost 300 Minnesota food shelves to assist in meeting the increased need to purchase nutritious food and to for the operating and administrative costs.

Program Trends

- There were over 2.8 million visits to Minnesota food shelves in 2009. Visits across the state increased by 20 percent from 2008
- Food shelf use is at record highs across the state with the current economic downturn, 60 percent higher than in 2000.

- Recent data shows that 38 percent of households using food shelves report that paid employment is the family's major source of income. High housing costs, prescription drug costs and low wages are cited by these populations as reasons for increased reliance on emergency food sources.
- In 2009, over 50 percent of those served at food shelves were senior citizens and children under 18.

Minnesota food shelves are the first line of defense against hunger and provide instant emergency services to residents of Minnesota. Food assistance programs have been very successful in the past and have a strong foundation with a combination of government, community based services, religious organizations and many volunteers that work together to feed the hungry. Based on current trends, food shelf usage and need for services is continuing to increase. Recently, many Minnesota food shelves are struggling to meet the rapid rate of demand in their services areas. Food shelves have reported the largest services increases ever in 2010.

Summer Program to Feed Children

Due to the higher cost of nutritious food, parents sometimes struggle to provide healthy food options for their children, especially during the summer months when children are home from school and not able to eat meals provided at schools. With special, one-time funding of \$12,500 from the Hunger Solutions 2010 Child Nutrition Grant, the Semcac Summer Child Nutrition Project allowed 811 children visiting four food shelves to eat more nutritious food during July, August and September. One of the food shelves purchased extra child-friendly food items, and the other three food shelves gave families the opportunity to shop for nutritious foods using vouchers at local grocery stores in July and August. Any remaining funds in September were used to purchase additional nutritious foods that were given to families with.

The Semcac Summer Child Nutrition Project was unique with no other such projects available in the area served by the food shelves. The food voucher system gave the parents flexibility in their purchases, with new options for fruits, vegetables, yogurt, eggs, peanut butter, and other nutritious foods not typically available at the agency's food shelves. The approach collaborating with local grocery stores throughout the development and implementation of the project was an added innovation.

CSBG funds were used for the planning of the Summer Child Nutrition Project, including staff time to develop the project and write the grant application. Also, nutritional pamphlets to help families make the best selections when shopping at their grocery stores were purchased to distribute with the vouchers. Local partners included five local grocery stores that helped in the development of the project, trained employees, stocked additional nutritious foods, helped participants to the available food choices, and agreed to provide the extra accounting time required to carry out the voucher system. The county departments of human services' staff provided referrals to the food shelves for families that may not have been on the Semcac food shelf rosters. Notepads and pens with the Semcac Energy Assistance Program contact information were distributed to participants with the suggestion that they use these to write down the dollar amount of their purchases throughout the grocery store so they would maximize their purchasing power with the vouchers.

Senior Supports & Empowering Youth

Senior Supports

One senior initially called the Scott Carver Dakota CAP Agency about the Chore Program. Chore coordinates volunteers who help with home maintenance for older adults so that they can continue to live at home independently. She called to see if there was a volunteer available to clean her carpets. When CAP staff meet with new clients, they complete an intake and talk with them about their situation. The senior citizen was living on a fixed income of less than \$600 per month, with most of her budget going to basic needs- rent, food, and electricity. She also paid \$115 for Medicare supplemental insurance, another \$17 for Medicare Part D. She was penny pinching to pay for her much-needed prescriptions. Scott Carver Dakota CAP Agency helped her receive other services to help stretch her dollars and improve her quality of life. She has since enrolled in a program where she pays \$1-\$3 for each prescription. She comes to the Food Pantry each month, she attends Senior Dining, and she is receiving Energy Assistance to help pay for heating bills. And she did get her carpets cleaned. She feels like she can finally breathe again and she feels more secure about her retirement years.

Empowering Youth

Northwest Community Action Agency (NWCA) operates a Youth Intervention Program (YIP), a community-based program that provides advocacy, education, counseling, and referral services to youth and their families experiencing personal, familial, school, legal, or chemical problems. The goal of the program is to resolve present problems and prevent the occurrence of problems in the future. YIP involves a significant amount of volunteerism from mentors and board members.

Local partners included (1) Mentors, who donate their time to act as mentors to needy youth, (2) Board Members, including representatives from local law enforcement agencies, local social service agencies and schools, who direct and supervise the operation of the YIP program, (3) local businesses, who discount goods and services for participants, (4) local school districts who provide input into the program, refer needy youth and provide free passes to school athletic events for participants, (5) local law enforcement personnel, who refer needy youth to the program, (6) the University of North Dakota who provides tickets to certain athletic events and the (7) the Minnesota Twins who provide free tickets to YIP participants.

A total of 115 youth are currently enrolled due expanded funding. It is anticipated that the YIP program will continue to expand. The areas affected by the program include the counties of Kittson, Lake of the Woods, Marshall and Roseau in the Northwestern region of the state.

The agency's ability to operate programs such as YIP is attributable to the continued availability of the Community Services Block Grant which allows additional federal, state and private resources to be leveraged. Funding for YIP is provided through the Minnesota Office of Justice Programs and the Northwest Minnesota Foundation with some local contributions being made by area businesses. Additionally many businesses and schools discount participant costs (mentor and youth) for goods (such as meals) and events (such as athletic events).



The highlight of the YIP program for the summer was a trip to the new Twins stadium on August 14. Out of 500 applicants our program received 50 tickets. The Twins played the Oakland A's and a good time was had by all!

VISIONS

Community Action Agencies, the Office of Economic Opportunity and the Minnesota Community Action Partnership are cooperatively implementing a powerful and flexible web-based information management system called Visions. Visions supports an "ask once - enter once" approach to service delivery. With one-stop entry to numerous low-income assistance programs, access to services is greatly improved while simultaneously reducing duplicative intake processes. In addition to improved services, the system makes both internal and external reporting more efficient and effective. The system's creative approach to external interfaces result in an improved ability to operate with both public and nonprofit partners who are using other systems, thereby maximizing access to public benefit programs.

The VISIONS data management system provides a wide range of benefits to clients, service providers, funders, and administrators in a cost efficient manner.

- The "ask once - enter once" single point of data entry for multiple programs increases staff efficiency and job productivity while reducing duplication of efforts and errors.
- The central data system supports more comprehensive, integrated service delivery and program administration. It simultaneously reduces the amount of data gathering and data entry time while improving the availability of information for real-time service delivery. With less time spent on paperwork, Community Action service professionals have more time for the one-on-one activities that make them so effective in helping people.
- A powerful, multi-tiered security design safeguards personal information. The design also supports an audit trail of actual information sharing. With proper consents, it expedites the use of data sharing for analysis, longitudinal study, determination of best practices, performance measurement and program redesign.
- The system uses an Application Service Provider (ASP) model; operating on central servers, reducing the cost for agencies to purchase and maintain hardware. Additionally, it is centrally upgraded rather than via software reinstallation and debugging on individual computers throughout local agencies.
- The ASP model provides state-of-the-art security. Access to data is rigorously controlled through sophisticated user clearances. The ASP's security and back-up protections are more robust than those attainable by individual local agencies.
- Innovations in software technology make it far simpler for local agency staff to make modifications on their own, saving both time and money. The cooperative model assures local agency staff acquire and maintain the knowledge and skills necessary to make changes themselves that have historically required fee-for-service software modifications.
- The cooperative model assures cost savings on training. Partnership trainings, train-the-trainer strategies and online interactive training results in further savings of travel expenses and travel time.

All 28 Community Action Agencies across the state use Visions. As of October 31, 2010, Visions holds 692,055 customers in Central Intake and 420,495 customers enrolled into a program.

For up-to-date information on Visions, visit: <http://www.minncap.org>

Minnesota's Community Action network is increasingly using social media as a vehicle to share information about services available and to showcase outcomes being achieved.

- Minnesota Valley Action Council developed a YouTube video sharing the stories of six people who regained hope and self-sufficiency with the help of the Agency. View it at <http://www.youtube.com/watch?v=Em6yvK8M9jY>.
- Tri-Valley Opportunity Council developed an outreach video in Spanish to explain its Migrant Head Start programs to prospective clients. It aired on Univiación Minnesota's news show "Impacto Local" and can be viewed (in Spanish) at <http://tiny.cc/MHSvideo>
- Several Minnesota Community Action Agencies as well as MinnCAP have Facebook pages which they use to communicate about recent news, share information about programs and service, and report agency success stories.
- MinnCAP partnered with the Emergency & Community Health Outreach (ECHO) program to do a statewide broadcast on public television about Community Action in Minnesota. Programs aired in English, Spanish, Somali and Hmong languages and are available for viewing at <http://www.echominnesota.org/library/community-action-minnesota>.

2010 Best Practice Awards

The Best Practices Awards were created to honor Community Action Agencies that have used proven innovative and creative practices to improve the lives of the low-income families they serve. In March of 2010, the Minnesota Community Action Partnership (MinnCAP) collaborated with the University of Minnesota and the Minnesota Office of Economic Opportunity to host the 2010 Best Practice Awards Ceremony.

A **Best Practice** is a program, project, process, procedure or strategy that has measurably increased the capacity of a community to end poverty. For example, a best practice could incorporate a short-term project, management strategy or new partnership with community organizations and members.

A **Promising Practice** has met the same criteria but has existed for less than a year, therefore has not yet obtained the significant measurable results of a **Best Practice**.

Independent of the Community Action Network, professors from the University of Minnesota review and select award winners. The following are the 2010 Best Practice Award Winners:

Outstanding achievement in partnerships among supporters and providers of services to low-income people.

BEST PRACTICE - Community Action Duluth Disparities Project - Bridge to Employment

The Practice: Bridge to Employment provides intense culturally appropriate employment advocacy and job development with African American parents who are currently on the Minnesota Family Investment program (MFIP).

The Impact: Twenty-five participants have been enrolled in 2009, of which 15 have been placed in or obtained employment during the year as a result of assistance received from the employment mentor program.



Outstanding innovation in strengthening family and other supportive systems to support low-income people, especially vulnerable populations, to meet their potential.

*BEST PRACTICE - Mahube Community Council, Inc.
Health Insurance Counseling*



The Practice: This program is operated through the Mahube Senior Services Program to provide overall health insurance counseling to senior citizens and disabled individuals living in Becker, Mahnomen, and Hubbard Counties. Counseling and direct assistance are provided primarily for two health insurance programs: 1) Medicare Part D prescription coverage, and 2) transition health care for General Assistance Medical Care recipients. The overall outcome of the Health Insurance Counseling program is for participants to enroll in prescription drug and/or a health insurance program that addresses their individual health care needs.

The Impact: Mahube Community Council’s Health Insurance Counseling program has helped 95 participants in 2009 and a total of 411 participants since 2005 to obtain health insurance coverage.

Outstanding achievement in increasing stake and ownership by low-income people in their community.

*BEST PRACTICE - Three Rivers Community Action
Achieve Homeownership*

The Practice: Three Rivers Community Action, Southwest Minnesota Housing Partnership and other strategic partners have launched Achieve Homeownership, a comprehensive, community-based initiative to prepare diverse households for homeownership. The program is dedicated to identifying and addressing individual and community needs, including the barriers to homeownership facing diverse households. Achieve Homeownership provides support to community partners through networking and training opportunities for lenders and real estate professionals, direct client services such as homebuyer education and counseling, and financial assistance to diverse homebuyers across southern Minnesota.



Outstanding achievement in improving the conditions in which low-income people live.

*BEST PRACTICE -Community Action Partnership of Ramsey and Washington Counties
Energy and Education Efficiency Program*

The Practice: The Energy and Education Efficiency Program, a partnership between Community Action Partnership of Ramsey & Washington Counties and Neighborhood Energy Connection (NEC), is designed to provide energy education and install low-cost energy saving measures in homes of low-income people at no cost to homeowners. The impetus for this pilot program came when CAPRW was exploring the possibility of providing in-home Energy Education visits that would focus on the low cost or behavioral measures that could reduce energy usage for households on Energy Assistance.



The Impact: The NEC had plans to provide this service starting in January 2010 for Xcel Energy’s residential customers as part of their Conservation Improvement Program. CAPRW contracted with NEC to pilot this program for 175 low income homeowners. In 2009, the program supplied these services to 194 homes with an average estimated savings of \$151 per household and many visits leading to weatherization referrals for more extensive conservation measures.

Outstanding achievement in partnerships among supporters strengthening family and other supportive systems to support low-income people, especially vulnerable populations, to meet their potential.

*PROMISING PRACTICES - Community Action Duluth
Circles of Support’s - Getting Ahead - Duluth Program*



The Practice: Circles of Support’s - Getting Ahead – Duluth Program is an interactive classroom process for adults in poverty. “Participants” analyze the impact of poverty on themselves and their community. The Getting Ahead – Duluth process highlights the nature and barriers associated with poverty. The goal is the develop leadership skills in participants in order to address systemic barriers, organize, and mobilize the community around specific agendas to change policies that keep people in poverty in our community.

The Impact: Established a true systems change by forging partnerships across service programs, agencies and governments that will expedite and streamline assistance for homeless families and individuals.

Community Action Emerging Leaders Institute

Believing that leadership development programs are integral to its long term health, Minnesota's Community Action network initiated a Community Action Emerging Leaders Institute in 2010. Complex revenue and accountability systems, the serious nature of the social problems Community Action addresses, and the critical importance of local community contexts create unique management and leadership challenges to the network. To thrive, individuals must possess a blend of hard and soft-skills, analytics and self-awareness, policy sophistication and community awareness.

Led by the Humphrey Institute's Public and Nonprofit Leadership Center, 29 individuals from 18 Community Action Agencies developed new tools and techniques for managing Community Action programs and teams.

Providing practical knowledge, the Emerging Leaders Institute introduced innovative ideas, relevant research, and hands-on solutions to program and organizational challenges. Participants convened for nine sessions throughout 2010 to build a cohort of leaders among the Community Action network, enhance leadership skills to sustain organizations in the future, and deepen competencies to strengthen program and opportunities for low-income individuals in Minnesota.



- Allan Bakke, Western Community Action
- Missy Becker-Cook, West Central MN Communities Action, Inc.
- Xavier Bell, Community Action Duluth
- Shawn Berseth, Lakes & Prairies CAP
- Eric Blomstrom, Community Action Duluth
- Randi Bryan-Rajari, West Central MN Communities Action, Inc.
- Rebecca Doty, Lakes & Prairies CAP
- Kelsey Gulick, Anoka County Community Action Program
- Leah Hall, Arrowhead Economic Opportunity Agency
- Becky Hanson, Lakes & Pines CAC, Inc.
- Annette Haugrud, Mahube Community Council
- Janice Haverkamp, Mahube Community Council, Inc.
- Monte Hegg, Bi-County CAP, Inc.
- Jennifer Hengel, Semcac
- Shawn Honken, Minnesota Valley Action Council
- Angela Larson, Western Community Action
- Jenny Larson, Three Rivers Community Action
- Diane Leaders, Otter Tail Wadena CAC
- Kelly Manly, Lakes & Pines CAC, Inc.
- Barb Moran, Bi-County CAP
- Colleen Murray, Lakes & Prairies CAP
- Sheila Ous, Minnesota Valley Action Council
- Kristin Phillips, Lakes & Prairies Community Action
- Cyndy Rastedt, Otter Tail-Wadena Community Action
- Dan Roberts, Tri-County Action Program, Inc.
- Lezlie Sauter, Lakes and Pines CAC
- Denise Stahura, Community Action Partnership of Ramsey & Washington Counties
- Andrea Weier, Minnesota Valley Action Council
- Scott Zemke, CAP of Suburban Hennepin

Session topics for the Emerging Leadership Institute included the following:

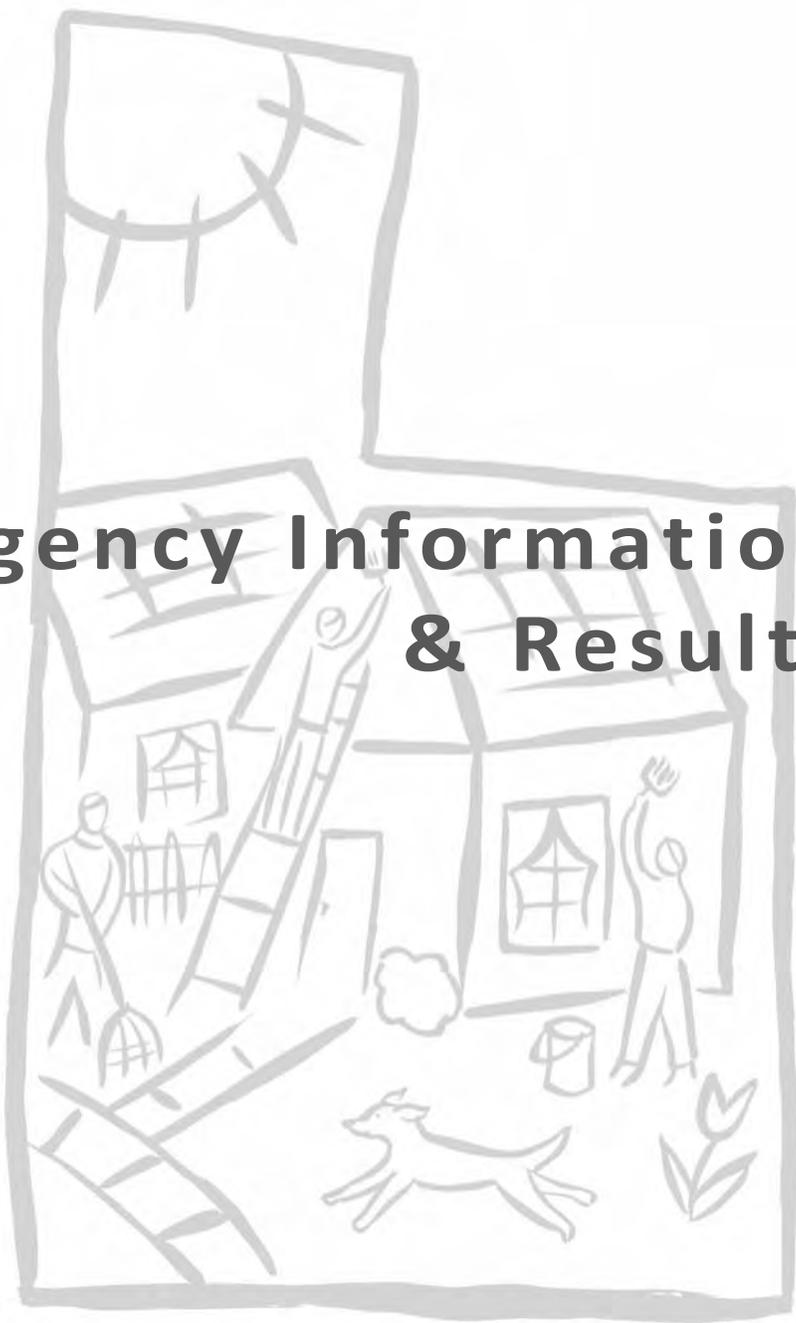
- Leadership and Strategic Management
- Working with Government
- Understanding Your Self: Real Colors, Emotional Intelligence, and Core Values
- Working with Boards, Creating Organizational Cultures & Operations of Engagement
- The Power of Networks & The Forms of Funding
- The Legacy & History of Community Action
- The Consequences of Money & Power
- Leading from the Middle
- Understanding and Shaping the Policy Environment
- Defining Performance and Effectiveness
- Strategic Communication in the Context of New Information Technology
- Program Development & Evaluation
- Sustaining Your Leadership

At the end of the year-long Institute, participants made recommendations to the MinnCAP Board to pursue the following priorities: encourage diversity within Community Action, enhance networking opportunities, promote best practices for leadership development, continue the Emerging Leaders Institute, promote social entrepreneurship, incubate new ideas, coordinate responses to funding opportunities, promote a statewide strategy for fund development, develop and expand advocacy efforts and focus advocacy efforts on institutional change.

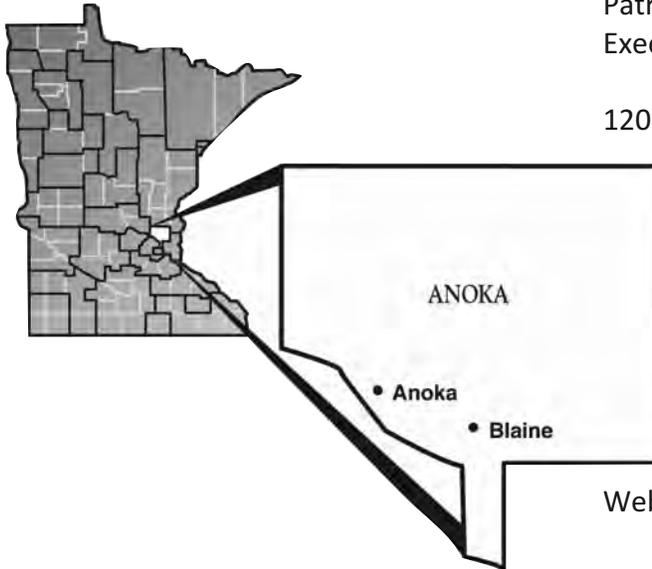
The 2010 Cohort will continue to maintain its connections as they work to implement the new skills and knowledge gained through this initiative.

Three Rivers Community Action must acknowledge the leadership-building that the OEO has supported and promoted in the past year through its partnership with the Minnesota Community Action Partnership (MinnCAP). Last December, the OEO made an investment in the future of the Community Action network by providing funding for the Emerging Leaders Institute. Dr. Jodi Sandfort and Kim Borton from the University of Minnesota's Humphrey Institute provided outstanding instruction and facilitation on topics such as Power and Networks, Strategic Communication, Revenue and Policy, Working with Government, Leading from the Middle and Working with Boards. The Emerging Leaders Institute is comprised of 28 participants from 15 agencies across Minnesota; one of the participants is Jenny Larson, Three Rivers' Community Development Director. They are a diverse group of administrators, service providers, program directors, fiscal gurus, and IT wizards. They are urban, suburban and rural Generation Xers and Millennials with a variety of experience levels. They are teachers, students, parents, colleagues and planners, advocates, organizers, collaborators, historians and entrepreneurs. Over the course of the year, strategic issues have been identified that are critical to the future of community action in Minnesota and these emerging leaders will be strong partners with the State as we work together to address these issues and maintain a strong network with a long future. The investment made by OEO and MN CAP will ensure continued leadership, collaboration and innovation in addressing issues of poverty in Minnesota.

Agency Information & Results



Anoka County Community Action Program



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	379
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Individuals who were employed and maintained a job for at least 90 days.	326
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Individuals that increased their savings through an Individual Development Account or other savings account.	37
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Amount of increased savings	\$12,000
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Individuals receiving emergency rent or mortgage assistance	202
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Parents who learn and exhibit improved parenting skills.	739
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Families that obtained safe and affordable housing.	419
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Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	47
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Number of volunteer hours donated to the agency.	47,535
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Community Partnerships	257
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PROGRAM ACTIVITY		NUMBER OF PEOPLE SERVED
INCOME MANAGEMENT		
M2	Budget Counseling	173
M4	Family Assets Indep MN (FAIM)	145
HOUSING		
B4	Other Conservation Services	114
C1	Housing Grnts & Loans	7
C3	Home Repair / Rehabilitation	39
C6	Rental Housing Assistance	48
C7	Low-Income Housing Dvlp	603
C8	Community Housing Stabilization	2,055
C9	Community Homeownership Ed	689
EMERGENCY SERVICES		
B5	Energy Assistance	15,479
B8	Fuel Fund	1,008
C10	Homeless Assistance	3,289
C11	Transitional Housing	90
G6	Donated Articles	716
G8	Crisis Intervention	532
LINKAGES		
E4	Vehicle Program	150
F1	Senior Oriented Services	987
F3	Chore Services	751
K1	Information & Referral	5,196
SELF SUFFICIENCY		
J1	Head Start	4,060
J3	Child Care Administration	3,150
J6	Child Care Resource Referral	1,948

ACCAP is successfully administering HUD funding from the American Recovery and Reinvestment Act (ARRA) Homeless Prevention and Rapid Re-Housing Program (HPRP). The program enhances the availability and accessibility of housing for low-income people in Anoka County to prevent homelessness and rapidly re-house those experiencing homelessness. ACCAP, as the lead agency, is able to tap into the expertise of local collaborative partner agencies to ensure that clients needing assistance are able to access appropriate resources.

Partners include Elim Transitional Housing, focusing on people in transition; Rise Inc., focusing on clients with a mental health diagnosis; EBH YMCA, focusing on youth ages 16-21; and Alexandra House, focusing on domestic violence victims. Partners utilize HPRP funds for case management, rental subsidies, and other financial assistance to help participants remain housed and build towards economic independence. As of September 28, 2010, 158 low-income individuals and families have accessed HPRP funds for their housing needs through this important community collaboration.

Arrowhead Economic Opportunity Agency



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	891
Individuals who were employed and maintained a job for at least 90 days.	953
Households in tax preparation programs who obtained any Federal or State tax credit.	4,530
Amount of tax credits.	\$2,069,645
Individuals that obtained pre-employment skills/competencies required for employment.	1,942
Individuals who completed ABE/GED and recieved a certificate or diploma.	662
Individuals who demonstrated the ability to manage a budget for over 90 days.	773

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	86
Number of volunteer hours donated to the agency.	123,250
Community Partnerships	579



PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	1,535
D3 Youth Employment	76
D6 Senior Employment Programs	20
D7 FSET	5
D8 Displaced Homemakers	120
EDUCATION	
L1 GED & Educational Services	708
L2 Literacy	146
L3 English / Second Language (ESL)	30
L4 Adult Basic Education (ABE)	710
INCOME MANAGEMENT	
M2 Budget Counseling	140
M3 Tax Aid	4,530
M4 Family Assets Indep MN (FAIM)	11
HOUSING	
B1 Weatherization	2,658
B3 MECS Audits	130
B4 Other Conservation Services	965
B7 Energy Related Repairs	1,427
C3 Home Repair / Rehabilitation	74
C5 Small Cities Dvlp. Grnts (SCDG)	24
C8 Community Housing Stabilization	10
C9 Community Homeownership Ed	192
EMERGENCY SERVICES	
B5 Energy Assistance	24,354
B6 Energy Crisis	10,583
B8 Fuel Fund	2
C10 Homeless Assistance	38
C11 Transitional Housing	63
G6 Donated Articles	1,604
G8 Crisis Intervention	1,287
NUTRITION	
H1 Food Assistance	5,258
H6 Home Delivered Meals	2
H7 Congregate Meals	4,555
LINKAGES	
E1 Transportation System	533,360
E3 Transportation Assistance	4,188
F1 Senior Oriented Services	1,971
F3 Chore Services	61
F5 Retired Senior Vol (RSVP)	1,875
K1 Information & Referral	23,347
K2 Outreach	11,597
SELF SUFFICIENCY	
J1 Head Start	1,780
J4 At Risk Youth	96
J7 Youth Recreation	38
M1 Self Sufficiency	1,546

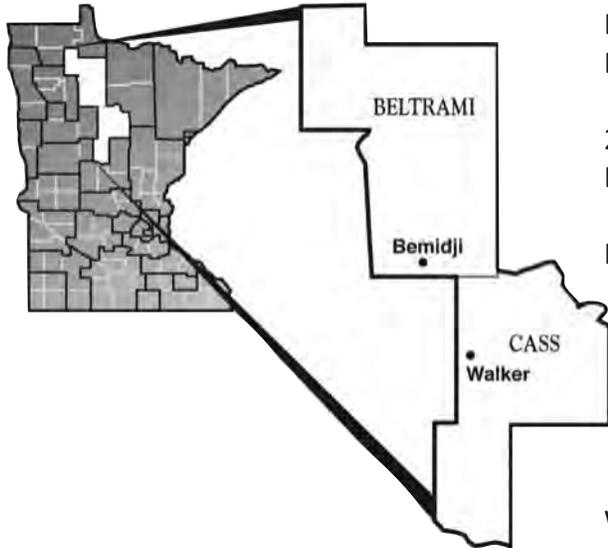
Arrowhead Economic Opportunity Agency (AEOA), works with significant numbers of low-income and unemployed individuals in an attempt to help them reach self-sufficiency. Staff spend extensive time preparing people for job search and interviewing activities, as well as assisting with training and job placement. AEOA finds that though well prepared in many instances, some were having difficulty obtaining or retaining employment. Beyond the obvious issues, such as transportation, child care, domestic discord, etc. was an underlying sense that attitudes, self-esteem, behavior and belief systems were undermining the process. These barriers needed to be addressed before any real progress in self-sufficiency could be realized.

To address the need, AEOA researched and decided to pursue a training curriculum aimed at changing an individual's cognitive thought process. Steps To Economic & Personal Success (STEPS) consists of a 15-hour pre-employment workshop, based on cognitive psychology, which helps participants adopt positive beliefs, attitudes, and behaviors. It builds motivation, and fosters a desire to succeed. STEPS helps you to set goals in your life, identify obstacles to success and ways to overcome them, and it helps you build a positive future. AEOA staff learned to expand their comfort zones, value themselves, and set personal goals that would reshape the future.

Utilizing CSBG funding, seven staff were trained and credentialed to facilitate STEPS Training for clientele. The training was provided by the Pacific Institute of Seattle, Washington. AEOA looks to local partners, such as county entities, and Workforce Center partners, to refer clients to the program.

AEOA is embarking on piloting the workshops throughout the seven county service area. Outcome indicators will include greater client participation in employment and training activities, improvement with the Temporary Assistance to Needy Families (TANF) Work Participation Rate, and enhanced employment placement.

Bi County Community Action Program



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	149
Individuals who were employed and maintained a job for at least 90 days.	197
Households in tax preparation programs who obtained any Federal or State tax credit.	107
Amount of tax credits.	\$384,645
Families who obtained care for child or other dependent.	247
Parents who obtained safe and affordable housing.	981
Parents who learn and exhibit improved parenting skills.	530

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	181
Number of volunteer hours donated to the agency.	77,462
Community Partnerships	122

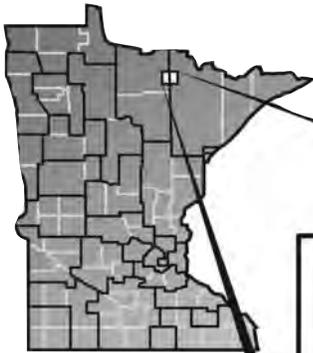


		NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY		
EMPLOYMENT		
D3	Youth Employment	52
INCOME MANAGEMENT		
M2	Budget Counseling	1,485
M3	Tax Aid	267
HOUSING		
B1	Weatherization	570
B4	Other Conservation Services	10
B7	Energy Related Repairs	621
C1	Housing Grnts & Loans	18
C5	Small Cities Dvlp. Grnts (SCDG)	135
C6	Rental Housing Assistance	1,701
EMERGENCY SERVICES		
B5	Energy Assistance	10,570
B6	Energy Crisis	3,998
C10	Homeless Assistance	1,321
C11	Transitional Housing	104
G8	Crisis Intervention	4,053
NUTRITION		
H1	Food Assistance	4,076
H2	Community Services Food Pkgs	1,850
LINKAGES		
E3	Transportation Assistance	97
E4	Vehicle Program	32
K1	Information & Referral	11,034
K2	Outreach	11,034
K3	Advocacy Info / Education	11,034
SELF SUFFICIENCY		
J1	Head Start	373
J4	At Risk Youth	52
J7	Youth Recreation	52
J8	Parenting	373
HEALTH		
I2	Health Care Aid (Financial)	49

The need for quality day care at an affordable price has been an issue for the Blackduck area. Anderson Fabrics, the community's largest employer, identified this need when company employees were struggling to find reliable affordable care for their children. The day care problem was affecting work performance and absenteeism rates, so the company built a day care center. Early childhood issues were outside the realm of company expertise so Anderson approached Bi-CAP to manage the day care operation. Under Bi-CAP, things improved and were expanded to include Head Start and Early Start.

Recently, Anderson Fabrics experienced a change in management and under their new structure the day care would be closed. Recognizing that continued availability of day care in the area was crucial to families successfully maintaining their employment, Bi-CAP formulated plans to take over the day care operation. As a short term solution to insure that Caring Hands Day Care would continue to operate with uninterrupted services, Bi-CAP began leasing the building from Anderson Fabrics. For a long term solution Bi-CAP has applied to United States Department of Agriculture (USDA) Rural Development for loans and grants to ultimately purchase the facility to assist this struggling community.

Bois Forte Reservation



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The Bois Forte Reservation is located in northern Minnesota in Koochiching and St. Louis counties, approximately 40 miles south of the Canadian border. The tribal headquarters are in Nett Lake, Minnesota.

History

What does the name “Bois Forte” mean? Bois Forte, or “strong wood,” was the name given by French fur traders to the Native Americans living in the densest forests of what is now northeastern Minnesota.

How did the Bois Forte people traditionally live? The Bois Forte people lived in harmony with the rhythms of nature, moving through the woods as the seasons changed to fish, hunt, pick blueberries, and make maple sugar. This began to change when Europeans started arriving in the late 1600s and early 1700s. Since that time, the Bois Forte people have seen many changes; the great forests are gone, there are many more people and far fewer animals. Despite these alterations, the Bois Forte have endured and built a diverse, growing economy at the same time they have preserved their ancient traditions; harvesting wild rice, tapping maple trees and picking berries, to name a few. Weaving everything together is a sense of community, expressed as gatherings and celebrations in powwows and sacred ceremonies.

How did the Bois Forte people come to the area where they currently live? The Bois Forte Band of Ojibwe has lived in northeastern Minnesota for centuries, but did not originate here. The people journeyed from the east coast up the Saint Lawrence River around the Great Lakes and followed the rivers and lakes inland. During the early years of fur trading with non-Indians, the Bois Forte people moved inland from the Grand Portage area to the mouth of the Vermilion River.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D3 Youth Employment	41
D6 Senior Employment Programs	4
HOUSING	
B1 Weatherization	3
B4 Other Conservation Services	25
B7 Energy Related Repairs	6
C6 Rental Housing Assistance	248
EMERGENCY SERVICES	
B5 Energy Assistance	364
B6 Energy Crisis	196
C11 Transitional Housing	153
G1 Emergency Family Services	4
NUTRITION	
H1 Food Assistance	131
H6 Home Delivered Meals	26
H7 Congregate Meals	25
SELF SUFFICIENCY	
J1 Head Start	27
J7 Youth Recreation	10

The Support System for Rural Homeless Youth (SRRHY) program is being operated out of Bois Forte Human Services and is supervised by Janelle Burton and the youth case manager-Clint Miller. This program provides up to 18 months of rental assistance, case management, independent living skills and positive youth development activities through culturally specific and strength based programming to youth who are homeless and between the ages of 16 and 21. Currently there are four youth in the program.

The Office of Economic Opportunity was awarded a competitive grant from the federal Department of Health and Human Services to collaborate with local rural communities in order to develop Transitional Living Programs for homeless youth. OEO has partnered with 3 sites including Bois Forte Reservations. This was the first program for homeless youth on the Reservation.

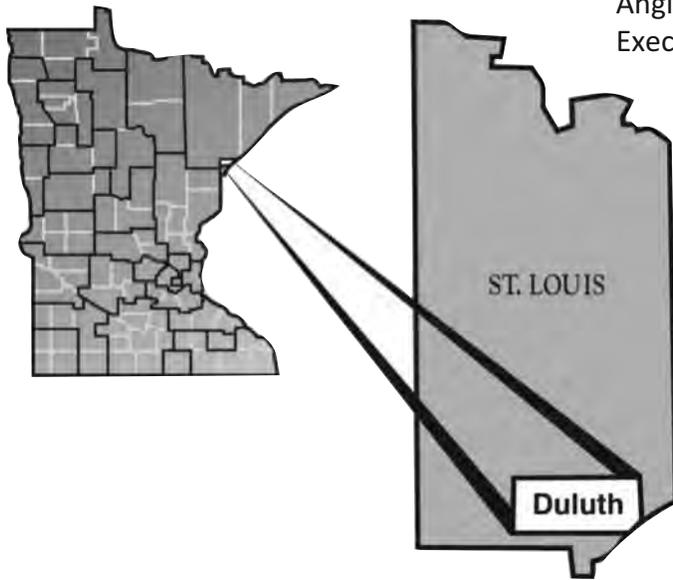
The following is an excerpt from January 2011 Bois Forte News:

“Janelle recruited several Bois Forte Youth to join the Committee meetings so they could help with advice on homeless issues for youth, how to reach them, and what unique challenges and needs they face.

Membership on the SSRHY Advisory Committee is made up of half youth services providers and county social services workers and half youth who have experienced homelessness. The Committee developed a plan and is...develop(ing) customized programs that could address mental health, chemical dependency, teen parenting, education, employment and/or access to positive youth development activities. Miller is continually looking for ways to reconnect the youth with their culture.

“We offer a place for the kids to get on track,” Miller said. “They can use the program for up to 18 months, and we can give them some support until they are ready to fly on their own.”

Community Action Duluth



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	25
Individuals who were employed and maintained a job for at least 90 days.	21
Households in tax preparation programs who obtained any Federal or State tax credit.	1,397
Amount of tax credits.	\$3,120,615
Individuals that increased their savings through an Individual Development Account or other savings account.	145
Amount of increased savings	\$65,171

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	8
Community members mobilized that participate in revitalization and anti-poverty initiatives.	1,156
Number of volunteer hours donated to the agency.	5,171
Community Partnerships	91



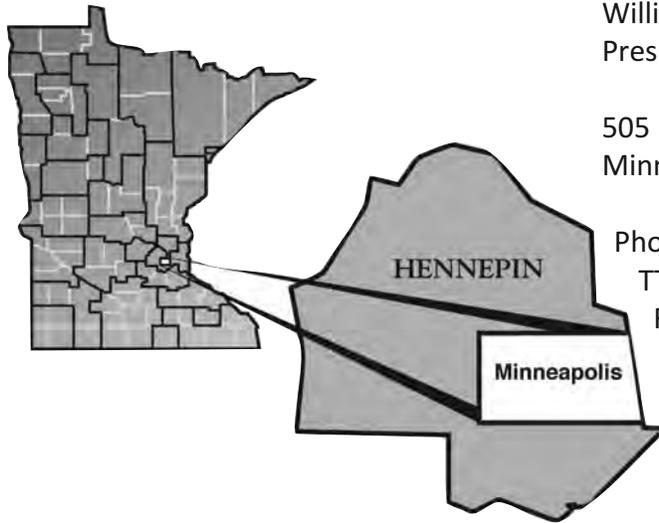
PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	72
EDUCATION	
L1 GED & Educational Services	20
INCOME MANAGEMENT	
M2 Budget Counseling	267
M3 Tax Aid	2,442
M4 Family Assets Indep MN (FAIM)	104
HOUSING	
B4 Other Conservation Services	7,743
C3 Home Repair / Rehabilitation	30
EMERGENCY SERVICES	
G8 Crisis Intervention	69
NUTRITION	
H5 Gardening	172
LINKAGES	
E4 Vehicle Program	64
K1 Information & Referral	7,637
K2 Outreach	5,000
K3 Advocacy Info / Education	63,762
SELF SUFFICIENCY	
M1 Self Sufficiency	62

Education that Works, funded by the American Recovery and Reinvestment Act (ARRA), provides tuition funds and case management support to low income people to obtain short term training certificates or credits towards a degree. This program is a partnership with Lake Superior College which worked closely with Community Action Duluth and program participants to ensure success in preparing participants for jobs in the Duluth area.

ARRA funds paid for 28 low-income participants, primarily single moms of color (61%), to attend post-secondary education or to obtain a training certificate in order to become more employable. ARRA funds were used for expenses including books, tuition, computers, license fees, school supplies, transportation costs, and GED test fees for participants. Lake Superior College partnered by helping participants waive application fees, screen for admission, and provide program coordination.

ARRA funds also paid for a staff position to manage the program. This allowed Community Action Duluth to retain a staff person who would have been laid off. Additional funds have been obtained to keep the staff person.

Community Action of Minneapolis



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	88
Individuals who were employed and maintained a job for at least 90 days.	48
Households in tax preparation programs who obtained any Federal or State tax credit.	42
Individuals who demonstrate the ability to manage a budget for over 90 days.	69
Families that received emergency rent or mortgage assistance.	95
Youth who increase academic, athletic or social skills for school success.	362

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	99
Safe and affordable housing units preserved or improved.	1,008
Number of volunteer hours donated to the agency.	750
Community Partnerships	199



PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	787
D3 Youth Employment	167
EDUCATION	
L1 GED & Educational Services	244
INCOME MANAGEMENT	
M2 Budget Counseling	127
M3 Tax Aid	330
HOUSING	
B1 Weatherization	413
B3 MECS Audits	4,967
B4 Other Conservation Services	2,251
B7 Energy Related Repairs	1,309
EMERGENCY SERVICES	
B5 Energy Assistance	50,537
B6 Energy Crisis	31,885
B8 Fuel Fund	917
G3 Abuse & Neglect	35
G8 Crisis Intervention	866
NUTRITION	
H1 Food Assistance	388
H3 Holiday Projects	88
LINKAGES	
E3 Transportation Assistance	60
K1 Information & Referral	11,725
K2 Outreach	20,496
K3 Advocacy Info / Education	368
SELF SUFFICIENCY	
J2 Child Care	26
J5 Campership	195
J6 Child Care Resource Referral	3
J8 Parenting	91
M1 Self Sufficiency	82
HEALTH	
I1 Health Care Aid (Non-Financial)	31

A low income woman came to the Community Action of Minneapolis Self-Sufficiency program in March of 2010 with a goal to open her own child care business. She passionately believed that children deserved a child care setting that provided a quality, nurturing, and educational environment. She knew she had a lot to do to make her dream a reality and knew Community Action of Minneapolis could support her in accomplishing her goal.

She took child development classes to broaden her knowledge base, volunteered in other child care settings, completed the licensure application, and got accepted for the Neighborhood Development Center (NDC) Entrepreneurship Training Program.

During November and December 2010, she completed classes from NDC, made safety changes to her house, had her house approved by the fire marshal, and had business cards printed. She is waiting for an inspection by the Hennepin County Family Child Care Licensing Unit to start business. She has had many positive accomplishments while in the Community Action of Minneapolis Self Sufficiency Program and is well on her way to achieving her dream.

Community Action Partnership of Ramsey & Washington Counties



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	86
Individuals who were employed and maintained a job for at least 90 days.	103
Individuals that increased their savings through an Individual Development Account or other savings account.	78
Amount of increased savings	\$45,424
Families receiving emergence rent or mortgage assistance.	275
Children who participate in preschool activities to develop school readiness.	1,731

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	185
Community members mobilized that participate in revitalization and anti-poverty initiatives.	1,967
Number of volunteer hours donated to the agency.	62,360
Community Partnerships	199



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	81
INCOME MANAGEMENT	
M2 Budget Counseling	255
M4 Family Assets Indep MN (FAIM)	72
HOUSING	
B1 Weatherization	3,508
B7 Energy Related Repairs	1,911
C3 Home Repair / Rehabilitation	167
C6 Rental Housing Assistance	24
EMERGENCY SERVICES	
B5 Energy Assistance	67,161
B6 Energy Crisis	40,555
B8 Fuel Fund	1,628
C10 Homeless Assistance	252
G3 Abuse & Neglect	42
G8 Crisis Intervention	167
NUTRITION	
H1 Food Assistance	110
LINKAGES	
E3 Transportation Assistance	360
E4 Vehicle Program	104
K1 Information & Referral	26,946
K2 Outreach	109,641
K3 Advocacy Info / Education	2,024
SELF SUFFICIENCY	
J1 Head Start	2,041
J2 Child Care	446
J3 Child Care Administration	446
J8 Parenting	1,859
J9 Fatherhood Initiative	65
M1 Self Sufficiency	280
HEALTH	
I1 Health Care Aid (Non-Financial)	2,041
I2 Health Care Aid (Financial)	6

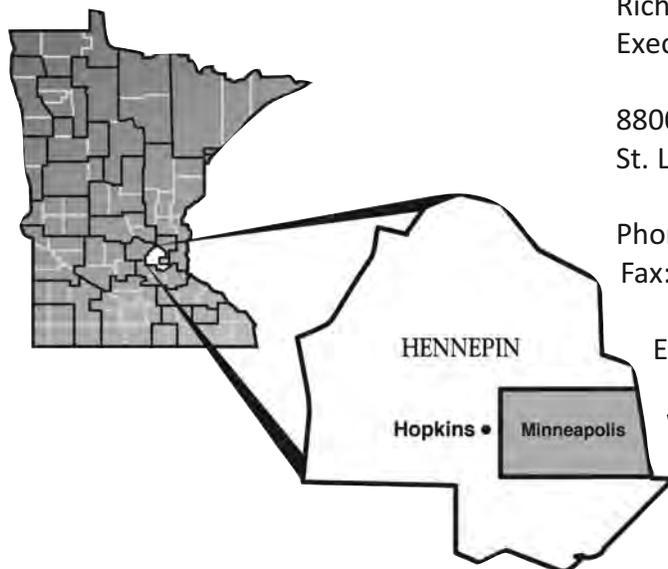
CAPRW used American Recovery and Results Act (ARRA) funds for crisis relief, recognizing that during the down turn in the economy, relatively small amounts of money could help avoid home mortgage foreclosures, evictions, and retain jobs. Areas of need identified included rental assistance, auto repair and transportation assistance such as bus passes/tokens, food, and work clothing.

In administering this initiative, CAPRW successfully collaborated with nearly two dozen partners who provided services including participant referrals, coordination of critical services and leveraging funds, rental and transportation assistance, work clothing, furniture discounts and free delivery.

What follows is a true story of how crisis funds can help someone keep a job at any age;

A man and his wife live in St. Paul on a limited income of social security and food stamps. At 89, the man still tries to find work as a plumber, but believes that few people will hire him because they see his age as a liability. His landlord has allowed him to do some plumbing work in exchange for a reduction in rent; however this has not been a sufficient solution. Finances became even more difficult for the man and his wife when they started to care for their great-grandchildren. This significantly increased expenses for items such as food and clothing. By February 2010, the couple had fallen behind with rent and were in jeopardy of eviction and losing their Section 8 voucher when they were referred to CAPRW. Community Action provided crisis funds that brought the rent current as well as food vouchers that enabled the family to get through the month to when social security and food support payments arrived. The man occasionally stops by CAPRW to share how they are doing, while he continues to look for plumbing work to help support his wife and grandchildren, they are getting by, thanks to the help provided by CAPRW.

Community Action Partnership of Suburban Hennepin



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	296
Individuals who were employed and maintained a job for at least 90 days.	296
Households in tax preparation programs who obtained any Federal or State tax credit.	397
Amount of tax credits.	\$656,845
Individuals that increased their savings through an Individual Development Account or other savings account.	72
Amount of increased savings	\$16,868
Individuals who avert foreclosure and maintain their home.	1,045

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	11
Number of volunteer hours donated to the agency.	2,789
Community Partnerships	197



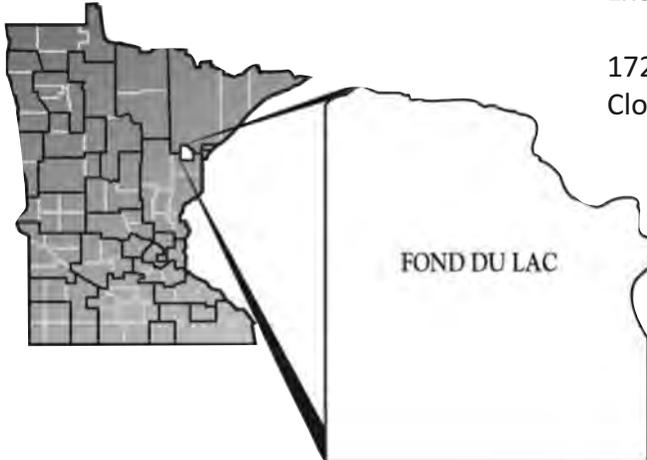
	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	2,412
EDUCATION	
L4 Adult Basic Education (ABE)	121
INCOME MANAGEMENT	
M2 Budget Counseling	1,154
M3 Tax Aid	1,119
M4 Family Assets Indep MN (FAIM)	205
HOUSING	
B7 Energy Related Repairs	655
C1 Housing Grnts & Loans	129
C3 Home Repair / Rehabilitation	240
C6 Rental Housing Assistance	417
C7 Low-Income Housing Dvlp	16
C8 Community Housing Stabilization	9,725
C9 Community Homeownership Ed	633
EMERGENCY SERVICES	
B5 Energy Assistance	36,603
B6 Energy Crisis	17,845
B8 Fuel Fund	598
C10 Homeless Assistance	158
C11 Transitional Housing	67
G1 Emergency Family Services	74
G6 Donated Articles	39
G8 Crisis Intervention	1,981
NUTRITION	
H1 Food Assistance	128
LINKAGES	
E3 Transportation Assistance	83
E4 Vehicle Program	275
F1 Senior Oriented Services	2,264
K1 Information & Referral	30,039
K2 Outreach	20,108
K3 Advocacy Info / Education	90,357
K4 Contract Services	262
SELF SUFFICIENCY	
J2 Child Care	88
J4 At Risk Youth	178
J7 Youth Recreation	202
OTHER	
A1 Community Development	45 projects

Community Action Partnership of Suburban Hennepin (CAPSH) received over \$800,000 in American Reinvestment and Recovery Act (ARRA) funds, designed to increase American workers' job-seeking skills and employment. Facing an ever-increasing number of people who were unemployed in suburban Hennepin County, CAPSH thoughtfully reviewed options to provide needed services to a large number people quickly. The agency determined that the best way to provide services was in collaboration with other organizations that had both experience and capacity to prepare people to seek jobs, and then help them do so.

The result was a partnership between CAPSH, HIRED, Jewish Family and Children's Service, St. Louis Park Community Education and Adult Options in Education. Through this collaboration, CAPSH was able to offer clients access to job-readiness classes, group and one-on-one counseling, job skills training classes, child care or transportation assistance to attend classes or seek work, and employment search assistance. Through this collaboration, 670 people obtained employment, 120 saw an improvement in their employment situation, 78 families received child care assistance to attend job skills training classes, 259 received transportation assistance to obtain or maintain employment, and 157 clients received job-skills training. Over 1,000 people received employment assistance through ARRA funds and this collaboration.

Just as significant, the collaboration that was created because of the availability of ARRA funds has endured. As the partners found new and different ways to work together, they realized significant benefits. The Suburban Hennepin Employment Partnership is the result, and CAPSH, HIRED, Jewish Family and Children's Service, St. Louis Park Community Education and Adult Options in Education continue to work together even after the availability of ARRA funding.

Fond du Lac Reservation



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The Fond du Lac Reservation is located in Carlton and St. Louis counties adjacent to the City of Cloquet on the east, and 15 miles west of Duluth. The tribal headquarters are located at 1720 Big Lake Road near the City of Cloquet.

The Fond du Lac Reservation Business Committee is the Tribal Governing body. The Chairman and Secretary-Treasurer are elected at large. The three districts are Cloquet, where tribal headquarters are located, and the communities of Brookston and Sawyer. The reservation is a part of the Minnesota Chippewa Tribe. Criminal and some civil jurisdiction on the reservation were transferred to the State of Minnesota under Federal Law (PL-280). Other civil jurisdiction remains with the Tribe. In 1997, the Tribe was engaged in negotiations with the Federal Government to assume control of BIA programs under the Self-Governance Law. Conservation codes are enforced for the reservation and the 1854 Treaty area, by tribal game wardens and courts. The Tribe is a participant in the 1837 Treaty case. The Tribe has its own automobile license plates. Fond du Lac negotiated the first general revenue bond issued to an Indian tribe for funds to expand their clinic. The Tribe charges a license tax on major businesses located on the reservation.

The reservation is divided among four Minnesota public schools districts. The Tribe has a Head Start program and operates the Ojibwe School, K-12. Transportation to the school is provided for Duluth students. The unique Fond du Lac Tribal/Community College with a 150-bed dormitory is both a tribal college and a state community college.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html



PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	65
D3 Youth Employment	133
EDUCATION	
L1 GED & Educational Services	42
L2 Literacy	95
HOUSING	
B1 Weatherization	6
B4 Other Conservation Services	95
B7 Energy Related Repairs	15
C1 Housing Grants & Loans	6
C3 Home Repair / Rehabilitation	217
C7 Low-Income Housing Development	6
EMERGENCY SERVICES	
B5 Energy Assistance	1,756
B6 Energy Crisis	435
B8 Fuel Fund	16
NUTRITION	
H1 Food Assistance	681
H6 Home Delivered Meals	165
H7 Congregate Meals	170
H9 USDA Commodity Assistance	40
LINKAGES	
E1 Transportation System	8,013
F1 Senior Oriented Services	30
K1 Information & Referral	4,235
SELF SUFFICIENCY	
J1 Head Start	214

The Fond du Lac Reservation places many youths in the Fond du Lac Summer Youth work experience program for 128 hours during the summer. With additional funding from the American Recovery and Reinvestment Act (ARRA), the Community Services Block Grant (CSBG) provided for 37 youth to have jobs waiting for them when they completed their school year.

The ARRA CSBG funding allowed these thirty-seven low income youth from local high schools to have the opportunity to gain work experience and earn some money to purchase needed items to continue their education. The funding was used entirely to pay youth salaries and applicable fringe benefits.

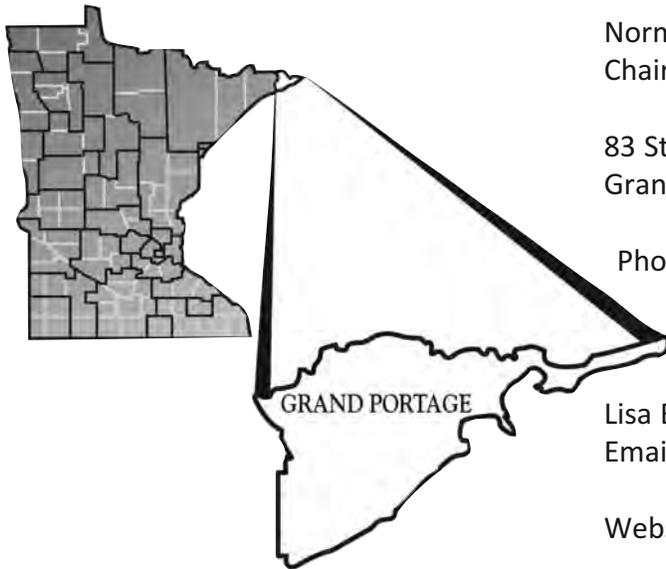
The Fond du Lac Reservation provided supervisory staff and equipment to ensure the learning process for the youth was completed successfully. The youth went to elderly band member homes to help with what the elder deemed necessary for them to continue to live comfortably in their home. The youth were instructed on tasks including lawn maintenance, tree and brush trimming. Many times the elders would need some minor repair work done on the home's exterior, which the youth would do.

The participants also worked with the Elderly Nutrition Program. This program prepares meals for the elderly to be delivered to their homes each week day. The program also serves a meal at the community center. The youth participant tasks included food preparation, cooking, serving, delivery, and clean up after the meal.

The program also placed several participants at the three area community centers. The primary focus for these youth was learning how to become supervisors. They were in charge of children who were younger than themselves. An objective was to teach the younger kids how to interact with each other without having negative actions occurring. The youth participants had job coaches with them at all times, instructing them how to be positive role models and good supervisors for the younger children.

This program has allowed these youth opportunities to develop strong work ethic, create connections to their elders, and earn money to contribute to higher education.

Grand Portage Reservation



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The Grand Portage Reservation is located in Cook County in the extreme northeast corner of Minnesota, approximately 150 miles from Duluth. It is bordered on the north by Canada, on the south and east by Lake Superior and on the west by Grand Portage State Forest.

The Grand Portage Reservation encompasses a historic fur trade site with spectacular Northwood's Lake Superior shoreline. The reservation extends about 18 miles along the lakeshore and from nine miles to a quarter mile inland. The community of Grand Portage is the location of the tribal buildings and home sites. Grand Marais is the closest city, 36 miles to the southwest, and Thunder Bay, Canada, is 37 miles to the north.

The Grand Portage Tribal Council is the governing body of the reservation and is a member of the MCT. The Tribal Council consists of a Chairman, Vice Chairman, Secretary/Treasurer, Council man, and Council woman. In 1996, Grand Portage entered the Self-Governance Program by contracting to administer its own programs from the BIA. The State of Minnesota is responsible for criminal and some civil jurisdictions. The Tribe established its own court in September 1997. It collects its own sales tax.

The Tribe, working with the local residents, the State, and the Environmental Protection Agency, established a Land Use Ordinance for the reservation that was approved in 1996. This ordinance designates areas of land use according to tribal priorities for wildlife habitat, timber production, and protection of the resources for recreational purposes. A primitive area had been set aside in an eastern portion of the reservation in 1956. The hunting and fishing rights of tribal members in the ceded lands of the 1854 Treaty are regulated under the Tribal Code and enforced by the 1854 Authority.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html



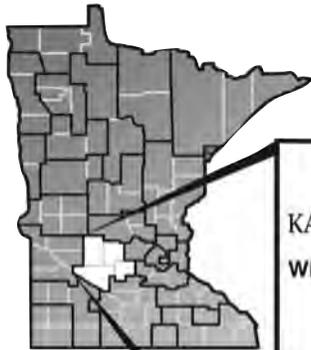
PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	47
D3 Youth Employment	19
EDUCATION	
L1 GED & Educational Services	6
HOUSING	
B1 Weatherization	4
B7 Energy Related Repairs	3
C6 Rental Housing Assistance	67
C7 Low-Income Housing Dvlp	97
C9 Community Homeownership Ed	10
EMERGENCY SERVICES	
B5 Energy Assistance	121
B6 Energy Crisis	54
NUTRITION	
H1 Food Assistance	46
H3 Holiday Projects	170
H4 Women, Infants, Children (WIC)	37
H6 Home Delivered Meals	14
H7 Congregate Meals	39
H9 USDA Commodity Assistance	43
LINKAGES	
F1 Senior Oriented Services	40
SELF SUFFICIENCY	
J1 Head Start	19
J2 Child Care	25
J3 Child Care Administration	2
J4 At Risk Youth	40
J7 Youth Recreation	89
J8 Parenting	31
M1 Self Sufficiency	92
HEALTH	
I1 Health Care Aid (Non-Financial)	114
I2 Health Care Aid (Financial)	314
I3 Family Planning	3

The Grand Portage Band leverages Community Action funding to support the critical services provided by the Elderly Assistance Program and the Elderly Nutrition Program. These important programs help create a safe and healthy living environment for elders in the community. Minor home maintenance, transportation assistance, outings and other activities are some of the many services provided to elders under these funds. These activities promote the safety, security, and health of elders while keeping them active.

The Grand Portage Reservation also uses Community Action funding to support other critical self-sufficiency services such as emergency food, temporary shelter, clothing and utility assistance. Funds are also used to support the elders Christmas party and dinner, or to buy hats, mittens and gloves, also school supplies – paper, note pads, rulers, dictionary's, pencils, erasers, markers, calculators, etc.

All of these in coordination with other programs address unmet needs and help promote increased self-reliance within the community.

Heartland Community Action Agency



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Wilmar

MEEKER

Litchfield

RENVILLE

Olivia

MCLEOD

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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	99
Individuals who were employed and maintained a job for at least 90 days.	122
Households in tax preparation programs who obtained any Federal or State tax credit.	238
Amount of tax credits.	\$190,400
Individuals that increased their savings through an Individual Development Account or other savings account.	12
Amount of increased savings	\$13,380
Families that receive emergency rent or mortgage assistance.	411

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	14
Number of volunteer hours donated to the agency.	19,432
Community Partnerships	253



PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
INCOME MANAGEMENT	
M2 Budget Counseling	889
M4 Family Assets Indep MN (FAIM)	32
HOUSING	
B1 Weatherization	697
B7 Energy Related Repairs	409
C5 Small Cities Dvlp. Grnts (SCDG)	96
C8 Community Housing Stabilization	1
C9 Community Homeownership Ed	71
EMERGENCY SERVICES	
B5 Energy Assistance	10,308
B6 Energy Crisis	3,200
B8 Fuel Fund	127
C10 Homeless Assistance	1,039
C11 Transitional Housing	34
G1 Emergency Family Services	7
G6 Donated Articles	27,445
G8 Crisis Intervention	162
NUTRITION	
H3 Holiday Projects	1,156
LINKAGES	
E3 Transportation Assistance	35
E4 Vehicle Program	54
K1 Information & Referral	5,473
K2 Outreach	31,297
K3 Advocacy Info / Education	223,720
K4 Contract Services	48
SELF SUFFICIENCY	
J1 Head Start	1,711
J8 Parenting	1,813
M1 Self Sufficiency	54
OTHER	
A1 Community Development	278

Heartland Community Action identified a need to assist clients not receiving disability benefits or who were unsuccessful in their benefit application process. Heartland Community Action began providing SOAR -- Supplemental Security/Supplemental Security Disability Income (SSI/SSDI), Outreach, Advocacy and Recovery (SOAR) services.

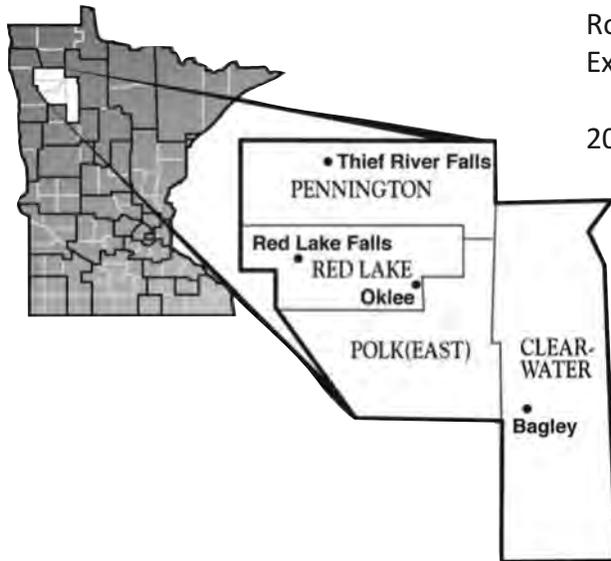
Community Services Block Grant (CSBG) funding was used to fund a part-time staff person. With this minimal amount of staffing, however, some clients spent up to three months on a waiting list. The American Recovery and Reinvestment Act (ARRA) CSBG funding allowed Heartland Community Action to hire three staff. To date, 129 clients have received SOAR services and the waiting list time is one week.

Heartland Community Action's SOAR services include assistance with the SSI/SSDI initial application, appeal process, or court hearing. Staff work to gather medical/mental health records, complete a functional assessment, and connect the dots to present each client's complete case with the maximum chance of approval.

A homeowner who had a full-time job, volunteered and was a foster care provider. She suffered an injury at work which resulted in job loss and an inability to continue providing foster care. She lost her sense of purpose and was diagnosed with depression. She applied for SSDI but was denied. Her only income was \$203/month from General Assistance. She would charge her mortgage (\$550/month) and other bills on credit cards which eventually maxed out.

She received help from many programs at Heartland Community Action including foreclosure prevention, Energy Assistance, and help appealing her SSDI case. With Heartland's assistance, she won the case and was awarded \$33,000.00 in back pay. This helped her regain a sense of purpose and pride. After budgeting with a Heartland Community Action financial planner, she had enough money to pay off her credit cards, get her mortgage caught up completely and save funds for a rainy day. She received \$1,250 a month in SSDI payments and is off all county assistance. She now has a new future.

Inter County Community Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	163
Individuals who were employed and maintained a job for at least 90 days.	38
Households in tax preparation programs who obtained any Federal or State tax credit.	29
Amount of tax credits.	\$7,979
Individuals that completed ABE/GED and received a certificate or diploma.	111
Families that receive emergency rent or mortgage assistance.	369
Parents who learn and exhibit improved parenting skills.	197

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	192
Number of volunteer hours donated to the agency.	14,930
Community Partnerships	296

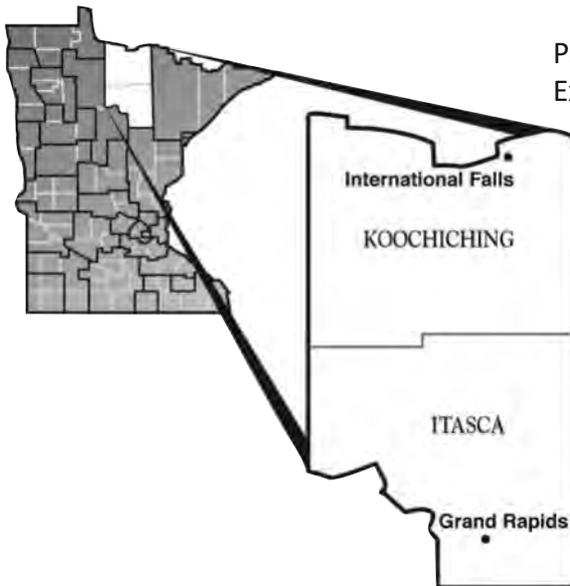


PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	242
D3 Youth Employment	109
D6 Senior Employment Programs	21
EDUCATION	
L1 GED & Educational Services	110
INCOME MANAGEMENT	
M2 Budget Counseling	14
M3 Tax Aid	32
M4 Family Assets Indep MN (FAIM)	14
HOUSING	
B1 Weatherization	359
B4 Other Conservation Services	36
B7 Energy Related Repairs	517
C1 Housing Grnts & Loans	6
EMERGENCY SERVICES	
B5 Energy Assistance	4,281
B6 Energy Crisis	604
B8 Fuel Fund	503
C10 Homeless Assistance	326
C11 Transitional Housing	7
G6 Donated Articles	74
G8 Crisis Intervention	539
NUTRITION	
H1 Food Assistance	396
H3 Holiday Projects	126
LINKAGES	
K1 Information & Referral	1,524
K2 Outreach	5,228
K3 Advocacy Info / Education	1,507
SELF SUFFICIENCY	
J1 Head Start	214
M5 Family Loan Fund	9

A multi-agency collaborative was used to assist a 58-year old unemployed trucker who had not had steady work in years. About six years ago he had regular work and a good work history when he was involved in a head-on collision. Since the accident he had lost his license, had no vehicle, no medical insurance, and no regular work. When Inter-County Community Council staff met him, he was living in a small trailer house and subsisting on General Assistance of \$203 per month.

An Inter-County Employment and Training Specialist, whose position is supported by CSBG funding, worked closely with the him, both in identifying various employment barriers and other issues that needed to be addressed and in assisting him in developing a personal action plan. He stated he would do anything he could to get back into the working world; he just needed someone to give him a chance. Through collaborative efforts between Inter-County, the local county social service office, Northwest Community Action, and a local church, he was able to get off of General Assistance, get his license back and return to work through the Senior Employment and Training Program. He was picked up for work for a few weeks until he was able to save enough to purchase a used Chevrolet Lumina. He is working in a community assignment and his confidence is growing along with his checking account. With the training he is receiving and the rebuilding of a positive work history, he hopes to soon find better paying, unsubsidized employment position.

KOOTASCA Community Action



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	119
Individuals who were employed and maintained a job for at least 90 days.	50
Households in tax preparation programs who obtained any Federal or State tax credit.	3,814
Amount of tax credits.	\$1,845,630
Individuals that increased their savings through an Individual Development Account or other savings account.	18
Amount of increased savings	\$17,208
Individuals that have obtained pre-employment skills required for employment.	113

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	15
Number of volunteer hours donated to the agency.	72,732
Community Partnerships	229



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	113
EDUCATION	
L1 GED & Educational Services	38
L2 Literacy	279
INCOME MANAGEMENT	
M2 Budget Counseling	150
M4 Family Assets Indep MN (FAIM)	55
HOUSING	
B1 Weatherization	226
B3 MECS Audits	87
B4 Other Conservation Services	188
B7 Energy Related Repairs	761
C1 Housing Grnts & Loans	33
C5 Small Cities Dvlp. Grnts (SCDG)	101
C6 Rental Housing Assistance	198
C9 Community Homeownership Ed	140
EMERGENCY SERVICES	
B5 Energy Assistance	8,703
B6 Energy Crisis	3,996
B8 Fuel Fund	437
C10 Homeless Assistance	5
C11 Transitional Housing	10
G1 Emergency Family Services	156
G6 Donated Articles	93
LINKAGES	
E3 Transportation Assistance	46
K1 Information & Referral	8,126
K3 Advocacy Info / Education	19,485
SELF SUFFICIENCY	
J1 Head Start	279
J8 Parenting	326
J9 Fatherhood Initiative	285
J10 Crisis Nursery	312
M1 Self Sufficiency	181

In rural northern Minnesota's Itasca County, the Student Transition and Academic Readiness Track (START) program gave 25 adults living in poverty some hope. The START program focuses on improving the reading/ communication, mathematics, and computer literacy skills of participants. It also provides career exploration information, personal empowerment training to increase self-confidence, and a college-readiness course. Twenty-three (23) of the START students are continuing on in post-secondary education in hopes of becoming contributing members of the workforce and to earn a better living.

The planning for the START project started in February 2008 with a workgroup that came together in the Blandin Foundation's Community Partners in Leadership Program, consisting of half low-income participants from KOOTASCA's Circles of Support and Head Start and half from business and community leaders from the Grand Rapids area. A planning group was formed through this process and a strategy was developed to provide support for underserved, non-traditional, low-income people that were thinking of attending community college. CSBG funds were used to facilitate the planning. Kootasca staff facilitated this 15 month planning process that led to a successful grant application to fund the proposed program.

Four agencies partnered in the 2009-10 FastTRAC program funded through the MN Department of Employment and Economic Development. Northeast Minnesota Office of Job Training provided individual career assessment and group career planning activities; Arrowhead Economic Opportunity Agency (AEOA which includes ABE) provided remedial math and a basic computer skills class; Itasca Community College provided a for-credit Transitions to College Class; and KOOTASCA Community Action provided Personal Empowerment Training and handled the weekly stipends for students. The Personal Empowerment training uses cognitive restructuring training which allows individuals to develop the power to recognize personal goals and to make the internal changes that will contribute to their life and career success. The Personal Empowerment training is provided by KOOTASCA trainers and is integrated into the basic skills curriculum to reinforce and deepen the impact of the learning process.

Lakes & Pines Community Action Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	50
Individuals who were employed and maintained a job for at least 90 days.	49
Households in tax preparation programs who obtained any Federal or State tax credit.	265
Amount of tax credits.	\$746,511
Families receive emergency rent or mortgage assistance.	552
Individuals who avert foreclosure and maintain their home.	24
Children that participate in pre-school activities to develop school readiness.	556

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	86
Number of volunteer hours donated to the agency.	124,409
Community Partnerships	239



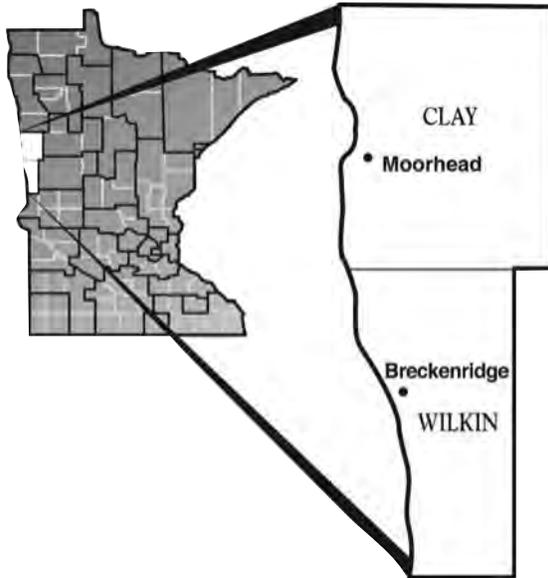
	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	35
EDUCATION	
L1 GED & Educational Services	44
INCOME MANAGEMENT	
M3 Tax Aid	519
HOUSING	
B1 Weatherization	1,418
B3 MECS Audits	136
B4 Other Conservation Services	524
B7 Energy Related Repairs	1,398
C1 Housing Grnts & Loans	30
C5 Small Cities Dvlp. Grnts (SCDG)	96
EMERGENCY SERVICES	
B5 Energy Assistance	21,266
B6 Energy Crisis	6,923
B8 Fuel Fund	1,189
C10 Homeless Assistance	1,766
G3 Abuse & Neglect	30
G6 Donated Articles	141
G8 Crisis Intervention	348
NUTRITION	
H3 Holiday Projects	7
H5 Gardening	28,736
LINKAGES	
E3 Transportation Assistance	296
E4 Vehicle Program	101
F1 Senior Oriented Services	3,635
K1 Information & Referral	5,287
K2 Outreach	6,353
K3 Advocacy Info / Education	239,848
SELF SUFFICIENCY	
J1 Head Start	1,336
J2 Child Care	96
J8 Parenting	780
M1 Self Sufficiency	1,402

In the fall of 2009, Lakes and Pines launched a work opportunity initiative supported by ARRA CSBG. The agency entered into a partnership with Command Center, a temporary employment agency, through its Cambridge location. Command Center contracted to recruit and place trainees in job sites, and to manage other employment activities. Qualifying participants were applicants with household income at or below 200% of federal poverty guidelines who were either un- or under employed. Participants in the program were also eligible for emergency food, shelter, training, and transportation support through the ARRA CSBG grant.

The partnership has been a great success. It created the job opportunity coach/trainer position and nineteen trainee positions. Five of the positions were at Lakes and Pines' Mora office (two Program Secretary positions, a Community Services Advocate position, a Community Services Intake/Screening position, and a Tax Assistance Site Manager position); one at a Lakes and Pines Head Start site (Home Visitor Trainee); and thirteen Sales Associates positions at various Family Pathways Thrift Store retail locations throughout the Lakes and Pines service area. Three trainees were hired as full-time employees at their organizations; one found full-time employment at another business; and it is expected that at least two more will be hired by their organization when the work opportunity initiative ends.

One of the trainees provided this assessment: "ARRA funding has allowed Lakes and Pines CAC to reach out to the community by assisting with employment to unemployed individuals during these tough economic times. Not only has Lakes and Pines been able to provide a temporary place of employment, but the agency has helped ARRA employees feel a sense of accomplishment and confidence, and in some instances even the ability to keep their homes. With the assistance of Lakes and Pines through the ARRA funding, many individuals have gained the work experience they need to succeed in this economy. Upon departure from this program, with the work experience and positive references they have gained, these individuals should feel confident in gaining other employment."

Lakes & Prairies Community Action Partnership



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	73
Individuals who were employed and maintained a job for at least 90 days.	156
Households in tax preparation programs who obtained any Federal or State tax credit.	559
Amount of tax credits.	\$1,292,086
Individuals that increased their savings through an Individual Development Account or other savings account.	42
Amount of increased savings	\$20,380
Individuals that have obtained pre-employment skills required for employment.	8,131

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	87
Number of volunteer hours donated to the agency.	36,719
Community Partnerships	266



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	199
EDUCATION	
L1 GED & Educational Services	4,176
INCOME MANAGEMENT	
M2 Budget Counseling	245
M3 Tax Aid	1,128
M4 Family Assets Indep MN (FAIM)	42
EMERGENCY SERVICES	
B6 Energy Crisis	6
C10 Homeless Assistance	633
C11 Transitional Housing	36
G1 Emergency Family Services	173
G3 Abuse & Neglect Services	524
G6 Donated Articles	10
G8 Crisis Intervention	32
NUTRITION	
H1 Food Assistance	1,801
H3 Holiday Projects	322
H9 USDA Commodity Assistance	204
LINKAGES	
E3 Transportation Assistance	189
F1 Senior Oriented Services	920
K1 Information & Referral	8,196
K2 Outreach	1,180
K3 Advocacy Info / Education	700
K4 Contract Services	191
SELF SUFFICIENCY	
J1 Head Start	322
J5 Campership	8
J6 Child Care Resource Referral	5,245
J8 Parenting	532
J9 Fatherhood Initiative	5
M1 Self Sufficiency	265

“The most nerve-wracking, frustrating thing about the child care field is the financial highs and lows of being self-employed. The child care field is quite competitive and it is becoming more difficult to fill vacancies. I am hoping that this credential will help me to attract new clients so that continuing to work in this field will remain economically feasible,” said one program participant. The 32-year old started her child care business in Moorhead in 2005. The mother of two children, she hoped this would be a way to spend time with her own children while doing something she loved.

She was one of 12 recipients in Clay and Wilkin counties of a \$1,800 scholarship to earn the Child Development Associate (CDA) credential, made possible with ARRA funds.

The credential requires completion of 120 hours of coursework, 480 hours of related work experience, compilation of a professional resource file and a written and oral examination of competency. Lakes & Prairies Child Care Resource & Referral provides the CDA training as well as support and mentoring to help participants meet all of the requirements. CCR&R data consistently shows that a lack of comprehensive training for new child care workers leads to high job turnover, which is difficult not only for the child care industry but for families needing stable child care.

She hopes that earning her CDA will also increase her income. “Implementing the knowledge that I've gained through the 120 hours of coursework has already made my child care program stronger. I am hoping that earning my CDA will make my program more attractive to potential clients.” She had often toyed with the idea of getting her CDA, but couldn't because of the cost. While she hopes the CDA credential will keep her business competitive, she feels good knowing that she's doing all she can to provide the best care possible for the 10 children she has enrolled.

Leech Lake Band of Ojibwe



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Chairman

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The Leech Lake Reservation is located in north central Minnesota in the counties of Beltrami, Cass, Hubbard, and Itasca. The tribal headquarters is in Cass Lake, Minnesota.

Located along US Highway 2, the reservation is southeast of Bemidji with Walker just outside on the southwest corner. Cass Lake is the largest community within the reservation. Eleven communities make up the reservation. In addition to Cass Lake, there are Ball Club, Bena, Inger, Onigum, Mission, Pennington, Smokey Point, Sugar Point, Oak Point, and Squaw Lake. Oak Point had previously been known as Squaw Point, but was renamed in 1995.

The Leech Lake Tribal Council is the governing body with their offices in Cass Lake and is a member of the Minnesota Chippewa Tribe. In the early 1990's, the Tribe contracted with the BIA to operate programs under self-governance procedures as one of the second groups of ten tribes allowed into the pilot project. The State is responsible for criminal and some civil jurisdiction over Indians on the reservation.

The smaller communities have facilities for community events and services such as medical clinics and programs for elders. The people have organized their own community councils to give a political voice to their concerns. Health services are provided at the IHS hospital and clinic in Cass Lake and clinics in the other communities. If care that is more extensive is needed, the hospitals in neighboring cities are used. The Tribe operates a halfway house and an ambulance service, however, fire protection is from neighboring communities. In 1995, the Tribe began a burial insurance program for all enrolled members.

Education and programs for children are provided by two tribally run childcare facilities, Head Start programs in seven communities and the K-12 Bug-O-Nay-Ge-Shig tribal school. The Tribe sponsors and provides funding for the Leech Lake Tribal College that began in 1990. The college is located in Cass Lake and offers AA degrees with credits transferable to Bemidji State University and other higher education institutions.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html

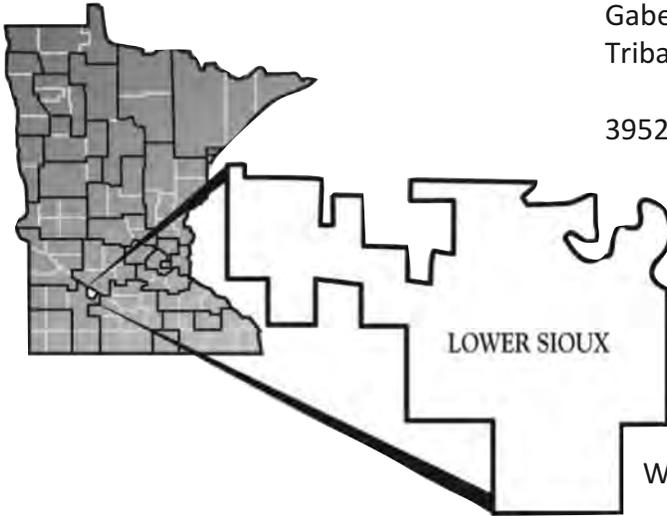


PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	300
D3 Youth Employment	75
EDUCATION	
L1 GED & Educational Services	123
L2 Literacy	200
INCOME MANAGEMENT	
M2 Budget Counseling	92
HOUSING	
B1 Weatherization	50
B7 Energy Related Repairs	54
C3 Home Repair / Rehabilitation	90
C6 Rental Housing Assistance	8
EMERGENCY SERVICES	
B5 Energy Assistance	1,329
B8 Fuel Fund	1
C10 Homeless Assistance	5
G6 Donated Articles	35
NUTRITION	
H1 Food Assistance	153
H6 Home Delivered Meals	164
H7 Congregate Meals	232
H9 USDA Commodity Assistance	5,000
LINKAGES	
E3 Transportation Assistance	870
E4 Vehicle Program	2
F1 Senior Oriented Services	45
SELF SUFFICIENCY	
J1 Head Start	230
J4 At Risk Youth	375
J7 Youth Recreation	325
HEALTH	
I1 Health Care Aid (Non-Financial)	500
I2 Health Care Aid (Financial)	6

The Tribal Referral Division provides assistance and support to constituents who are either ineligible or unable to obtain assistance from mainstream government sources. This program is primarily utilized for crisis support. Tribal nutrition has been an ongoing program for about 20 years with the Tribal Dietitian providing nutrition supplements for malnourished people. CSBG funds were used for food and products needed to provide services to the malnourished members of the community. The nutrition supplements are used in conjunction with a full nutrition assessment by a registered dietitian and monthly follow-up with patients. We can serve approximately 25 malnourished underweight patients upon referral and prescription from a medical provider. This target population is living in the Leech Lake Reservation Community. The Indian Health Service Hospital health care providers and the Leech Lake Public Health Nurses provide referrals as well as other health care agencies serving the community.

One constituent attributes the benefits this way: "If it were not for the program I wouldn't be able to provide my son with the necessary medical foods that he requires to keep him healthy. We wouldn't have had enough funds to provide it. We couldn't get it covered by medical insurance because he was not tube fed. So this program helps us stay out of debt. When he first started on supplements, he was at 1.7th percentile for overall growth on the growth grid. He suffered from mal-absorption, pernicious anemia, and other nutritional deficiencies as well. Since he's been on the nutrition supplements, he has come up to the 40th percentile and no longer has pernicious anemia, and overall is a much healthier child. He was so sick in the past and now he is a healthy, rambunctious 3 year-old. Our family would have a hard time affording food for everyone without the nutrition supplements."

Lower Sioux Indian Community



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Tribal Council President

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The Lower Sioux Indian Community is located on the south side of the Minnesota River at the site of the U.S. Indian Agency and the Bishop Whipple Mission, a part of the original reservation established in the 1851 Treaty. It is in Redwood County, two miles south of Morton and six miles east of Redwood Falls. Across the river is the Birch Coulee battle site of the 1862 Sioux War. The Community, for purposes of determining membership and qualifying for some services, has a service area 10 miles beyond the actual trust lands.

The Lower Sioux Community Council is elected and operates under an IRA constitution. The State exercises criminal and some civil jurisdiction on the reservation. The tribal court was organized in 1993. It deals with civil cases including contract law and workers' compensation cases as well as tribal governance matters. Social programs and community health services are administered by the Tribe, funded by various governmental programs and the Tribe. Tribally funded health insurance policies cover the medical costs for resident members as well as tribal and casino employees.

Redwood Falls and Cedar Mountain are the public schools for the community Indian children. In response to parental concern about their children's education, an Indian Education Tribal Liason is in each school to assist Indian students. The Tribe provides financial help to any member wishing to get further education beyond high school.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html



PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D3 Youth Employment	20
EDUCATION	
L1 GED & Educational Services	86
HOUSING	
B7 Energy Related Repairs	100
C3 Home Repair / Rehabilitation	111
EMERGENCY SERVICES	
B5 Energy Assistance	430
B6 Energy Crisis	2
B8 Fuel Fund	8
G6 Donated Articles	60
NUTRITION	
H1 Food Assistance	245
H6 Home Delivered Meals	10
H7 Congregate Meals	87
LINKAGES	
F1 Senior Oriented Services	87
F3 Chore Services	35
K1 Information & Referral	350
SELF SUFFICIENCY	
J4 At Risk Youth	111
J6 Child Care Resource Referral	30
J7 Youth Recreation	233
J8 Parenting	70
HEALTH	
I1 Health Care Aid (Non-Financial)	600
OTHER	
A1 Community Development	5

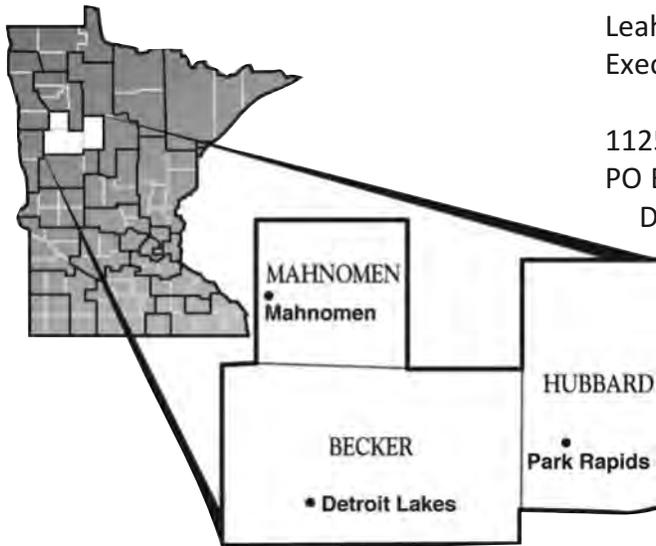
The Lower Sioux Indian Community is a federally recognized Indian tribe located in south central Minnesota in Redwood County, approximately two miles south of Morton. The Community Center is located on the southern bluffs of the Minnesota River valley.

Approximately 145 families live on 1,743 acres of tribal land. A total tribal population of 982 resides throughout a 10-mile service area and beyond.

While “Lower Sioux” was the name given to our band and our homeland after treaties with the United States in 1851, members of the Lower Sioux Indian Community are part of the Mdewakanton Band of Dakota. The Dakota, which translates closely to “friend” or “ally” in our language, referred to our traditional Minnesota River Valley homeland as Cansa’yapi (where they marked the trees red).

Pride in our history and our culture are the heart and spirit of everything we do. Today, the Lower Sioux Community has almost 930 enrolled members, more than half of who reside on Tribal lands.

Mahube Community Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	52
Individuals who were employed and maintained a job for at least 90 days.	144
Households in tax preparation programs who obtained any Federal or State tax credit.	2004
Amount of tax credits.	\$1,903,564
Individuals that increased their savings through an Individual Development Account or other savings account.	15
Amount of increased savings	\$10,760
Families receive emergency rent or mortgage assistance.	2,079

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	47
Number of volunteer hours donated to the agency.	75,181
Community Partnerships	264



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	125
EDUCATION	
L1 GED & Educational Services	25
INCOME MANAGEMENT	
M2 Budget Counseling	204
M3 Tax Aid	3,212
M4 Family Assets Indep MN (FAIM)	72
HOUSING	
B1 Weatherization	698
B4 Other Conservation Services	158
B7 Energy Related Repairs	969
C3 Home Repair / Rehabilitation	3
C6 Rental Housing Assistance	544
EMERGENCY SERVICES	
B5 Energy Assistance	9,644
B6 Energy Crisis	4,335
B8 Fuel Fund	858
C10 Homeless Assistance	715
C11 Transitional Housing	32
G1 Emergency Family Services	101
G3 Abuse & Neglect Services	27
G6 Donated Articles	207
G8 Crisis Intervention	227
NUTRITION	
H1 Food Assistance	29,573
H3 Holiday Projects	1,410
H5 Gardening	12
H6 Home Delivered Meals	152
LINKAGES	
E1 Transportation System	180
E3 Transportation Assistance	76
F1 Senior Oriented Services	1,100
F3 Chore Services	38
F5 Retired Senior Vol (RSVP)	809
K1 Information & Referral	135,632
K2 Outreach	7,019
K3 Advocacy Info / Education	4,188
SELF SUFFICIENCY	
J1 Head Start	520
J2 Child Care	225
J6 Child Care Resource Referral	126
J8 Parenting	444
J9 Fatherhood Initiative	180
J10 Crisis Nursery	30
M1 Self Sufficiency	74

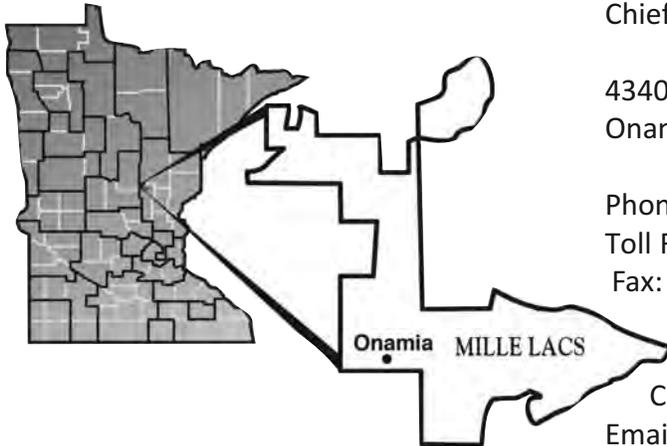
Mahube Community Council, Inc. Retired Senior Volunteer Program (RSVP) partnered with Becker County Human Services to assist General Assistance Medical Care (GAMC) clients to apply for alternative health insurance coverage since that resource was no longer available. The Health Insurance Counseling initiative began in October of 2009 and continued through September 2010.

Social workers, financial workers and Mahube staff members became aware of a serious community need as the GAMC health insurance program in the state of Minnesota was un-allotted by Governor Pawlenty. As a result, 400 of the county's neediest residents were about to become uninsured.

Mahube RSVP's innovative approach was to partner with one Human Service Social Worker, one Financial Worker, one Mahube staff member and four Retired Senior volunteers to arrange a training session to teach volunteers how to supply the one-on-one help to clients who needed additional support and assistance to complete the Social Security Disability Insurance (SSDI) application on-line and the State Medical Review Team (SMRT) disability certification process. The county sent letters to the 400+ residents who were about to lose their insurance, and arranged a meeting for Mahube staff, volunteers, Human service staff and residents. Fourteen (14) residents attended and were paired up with volunteers who helped with the SSDI/SMRT application processes. Several meetings were held as home visits with hard copies of the application forms because some of these clients did not have reliable transportation.

From October 2009 through August 31, 2010, four Mahube RSVP Health Insurance Counselors provided SSDI/SMRT application assistance to 33 residents for a total of 146 hours of service. All of these individuals completed applications; 26 of these resident applications resulted in successful health insurance program enrollment as of August 31, 2010. The Mahube RSVP Health Insurance Counseling Project received a Best Practice Award from Minnesota Community Action Partnership, in collaboration with the University of Minnesota.

Mille Lacs Band of Ojibwe Indians



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The Mille Lacs Reservation is located in east central Minnesota, 100 miles north of Minneapolis/St. Paul. The tribal headquarters is near Onamia, Minnesota.

Mille Lacs tribal government consists of executive, judicial and legislative branches. Mille Lacs is a member of the Minnesota Chippewa Tribe.

The executive branch is responsible for the management and development of all the programs within tribal government. A chief executive is elected for a 4-year term. The Administrative Policy Board (comprised of the commissioners of administration, education, natural resources, health and human services, and the assistant commissioner of administration) is responsible for budget development, personnel oversight and personnel policies.

The legislative branch is made up of the Band Assembly and the assistants of the Band Assembly members. The Band Assembly passes all laws, makes changes or amendments to tribal law, passes tribal resolutions and appropriates funds for all tribal programs.

The judicial branch is made up of the judges and officials of the Tribal Court. The court is headed by a chief justice, and also served by associate justices. Mille Lacs Tribal Law Enforcement Officials have concurrent jurisdiction in Mille Lacs County, meaning that tribal police have the authority to pursue charges either through County Court or Tribal Court.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html



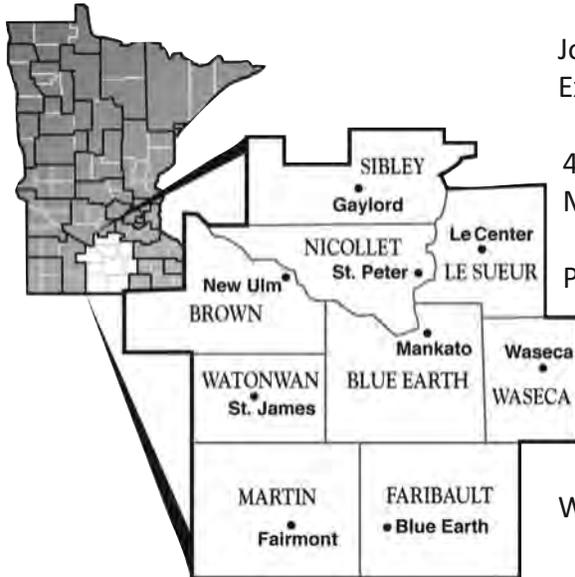
PROGRAM ACTIVITY		NUMBER OF PEOPLE SERVED
EMPLOYMENT		
D1	Employment & Training Services	210
D3	Youth Employment	90
EDUCATION		
L1	GED & Educational Services	106
INCOME MANAGEMENT		
M2	Budget Counseling	47
M3	Tax Aid	235
HOUSING		
B1	Weatherization	57
C1	Housing Grnts & Loans	117
C3	Home Repair / Rehabilitation	17
C7	Low-Income Housing Dvlp	52
C9	Community Homeownership Ed	57
EMERGENCY SERVICES		
B5	Energy Assistance	876
B6	Energy Crisis	70
C10	Homeless Assistance	40
G8	Crisis Intervention	151
NUTRITION		
H1	Food Assistance	430
H4	Women, Infants, Children (WIC)	180
H6	Home Delivered Meals	65
H7	Congregate Meals	430
SELF SUFFICIENCY		
J1	Head Start	125
J4	At Risk Youth	140
J7	Youth Recreation	140
J8	Parenting	325
J9	Fatherhood Initiative	108
M1	Self Sufficiency	100
M5	Family Loan Fund	120
HEALTH		
I3	Family Planning	60

Historically, the Minnesota Community Action funds have allowed the Mille Lacs Band of Ojibwe to lessen the effects of poverty by providing impoverished community members with financial literacy and employment training, life skills, and a safe haven to celebrate their culture. This year the Mille Lacs Band committed its Minnesota Community Action grant to bringing its youth and elders together through cultural enrichment activities. Elders from each community center district worked with the youth in creating traditional ceremony “jingle dresses.” Traditionally, the jingle dress is used for healing. It has become an important symbol for the Ojibwe people, but especially the Mille Lacs Band of Ojibwe. Despite what other tribes may say, Mille Lacs is home of the jingle dress.

Fashioning a jingle dress requires a great deal of patience and more jingles than many of our youth can afford. However, the ARRA funds supplied material, needles, thread, and jingles so that many young women within the reservation could create a jingle dresses. Many of them wore their dresses, along with hand-crafted regalia to the annual Hinckley and Mille Lacs Pow-Wows. The time spent between the young women and the elders who guided them in the dress-making process was valued by all. Elders also worked with youth to build traditional drums and drumsticks from deer hide and other materials purchased with ARRA funds.

Connections between youth and elders were also made over mealtimes. The youth mentors invited youth and visiting elders to participate in creating holiday meals and organize community feasts for the appropriate season. All of these events were well attended and strengthened the connections in our community.

Minnesota Valley Action Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	664
Households in tax preparation programs who obtained any Federal or State tax credit.	456
Amount of tax credits.	\$976,588
Individuals that increased their savings through an Individual Development Account or other savings account.	38
Amount of increased savings	\$28,100
Individuals who obtained access to reliable transportation for employment.	1,270
Parents who learn and exhibit improved parenting skills.	525

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	44
Number of volunteer hours donated to the agency.	38,124
Community Partnerships	455

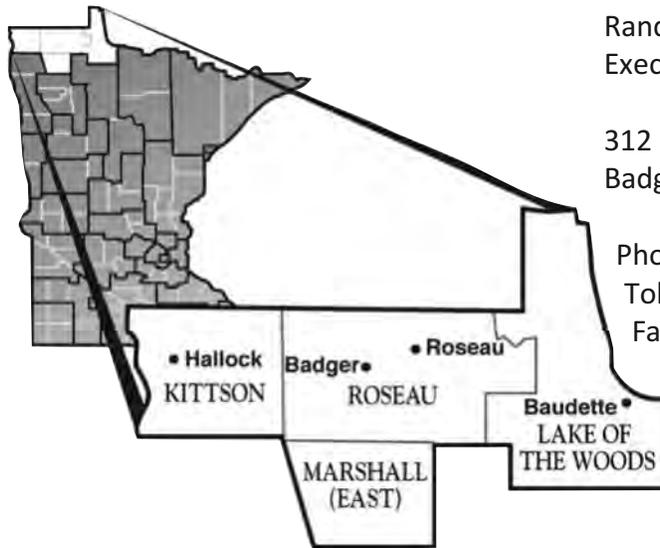


PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	893
D3 Youth Employment	476
D6 Senior Employment Programs	80
D7 FSET	21
INCOME MANAGEMENT	
M2 Budget Counseling	110
M3 Tax Aid	1,322
M4 Family Assets Indep MN (FAIM)	110
HOUSING	
B1 Weatherization	887
B3 MECS Audits	200
B7 Energy Related Repairs	841
C1 Housing Grnts & Loans	162
C5 Small Cities Dvlp. Grnts (SCDG)	9
C6 Rental Housing Assistance	528
C9 Community Homeownership Ed	177
EMERGENCY SERVICES	
B5 Energy Assistance	20,187
B6 Energy Crisis	6,116
B8 Fuel Fund	1,328
C10 Homeless Assistance	1,148
G1 Emergency Family Services	426
G6 Donated Articles	51,475
LINKAGES	
E1 Transportation System	1,413
E4 Vehicle Program	635
K1 Information & Referral	63,553
K2 Outreach	35,618
K3 Advocacy Info / Education	2,095
SELF SUFFICIENCY	
J1 Head Start	683
M1 Self Sufficiency	1,290

Minnesota Valley Action Council (MVAC) developed a major new initiative in 2010 supported by ARRA CSBG funds, to provide assistance to 100 low income people (having household incomes below the 125% poverty level) with emergency car repairs that had threatened their ability to retain or acquire a job. The agency's monthly needs assessment revealed that lack of transportation and car repairs were identified as a major barrier for participants to retain or acquire a job. The agency served 147 people with an average car repair of \$332.

Of the 147 people, 121 were adults age 18-54 and 26 were seniors age 55 or older. These households including their dependents numbered 259 people who were assisted with this program. The community supported this initiative in a number of ways; MVAC partnered with 39 different car repair shops; including auto salvage dealers, repair shops, and clients able to do their own repairs. Nearly all repair shops provided a discounted labor rate for our clients. They worked with human service workers in the counties, conducting car repair clinics to assess needed repairs. For those that could not be helped with repairs, counseling was provided to them on their transportation situation, helping some find another solution. Encouragement and referrals were made to other programs including the work force centers and energy assistance program.

Northwest Community Action



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	79
Individuals who were employed and maintained a job for at least 90 days.	303
Households in tax preparation programs who obtained any Federal or State tax credit.	135
Amount of tax credits.	\$91,168
Individuals that increased their savings through an Individual Development Account or other savings account.	14
Individuals who avert foreclosure and maintain their home.	102
Children who participate in preschool activities to develop school readiness.	297
Parents who learn and exhibit improved parenting skills.	454

Community Outcomes

Number of volunteer hours donated to the agency.	44,479
Community Partnerships	533



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EDUCATION	
L1 GED & Educational Services	3
INCOME MANAGEMENT	
M2 Budget Counseling	381
M4 Family Assets Indep MN (FAIM)	14
HOUSING	
B1 Weatherization	287
B4 Other Conservation Services	110
B7 Energy Related Repairs	548
C1 Housing Grnts & Loans	60
C5 Small Cities Dvlp. Grnts (SCDG)	29
C6 Rental Housing Assistance	50
C8 Community Housing Stabilization	84
C9 Community Homeownership Ed	42
EMERGENCY SERVICES	
B5 Energy Assistance	4,109
B6 Energy Crisis	1,380
B8 Fuel Fund	865
C10 Homeless Assistance	438
C11 Transitional Housing	11
G6 Donated Articles	277
G8 Crisis Intervention	1,267
NUTRITION	
H1 Food Assistance	375
H3 Holiday Projects	630
H6 Home Delivered Meals	4
LINKAGES	
E3 Transportation Assistance	125
K1 Information & Referral	5,850
K2 Outreach	1,892
K3 Advocacy Info / Education	710
K4 Contract Services	102
SELF SUFFICIENCY	
J1 Head Start	280
J4 At Risk Youth	117
J7 Youth Recreation	117
J8 Parenting	280
M1 Self Sufficiency	200
HEALTH	
I2 Health Care Aid (Financial)	69
OTHER	
A1 Community Development	12

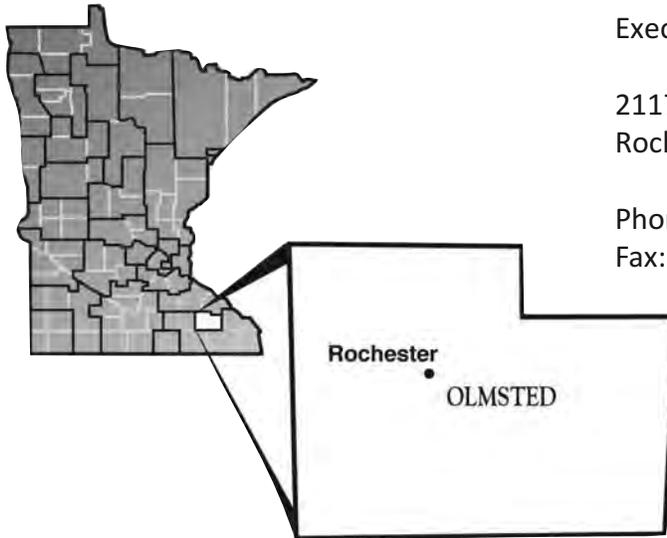
The Little Brother/Little Sister Youth Intervention Program (YIP) has been operating out of Northwest Community Action since 2000. This community based program is located in Badger but covers all of Lake of the Woods, Kittson and Roseau Counties. The YIP program matches caring adult volunteers with youth in the community that could benefit from one to one attention with the intent to help participants develop structured and trusting relationships that can offer guidance, encouragement, confidence, resources and skills as the youth learn to handle life challenges.

Funding is provided primarily through the Minnesota Office of Justice Programs and the Northwest Minnesota Foundation. Additionally, local businesses and schools support the program by offering discounts on goods and services. Community members support the program by making donations and participating in fundraising events. In August of 2010, the YIP program received tickets to a Minnesota Twins game through the Twins Care Program and brought a group of 50 youth and mentors down to Minneapolis.

At this time there are 102 youth enrolled with 78 matched with a mentor. Matches are reviewed quarterly by Executive Boards which consist of committed volunteers representing all three counties with a vested interest in the welfare of the youth in their respective counties. The professions represented include chief of police, school superintendents, county sheriffs and social workers.

Northwest Community Action maintains the quality of the program by responding to the feedback collected from all program participants. This feedback is collected through informal communications throughout the year and by sending out a yearly survey. Board members, parents, youth and mentors will be surveyed on program effectiveness in ensuring that the program is safe and able to meet the goals set. The YIP program has consistently increased matches every year and since the beginning numbers have more than tripled. Northwest anticipates continued growth and our hope is to continue serving the youth of our communities. The website address is www.nwbls.org.

Olmsted Community Action Program



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	30
Individuals who were employed and maintained a job for at least 90 days.	24
Households in tax preparation programs who obtained any Federal or State tax credit.	31
Individuals that increased their savings through an Individual Development Account or other savings account.	7
Individuals that obtained health care services in order to obtain or maintain employment.	53

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	30
Community members mobilized that participate in revitalization and anti-poverty initiatives.	100
Low income individuals engaged in non-governance community activities or groups.	282
Number of volunteer hours donated to the agency.	657
Community Partnerships	55

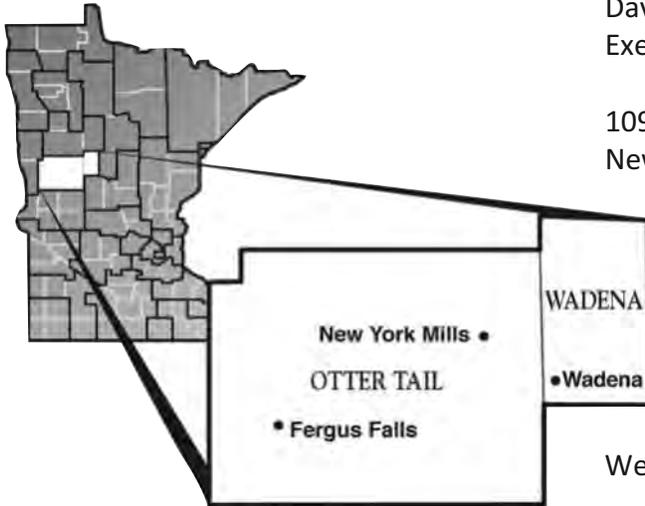


	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	81
EDUCATION	
L1 GED & Educational Services	19
INCOME MANAGEMENT	
M2 Budget Counseling	23
M4 Family Assets Indep MN (FAIM)	23
EMERGENCY SERVICES	
C10 Homeless Assistance	81
G6 Donated Articles	2,249
G8 Crisis Intervention	207
LINKAGES	
K1 Information & Referral	8,754
K2 Outreach	159
K3 Advocacy Info / Education	7,540
SELF SUFFICIENCY	
M1 Self Sufficiency	7,854

Olmsted CAP is a participant of the SSI Advocacy Project through a grant from DHS. This project provides financial reimbursement payments to an agency when it successfully assists eligible clients with obtaining approval for SSI (Supplemental Security Income) benefits. Olmsted Community Action Program works with families who are on the Minnesota Family Investment Program or General Assistance Program. This initiative also works closely with the Work Force Center, who determines if someone may be eligible to apply for SSI. Outreach staff works with Social Security Administration, physicians, health care providers, etc. in gaining information that will assist in determining eligibility. Those assisted are generally adults but on occasion a child needs assistance.

Olmsted CAP successfully assisted a 7 year old child and his parent with getting approved for SSI benefits. When CAP received the initial referral to assist with applying for SSI, the family's source of income was \$532/month from MFIP. This family consisted of 1 adult and 2 minor children who had been struggling with chronic homelessness for the last 2 years, limited support system, a special needs child, and untreated mental illness with the mother. CAP staff made a number of home visits with the mother at the transitional housing location where she and the children were living. During this process, CAP arranged for the mother and child to attend appointments for medical consultative exams, scheduled by Social Security and necessary for a medical determination to be made. In addition, CAP assisted the parent to remember these appointments and communicate with the child's school regarding the times he would be missing from school. In the end, the child was approved for SSI benefits. The results from the consultative exam were beneficial in getting more educational services for the child. Subsequently, the mother checked herself into a long term residential treatment facility program and the two children were able to reside with a grandparent. The child's SSI benefits were used by the grandparent to continue with the on-going extra financial needs of the child. The outcomes achieved are stable incomes for families and more supportive services for self-sufficiency and stability.

Otter Tail-Wadena Community Action Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were employed and maintained a job for at least 90 days.	375
Households in tax preparation programs who obtained any Federal or State tax credit.	3,864
Amount of tax credits.	\$1,453,173
Individuals that obtained health care services in order to obtain or maintain employment.	968
Families receive emergency rent or mortgage assistance.	1,065
Individuals who avert foreclosure and maintain home.	199
Parents who learn and exhibit improved parenting skills.	360

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	21
Number of volunteer hours donated to the agency.	49,803
Community Partnerships	350

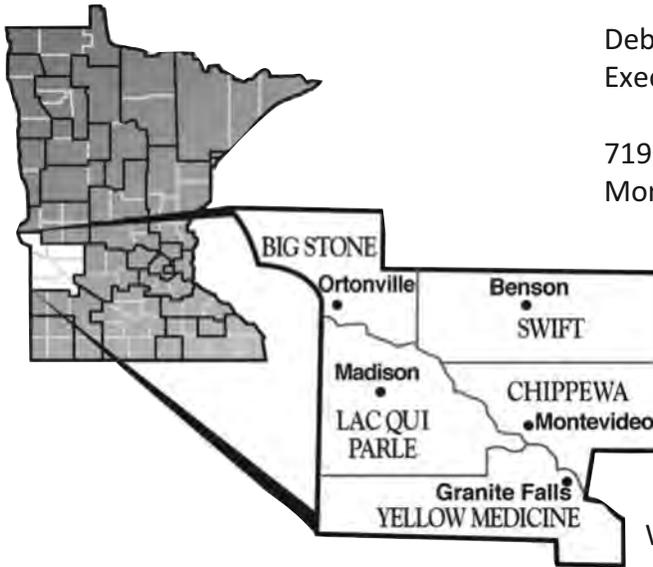


	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EDUCATION	
L1 GED & Educational Services	24
L2 Literacy	683
L3 English / Second Language (ESL)	48
L4 Adult Basic Education (ABE)	414
INCOME MANAGEMENT	
M2 Budget Counseling	593
M3 Tax Aid	9,660
M4 Family Assets Indep MN (FAIM)	21
HOUSING	
B1 Weatherization	635
B4 Other Conservation Services	282
B7 Energy Related Repairs	161
C8 Community Housing Stabilization	6
EMERGENCY SERVICES	
B5 Energy Assistance	2,904
B6 Energy Crisis	974
B8 Fuel Fund	149
C10 Homeless Assistance	350
C11 Transitional Housing	58
G1 Emergency Family Services	217
G3 Abuse & Neglect	13
G6 Donated Articles	3669
NUTRITION	
H1 Food Assistance	7,530
H6 Home Delivered Meals	2,054
LINKAGES	
E3 Transportation Assistance	2889
E4 Vehicle Program	92
F1 Senior Oriented Services	1013
F3 Chore Services	319
F5 Retired Senior Vol (RSVP)	432
F6 Senior Companion / Foster Grprnt	4
K1 Information & Referral	36522
K2 Outreach	2,755
K3 Advocacy Info / Education	39,655
SELF SUFFICIENCY	
J1 Head Start	217
J2 Child Care	5208
J8 Parenting	577
J9 Fatherhood Initiative	587
M1 Self Sufficiency	830
M5 Family Loan Fund	30
HEALTH	
I1 Health Care Aid (Non-Financial)	154
I2 Health Care Aid (Financial)	38
I3 Family Planning	1,386
OTHER	
A1 Community Development	7

Ottertail-Wadena CAC in partnership with STEP (Stimulating Economic Progress) and the Harvest Thyme Bistro has created Frontline Nutrition Cooking and Education classes for Head Start parents and WIC participants. The need for this program was identified through community assessments which revealed that in Otter Tail County over 31 % of students are overweight or obese. Chef Derek Olson, from the Harvest Thyme Bistro, conducted five cooking classes with Donna Anderson, Nutrition Educator, who provided nutrition education sessions. University of Minnesota Extension provided the curriculum and educational materials, the Bistro provided the Chef, and STEP, OTWCAC and Public health provided the funding and volunteers for this program.

Chef Olson gave the participants a menu at the beginning of each class for the evening and then taught them how to prepare each part of the meal. Participants were given the ingredients for the evening meal and prepared the meal for themselves. While the food was cooking the Nutrition educator met with the participants to discuss the nutritional aspects of the meal and answered questions. Volunteers set the tables and when the food was done the participants sat together to enjoy the meal. At the end of the class each participant took home a bag of groceries to prepare this same meal at home for their families. One of the six sessions was used to go grocery shopping to teach the participants how to look for low cost ingredients to prepare nutritious meals for their families. Twelve families enrolled for the six week course and 10 graduated. All of the families enjoyed learning how to cook low cost fun meals for their families. All of the participants met the Head Start eligibility guide lines and were below 125% of the poverty guidelines.

Prairie Five Community Action Council, Inc.



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Households in tax preparation programs who obtained any Federal or State tax credit.	532
Amount of tax credits.	\$203,085
Individuals who demonstrate ability to manage a budget for 90 days.	131
Families who obtained access to reliable transportation.	357
Families receive emergency rent or mortgage assistance.	150
Children who participate in preschool activities to develop school readiness.	277

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	22
Community members mobilized that participate in revitalization and anti-poverty initiatives.	1,494
Number of volunteer hours donated to the agency.	44,155
Community Partnerships	124



PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EDUCATION	
L2 Literacy	15
INCOME MANAGEMENT	
M2 Budget Counseling	55
M3 Tax Aid	430
M4 Family Assets Indep MN (FAIM)	5
HOUSING	
B1 Weatherization	661
B3 MECS Audits	15
B7 Energy Related Repairs	273
C5 Small Cities Dvlp. Grnts (SCDG)	88
C8 Community Housing Stabilization	12
EMERGENCY SERVICES	
B5 Energy Assistance	5,707
B6 Energy Crisis	1,994
B8 Fuel Fund	668
C10 Homeless Assistance	13
C11 Transitional Housing	68
G1 Emergency Family Services	14
G6 Donated Articles	118,017
G8 Crisis Intervention	937
NUTRITION	
H1 Food Assistance	5,171
H2 Community Services Food Pkgs	1,150
H3 Holiday Projects	1,398
H6 Home Delivered Meals	390
H7 Congregate Meals	2,370
LINKAGES	
E1 Transportation System	5,785
E3 Transportation Assistance	2,498
E4 Vehicle Program	7
F1 Senior Oriented Services	1,081
F6 Senior Companion / Foster Grprnt	119
K1 Information & Referral	16,467
K2 Outreach	17,625
K3 Advocacy Info / Education	19,025
SELF SUFFICIENCY	
J1 Head Start	278
J2 Child Care	133
J6 Child Care Resource Referral	6,773
J8 Parenting	278
J9 Fatherhood Initiative	63
OTHER	
A5 Cottage Industries	18

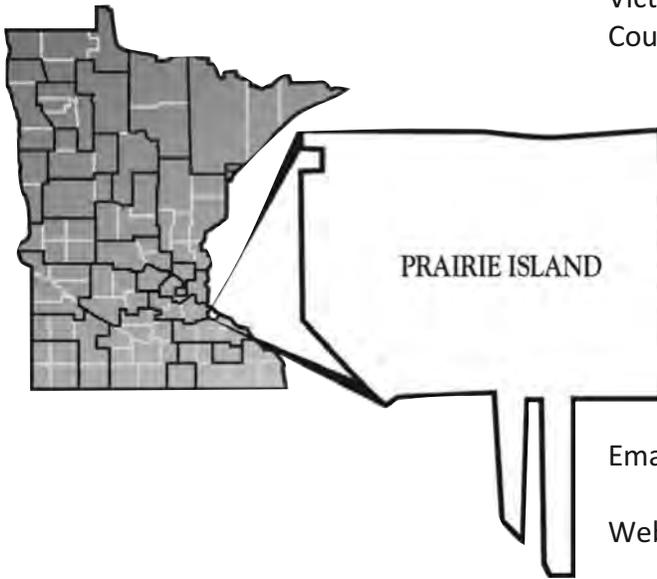
Prairie Five focused attention on the five Family Resource Center Outreach offices as one of their CSBG ARRA initiatives. The Family Resource Centers are successful in providing services and support at the local level for low-income individuals, families, and seniors. Prior to ARRA funding, Prairie Five had plans to close two of the offices even though the agency has been experiencing increased demand for services to the economic downturn and changing demographics.

CSBG ARRA funding helped Prairie Five to meet the demand for services. Funds were used to facilitate staffing needs to assist clients. This was accomplished by creating four new positions and retaining four positions. Of the eight individuals hired or retained 7 were below 200% of the federal poverty level and six had been recipients of Prairie Five services.

The Family Resource Center Outreach offices accomplished new and expanded tasks to help low-income individuals including: food shelf expansion, coordination and staffing of MAC/NAPS (Mother and Children) and (Nutrition Assistance Program for Seniors), GAP (no acronym), a thrift shop remained open, continued computer/internet access for low-income in Family Resource Center offices, Wal-Mart coordination of excess food to food shelves and home visits to the homebound.

Prairie Five has several partners that make the Family Resource Centers successful including County Commission boards who give free rent for some Family Resource Centers. One county contributed \$22,000 toward renovation of Family Resource Center space along with the local food shelf board which contributed another \$20,000 toward the renovation. A landlord at one thrift shop cut rent in half to \$200 per month. A City is charging only \$100/month for rent, and a local bank gave an entire building for the reduced rate of \$283 a month rent (the regular rate would be \$800-1200).

Prairie Island Indian Community



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For many years the Prairie Island Indian Community received Community Action grants to help provide for their people. As their tribal casino grew, the ability of the Prairie Island Indian Community to provide for itself also has grown. Tribal gaming has resulted in economic self-sufficiency for the tribe. In turn, this has allowed the tribe to supply quality health care, paved roads, sanitary water and sewer, educational opportunities and employment to tribal members. In addition, the tribe provides their members with support from many of the same programs that the Community Action grants were designed.

As the tribe became more self-sufficient, the Community Action grants were primarily used for American Indians from other tribes living in the area. At this time, the Prairie Island Indian Community, while eligible for Community Action funding, has chosen to decline an annual grant so that the grants of other tribal governments would be larger.

The Prairie Island Indian Community employs more than 1,600 people in rural Minnesota, with an annual payroll of \$45 million. Employees receive benefits,

which include: comprehensive health and dental, 401(k), life insurance and employee assistance programs. Each year the tribe pays out more than \$6.5 million in benefits. The positive impact of the tribe's economic development is evident throughout Minnesota. The tribe's casino, Treasure Island Resort & Casino, is credited with reducing welfare by 67% in Goodhue County alone.

Moreover, the Prairie Island Indian Community is once again able to share with others. For years, the tribe lived in abject poverty and as such they understand need. Now, the tribe regularly makes donations to area food shelves, senior dining programs, homeless shelters, transitional housing agencies and many others. The purpose of Community Action grants is to help eliminate the cycle of poverty. The tribe shares this goal and is now able to help others do the same.

Prairie Island Indian Community Tribal Giving

Funding for tribal government is made possible through the community's gaming efforts. Tribal government gaming has allowed Prairie Island to



reinvigorate the traditional Indian custom of sharing, contributing millions of dollars and support to surrounding communities and organizations year after year.

Since 1994, the Prairie Island Indian Community has donated more than \$15 million to many Indian and non-Indian causes. Below is a sampling of recent donations Prairie Island has made to worthy organizations:

Donations to Local Governments (Including Tribal Governments)

- Oct. 2007 - Minnesota State University Mankato Anthropology Department - \$100,000
- Sept. 2007 - Cities of Winona, Goodview, Stockton, Rushford, St. Charles and Minnesota City - flood relief - \$60,000 (Prairie Island), \$60,000 (Treasure Island)
- July 2007 - Science Museum of Minnesota - ethnobotany project - \$10,000
- 2004-2008 (\$25,000/year) - City of Kenyon - health clinic in conjunction with new assisted living facility - \$125,000
- Oct./Nov. 2005 - Burnside School Programs (Red Wing) - \$4,500
- Sept. 2005 - Ellsworth Area First Aid - \$7,050
- Sept. 2005 - Lake City Fire Department - \$9,200
- Annually - Red Wing High School - Youth Outreach Program - \$5,000
- March 2005 - Red Lake Memorial Fund - \$25,000
- March 2005 - National Congress of American Indians - Tribal Embassy Campaign - \$50,000
- Oct. 2000 - Prairie Island Ice Arena - \$1.5 million
- 1999 - City of Miesville Fire Department (for water tanker truck) - \$100,000

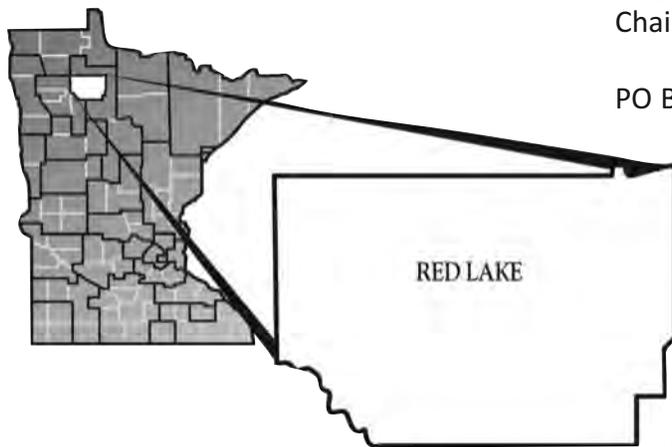
Donations to Charities and Non-Profits

- Sept. 2007 - Goodhue County Habitat for Humanity - \$5,000
- 2007 - Spare Key - to help families with critically ill children - \$5,000
- Feb. 2007 - Wishes and More - \$30,000
- Dec. 2006 - Diversity Foundation - to provide toys for children on less fortunate reservations - \$10,000

- Aug. 2006 - National Eagle Center in Wabasha, Minn. - \$500,000
- June 2006 - Red Wing Family YMCA - \$25,000
- June 2006 - Native American Olympics - Team South Dakota - \$5,400
- June 2006 - Habitat for Humanity - Dakota Teepees - \$5,000
- June 2006 - Diversity Foundation of Winona, Minn. - \$25,000
- Jan. 2006 - MN Timberwolves - Native American Heritage Night - \$5,000
- Dec. 2005 - Wishes and More - \$11,237
- Dec. 2005 - Minneapolis American Indian Center - \$5,000
- Nov./Dec. 2005 - Rosebud Soup Kitchen - \$4,000
- Nov. 2005 - Minneapolis Division of Indian Works - \$10,000
- Sept. 2005 - Hurricane Katrina relief efforts - \$10,775
- Sept. 2005 - Red Wing Diversity Festival - \$3,100
- May 2005 - United Lutheran Church - \$5,000
- May 2005 - American Diabetes Association - \$25,000
- May 2005 - Hastings Area Family YMCA - \$25,000
- May 2005 - University of Minnesota Women's Basketball program - \$25,000
- March 2005 - Hi-Park Care Center in Red Wing, Minn. - \$25,000
- Annually - Project Turnabout, a program to help compulsive gamblers - \$18,000
- To Date - Toys for Tots - more than \$75,000
- To Date - Salvation Army - more than \$85,000
- To Date - Women's Shelters in surrounding communities - more than \$75,000
- To Date - March of Dimes - more than \$150,000
- To Date - United Way of Goodhue, Wabasha and Pierce counties - more than \$100,000
- To Date - Make-A-Wish Foundation - More than \$64,000

In addition, the Prairie Island Indian Community has made donations to the Minnesota Special Olympics, the Sheldon Theater in Red Wing, the Church of St. Joseph and St. Joseph School, Hastings Family Services, the Police Officer's Alliance of Minnesota, the Red Wing Kiwanis Club, the Red Wing Rotary Club, Minnesota State University-Mankato, the Indian Fellowship of Minneapolis and the Winger Sports Club.

Red Lake Band of Chippewa Indians



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The Red Lake Reservation is located in the northern Minnesota almost totally within Beltrami County with a small portion in Clearwater County. The Red Lake "line" is about 25 miles north of Bemidji. The land, slightly rolling and heavily wooded, has many lakes, swamps, peat bogs, and prairies. Land to the west is suitable for farming.

The tribal government has full sovereignty over the reservation, subject only to the federal government. Red Lake, because of its unique status is often referred to as a "closed" reservation. Because the land is held in common, few non-members live at Red Lake. The Tribe has the right to limit who can visit or live on the reservation. The Red Lake Nation is exempt from Public Law 280; consequently the state courts or government has no jurisdiction at Red Lake. Laws are made by the Tribal Council and enforced by the Tribal Council and Federal Courts.

In 1918 the Red Lake General Council Constitution was established. In 1958 a revised Constitution and By-laws was adopted by the members of Red Lake Nation, followed by the first secret ballot election of Tribal Government in 1959.

An eleven member Tribal Council, three officers elected at large and eight council members, two from each of the four communities, governs the Red Lake Band. Seven Hereditary Chiefs, descendants from those who negotiated the 1889 Land Agreement, serve for life in an advisory capacity to the Tribal Council. In 1997, the Tribe began administering its own programs under a Self-Governance Contract with the BIA. Red Lake is not a member of the Minnesota Chippewa Tribe (MCT).

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	825
D3 Youth Employment	63
EDUCATION	
L1 GED & Educational Services	180
INCOME MANAGEMENT	
M3 Tax Aid	70
HOUSING	
B1 Weatherization	140
B4 Other Conservation Services	20
B7 Energy Related Repairs	807
EMERGENCY SERVICES	
B5 Energy Assistance	6,420
B6 Energy Crisis	4,820
B8 Fuel Fund	6,420
C10 Homeless Assistance	258
C11 Transitional Housing	31
G1 Emergency Family Services	40
G6 Donated Articles	4,820
NUTRITION	
H6 Home Delivered Meals	185
H7 Congregate Meals	352
LINKAGES	
E1 Transportation System	411
F1 Senior Oriented Services	62
F3 Chore Services	73
K1 Information & Referral	4,820
K2 Outreach	40
SELF SUFFICIENCY	
J1 Head Start	772
J4 At Risk Youth	63
J8 Parenting	60
J9 Fatherhood Initiative	5

Red Lake Community Action in coordination with Red Lake Elderly Nutrition Program provided meals on wheels and congregate dining to Red Lake elders in several sites including the new congregate dining site in Ponemah. Red Lake Community Action makes funds available for the Elderly nutrition program to provide a nutritious, balanced meal to tribal elders. Red Lake Community Action Program receives data from the community assessment on the number of elders who need assistance either in a congregate site or by home delivered meals. Program results show that by receiving a healthy, nutritious meal, elders have better health outcomes overall.

Red Lake Community Action also served 50 clients with a car repair program funded through CSBG ARRA funds. The program was developed so that clients were able to get and maintain employment, being able to get back and forth to work in this rural area. Some clients work at the Seven Clans casino in Thief River Falls, about 60 miles from Red Lake. While a shuttle bus was provided to the employees, it was often full which required employees to use their own transportation to and from work.

In addition, some clients needed equipment repair. For example, one client needed his power saw repaired as he is self-employed as a wood vendor. Program results show that there was no loss of work for clients due to a need for car and equipment repair. Fifty low-income clients served were able to get and maintain employment through this program.

Scott Carver Dakota CAP Agency

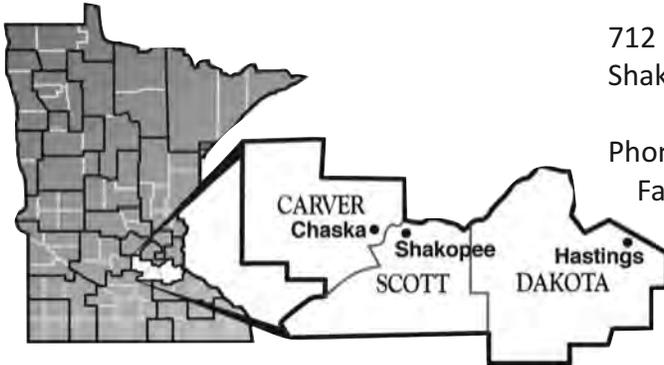
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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	36
Households in tax preparation programs who obtained any Federal or State tax credit.	64
Amount of tax credits.	\$36,160
Individuals that increased their savings through an Individual Development Account or other savings account.	67
Amount of increased savings	\$32,187
Families receive emergency rent or mortgage assistance.	298
Parents who learn and exhibit improved parenting skills.	469

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	15
Number of volunteer hours donated to the agency.	1,714
Community Partnerships	193



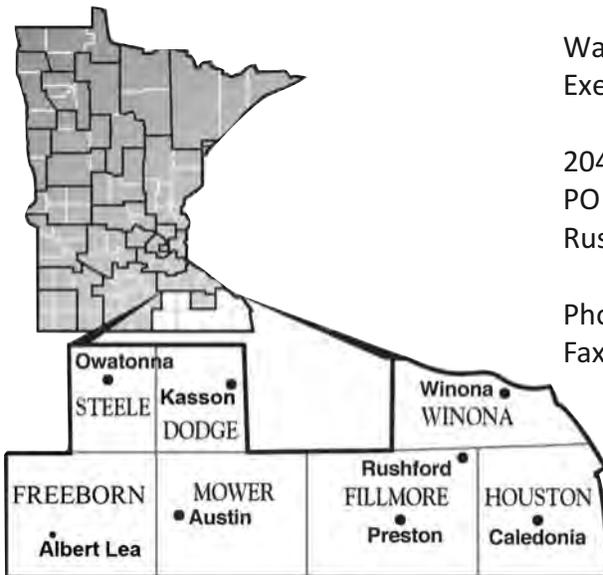
PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
INCOME MANAGEMENT	
M2 Budget Counseling	102
M3 Tax Aid	204
M4 Family Assets Indep MN (FAIM)	38
HOUSING	
B1 Weatherization	905
B4 Other Conservation Services	1,686
B7 Energy Related Repairs	867
C6 Rental Housing Assistance	954
EMERGENCY SERVICES	
B5 Energy Assistance	25,470
B6 Energy Crisis	13,222
B8 Fuel Fund	696
C10 Homeless Assistance	291
C11 Transitional Housing	243
G3 Abuse & Neglect	52
G6 Donated Articles	6,297
G8 Crisis Intervention	2,096
NUTRITION	
H1 Food Assistance	12,503
H3 Holiday Projects	3,007
H4 Women, Infants, Children (WIC)	10,469
H6 Home Delivered Meals	211
H7 Congregate Meals	459
LINKAGES	
E3 Transportation Assistance	678
F3 Chore Services	253
K1 Information & Referral	3,054
K2 Outreach	5,117
K3 Advocacy Info / Education	10
K4 Contract Services	95
SELF SUFFICIENCY	
J1 Head Start	2,322
J8 Parenting	469
J10 Crisis Nursery	171
M1 Self Sufficiency	2,323

SCD provides a Chore program which coordinates volunteers who help with home maintenance for older adults so that they can continue to live independently. When CAP staff meet with new clients they complete an Intake and talk with them about their situation. One woman initially called the Agency about the Chore Program to see if there was a volunteer available to clean her carpets. She was a senior citizen living on a fixed income of less than \$600 per month, with most of her budget going to basic needs, rent, food, and electricity. She also had to pay \$115 for Medicare supplemental insurance, another \$17 for Medicare Part D. She was penny pinching to pay for her much-needed prescriptions.

CAP helped her receive other services to help stretch her dollars and improve her quality of life. She has since enrolled in a program where she only has to pay \$1-\$3 for each prescription. She comes to the Food Pantry each month, she attends Senior Dining, and she is receiving Energy Assistance to help pay her heating bills. And she got her carpets cleaned as well. She says she feels like she can finally breathe again and she feels more secure about her retirement years.

Thanks to CAP's wrap-around services, many clients are able to become self-sufficient.

Semcac



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Families obtain safe and affordable housing.	543
Households who enrolled in MinnesotaCare or other health insurance programs.	395
Families receive emergency rent or mortgage assistance.	744
Individuals who avert foreclosure and maintain home.	62
Children who participate in preschool activities to develop school readiness.	412
Parents who learn and exhibit improved parenting skills.	245

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	36
Number of volunteer hours donated to the agency.	145,050
Community Partnerships	630
Accessible and affordable health care services/facilities created or maintained.	1,519



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
INCOME MANAGEMENT	
M2 Budget Counseling	769
HOUSING	
B1 Weatherization	1,470
B3 MECS Audits	8
B4 Other Conservation Services	248
B7 Energy Related Repairs	786
C1 Housing Grnts & Loans	43
C3 Home Repair / Rehabilitation	191
C5 Small Cities Dvlp. Grnts (SCDG)	113
C8 Community Housing Stabilization	16
EMERGENCY SERVICES	
B5 Energy Assistance	18,691
B6 Energy Crisis	5,303
B8 Fuel Fund	1,964
C10 Homeless Assistance	806
G1 Emergency Family Services	1,608
G6 Donated Articles	1,129
G8 Crisis Intervention	1,325
NUTRITION	
H1 Food Assistance	3,324
H3 Holiday Projects	1,636
H6 Home Delivered Meals	656
H7 Congregate Meals	6,451
LINKAGES	
E1 Transportation System	325
E3 Transportation Assistance	697
F1 Senior Oriented Services	355
F5 Retired Senior Vol (RSVP)	496
K1 Information & Referral	15,141
K2 Outreach	42,737
K3 Advocacy Info / Education	78,959
K4 Contract Services	1,443
SELF SUFFICIENCY	
J1 Head Start	412
HEALTH	
I3 Family Planning	1,519

Semcac developed the Transitions Project, funded by ARRA CSBG, comprised of four components: Crisis Financial Assistance, Financial Counseling and Education, Outreach Services, and Food Shelf Assistance.

Crisis Financial Assistance was available to newly unemployed or under-employed individuals and families who had an unexpected or emergent household expense that jeopardized their stability during the transition to finding employment. Household expenses were related to health care, child care, housing, food, transportation or another employment-related activity. The financial assistance for eligible households was paid directly to the vendor to meet the qualifying expenses.

Financial Counseling and Education, given through a classroom workshop or one-on-one education, was provided to the households that received the crisis financial assistance, clients of other Semcac programs, and clients of other community organizations. Under this project, Semcac increased the frequency of its Dollars & Sense Class to reach more people.

Outreach Services involved the activities of Semcac's staff located at the agency's seven Contact Centers, which are the primary access points for low-income and/or at-risk households to be connected with community resources and services. Outreach Services staff advocated for clients, provided information and referrals, assisted with the completion of applications for services, and administered a variety of emergency assistance programs. Semcac Food Shelf service hours were adjusted or expanded as determined necessary to meet increasing demands due to the economic crisis.

With ARRA CSBG funds, Semcac's Transition Project was not only able to help people directly affected by the economic crisis to remain stable in their communities but also supported the local economy. Semcac's financial counseling and education gave people new skills to improve their finances and prevent economic hardships in the future. The agency's Outreach Services worked with partner agencies to ensure that people in our communities were able to access resources to extend their stability until their situations improved. Semcac's food shelves were able to meet the added demand as new families needed the food shelf due to the economic crisis.

Shakopee Mdewakanton Sioux Community



Stanley R. Crooks
Chairman

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The Shakopee Mdewakanton Sioux Community (SMSC) is dedicated to being a good neighbor and a good relative. This Dakota cultural tradition to help others who are less fortunate was passed down through the generations and today is exemplified through a wide variety of services and programs which are offered for the more than 4,100 employees and Community members. Some services are also provided at no cost to Native Americans living in the service area which is Scott County. Services provided fall into these categories: Children and Family Services, education, mental health, employee assistance, emergency, and dental and health services

Social Services, Education, and Mental Health

The SMSC Children and Family Services Department provides information, referral, case management, parenting education, support groups, child care subsidies, home visits, loaner car seats, prenatal and new baby information, a Giving Tree program, and emergency gas vouchers.

The SMSC NETWORKS Employee Assistance and Mental Health programs provide mental health care, employee assistance, smoking cessation classes, support groups, counseling, referral, and chemical dependency services for employees, Community members, and Native Americans living in Scott County.

The SMSC Education Department conducts tutoring, student support services, an internship program, a summer youth work program, a higher education program, and Young Native Pride programs for Community members. It also runs the Johnson O'Malley program, a federal program providing educational support to schools with Native American youth and administers a supplemental BIA Higher Ed and Adult Vocational and Training Grant.

Emergency Services

Mdewakanton Emergency Services provides ambulance, fire, and paramedic care on the reservation. They also work with area fire departments to provide mutual aid when requested. With a response time of two minutes anywhere on



the reservation to the more than 200 calls a month, the full-time professional department stays very busy. Sixty ambulance transports are made each month to area hospitals.

In an effort to help save lives, the SMSC donates Automatic External Defibrillators (AEDs) to organizations across the state through a program called Mdewakanton LIFE. A joint program with the State of Minnesota provided 200 defibrillators to Minnesota State Patrol cars over a three-year period for rural officers who are often first responders at automobile accidents. Through Mdewakanton LIFE, the SMSC has donated a total of more than 650 AEDs to charitable organizations, schools, government entities, and tribes. The Mdewakanton LIFE Program has recorded 13 documented lives saved.

Health and Dental Services

The SMSC has a health and dental clinic providing no-charge services to Community members, employees, and Native Americans who live in Scott County. The Health Department also runs a hepatitis clinic, flu shot clinics, diabetes and other wellness programs in addition to thousands of patient visits each year. A free annual Native American wellness conference also attracts participants from across the region. Participants learn about living well with chronic illness through a combined western and traditional Indian approach to wellness. For more than twenty years, the SMSC has sponsored blood drives each year.

In recent years the SMSC has increased its health care offerings. An urgent care clinic at Mystic Lake Casino Hotel provides health care for gaming employees. A pharmacy provides reduced cost prescriptions. A Vision Clinic provides eye exams and services for eyeglasses and contact lenses. A Physical Therapy and Chiropractic Clinic provides services at no charge to employees and members. A Mobile Clinic provides mobile mammography and cancer screenings, a diabetes clinic, dental care, and other

services to reservation and urban Indian communities. The Mobile Clinic is also equipped to serve as an Incident Command Center in the event of an emergency.

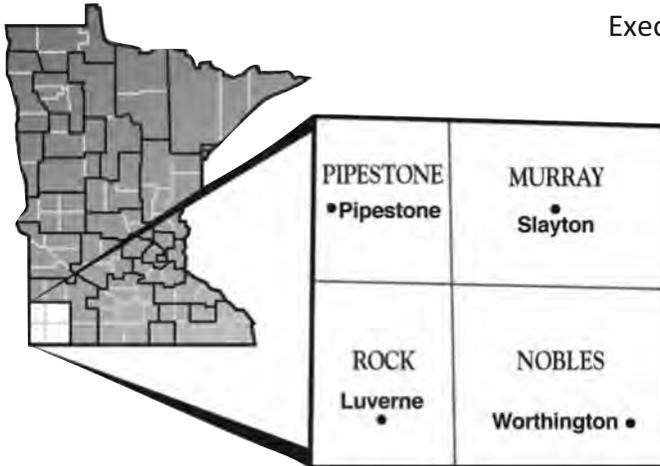
Shakopee Mdewakanton Sioux Community Donates Over \$192 Million in Recent Years

The Shakopee Mdewakanton Sioux Community has a charitable giving program which comes from a cultural and social tradition to assist those in need. Over the past 13 years the SMSC has donated more than \$192.7 million to charitable organizations and Indian Tribes.

The SMSC utilizes its financial resources from gaming and non-gaming enterprises to pay for all of the internal infrastructure of the Tribe, including but not limited to roads, water and sewer systems, emergency services, and essential services to its Tribal members in education, health, and welfare.

The Shakopee Mdewakanton Sioux Community, a federally recognized Indian Tribe in Minnesota, is the owner and operator of Mystic Lake Casino Hotel, Little Six Casino, Playworks, Dakota! Sport and Fitness, The Meadows at Mystic Lake, and other enterprises on a reservation south of the Twin Cities.

Southwestern Minnesota Opportunity Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	28
Individuals who were employed and maintained a job for at least 90 days.	12
Children who participate in preschool activities to develop school readiness.	192
Parents who learn and exhibit improved parenting skills.	220

Community Outcomes

Number of volunteer hours donated to the agency.	35,756
Community Partnerships	174
Safe and affordable housing units created in the community.	400
Accessible, safe and affordable child care opportunities created in the community.	944
Community members mobilized that participate in revitalization and anti-poverty initiatives.	271
Low income individuals engaged in non-governance community activities or groups.	605



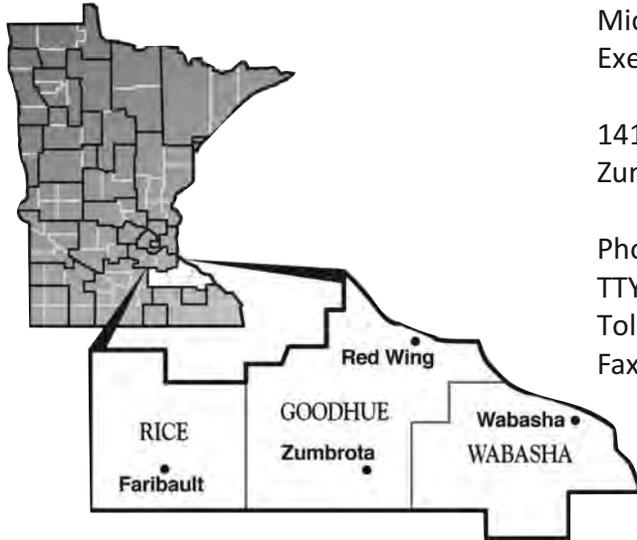
PROGRAM ACTIVITY		NUMBER OF PEOPLE SERVED
EMPLOYMENT		
D1	Employment & Training Services	52
INCOME MANAGEMENT		
M2	Budget Counseling	22
HOUSING		
B1	Weatherization	550
B7	Energy Related Repairs	325
C1	Housing Grnts & Loans	30
C5	Small Cities Dvlp. Grnts (SCDG)	68
EMERGENCY SERVICES		
B5	Energy Assistance	5,448
B6	Energy Crisis	2,195
B8	Fuel Fund	235
C10	Homeless Assistance	65
LINKAGES		
E1	Transportation System	6,272
F3	Chore Services	76
K1	Information & Referral	16,048
SELF SUFFICIENCY		
J1	Head Start	216
HEALTH		
I3	Family Planning	618

In the SMOC service area new immigrants arriving in the area lack the language skills and other resources necessary to access public and private services that they need to assimilate into the communities where they live.

The Community Connectors provide bilingual outreach staff, to connect new immigrant populations to services in the area. In 2009, the Community Connectors made nearly 2000 contacts between immigrants and a wide range of services. Area services and the immigrants have come to depend on the Connectors for this service. Service providers, including law enforcement, medical, and social service providers report that systemic changes within their organizations have occurred, in an effort to replicate the Connectors assistance model. These changes include hiring on-staff interpreters/translators, and participating in an enhanced referral network within the community.

As a result of Community Connectors, immigrants feel more linked to the community, have their basic needs more easily met, and become more self-sufficient and contributing members of the community. Providers experience fewer barriers in addressing immigrant needs, thereby alleviating costly and burdensome capacity issues.

Three Rivers Community Action



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	45
Individuals who were employed and maintained a job for at least 90 days.	117
Individuals who demonstrate the ability to manage a budget for over 90 days.	258
Families receive emergency rent or mortgage assistance.	280
Children who participate in preschool activities to develop school readiness.	230
Parents who learn and exhibit improved family functioning skills.	345
Families obtained access to reliable transportation.	644

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	134
Number of volunteer hours donated to the agency.	22,545
Community Partnerships	205



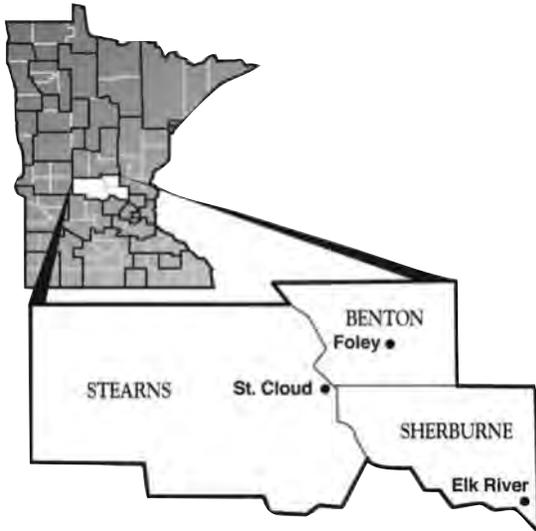
PROGRAM ACTIVITY		NUMBER OF PEOPLE SERVED
HOUSING		
B1	Weatherization	457
B4	Other Conservation Services	386
B7	Energy Related Repairs	341
C7	Low-Income Housing Dvlp	13
C8	Community Housing Stabilization	1
C9	Community Homeownership Ed	140
EMERGENCY SERVICES		
B5	Energy Assistance	8,515
B6	Energy Crisis	4,076
B8	Fuel Fund	419
C10	Homeless Assistance	738
C11	Transitional Housing	34
G8	Crisis Intervention	702
NUTRITION		
H6	Home Delivered Meals	317
LINKAGES		
E1	Transportation System	2,224
F1	Senior Oriented Services	175
K1	Information & Referral	10,382
K2	Outreach	20,764
K3	Advocacy Info / Education	22,840
SELF SUFFICIENCY		
J1	Head Start	1,040
J5	Campership	42
M5	Family Loan Fund	33

Three Rivers Community Action recognized the need to address the surge in foreclosures facing southeast Minnesota. Communities throughout the region were seeing foreclosed homes clustered on nearby streets and corners. Property values and community pride were flagging. Three Rivers, in partnership with other public and nonprofit entities, saw an opportunity to not only address the foreclosure crisis, but also to significantly enhance the sustainability of older neighborhoods, assist new homeowners, and raise public awareness.

Three Rivers began working with several communities to identify and acquire foreclosed homes held by government agencies and banks. Focusing on neighborhoods close to jobs, schools and services, homes are renovated to address all health and safety deficiencies, increase energy efficiency and meet the stringent "Green Communities Criteria" to create green and healthy homes. Completed homes are then sold to low- and moderate-income families. Thus far, over \$3.6 million in federal, state and private funds have been committed for these activities and 15 foreclosed homes have been purchased and rehabilitated using green practices.

In addition to improving real estate, Three Rivers has also made a commitment to enhance education opportunities, counseling services and financial products to prepare families for homeownership. Southeast Minnesota is becoming increasingly diverse as new immigrant households (primarily Latino and East African) settle to the region for employment. The homeownership rates for these emerging market households fall far behind those of white households (42% gap in homeownership statewide). In an effort to address this gap, Three Rivers partnered with Southwest Minnesota Housing Partnership to launch the Achieve Homeownership initiative. This program offers culturally tailored programming in place for financial literacy, homebuyer education and pre-purchase counseling as well as financial assistance and loan funds that create a sound asset base in homeownership in an effort to close homeownership gaps. To date, four homes already been sold to low-and/or moderate-income buyers.

Tri-County Action Program (Tri-CAP)



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	68
Individuals who were employed and maintained a job for at least 90 days.	234
Individuals that increased their savings through an Individual Development Account or other savings account.	82
Amount of increased savings	\$31,234
Families obtained safe and affordable housing.	770
Individuals who demonstrate ability to manage a budget for over 90 days.	624
Individuals who avert foreclosure and maintain their home.	55

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	13
Number of volunteer hours donated to the agency.	28,856
Community Partnerships	248



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	5
D8 Displaced Homemakers	611
INCOME MANAGEMENT	
M2 Budget Counseling	1,078
M4 Family Assets Indep MN (FAIM)	237
HOUSING	
B1 Weatherization	2,260
B3 MECS Audits	201
B4 Other Conservation Services	67
B7 Energy Related Repairs	894
C1 Housing Grnts & Loans	58
C5 Small Cities Dvlp. Grnts (SCDG)	13
C8 Community Housing Stabilization	85
C9 Community Homeownership Ed	23
EMERGENCY SERVICES	
B5 Energy Assistance	23,302
B6 Energy Crisis	9,211
B8 Fuel Fund	784
C10 Homeless Assistance	2,499
G6 Donated Articles	46
G8 Crisis Intervention	914
NUTRITION	
H3 Holiday Projects	5
LINKAGES	
E1 Transportation System	2,025
E3 Transportation Assistance	1,870
K1 Information & Referral	7,099
K2 Outreach	237,855
K3 Advocacy Info / Education	883,000
SELF SUFFICIENCY	
M1 Self Sufficiency	539
HEALTH	
I2 Health Care Aid (Financial)	111

WoMen Investigating New Goals and Solutions, (WINGS) is a pre-employment program for men and women who lack income due to death, divorce, separation, or the disability of a partner. Through a series of workshops, one-to-one counseling and group support, participants can gain the knowledge, skills, and confidence necessary to achieve full-time employment and lead fulfilling lives. WINGS offers a unique curriculum aimed to increase self-esteem, identify strengths, manage stress and anger, establish goals, and strengthen job seeking skills. The following account is an example of the many success stories to come from the WINGS program.

“I recently moved to central Minnesota. I was unfamiliar with my surroundings and only able to find part time employment, but unfortunately it was not enough to make ends meet; I needed to find a full-time job. I was desperately trying to get back on my feet after a recent suicide attempt which was caused from severe depression. I wanted a new start to my life. I had discovered Tri-CAP who helped me with my heating bill and was told by a Tri-CAP employee about the WINGS program. I was immediately interested in getting involved. I contacted the WINGS counselor who was able to set up a meeting with me and establish goals for myself. The WINGS counselor was able to help with gas, so that I was able to get to interviews and continue my part time job, until I found something full time. The program helped me to stay on task and made me accountable for my job search. I am currently in the training process at my new full-time job. Through the WINGS program I was also able to find out about the food support program, health care program, and a furniture assistance program. Although I still suffer from mild depression I am no longer on the scale of severe depression due to my life beginning to turn around. I am so thankful that I was a part of the WINGS program and that it was a success.”

Tri-County Community Action (TCC)



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	63
Individuals who were employed and maintained a job for at least 90 days.	436
Households in tax preparation programs who obtained any Federal or State tax credit.	403
Amount of tax credits.	\$982,700
Individuals that increased their savings through an Individual Development Account or other savings account.	16
Amount of increased savings	\$30,720
Parents who learn and exhibit improved parenting skills.	503

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	128
Number of volunteer hours donated to the agency.	74,165
Community Partnerships	130



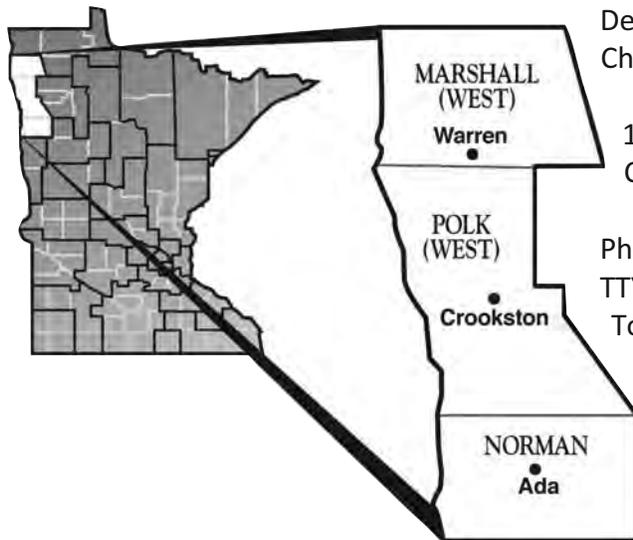
PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D3 Youth Employment	2
EDUCATION	
L1 GED & Educational Services	3
L3 English / Second Language (ESL)	4
L4 Adult Basic Education (ABE)	86
INCOME MANAGEMENT	
M2 Budget Counseling	161
M3 Tax Aid	631
M4 Family Assets Indep MN (FAIM)	23
HOUSING	
B1 Weatherization	670
B3 MECS Audits	220
B4 Other Conservation Services	90
C9 Community Homeownership Ed	3
EMERGENCY SERVICES	
G1 Emergency Family Services	123
G3 Abuse & Neglect	60
G6 Donated Articles	30
G8 Crisis Intervention	132
NUTRITION	
H1 Food Assistance	541
H3 Holiday Projects	152
LINKAGES	
E4 Vehicle Program	292
K1 Information & Referral	10,039
K2 Outreach	295
K4 Contract Services	38
SELF SUFFICIENCY	
J1 Head Start	3,362
J2 Child Care	241
J6 Child Care Resource Referral	6
J7 Youth Recreation	20
J8 Parenting	348
J9 Fatherhood Initiative	63
M1 Self Sufficiency	4
M5 Family Loan Fund	43
HEALTH	
I1 Health Care Aid (Non-Financial)	81
OTHER	
A1 Community Development	4

Tri-County Community Action has operated a Transportation Loan Program since 1994 through a revolving loan fund for vehicles or vehicle repairs. CSBG American Recovery and Reinvestment Act (ARRA) funds were used to enhance this program to provide clients with a grant of \$1,000 towards car purchase or repair along with a reasonable loan payment. This allowed participants to purchase a higher priced, more reliable vehicle or to be able to fix an impending repair.

Transportation is an on-going need and priority in rural communities due to limited bus routes and service hours. Clients who are able to gain employment are not able to keep it without a reliable vehicle. The Transportation Loan Program through the use of ARRA CSBG funds allowed unemployed or underemployed people to repair existing vehicles, purchase new vehicles or pay for vehicle insurance to maintain employment, to be considered for additional hours or to be able to search for employment. Due to the program, 65 jobs for participants were created or saved. For instance, both parents in one household were able to gain full-time employment at a combined household income of \$27.00 per hour as a result of assistance with transportation needs.

Not only were impacts felt on a client level, but also community-wide. Community improvements were seen through increased partnerships with local car dealers, mechanics and local social service and workforce programs. Car dealers were able to find and offer vehicles in the price ranges of the participants, while mechanics were able to provide quality inspections and repairs at reduced costs. Local service programs were able to work with the clients and provide referrals and sometimes funds to help clients get their driver's licenses, insurance, down payment or other services to ultimately reach their goal of employment.

Tri-Valley Opportunity Council



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	100
Individuals who were employed and maintained a job for at least 90 days.	29
Households in tax preparation programs who obtained any Federal or State tax credit.	325
Amount of tax credits.	\$362,065
Individuals who obtained access to reliable transportation.	391
Households who enrolled in MinnesotaCare or other health insurance programs.	711
Parents who learn and exhibit improved parenting skills.	1,066

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	122
Number of volunteer hours donated to the agency.	273,305
Community Partnerships	2,087



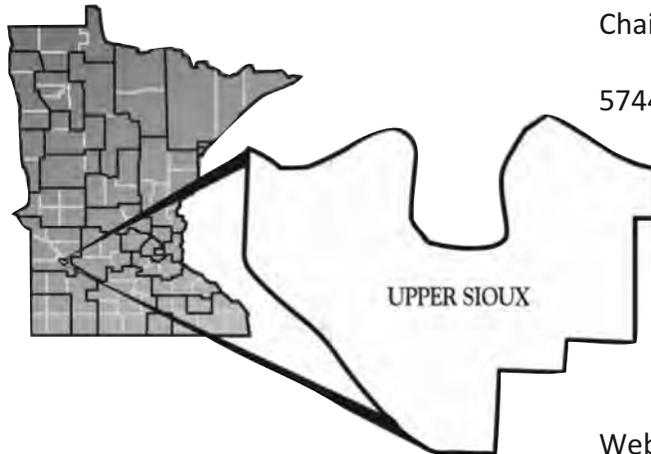
PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
INCOME MANAGEMENT	
M2 Financial Education	7
M3 Tax Aid	1,056
M4 Family Assets Indep MN (FAIM)	7
HOUSING	
B1 Weatherization	131
B4 Other Conservation Services	13
B7 Energy Related Repairs	471
C3 Home Repair / Rehabilitation	7
C6 Rental Housing Assistance	171
C7 Low-Income Housing Dvlp	7
C8 Community Housing Stabilization	7
C9 Community Homeownership Ed	39
EMERGENCY SERVICES	
B5 Energy Assistance	4,189
B6 Energy Crisis	1,758
B8 Fuel Fund	446
C10 Homeless Assistance	220
C11 Transitional Housing	23
G1 Emergency Family Services	101
G3 Abuse & Neglect	73
G6 Donated Articles	809
G8 Crisis Intervention	446
NUTRITION	
H1 Food Assistance	1,796
LINKAGES	
E1 Transportation System	8,241
E3 Transportation Assistance	726
F3 Chore Services	664
F6 Senior Companion/Foster Grprnt	1,001
K1 Information & Referral	12,492
K2 Outreach	36,861
K3 Advocacy Info / Education	3,964
K4 Contract Services	44
SELF SUFFICIENCY	
J1 Head Start	2,436
J2 Child Care	330
J4 At Risk Youth	243
J6 Child Care Resource Referral	354
J8 Parenting	3,355
J9 Fatherhood Initiative	209
M1 Self Sufficiency	3,399
HEALTH	
I1 Health Care Aid (Non-Financial)	836

Tri-Valley Opportunity Council's Foster Grandparent Program provides services to children with special needs ages birth to 21, in schools, daycare centers, Head Start centers, group homes and non-profit facilities. This program simultaneously invests in children and seniors in Northwest Minnesota.

A collaboration with the University of Minnesota-Crookston provided a new opportunity for Foster Grandparents to serve on the neighboring White Earth Indian Reservation. Several volunteers extended their service beyond the school year for the month of June at a math and science program for 5th to 8th grade students from Pine Point, Nay-Tah-Waush, Mahnomen, and White Earth schools. The White Earth Academy of Math and Science, launched in 1999, has an eleven year history of helping students from the White Earth Indian Reservation improve their competency in science and math. Deborah Zak, Professor from the University of MN Campus, Crookston stated, "This is the first time that we have had the Foster Grandparents involved in our program. The students and teachers appreciate having the Foster Grandparents involved in the program as they were always willing to lend an extra set of hands or eyes to any project that the students were working on during the program. When we were first approached by tribal members to design a program to engage students in math and science through exploring the outdoors, we were also asked to find ways to connect young people to older generations. We found that student behavior was always better when elders were present. The Foster Grandparents provided the 'elders' that seemed to keep the students on their best behavior. The staff, children and I appreciate the wonderful contributions that the Foster Grandparents made to our program."

Sharon Watson, one of the participating Foster Grandparents stated, "These children were intrigued from start to finish. The program gave them the pride and confidence that they could obtain a greater goal in their lives than they could ever dream of. It was awesome. The pride in their eyes when they showed their parents all their projects was a picture you cannot put into words. I felt honored that I was a part of this gift that was given to our children."

Upper Sioux Community



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Website: www.uppersiouxcommunity-nsn.gov

The Reservation tribal headquarters is located five miles south of Granite Falls, Minnesota, on the Minnesota River in Yellow Medicine County. The reservation is 115 miles west of Minneapolis.

Since its formal designation as an Indian community, Upper Sioux has struggled with poverty, substandard housing, inadequate health care, and the subtleties of racism. Tribal leaders continually strived to improve the standard of living and the quality of life on the reservation. The population was small, and Upper Sioux's share of program monies from the federal government was minimal, yet elected tribal leaders still managed to provide the "bare-bones" programs in housing, health care, and education. Through the 1970's and 80's, conditions improved very little despite many vocal supporters, both Indian and non-Indian, and we continued to struggle for survival on our small tract of land along the Minnesota River.

The development of the tribal enterprises over the last several years has helped to revitalize and energize the Upper Sioux Community, allowing us an opportunity to obtain economic independence. During this dynamic period for the Upper Sioux Community, we have seen substantial growth in employment opportunities and Tribal services. Through the creation of our Tribal Police department, we can now exercise our inherent sovereign rights for the protection of Tribal members and Tribal lands. The Upper Sioux Community has been able to reacquire over 900 acres of our historic homelands, further strengthening our ability to address the growth of their Tribal membership, which stands at 453. Through their efforts, the People of the Yellow Medicine, now and into the future, will continue to enhance and strengthen our culture and traditions; and establish a stable future for future generations of the Pejuhutazizi Oyate.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html

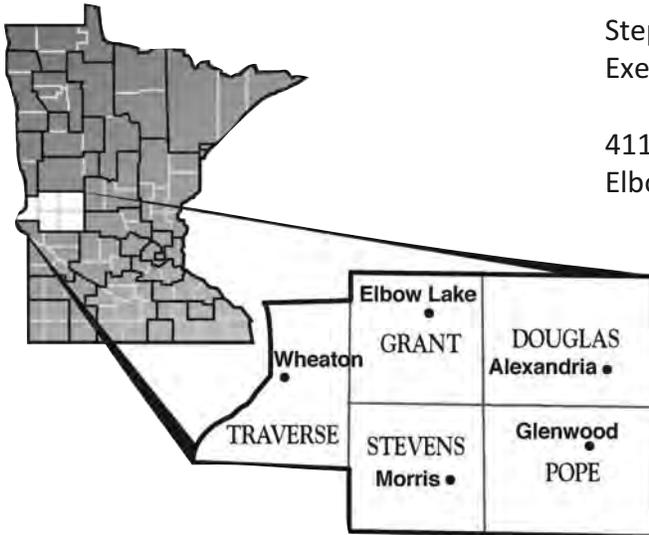


PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
EMPLOYMENT	
D1 Employment & Training Services	1
D3 Youth Employment	5
D6 Senior Employment Programs	1
NUTRITION	
H6 Home Delivered Meals	30
H7 Congregate Meals	10
LINKAGES	
E3 Transportation Assistance	30
F3 Chore Services	15
K2 Outreach	483
K3 Advocacy Info / Education	483
SELF SUFFICIENCY	
J8 Parenting	20
HEALTH	
I1 Health Care Aid (Non-Financial)	220

Seniors on a budget may worry that they can't afford the groceries necessary to cook balanced, healthy meals. Physical limitations related to age may also make the practical preparation of meals challenging and seniors who find themselves newly single may not know how to cook or may not be motivated to cook. At any time — but especially later in life — eating the right foods can help people to stay mentally sharp, emotionally balanced and full of energy while keeping a positive attitude and maintaining a healthy immune system.

Upper Sioux Indian Health Services has responded to this need by utilizing Community Action (CSBG) funding to offer meals to all elders of the Upper Sioux Community. More specifically, the Upper Sioux Community used CSBG funds to prepare healthful meals for the Elders of the community. This essential service ensures that the elders receive one hot nutritious meal each day during the five-day work week at no cost to them. The cook has incorporated diabetic and heart-healthy choices in the meal menu in order to lengthen lives and encourage healthy behaviors. Most often the meals are delivered by health staff to elder's homes but there are also a number of members who still come to the congregate dining service coined "Round House" each Wednesday and Friday for the meal and a friendly gathering. The "Round House" allows an elder to socialize and avoid feelings of isolation and loneliness. This critical service is keeping the elderly community in their homes and in their community.

West Central Minnesota Communities Action, Inc.



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	13
Individuals who were employed and maintained a job for at least 90 days.	20
Households in tax preparation programs who obtained any Federal or State tax credit.	547
Amount of tax credits.	\$986,314
Individuals that increased their savings through an Individual Development Account or other savings account.	63
Amount of increased savings	\$21,396
Individuals who avert foreclosure and maintain a home.	309

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	7
Number of volunteer hours donated to the agency.	83,415
Community Partnerships	196



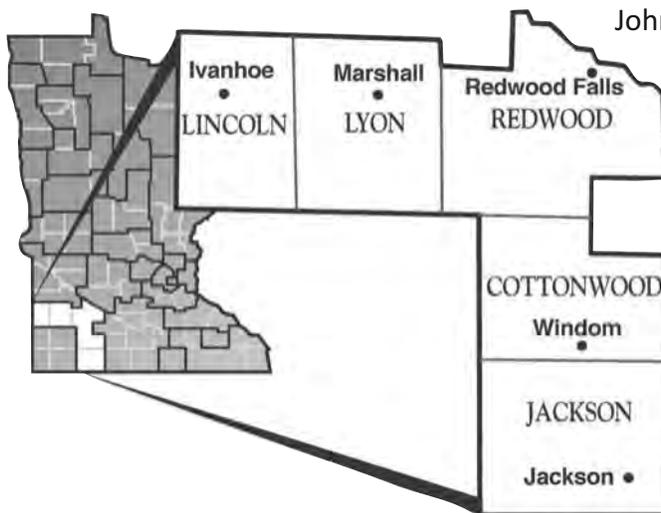
PROGRAM ACTIVITY	NUMBER OF PEOPLE SERVED
INCOME MANAGEMENT	
M2 Budget Counseling	2,031
M3 Tax Aid	547
M4 Family Assets Indep MN (FAIM)	143
HOUSING	
B1 Weatherization	1,545
B3 MECS Audits	750
B7 Energy Related Repairs	866
C1 Housing Grnts & Loans	9
C3 Home Repair / Rehabilitation	90
C5 Small Cities Dvlp. Grnts (SCDG)	81
C6 Rental Housing Assistance	340
C7 Low-Income Housing Dvlp	32
C8 Community Housing Stabilization	64
C9 Community Homeownership Ed	114
EMERGENCY SERVICES	
B5 Energy Assistance	17,946
B6 Energy Crisis	8,517
B8 Fuel Fund	530
C10 Homeless Assistance	1,143
C11 Transitional Housing	8
G6 Donated Articles	6,926
G8 Crisis Intervention	196
NUTRITION	
H1 Food Assistance	4,608
LINKAGES	
E4 Vehicle Program	83
F1 Senior Oriented Services	93
F5 Retired Senior Vol (RSVP)	855
K1 Information & Referral	166,788
K2 Outreach	408,300
K3 Advocacy Info / Education	4,551
K4 Contract Services	2,089
SELF SUFFICIENCY	
J1 Head Start	1,742
M5 Family Loan Fund	25

In 2010, the Car Program administered by West Central MN Communities Action, Inc. helped 28 families with \$2,500 down-payment assistance in purchasing a low-mileage, fuel-efficient, reliable automobile to obtain or maintain employment. The following two stories highlight the successes owing to this program.

One client is a single mom who barely makes enough money to make ends meet. Her car was deemed “totaled” by an insurance company due to an accident. She felt that she had nowhere to turn to in regard to getting a good, reliable car for her and her special needs daughter. WCMCA, Inc. provided \$2,500 down payment assistance to obtain a fuel efficient 2007 Hyundai Sonata with low miles. As a stipulation of receiving financial assistance, she completed a budgeting class and now has the financial savvy to manage the conventional loan for her car. She would not have been able to retain her job without the assistance WCMCA provided; she is now able to commute to work as a nanny and commute to the Minneapolis area for her daughter’s medical appointments.

“I reflect on the timing of the car program in my life, and am very thankful to participate. The past two years have been extremely hard for my sons and me. We have been through two hip surgeries for one son, moving two times and another move coming in June of this year. I was a stay-at-home mom and home schooled the two youngest children since we adopted them from Russia in 2001. Our lives changed greatly when my husband of 13 years left, and I needed to find work and housing to support the kids and myself. The emotional strain and the challenges we went through nearly disabled me. My van had 213,000 miles on it and wasn’t working well. I needed to get up 2 or 3 times every night when the temperature was below 20 degrees to start it to ensure it started in the morning. I had put a lot of money into it for repairs just to keep it running. I was about at the end of my rope, both emotionally and financially, when Heather from West Central MN Communities Action, Inc. talked to me about the FAIM program and the auto program. I figured it was too good to be true. Within 1 week, I was driving a reliable 2005 Dodge Grand Caravan. I feel safer than I have for years! The boost of my morale has been amazing.”

Western Community Action



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	28
Individuals who were employed and maintained a job for at least 90 days.	110
Households in tax preparation programs who obtained any Federal or State tax credit.	509
Amount of tax credits.	\$866,255
Obtained access to reliable transportation.	4,206
Individuals that increased their savings through an Individual Development Account or other savings account.	10

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	11
Safe and affordable housing units created in the community.	391
Number of volunteer hours donated to the agency.	104,086
Community Partnerships	708



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D3 Youth Employment	147
EDUCATION	
L2 Literacy	48
INCOME MANAGEMENT	
M2 Budget Counseling	154
M3 Tax Aid	638
M4 Family Assets Indep MN (FAIM)	10
HOUSING	
B1 Weatherization	406
B4 Other Conservation Services	210
B7 Energy Related Repairs	355
C1 Housing Grnts & Loans	8
C5 Small Cities Dvlp. Grnts (SCDG)	174
EMERGENCY SERVICES	
B5 Energy Assistance	2,614
B6 Energy Crisis	625
B8 Fuel Fund	152
C10 Homeless Assistance	615
C11 Transitional Housing	89
G1 Emergency Family Services	905
G6 Donated Articles	466
NUTRITION	
H1 Food Assistance	35,144
H2 Community Services Food Pkgs	1,026
H3 Holiday Projects	432
LINKAGES	
E1 Transportation System	3,461
E3 Transportation Assistance	65
K1 Information & Referral	8,451
K2 Outreach	1,193
K3 Advocacy Info / Education	22,508
K4 Contract Services	57
SELF SUFFICIENCY	
J1 Head Start	276
J4 At Risk Youth	339
J7 Youth Recreation	329
J8 Parenting	22
M1 Self Sufficiency	905
HEALTH	
I2 Health Care Aid (Financial)	13

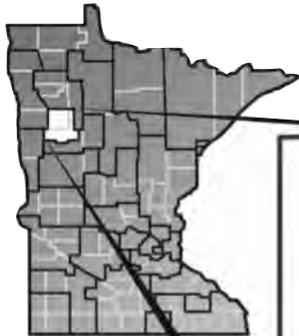
Western Community Action first started providing youth development programming in 1989 when a group of concerned parents and grandparents wanted to find a way to ensure that “overlooked”, “at-risk”, and “falling-behind” children grew up to succeed in life. Today, Western Community Action’s Big Buddies program continues to serve youth by forging productive relationships with family, school, peers, and community in order to help youth succeed in life and have a future filled with opportunity.

Of the many programs Big Buddies employs to serve youth, one in particular, begun in 2009 with Community Service Block Grant funding. Generation Next – Building Young Men and Women of Excellence, has demonstrated promising results in helping youth stay in school, achieve academically, graduate, and pursue post-secondary education. Generation Next is a program that developed from the alarming findings in the “Academic Performance” table in the 2007 Minnesota Student Survey. The report showed that youth in southwest Minnesota are falling well below the state average in academic achievement.

Generation Next addressed this achievement gap by putting 147 youth in 9th – 12th grades, from 5 school districts, on the path for post-secondary education by helping them discover, explore, and ignite interest in future careers. The program intentionally targets youth who have been selected by school counselors and teachers on the basis of being “marginal” for post-secondary education. The Marshall East Campus Learning Academy, an alternative school for at-risk and marginal youth, made Generation Next a required class.

The program meets weekly after the school day. The format of the weekly sessions is informal, interactive and explorative. Having just completed 8 hours of classroom education during the day, the Generation Next sessions seek to provide food for thought and guide students into self-discovery and self-determination. Students are expected to maintain 3.0 Grade Point Average (GPA), job shadow a vocational mentor, research post-secondary institutions, tour colleges, universities and technical schools, take online ACT/SAT practices tests and tutorials, and apply for federal and state financial aid eligibility.

White Earth Reservation



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The White Earth Reservation contains 829,440 acres and is located in the northwestern Minnesota. It encompasses all of Mahnomen County and portions of Becker, and Clearwater Counties. The reservation is located 68 miles east of Fargo and 225 miles northwest of Minneapolis/St. Paul. The Tribal headquarters is located in White Earth, Minnesota.

The White Earth Tribal Council is the governing body and the Tribe is a member of the MCT. White Earth Village is the location of the new tribal headquarters which opened in 2008, the IHS clinic, (which underwent a five-fold expansion in 1995), the Circle of Life K-12 tribal school, and a senior's housing project and a new community center (2008). Because of the widely scattered settlement pattern on the reservation, government services, social programs, Head Start and daycare are provided at various centers, Nay-tah-waush, Pine Point, and Rice Lake. There is an additional Head Start at Waubun and health stations at Nay-tah-waush and Pine Point. Hospitals are in communities off the reservation and in Mahnomen. The Tribe assists various services such as the hospital, fire departments, rescue squads and ambulance with some funding, with major funding going to law enforcement on the Reservation.

Seven Minnesota public school districts serve Indian children: Bagley, Detroit Lakes, Fosston, Mahnomen, Park Rapids, Waubun, and Nay-tah-waush. The White Earth Community Service Center serves as a recreational building, swimming pool and gymnasium. The center is operated by the Tribe and on tribal. The Pine Point School, K-8, is a part of the State system; it started as an Indian experimental school in 1969. Under special legislation, the Tribe administers it. In 2005 a new charter school was started in the community of Nay-tah-waush.

Criminal jurisdiction of Indians is provided by the state, the Tribe has civil jurisdiction. The Tribe has a conservation department, a police department and a civil court and is working on developing its own criminal code.

This information was provided by the MN Indian Affairs Council. www.indianaffairs.state.mn.us/tribes.html

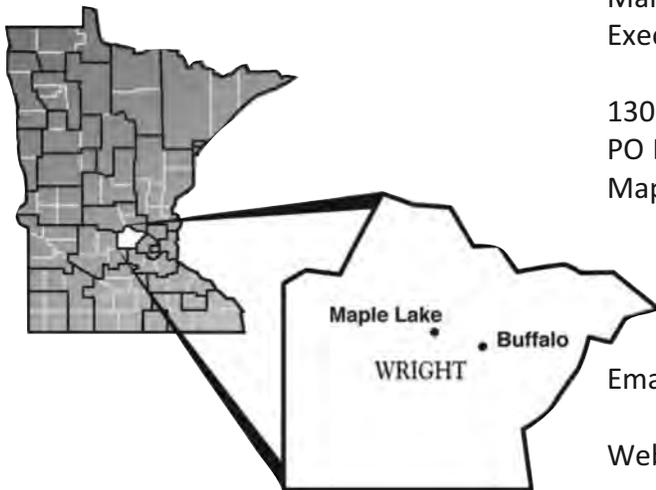


	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
Employment	
D1 Employment & Training Services	110
D3 Youth Employment	51
D6 Senior Employment Programs	6
Education	
L1 GED & Educational Services	1,494
L2 Literacy	54
L3 English/Second Language (ESL)	1
L4 Adult Basic Education (ABE)	147
Housing	
B1 Weatherization	136
B7 Energy Related Repairs	104
C3 Home Repair/Rehabilitation	136
Emergency Services	
B5 Energy Assistance	3,616
B6 Energy Crisis	2,456
C10 Homeless Assistance	205
C11 Transitional Housing	60
G1 Emergency Family Services	3,150
G3 Abuse & Neglect	448
G8 Crisis Intervention	119
Nutrition	
H1 Food Assistance	1,826
H3 Holiday Projects	1,675
H4 Women, Infants, Children(WIC)	980
H6 Home Delivered Meals	176
H7 Congregate Meals	313
H9 Usda Commodity Assistance	9,728
Linkages	
E1 Transportation System	638
E3 Transportation Assistance	1,835
K1 Information & Referral	1,834
K2 Outreach	383
K3 Advocacy Info/Education	769
Self Sufficiency	
J1 Head Start	259
J2 Child Care	1,039
J3 Child Administration	401
J4 At Risk Youth	1,355
J6 Child Care Resource Referral	312
J8 Parenting	226
J9 Fatherhood Initiative	320
M1 Self Sufficiency	396
Other	
A1 Community Development	46

There have been numerous studies conducted linking the positive impact of parental and family involvement on children's early learning, social development, health and well-being. The White Early Childhood Coalition has applied this research into practice and by finding a unique way of encouraging parents and family to become actively involved in their children's lives by providing them with incentives to do so. Several years ago, a store called the "Caring for Kids Place" was established inside the White Earth Senior Citizens' Craft Store, located at the old White Earth Reservation Tribal Council headquarters in White Earth village. Parents earn points toward purchasing items found inside the store by volunteering at their child's school or on field trips, taking early childhood classes, participating in Women, Infants and Children (WIC) clinics and following through with medical/dental appointments. The store inventory includes everything from diapers and children's clothing, educational toys, books and baby monitors to cleaning and decorating items. All of these items must be purchased through points earned by parents participating in the "Caring for Kids Place" program.

White Earth programs and agencies partner to make this program successful, offering parents incentive and opportunities to be involved in their child's development. The store has received financial support from the Mii-gii-way-win (To Give Away) Advisory Board, White Earth Housing Authority and the West Central Initiative as well. Carol Fabre, coordinator of the White Earth Elderly Nutrition Program, was instrumental in the collaboration with the Senior Citizens of White Earth who volunteer their time and their store as part of this unique partnership. The White Earth Tribal Council provides space for the store and the Elderly Nutrition Program has donated supplies for this project. According to Mary Leff, coordinator of the Early Childhood Initiative, "The Caring for Kids Place would not be possible without each of the partners and the generous community donations. Whether you are participating in your children's activities, donating your time or donating financially, you are showing you really do care for the future of our kids."

Wright County Community Action



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Results Oriented Management and Accountability - *Selected Outcomes*

Individual and Family Outcomes

Individuals who were unemployed and obtained a job.	33
Households in tax preparation programs who obtained any Federal or State tax credit.	290
Amount of tax credits.	\$440,758
Individuals who demonstrate an ability to manage a budget for over 90 days.	511
Individuals who avert foreclosure and maintain a home.	1,433
Parents who learn and exhibit improved parenting skills.	388
Families who obtained health care services.	720

Community Outcomes

Number of jobs created or maintained at least in part through ARRA funds.	27
Number of volunteer hours donated to the agency.	23,395
Community Partnerships	914



	NUMBER OF PEOPLE SERVED
PROGRAM ACTIVITY	
EMPLOYMENT	
D1 Employment & Training Services	216
EDUCATION	
L1 GED & Educational Services	487
L2 Literacy	628
INCOME MANAGEMENT	
M2 Budget Counseling	2,362
M3 Tax Aid	539
HOUSING	
B1 Weatherization	310
B7 Energy Related Repairs	366
C9 Community Homeownership Ed	317
EMERGENCY SERVICES	
B5 Energy Assistance	8,258
B6 Energy Crisis	5,126
B8 Fuel Fund	393
C10 Homeless Assistance	1,433
C11 Transitional Housing	122
G6 Donated Articles	20,559
NUTRITION	
H1 Food Assistance	1,560
H3 Holiday Projects	513
H4 Women, Infants, Children (WIC)	4,359
LINKAGES	
F6 Senior Companion / Foster Grprnt	217
K1 Information & Referral	49,715
K2 Outreach	49,715
K3 Advocacy Info / Education	49,715
SELF SUFFICIENCY	
J1 Head Start	1,230
HEALTH	
I3 Family Planning	720

For homeowners, the thought of losing your home in a foreclosure is frightening. A mortgage payment is usually a family's single largest financial obligation that offers significant benefits in terms of asset development. It can also offer the single-most financial windfall for families who are unable to meet payments due to job loss, medical emergency, divorce, prolonged illness, etc.

Wright County Community Action's Mortgage Foreclosure Prevention Counseling Program is designed to help homeowners maintain stable housing, establish financial stability, and teach homeowners strategies to avoid future financial struggles. The foreclosure prevention counseling program serves households by successfully negotiating work-out agreements, debt repayment plans, or loan modification plans with mortgage lenders on the participant's behalf. WCCA works with homeowners to address problems that are occurring or are expected to occur because of a default on the home mortgage. WCCA negotiates with mortgage companies, conducts family budgeting, credit reviews, loan repayment planning, information/referral and outreach. A limited amount of households receive a 0% state financed deferred loan that is payable when the home is sold or refinanced. Partnerships make this program work; local lenders, Central MN Jobs and Training, and several city governments provide counseling space on a scheduled, as needed basis including evening hours so counselors may meet with participants in their community at a time that is convenient for them. Due to the high number of households in need of Foreclosure Prevention Counseling WCCA now has three full-time staff. Additional counselors have permitted WCCA to address the increased service level from 476 households receiving mortgage counseling in 2009 to well over 500 households in 2010. CSBG funds have been used for planning and program development activities to access other funding to expand and operate this program. WCCA works with local lenders, Wright County Human Services, Central MN Workforce Center, and other entities to assist participants in resolving their financial crisis and prevent foreclosures.

Wright County is projected to have 986 sheriff sales in 2010 based on the 493 sales that occurred in the 1st & 2nd quarter of 2010. This is up 13% from the 861 sales that took place in 2009. In a time of increasing threat of foreclosures in the Wright County service area, WCCA is equipped and ready to respond on the behalf of community members in peril.

Program Activity

Reporting Codes and Descriptions

These are the codes and descriptions of all the Program Activities reported for the state as seen on pages 30 and 31 and individual agencies and tribal governments +on pages 65 - 141.

EMPLOYMENT

- D1 EMPLOYMENT AND TRAINING SERVICES:** Adult placement, training and education services including Workers Investment Act (WIA), job training and placement assistance to income eligible adults and youths through employment services, OJT contracts and subsidized employment including industry specific grants to assist in relocating workers.
Times Service Provided: Number of Participants Assisted
- D3 YOUTH EMPLOYMENT:** Assistance to economically disadvantaged youth. Includes training, career counseling, remedial education and employment. For example: Summer Youth Employment Program, Minnesota Youth Program, Youth Builder program.
Times Service Provided: Number of Youth Served
- D6 SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP):** Title V of the Older Americans Act provides work experience through part time public service employment for individuals 55 years old or older. Employment occurs at senior citizen centers, in schools, hospitals, libraries, social service projects and other community projects. For example, State funded Hospitality Host Program.
Times Service Provided: Number of Participants Assisted
- D7 FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM (FSET):** Mandatory program for Food Stamp recipients to improve employability. Participants receive financial assistance for two or six months and a variety of job-seeking services to help them find permanent employment.
Times Service Provided: Number of Participants Assisted
- D8 DISPLACED HOMEMAKERS:** Counseling and support for low-income homemakers toward job-readiness, may include referral to training services or aid with educational expenses.
Times Service Provided: Number of Households Assisted

EDUCATION

- L1 GED AND EDUCATIONAL SERVICES:** Educational services provided to low-income adults, including driver's education when these services are not part of another program.
Times Service Provided: Number of Participants Assisted
- L2 LITERACY:** Educational services provided to low-income adults or children, when these services are not part of another program and not reported in L1.
Times Service Provided: Number of Individuals Assisted
- L3 ENGLISH AS A SECOND LANGUAGE:** Educational services provided to low-income adults, when these services are not part of another program and not reported in L1.
Times Service Provided: Number of Participants Assisted

- L4 ADULT BASIC EDUCATION:** Educational services provided to low-income adults, when these services are not part of another program and not reported in L1.
Times Service Provided: Number of Participants Assisted

INCOME MANAGEMENT

- M2 FINANCIAL EDUCATION:** Programs to provide households with budget counseling and/or financial education. Include all FAIM participants.
Times Service Provided: Number of Counseling Sessions
- M3 TAX AID:** Assistance to low-income individuals in filing taxes, including applications for rent tax refunds.
Times Service Provided: Number of Households Assisted
- M4 FAMILY ASSETS FOR INDEPENDENCE IN MINNESOTA (FAIM) - ASSET DEVELOPMENT:** Assistance to low-income individuals in building assets to purchase of a home, further their education, or start a business through a combination of matched savings and financial education and training. Includes Family Assets for Independence in Minnesota (FAIM).
Times Service Provided: Number of Individuals Assisted

HOUSING

- B1 WEATHERIZATION:** Weatherization of homes of low-income households to reduce heat loss and increase heating efficiency. Funding sources includes DOE, EAP/WX and oil overcharge monies.
Times Service Provided: Number of Units Weatherized
- B3 MINNESOTA ENERGY CONSERVATION SERVICES (MECS):** Energy audit services on low-income residences indicating areas needing conservation measures, funded by utility companies.
Times Service Provided: Number of Audits
- B4 OTHER ENERGY CONSERVATION SERVICES:** Activities to reduce energy consumption not elsewhere classified such as utility funded energy conservation programs.
Times Service Provided: Number of Households Served
- B7 ENERGY RELATED REPAIR:** Energy-related repairs to EAP households to maintain heat or repair a potentially hazardous energy-related situation. (May also be served in B5 - Energy Assistance.)
Times Service Provided: Number of Households Served
- C1 HOUSING GRANTS AND LOANS:** Non-emergency housing loans and grants for repair or energy conservation activity to low-income families, such as MHFA, FHA, HUD-CDBG.
Times Service Provided: Number of Grants and Loans Issued
- C3 HOME REPAIR/REHABILITATION:** Housing repair/rehabilitation services for low-income households not elsewhere categorized.
Times Service Provided: Number of Units Repaired or Rehabilitated
- C5 SMALL CITIES DEVELOPMENT GRANTS (SCDG):** Neighborhood/community grants used to assist low-income households with housing rehabilitation and utility installations.
Times Service Provided: Number of Loans and Grants Issued

- C6 RENTAL HOUSING ASSISTANCE:** Non-emergency assistance to households by providing rental subsidies. One example is the HUD Rental Assistance Program (section 8), RAFS.
Times Service Provided: Number of Households Assisted
- C7 LOW-INCOME HOUSING DEVELOPMENT:** Development of long-term low-income housing, including the rehabilitation of unoccupied housing.
Times Service Provided: Number of Units Made Available
- C8 COMMUNITY HOUSING STABILIZATION:** Increase and stabilize urban and rural housing stock utilizing revolving loan pools or other funding sources. Activities could include acquisition, rehabilitation and resale of homes. Programs that would be included are MURAL.
Times Service Provided: Number of Households served
- C9 COMMUNITY HOME OWNERSHIP EDUCATION:** Educate households on the process of purchasing and selling a home. For example, homebuyer workshops/counseling, escrow accounts, closing, realtor fees etc. Includes FAIM Participants.
Times Service Provided: Number of Households served

EMERGENCY SERVICES

- B5 ENERGY ASSISTANCE (EAP):** Assistance toward energy bills to applicant households
Times Service Provided: Number of Households Served
- B6 ENERGY CRISIS:** Assistance to EAP households with energy payment crises. Services include budget counseling and direct assistance. (Also served in B5)
Times Service Provided: Number of Households Served
- B8 FUEL FUND:** Assistance toward energy bills to applicant households. Includes state and locally funded programs.
Times Service Provided: Number of Households Served
- C10 HOMELESSNESS ASSISTANCE:** Assistance to households or individuals who are at risk of being homeless, currently homeless or who were previously homeless and are receiving follow-up services. Programs to be included in this category are FEMA, FHPAP, ESGP, SHP and ESP. Types of activities to include are prevention, emergency shelter and permanent housing placement assistance.
Times Service Provided: Number of Individuals Assisted
- C11 MN TRANSITIONAL HOUSING PROGRAM:** Provide housing and case management to homeless households in an effort to regain permanent housing. Length of participation is at least sixty days, but no longer than two years.
Times Service Provided: Number of Individuals Assisted
- G1 EMERGENCY FAMILY SERVICES:** Services such as complaint resolution, insurance advocacy, Judicare-tenant rights, farm mediation services, share a home, and other non-financial assistance to families.
Times Service Provided: Number of Individuals Assisted
- G3 ABUSE AND NEGLECT:** Assistance to abused and neglected individuals (battered spouse, sexual abuse, and child abuse).
Times Service Provided: Number of Cases Aided During the Reporting Period

G6 DONATED ARTICLES: CLOTHING/OTHER: Collection and distribution of donated clothing, furniture or household products to low-income households.

Times Service Provided: Number of Households Assisted

G8 CRISIS INTERVENTION: Monetary assistance to households in emergency situations. Examples include: rent, heat and utilities, food, medical, emergency transportation and other crisis situations when the agency does not record separately these activities by category of assistance. These services are often funded through the use of flexible monies obtained from churches, foundations, gifts and grants with flexible uses such as CSBG/CAG. Does not include loans. (Not also reported under B6 - Energy Crisis.)

Times Service Provided: Number of Households Assisted

NUTRITION

H1 FOOD ASSISTANCE: Food for households experiencing emergencies and anti-hunger efforts including food shelves or pantries, food vouchers, and food co-op projects.

Times Service Provided: Number of Households (Duplicative) Assisted

H2 COMMUNITY SERVICES FOOD PACKAGES: People performing community and volunteer services can obtain food packages at reduced costs. One example is Fare Share.

Times Service Provided: Number of shares Provided (Duplicative)

H3 HOLIDAY PROJECTS: Food baskets and gifts to low-income individuals and families during the holidays.

Times Service Provided: Number of Households Assisted

H4 WOMEN, INFANTS, and CHILDREN FOOD PROGRAM (WIC): Nutrition education and supplemental foods for pregnant, breast-feeding and postpartum women and infants and children under age 5.

Times Service Provided: Number of Vouchers Issued

H5 GARDENING: Garden projects and other related activities including canning, seed distribution, food dehydration and tool loans.

Times Service Provided: Number of Households Assisted

H6 HOME-DELIVERED MEALS: Home delivered meals to senior citizens and disabled individuals.

Times Service Provided: Number of Delivered Meals

H7 CONGREGATE MEALS: Meals for senior citizens in a group setting.

Times Service Provided: Number of Meals

H9 USDA COMMODITY ASSISTANCE: Distribution of government commodities to Indian Reservation Governments.

Times Service Provided: Number of Households (Duplicative) Assisted

LINKAGES

E1 TRANSPORTATION SYSTEM: A program that administers a local transportation system regardless of income eligibility.

Times Service Provided: Number of One-way Trips

- E3 TRANSPORTATION ASSISTANCE:** Bus passes, tokens or rides are provided to low-income people by utilizing agency vehicles, volunteer vehicles or contract services.
Times Service Provided: Number of One-Way Trips
- E4 VEHICLE PROGRAM:** Vehicles are given or repaired for low-income individuals to assist them in becoming self-sufficient.
Times Service Provided: Number of Households Assisted
- F1 SENIOR ORIENTED SERVICES:** Program services exclusively oriented toward serving senior citizens, such as senior insurance and advocacy.
Times Service Provided: Number of Households Assisted
- F3 CHORE SERVICES:** Seniors and disabled individuals receiving assistance in minor home repair, yard maintenance and general housekeeping activities.
Times Service Provided: Number of Tasks Performed
- F5 RETIRED SENIOR VOLUNTEER PROGRAM (RSVP):** A volunteer placement service in which volunteers are placed with community programs.
Times Service Provided: Number of Volunteers Placed
- F6 SENIOR COMPANIONS/FOSTER GRANDPARENTS:** Volunteer seniors helping children and/or other senior individuals including peer counseling.
Times Service Provided: Number of Individuals Assisted
- K1 INFORMATION AND REFERRAL:** Information and direction on services available at other agencies through intake, outreach and other efforts to individuals seeking assistance.
Times Service Provided: Number of Referrals
- K2 OUTREACH:** Direct contact with low-income individuals aimed at identifying and reaching low-income households in order to assist them in participating in agency and community services.
Times Service Provided: Number of Households Contacted
- K3 ADVOCACY INFORMATION AND EDUCATION:** Efforts toward educating the public on the services provided and the need for the services. For example: publication of newspapers providing information on issues affecting low-income people, and voter registration.
Times Service Provided: Number of people receiving publications or attending an educational engagement.
- K4 CONTRACT SERVICES:** Intake or application services provided to help households access or determine eligibility for programs not directly administered by the agency, i.e.: MHFA loan application.
Times Service Provided: Number of Services

SELF-SUFFICIENCY

- J1 HEAD START:** Head Start assists low-income families break the cycle of poverty by improving the health and social competence of children age birth to five and pregnant women, and promoting economic self-sufficiency for parents. Includes Early Head Start.
Times Service Provided: Number of Children Enrolled

- J2 CHILD CARE:** The care of a child by someone other than a parent or legal guardian in or outside the child's home.
Times Service Provided: Number of Children Enrolled
- J3 CHILD CARE ASSISTANCE:** The administration of a county child care program (Basic Sliding Fee, MFIP, Child Care or Transitional Year Child Care) where direct client services are not performed.
Times Service Provided: Number of Children Enrolled
- J4 AT-RISK YOUTH:** Education and prevention activity relating to drugs, gangs and delinquency.
Times Service Provided: Number of Individuals Assisted
- J5 CAMPERSHIP:** Low-income children are given chance to attend camp by subsidizing camp costs.
Times Service Provided: Number of Children Assisted
- J6 CHILD CARE RESOURCE AND REFERRAL (CCR&R):** Referral of families to licensed child care providers (family and center care) with current openings for type of care needed and assistance to households in becoming licensed child care providers.
Times Service Provided: Number of Families Referred
- J7 YOUTH RECREATION:** Sport skill instructions, good health practices and recreation to disadvantaged youth.
Times Service Provided: Number of Youth Served
- J8 PARENTING EDUCATION:** Direct provision of support to parents in their child rearing roles. Includes providing information on expectations for each stage of their child's development and offering practical ideas to encourage learning and develop positive parent-child relationships, when these services are not part of another program. Does not include referrals to other organizations (such as ECFE) that provide these services.
Times Service Provided: Number of Individuals Assisted
- J9 FATHERHOOD INITIATIVE:** Activities and assistance to promote and strengthen the role of fathers in families, when these services are not part of another program.
Times Service Provided: Number of Individuals Assisted
- J10 CRISIS NURSERY:** Temporary care for children who are at-risk of abuse and neglect or who have experienced abuse or neglect. Includes provision of or referral to support services.
Times Service Provided: Number of Children Assisted
- M1 SELF-SUFFICIENCY:** Case management to encourage and assist low-income people to become economically self-sufficient through education and employment. MFIP case management.
Times Service Provided: Number of Participants completing the program that have achieved or partially achieved economic self-sufficiency.
- M5 FAMILY LOAN PROGRAM:** Loans provided to low-income families.
Times Service Provided: Number of Households Assisted

HEALTH

- I1 HEALTH CARE AID: NON-FINANCIAL:** Health counseling programs, chemical dependency, planned parenthood, teen pregnancy, STD clinic and other health advocacy activities. (See I2 for financial aid for health care services)

Times Service Provided: Number of Individuals Assisted

- I2 HEALTH CARE AID - FINANCIAL:** Financial aid for medical costs, i.e. Rural Emergency Medical Assistance, payment for health services of outpatient visits, eye examinations, eyeglasses, prescription medicine or mental health.

Times Service Provided: Number of Individuals Assisted

- I3 FAMILY PLANNING:** Confidential family planning services including physical exams, screening, testing, education, and counseling which are provided on a sliding fee schedule.

Times Service Provided: Number of Individuals Assisted

OTHER

- A1 COMMUNITY DEVELOPMENT:** Subsidized business ventures to increase the employment opportunities for all individuals in the community including the economically disadvantaged.

Times Service Provided: Number of Ventures Subsidized

- A5 COTTAGE INDUSTRIES:** An outlet for homemade products of low-income individuals including financial support for equipment and supplies. Formation of networks for the production of items for sale.

Times Service Provided: Number of Participants



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Phone: (218) 847-1385
Email: ncummings@mahube.org
Counties served: Becker, Hubbard and Mahnomen

Mille Lacs Band of Ojibwe Indians

Ginger Weyaus
Office of Emergency Services Energy Programs
43500 Migizi Drive
Onamia, MN 56359
Phone: (320) 532-7880
Email: ginger.weyausw@millelacsojibwe.nsn.us
Counties served: Reservation

Minnesota Valley Action Council, Inc.

Kris Perendy
464 Raintree Road
Mankato, MN 56001
Phone: (507) 345-6822
Email: krisp@mnvac.org
Counties served: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan

Northwest Community Action, Inc.

Dave Christianson
312 North Main Street
PO Box 67
Badger, MN 56714-0695
Phone: (218) 528-3258
Email: dchristianson@nwcaa.org
Counties served: Kittson, Lake of the Woods, Marshall (East) and Roseau

Otter Tail-Wadena**Community Action Council, Inc.**

Steven Connell
109 South Walker Avenue
PO Box L
New York Mills, MN 56567
Phone: (218) 385-2900
Email: sconnell@otwcac.org
Counties served: Otter Tail and Wadena

Prairie Five Community Action Council, Inc.

Laura Milbrandt
719 North 7th Street
PO Box 302
Montevideo, MN 56265
Phone: (320) 269-6578
Email: laurap5@willmarnet.com
Counties served: Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine

Red Lake Band of Chippewa Indians

Ramona Desjarlait
PO Box 190
Red Lake, MN 56671
Phone: (218) 679-3341
Email: ramonad@paulbunyan.net
Counties served: Reservation

Scott-Carver-Dakota CAP Agency

Rebecca Bowers
712 Canterbury Road South
Shakopee, MN 55379
Phone: (952) 496-2125
Email: rebecca.bowers@capagency.org
Counties served: Carver and Scott

Semcac

Melissa Feine
204 South Elm Street
PO Box 549
Rushford, MN 55971-0549
Phone: (507) 864-7741
Email: melissa.feine@semcac.org
Counties served: Dodge, Fillmore, Freeborn, Houston, Mower, Olmsted, Steele and Winona

Southwestern Minnesota Opportunity Council, Inc.

Doug Mead
1106 3rd Avenue
PO Box 787
Worthington, MN 56187
Phone: (507) 376-4195
Email: dmead@smoc.us
Counties served: Murray, Nobles, Pipestone and Rock

Sustainable Resources Center

Rebecca Olson
1081 Tenth Avenue Southeast
Minneapolis, MN 55414
Phone: (612) 870-4255
Email: b.olson@src-mn.org
Counties Served: Hennepin excluding City of Minneapolis

Three Rivers Community Action, Inc.

Jane Vanderbosch
1414 North Star Drive
Zumbrota, MN 55992
Phone: (507) 732-7391
Email: jane.vanderbosch@threeriverscap.org
Counties served: Goodhue, Rice and Wabasha

Tri-County Action Program, Inc.

Dan Roberts
1210 23rd Avenue South
PO Box 683
Waite Park, MN 56387
Phone: (320) 255-1612
Email: dan.roberts@tricap.org
Counties served: Benton, Sherburne and Stearns

Tri-County Community Action, Inc.

Paul Jacobs
501 Le Mieur Street
Little Falls, MN 56345-0368
Phone: (320) 632-3691
Email: paul.jacobs@tccaction.com
Counties served: Crow Wing, Morrison and Todd

Tri-Valley Opportunity Council, Inc.

Jason Carlson
102 North Broadway
PO Box 607
Crookston, MN 56716
Phone: (218) 281-5832
Email: Jason.Carlson@tvoc.org
Counties Served: Marshall (West), Norman and Polk (West)

**West Central Minnesota
Communities Action, Inc.**

Becky Belmont
411 Industrial Park Boulevard
Elbow Lake, MN 56531
Phone: (218) 685-4486
Email: beckyb@wcmca.org
Counties served: Clay, Douglas, Grant, Pope, Stevens, Traverse and Wilkin

Western Community Action, Inc.

Jeff Gladis
1400 South Saratoga Street
Marshall, MN 56258
Phone: (507) 537-1416
Email: jeff.gladis@wcainc.org
Counties served: Cottonwood, Jackson, Lincoln, Lyon and Redwood

White Earth Reservation Tribal Council

Willie Auginaush
3303 Highway 59
Wauban, MN 56589
Phone: (218) 473-2771
Email: willieaug1@hotmail.com
Counties served: Reservation

Wright County Community Action, Inc.

Larry Howard
130 West Division Street
PO Box 787
Maple Lake, MN 55358
Phone: (320) 963-6500
Email: lhoward@wccaweb.com
Counties served: Wright

Legislative Directory:

State and Congressional Representatives by Community Action Agency, Head Start Program and Tribal Government

Anoka County Community Action Program

Representatives: 17A-Kurt Daudt, 47A-Denise R. Dittrich, 47B-Melissa Hortman, 48A-Tom Hackbarth, 48B-Jim Abeler, 49A-Peggy Scott, 49B-Branden Peterson, 50A-Carolyn Laine, 51A-Tim Sanders, 51B-Tom Tillberry, 52A-Bob Dettmer, 53A-Linda Runbeck

Senators: 17-Sean Nienow, 48-Mike Jungbauer, 49-Michelle Benson, 50-Barb Goodwin, 51-Pam Wolf, 52-Ray Vandever, 53-Roger Chamberlain

Congressional: 3- Erik Paulsen, 5-Keith Ellison, 6-Michele Bachmann, Senators Amy Klobuchar and Al Franken

Arrowhead Economic Opportunity Agency

Representatives: 5A-Tom Rukavina, 5B-Tony Sertich, 6A-David Dill, 6B-Mary Murphy, 7A-Tom Huntley, 7B-Kerry Gauthier, 8A-Bill Hilty

Senators: 5-David Tomassoni, 6-Tom Bakk, 7-Roger Reinert, 8-Tony Lourey

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Bi-County Community Action Program

Representatives: 2B-David Hancock, 4A-John Percell, 4B-Larry Howes

Senators: 2-Rod Skoe, 4-John Carlson

Congressional: 7-Collin Peterson, 8-James Cravaak, Senators Amy Klobuchar and Al Franken

Bois Forte Reservation Business Committee

Representatives: 3A-Tom Anzelc, 5A-Tom Rukavina, 5B-Tony Sertich, 6A-David Dill, 6B-Mary Murphy, 7A-Tom Huntley, 7B-Kerry Gauthier, 8A-Bill Hilty,

Senators: 3-Tom Saxhaug, 5-David Tomassoni, 6-Tom Bakk, 7-Roger Reinert, 8-Tony Lourey

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Child Care Resource and Referral

Representatives: 27A-Rich Murray, 29A-Duane Quam, 29B-Kim Norton, 30A-Tina Liebling, 30B-Mike Benson

Senators: 27-Dan Sparks, 29-Dave Senjem, 30-Carla Nelson

Congressional: 1-Tim Walz, Senators Amy Klobuchar and Al Franken

Community Action Duluth

Representatives: 6B-Mary Murphy, 7A-Tom Huntley, 7B-Kerry Gauthier

Senators: 6-Tom Bakk, 7-Roger Reinert

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Community Action Partnership for Ramsey and Washington Counties

Representatives: 50A-Carolyn Laine, 50B-Kate Knuth, 51B-Tom Tillberry, 52A-Bob Dettmer, 52B-Matt Dean, 53A-Linda Runbeck, 53B-Carol McFarlane, 54A Mindy Greiling, 54B-Bev Scalze, 55A-Leon Lillie, 55B-Nora Slawik, 56A Kathy Lohmer, 56B-Andrea Keiffer, 57A-John Kriesel, 57B-Denny McNamara, 64A-Erin Murphy, 64B-Michael Paymar, 65A-Rena Moran, 65B-Carlos Mariani, 66A-John Lesch, 66B-Alice Hausman, 67A-Tim Mahoney, 67B-Sheldon Johnson

Senators: 50-Barb Goodwin, 51-Pam Wolf, 52-Ray Vandeveer, 53- Roger Chamberlain, 54-John Marty, 55-Chuck Wiger, 56-Ted Lillie, 57-Katie Sieben, 64-Dick Cohen, 65-Sandy Pappas, 66-Ellen Anderson, 67-John Harrington

Congressional: 2-John Kline, 4-Betty McCollum, 5-Keith Ellison, 6-Michele Bachmann, Senators Amy Klobuchar and Al Franken

Community Action Partnership for Suburban Hennepin

Representatives: 19B-Joe McDonald, 32A-Joyce Peppin, 32B-Kurt Zellers, 33A-Steve Smith, 33B-Connie Doepke, 34B-Joe Hoppe, 40B-Ann Lenczewski, 41A-Keith Downey, 41B-Pat Mazorol, 42A-Kirk Stensrud, 42B-Jenifer Loon, 43A-Sarah Anderson, 43B-John Benson, 44A-Steve Simon, 44B-Ryan Winkler, 45A-Sandra Peterson, 45B-Lyndon R. Carlson, 46A-Mike Nelson, 46B-Debra Hilstrom, 47A-Denise R. Dittrich, 47B-Melissa Hortman, 54A-Mindy Greiling, 63A-Paul Thissen, 63B-Linda Slocum

Senators: 32-Warren Limmer, 33-Gen Olson, 34-Julianne Ortman, 40-Dan Hall, 41-Geoff Michel, 42-David Hann, 43-Terri Bonoff, 44-Ron Latz, 45-Ann Rest, 46-Linda Scheid, 47-Benjamin Kruse, 54-John Marty, 63-Kenneth Kelash

Congressional: 2-John Kline, 3-Erik Paulsen, 6-Michele Bachmann, Senators Amy Klobuchar and Al Franken

Community Action of Minneapolis

Representatives: 19B-Joe McDonald, 58A-Joe Mullery, 58B-Bobby Joe Champion, 59A-Diane Loeffler, 59B-Phyllis Kahn, 60A-Marion Greene, 60B-Frank Hornstein, 61A-Karen Clark, 61B-Jeff Hayden, 62A-Jim Davnie, 62B-Jean Wagenius, 63A-Paul Thissen

Senators: 58-Linda Higgins, 59-Larry Pogemiller, 60-Scott Dibble, 61-Linda Berglin, 62-Patricia Torres Ray, 63-Kenneth Kelash

Congressional: 5-Keith Ellison, Senators Amy Klobuchar and Al Franken

Duluth Head Start

Representatives: 6B-Mary Murphy, 7A-Tom Huntley, 7B-Kerry Gauthier

Senators: 6-Tom Bakk, 7-Roger Reinert

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Fond du Lac Reservation

Representatives: 5A-Tom Rukavina, 5B-Tony Sertich, 6A-David Dill, 6B-Mary Murphy, 7A-Tom Huntley, 7B-Kerry Gauthier, 8A-Bill Hilty

Senators: 5-David Tomassoni, 6-Tom Bakk, 7-Roger Reinert, 8-Tony Lourey

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Grand Portage Reservation

Representative: 6A-David Dill

Senator: 6-Tom Bakk

Congressional 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Heartland Community Action Agency

Representatives: 13A-Paul Anderson, 13B-Bruce Vogel, 18A-Ron Shimanski, 18B-Dean Urdahl, 20B-Lyle J. Koenen

Senators: 13-Joe Gimse, 18-Scott Newman, 20-Gary Kubly

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Inter-County Community Council

Representatives: 1A-Dan Fabien, 1B-Debra Kiel, 2A-Kent Eken, 2B-David Hancock

Senators: 1-LeRoy Stumpf, 2-Rod Skoe

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

KOOTASCA Community Action

Representatives: 3A-Tom Anzelc, 3B-Carolyn McElpatrick, 4A- John Percell

Senators: 3-Tom Saxhaug, 4-John Carlson

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Lakes & Pines Community Action Council

Representatives: 3B- Carolyn McElfrick, 6B-Mary Murphy, 8A-Bill Hilty, 8B-Roger Crawford, 16A-Sondra Erikson, 17A-Kurt Daudt, 17B-Bob Barrett

Senators: 3-Tom Saxhuag, 6-Tom Bakk, 8-Tony Lourey, 16-David Brown, 17-Sean Nienow

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Lakes and Prairies Community Action Partnership

Representatives: 9A-Morrie Lanning, 9B-Paul Marquart

Senators: 9-Keith Langseth

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Leech Lake Reservation Tribal Council

Representatives: 2B- David Hancock, 3A-Tom Anzelc, 3B-Carolyn McElfrick, 4A-John Percell, 4B-Larry Howes

Senators: 2-Rod Skoe, 3-Tom Saxhuag, 4-John Carlson

Congressional: 7-Collin Peterson, 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Lower Sioux Community Council

Representatives: 21A-Chris Swedzinski, 21B-Paul Torkelson

Senators: 21-Gary Dahms

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Mahube Community Council

Representatives: 2A-Kent Eken, 2B- David Hancock 4B-Larry Howes, 9B-Paul Marquart, 10B-Mark Murdock

Senators: 2-Rod Skoe, 4-John Carlson, 9-Keith Langseth, 10-Gretchen Hoffman

Congressional: 7-Collin Peterson, 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Mille Lacs Band of Chippewa Indians

Representatives: 3B-Carolyn McElfrick, 8A-Bill Hilty, 8B-Roger Crawford, 16A-Sondra Erikson

Senators: 3-Tom Saxhuag, 8-Tony Lourey, 16-David Brown

Congressional: 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Minnesota Valley Action Council

Representatives: 21B-Paul Torkelson, 23A-Terry Morrow, 23B-Kathy Brynaert, 24A-Bob Gunther, 24B-Tony Cornish, 25A-Glen Gruenhagen, 26A-Kory Kath

Senators: 21-Gary Dahms, 23-Kathy Sheran, 24-Julie Rosen, 25-Al Dekruif, 26-Mike Parry

Congressional: 1-Timothy Walz, 2-John Kline, 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Northwest Community Action

Representatives: 1A-Dan Fabien, 1B-Debra Kiel, 3A-Tom Anzelc

Senators: 1-LeRoy Stumpf, 3-Tom Saxhaug

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Olmsted Community Action Program

Representatives: 29A-Duane Quam, 29B-Kim Norton, 30A-Tina Liebling, 30B-Mike Benson

Senators: 29-Dave Senjem, 30-Carla Nelson

Congressional: 1-Timothy Walz, Senators Amy Klobuchar and Al Franken

Otter Tail-Wadena Community Action Council

Representatives: 10A-Bud Nornes, 10B-Mark Murdock

Senators: 10-Gretchen Hoffman

Congressional: 7-Collin Peterson, 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Parents In Community Action (PICA)

Representatives: 19B-Joe McDonald, 32A-Joyce Peppin, 32B-Kurt Zellers, 33A-Steve Smith, 33B-Connie Doepke, 34B-Joe Hoppe, 40B-Ann Lenczewski, 41A-Keith Downey, 41B-Pat Mazorol, 42A-Kirk Stensruud, 42B-Jenifer Loon, 43A-Sarah Anderson, 43B-John Benson, 44A-Steve Simon, 44B-Ryan Winkler, 45A-Sandra Peterson, 45B-Lyndon R. Carlson, 46A-Mike Nelson, 46B-Debra Hilstrom, 47A-Denise R. Dittrich, 47B-Melissa Hortman, 54A-Mindy Greiling, 58A-Joe Mullery, 58B-Bobby Joe Champion, 59A-Diane Loeffler, 59B-Phyllis Kahn, 60A-Marion Greene, 60B-Frank Hornstein, 61A-Karen Clark, 61B-Jeff Hayden, 62A-Jim Davnie, 62B-Jean Wagenius, 63A-Paul Thissen, 63B-Linda Slocum

Senators: 19-Amy Koch, 32-Warren Limmer, 33-Gen Olson, 34-Julianne Ortman, 40-Dan Hall, 41-Geoff Michel, 42-David Hann, 43-Terry Bonoff, 44-Ron Latz, 45-Ann Rest, 46-Linda Scheid, 47-Benjamin Kruse, 54-John Marty, 58-Linda Higgins, 59-Larry Pogemiller, 60-Scott Dibble, 61-Linda Berglin, 62-Patricia Torres Ray, 63-Kenneth Kelash

Congressional: 2-John Kline, 3-Erik Paulsen, 5-Keith Ellison, 6-Michele Bachmann, Senators Amy Klobuchar and Al Franken

Prairie Five Community Action Council

Representatives: 20A-Andrew Falk, 20B-Lyle J. Koenen

Senators: 20-Gary Kubly

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Prairie Island Tribal Council

Representatives: 28A-Tim Kelly, 28B-Steve Drazkowski, 36B-Pat Garofalo

Senators: 28-John Howe, 36-Dave Thompson

Congressional: 2-John Kline, Senators Amy Klobuchar and Al Franken

Red Lake Band of Chippewa Indians

Representatives: 2A-Kent Eken, 2B-David Hancock, 4A-John Percell

Senators: 2-Rod Skoe, 4-John Carlson

Congressional: 7-Collin Peterson, 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Reach Up Head Start

Representatives: 13A-Paul Anderson, 14A-Tim O'Driscoll, 14B-Larry Hosch, 15A-Steve Gottwalt, 15B-King Banaian, 16A-Sondra Erikson, 16B-Mary Kiffmeyer, 48A-Tom Hackbarth

Senators: 13-Joe Gimse, 14-Michelle Fischbach, 15-John Pederson, 16-David Brown, 48-Mike Jungbauer

Congressional: 6-Michele Bachmann, 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Scott-Carver-Dakota CAP Agency

Representatives: 25A-Glen Gruenhagen, 25B-Kelby Woodard, 34A-Ernie Leidiger, 34B-Joe Hoppe, 35A-Michael Beard, 35B-Mark Buesgens, 36A-Mary Liz Holberg, 36B-Pat Garofalo, 37A-Tara Mack, 37B-Kurt Bills, 38A-Diane Anderson, 38B-Doug Wardlow, 39A-Rick Hansen, 39B-Joe Atkins, 40A-Pam Myhra, 40B-Ann Lenczewski, 57A-John Kriesel, 57B-Denny McNamara

Senators: 25-Tom Neuville, 34-Julianne Ortman, 35-Claire Robling, 36-Pat Pariseau, 37-Chris Gerlach, 38-Jim Carlson, 39-James Metzen, 40-John Doll, 57-Katie Sieben

Congressional: 2-John Kline, 4-Betty McCollum, Senators Amy Klobuchar and Norm Coleman

Semcac

Representatives: 26A-Kory Kath, 26B-Patti Fritz, 27A-Rich Murray, 27B-Jeanne Poppe, 28B-Steve Drazkowski, 29A-Duane Quam, 31A-Gene Pelowski, Jr., 31B-Greg Davids

Senators: 26-Mike Parry, 27-Dan Sparks, 28-John Howe, 29-David Senjem, 31-Jeremy Miller

Congressional: 1-Timothy Walz, Senators Amy Klobuchar and Al Franken

Shakopee-Mdewakanton Sioux Community

Representatives: 34A-Ernie Leidiger, 34B-Joe Hoppe

Senators: 34-Julianne Ortman

Congressional: 2-John Kline, Senators Amy Klobuchar and Al Franken

Southwestern Minnesota Opportunity Council

Representatives: 22A-Joe Schomacker, 22B-Rod Hamilton

Senators: 22-Doug Magnus

Congressional: 1-Tim Walz, Senators Amy Klobuchar and Al Franken

Three Rivers Community Action

Representatives: 25B-David Bly, 26B-Patti Fritz, 28A-Tim Kelly, 28B-Steve Sviggum, 30B-Andy Welti, 36B-Pat Garofalo

Senators: 25-Tom Neuville, 26-Dick Day, 28-Steve Murphy, 30-Ann Lynch, 36-Pat Pariseau

Congressional: 1-Timothy Walz, 2-John Kline, Senators Amy Klobuchar and Norm Coleman

Tri-County Action Program

Representatives: 13A-Paul Anderson, 14A-Tim O'Driscoll, 14B-Larry Hosch, 15A-Steve Gottwalt, 15B-King Banaian, 16A-Sondra Erikson, 16B-Mary Kiffmeyer, 48A-Tom Hackbarth

Senators: 13-Joe Gimse, 14-Michelle Fischbach, 15-John Pederson, 16-David Brown, 48-Mike Jungbauer

Congressional: 6-Michele Bachmann, 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Tri-County Community Action

Representatives: 4B-Larry Howes, 11B-Mary Franson, 12A-John Ward, 12B-Mike LeMieur, 16A-Sondra Erikson

Senators: 4-John Carlson, 11-Bill Ingebrigtsen, 12-Paul Gazelka, 16-David Brown

Congressional: 7-Collin Peterson, 8-Chip Cravaak, Senators Amy Klobuchar and Al Franken

Tri-Valley Opportunity Council

Representatives: 1A-Dan Fabien, 1B-Debra Kiel, 2A-Kent Eken, 2B-David Hancock

Senators: 1-LeRoy Stumpf, 2-Rod Skoe

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Upper Sioux Community

Representatives: 20A-Andrew Falk, 20B-Lyle J. Koenen

Senators: 20-Gary Kubly

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

West Central Minnesota Communities Action

Representatives: 9B-Paul Marquart, 11A-Torrey Westrom, 11B-Mary Franson, 13A-Paul Anderson

Senators: 9-Keith Langseth, 11-Bill Ingebrigtsen, 13-Joe Gimse

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

Western Community Action

Representatives: 20A-Andrew Falk, 21A-Chris Swedzinski, 21B-Paul Torkelson, 22B-Rod Hamilton

Senators: 20-Gary Kubly, 21-Gary Dahms, 22-Doug Magnus

Congressional: 1-Tim Walz, 7-Collin Peterson, Senators Amy Klobuchar and Al Franken

White Earth Reservation Tribal Council

Representatives: 2A-Kent Eken, 2B-Brita Sailer, 9B-Paul Marquart, 10B-Mark Murdock

Senators: 2-Rod Skoe, 9-Keith Langseth, 10-Dan Skogen

Congressional: 7-Collin Peterson, Senators Amy Klobuchar and Norm Coleman

Wright County Community Action

Representatives: 18B-Dean Urdahl, 19A-Bruce Anderson, 19B-Joe McDonald, 32A-Joyce Peppin

Senators: 8-Scott Newman, 19-Amy Koch, 32-Warren Limmer

Congressional: 6-Michele Bachmann, Senators Amy Klobuchar and Al Franken

**At the time of publication, the 2008 US Senatorial election was not resolved.*

Minnesota Economic Opportunity Act

Minnesota Statute 256E.30
Financial assistance for community action agencies.

Subdivision 1. Authorization. The commissioner of education may provide financial assistance for community action agencies, Indian reservations, and migrant and seasonal farmworker organizations to carry out community action programs as described in section 256E.32 in accordance with the Omnibus Reconciliation Act of 1981, Public Law 97-35, as amended in 1984, Public Law 98-558, state law, and federal law and regulation.

Subd. 2. Allocation of money. (a) State money appropriated and community service block grant money allotted to the state and all money transferred to the community service block grant from other block grants shall be allocated annually to community action agencies and Indian reservation governments under clauses (b) and (c), and to migrant and seasonal farmworker organizations under clause (d).

(b) The available annual money will provide base funding to all community action agencies and the Indian reservations. Base funding amounts per agency are as follows: for agencies with low-income populations up to 3,999, \$25,000; 4,000 to 23,999, \$50,000; and 24,000 or more, \$100,000.

(c) All remaining money of the annual money available after the base funding has been determined must be allocated to each agency and reservation in proportion to the size of the poverty level population in the agency's service area compared to the size of the poverty level population in the state.

(d) Allocation of money to migrant and seasonal farmworker organizations must not exceed three percent of the total annual money available. Base funding allocations must be made for all community action agencies and Indian reservations that received money under this subdivision, in fiscal year 1984, and for community action agencies designated under this section with a service area population of 35,000 or greater.

Subd. 3. Reports. Each community action agency receiving funds under this section

shall report annually to the commissioner concerning the use of the funds.

Subd. 4. Definition. For the purposes of sections 256E.30 to 256E.32, "poverty level population" means the number of people whose household income is at or below the poverty line established by the United States Office of Management and Budget in accordance with the most recent state population figures established by the United States Department of Commerce, Bureau of the Census.

HIST: 1981 c 367 s 2; 1982 c 571 s 1-3; 1983 c 339 s 6; 1985 c 282 s 1,2; 1Sp1985 c 14 art 9 s 75; 1994 c 483 s 1; 1Sp1995 c 3 art 16 s 13; 1Sp1998 c 1 art 1 s 1,2; 2003 c 130 s 12; 2005 c 98 art 1 s 24

256E.31 Community action agencies.

Subdivision 1. In general. A community action agency is a political subdivision of the state, a combination of political subdivisions, a public agency, or a private nonprofit agency which has the authority under its applicable charter or laws to receive funds under section 256E.30 to support community action programs as described in section 256E.32 and which was designated as an eligible entity under the Community Services Block Grant Act, Public Law 97-35, section 673(1), 95 Stat. 357, 512 (1981), as amended by, Act of October 30, 1984, Public Law 98-558, section 202, 98 Stat. 2878, 2884 (1984). For purposes of this subdivision, "eligible entity" also means any community action agency which qualified under all federal and state regulations applicable during the period from 1981 to September 30, 1984.

Subd. 2. Designation and recognition. To obtain recognition by the governor a community action agency must be designated by a political subdivision having jurisdiction over the entire area to be served by the agency. To designate a community action agency, the political subdivision must hold a public hearing, pass a resolution to designate, and file a "notice of intent to designate" and eligibility documents with the state office of economic opportunity for final review and authorization for a new community action agency.

Subd. 3. Administering board. Each community action agency shall administer its community action programs through a community action board consisting of 15 to 51 members.

(a) One-third of the members of the board shall be elected public officials, currently holding office, or their representatives.

(b) At least one-third of the members shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served.

(c) The other members shall be officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community. Each member of the board selected to represent a specific geographic area within a community must reside in the area represented.

(d) The public community action agency shall have an administering board which meets the requirements of this subdivision.

(e) The statewide migrant seasonal farmworker organization known as the Minnesota Migrant Council and Indian reservations carrying out community action programs are exempt from the board composition requirements of this subdivision.

Subd. 4. Delegation of powers. If a community action agency places responsibility for major policy determinations with respect to the character, funding, extent, and administration of and budgeting for programs to be carried on in a particular geographic area within the community in a subsidiary board, council, or similar agency, that board, council, or agency shall be broadly representative of the area.

Subd. 5. Local participation. Each community action agency shall consult neighborhood based organizations composed of residents of the area or members of the groups served to assist the agency in the planning, conduct, and evaluation of components of the community

action program.

Subd. 6. Functions; powers. A community action agency shall:

(a) Plan systematically for an effective community action program; develop information as to the problems and causes of poverty in the community; determine how much and how effectively assistance is being provided to deal with those problems and causes; and establish priorities among projects, activities and areas as needed for the best and most efficient use of resources;

(b) Encourage agencies engaged in activities related to the community action program to plan for, secure, and administer assistance available under section 256E.30 or from other sources on a common or cooperative basis; provide planning or technical assistance to those agencies; and generally, in cooperation with community agencies and officials, undertake actions to improve existing efforts to reduce poverty, such as improving day-to-day communications, closing service gaps, focusing resources on the most needy, and providing additional opportunities to low-income individuals for regular employment or participation in the programs or activities for which those community agencies and officials are responsible;

(c) Initiate and sponsor projects responsive to needs of the poor which are not otherwise being met, with particular emphasis on providing central or common services that can be drawn upon by a variety of related programs, developing new approaches or new types of services that can be incorporated into other programs, and filling gaps pending the expansion or modification of those programs;

(d) Establish effective procedures by which the poor and area residents concerned will be enabled to influence the character of programs affecting their interests, provide for their regular participation in the implementation of those programs, and provide technical and other support needed to enable the poor and neighborhood groups to secure on their own behalf available assistance from public and private sources;

(e) Join with and encourage business, labor and other private groups and organizations to undertake, together with public officials and agencies, activities in support of the community action program which will result in the additional use of private resources

and capabilities, with a view to developing new employment opportunities, stimulating investment that will have a measurable impact on reducing poverty among residents of areas of concentrated poverty, and providing methods by which residents of those areas can work with private groups, firms, and institutions in seeking solutions to problems of common concern.

Community action agencies, migrant and seasonal farmworker organizations, and the Indian reservations, may enter into cooperative purchasing agreements and self-insurance programs with local units of government. Nothing in this section expands or limits the current private or public nature of a local community action agency.

(f) Adopt policies that require the agencies to refer area residents and community action program constituents to education programs that increase literacy, improve parenting skills, and address the needs of children from families in poverty. These programs include, but are not limited to, early childhood family education programs, adult basic education programs, and other lifelong learning opportunities. The agencies and agency programs, including Head Start, shall collaborate with child care and other early childhood education programs to ensure smooth transitions to work for parents.

Subd. 7. Agencies as local providers.

Agencies defined by this section shall be considered among local providers of outreach services and activities for all antipoverty efforts.

Subd. 8. Categorical funds. Federal antipoverty categorical funds consolidated into block grants to the state of Minnesota shall be designated by the state for antipoverty purposes.

HIST: 1981 c 367 s 3; 1982 c 571 s 4-8; 1985 c 282 s 3; 1986 c 411 s 1,2; 1987 c 403 art 2 s 133; 1994 c 632 art 4 s 65; 1Sp1995 c 3 art 16 s 13; 1997 c 162 art 2 s 25; 1Sp1998 c 1 art 1 s 3; 2005 c 98 art 1 s 24

Minnesota Statute 256E.32 Community action programs.

Subdivision 1. In general. A community action program is a community based and operated program which:

(a) Includes or is designed to include a

sufficient number of projects or components to provide, in sum, a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;

(b) Has been developed, and which organizes and combines its component projects and activities, in a manner appropriate to carry out all the purposes of sections 256E.30 to 256E.32; and

(c) Conforms to any other supplementary criteria as the governor may prescribe consistent with the purposes and provisions of sections 256E.30 to 256E.32.

Subd. 2. Components. The components of a community action program shall be designed to assist participants, including homeless individuals and families, migrant and seasonal farmworkers, and the elderly poor to achieve increased self-sufficiency and greater participation in the affairs of the community by providing services and programs not sufficiently provided in the community by any governmental unit, any public institution, or any other publicly funded agency or corporation. Community action agencies, governmental units, public institutions or other publicly funded agencies or corporations shall consult on whether or not a program or service is sufficiently provided in the community.

Subd. 3. Administration. Components of a community action program may be administered by the community action agency when consistent with sound and efficient management and applicable law, or by other agencies. They may be projects eligible for assistance under section 256E.30, or projects assisted from other public or private sources; and they may be either specially designed to meet local needs, or designed pursuant to the eligibility standards of a state or federal program providing assistance to a particular kind of activity which will help in meeting those needs.

Subd. 4. Data classification. Data collected on individuals from which the identity of any individual receiving services may be determined are private data on individuals as defined in section 13.02.

HIST: 1981 c 367 s 4; 1982 c 571 s 9; 1Sp1995 c 3 art 16 s 13; 1Sp1998 c 1 art 1 s 4; 2000 c 468 s 21; 2005 c 98 art 1 s 24

Minnesota Community Action Programs State Rule

CHAPTER 9571 DEPARTMENT OF HUMAN SERVICES COMMUNITY ACTION PROGRAMS

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9571.0010 PURPOSE.

This chapter establishes procedures to recognize and fund community action programs. Entities eligible to receive, recognize, and operate community action programs include community action agencies, Indian tribal governments, and migrant and seasonal farmworker organizations.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0020 DEFINITIONS.

Subpart 1. Scope. The terms used in this chapter have the meanings given them in this part.

Subp. 2. Act. "Act" means Minnesota Statutes, sections 256E.30 to 256E.32.

Subp. 3. Applicant. "Applicant" means a community action agency, an Indian tribal government, or a migrant and seasonal farmworker organization, which applies for a grant under the act from the department to fund a community action program.

Subp. 4. Cessation. "Cessation" means a voluntary end to the performance of all community action program services by a community action agency in a service area as provided for in part 9571.0050 and the removal of the agency's designation for the entire area that does not create the right of appeal.

Subp. 5. Commissioner. "Commissioner" means the commissioner of the Minnesota Department of Human Services.

Subp. 6. Community. "Community" means the people to be served by the community action agency, Indian tribal government, or migrant and seasonal farmworker organization in its service area.

Subp. 7. Community action agency. "Community action agency" means an entity that:

A. has the authority to receive funds under Minnesota Statutes, section 256E.30, to support community action programs as described in Minnesota Statutes, section 256E.32;

B. has previously been determined eligible under federal law and regulations or is eligible under federal law and regulations; and

C. has previously been designated and recognized or is designated as provided under part 9571.0030 and recognized as provided under part 9571.0040.

Subp. 8. Community action program. "Community action program" means activities consistent with Minnesota Statutes, section 256E.32.

Subp. 9. Community services block grant. "Community services block grant" means federal funds authorized by United States Code, title 42, chapter 106, sections 9901-9926, and disbursed to grantees by the formula in the act.

Subp. 10. Denial. "Denial" means the department's rejection of a proposed application for grant funds due to the applicant's failure to meet the requirements of part 9571.0150, subpart 5.

Subp. 11. Department. "Department" means the Minnesota Department of Human Services.

Subp. 12. Designation. "Designation" means selection of an entity as a service area's exclusive community action agency by a governing body after a public hearing has been held.

Subp. 13. Designee. "Designee" means an entity nominated by a governing body to become a community action agency.

Subp. 14. Governing body. "Governing body" means the elected governmental authority of a political subdivision, as defined in subpart 19, which has the power to designate a community action agency.

Subp. 15. Grant. "Grant" means an allocation of Minnesota community action grant or community services block grant funds or both to an applicant in support of a community action program described in the application, approved by the department, and embodied in a grant contract.

Subp. 15a. Grant contract. "Grant contract" means a written instrument that defines the legal relationship between the department and a grantee when the principal purpose of the relationship is to transfer Minnesota community action grant funds or community services block grant funds or both to the grantee to support a community action program. The grant contract must contain the following contract clauses:

A. how often the grantee must submit client and fiscal performance reports and financial status reports;

B. audit requirements as specified by state and federal law;

C. that any alteration to the grant contract and its attachments must be made in writing and executed by the same parties who executed the original grant contract, or their successors in office; and

D. how long records must be kept by the grantee according to state and federal law.

Subp. 16. Grantee. "Grantee" means a community action agency, an Indian tribal government, or a migrant and seasonal farmworker organization, whose application to receive Minnesota community action grant money or community service block grant money, or both, has been approved by the department.

Subp. 17. Local unit of government. "Local unit of government" means counties, Indian tribal governments, cities, and townships.

Subp. 18. Minnesota community action grant. "Minnesota community action grant" means state appropriated funds disbursed to grantees by the formula in the act.

Subp. 19. Political subdivision. "Political subdivision" means a local unit of government that has jurisdiction over the entire area served by a community action agency. Under no circumstances will the governmental unit be smaller than a county unless the service area of the community action agency coincides with the jurisdictional boundaries of the local unit of government.

Subp. 20. Recognition. "Recognition" means a process of:

A. review by the department to assure compliance with applicable state and federal law and the designation procedures in part 9571.0040, subpart 1;

B. referral to the governor of the department's request for recognition in part 9571.0040, subpart 3; and

C. approval by the governor of the request for recognition.

Subp. 21. Service area. "Service area" means the geographic boundaries in which a community action agency is designated to operate.

Subp. 22. Subgrantee. "Subgrantee" means any entity that a grantee contracts to perform some or all of the community action program services authorized under a grant.

Subp. 23. Termination. "Termination" means the involuntary and permanent elimination of or reduction in available grant money to a grantee that gives rise to a grantee's right of appeal under part 9571.0060, subpart 5, and which may also coincide with the removal of a community action agency's designation or recognition.

Subp. 24. Withholding. "Withholding" means the department's reservation of funds available under a grant as provided in part 9571.0090 until corrective action by a grantee has successfully remedied a defect identified by the department.

Statutory Authority: MS s 256.01; 268.0122; 268.021

History: 16 SR 2319; L 1994 c 483 s 1; L 1998 c 397 art 11 s 3; L 2005 c 98 art 1 s 24; L 2005 c

112 art 2 s 41; 33 SR 1300
Posted: February 6, 2009

9571.0030 DESIGNATION OF COMMUNITY ACTION AGENCIES.

Subpart 1. Authority to designate. The designation of a community action agency must be made by the political subdivision or combination of political subdivisions having jurisdiction over the entire area to be served. A designation must be made by the governing body of a political subdivision whose boundaries are at least coextensive with the proposed service area. The power to designate may not be delegated.

Subp. 2. Notice and documents. Before a designee may be designated as a community action agency by a political subdivision, the governing body of the political subdivision having the requisite authority must prepare and file with the department a notice of intent to designate and eligibility documents applicable to the designee. The notice of intent to designate must state how the designee meets the requirements for an eligible entity established under the Community Services Block Grant Act. Eligibility documents are the following:

A. evidence of designee's incorporation or proposed efforts toward incorporation, if applicable;

B. evidence of tax exempt status or proposed efforts toward achieving tax exempt status, if applicable;

C. assurance of compliance with the act, including requirements for the composition of the designee's existing or proposed board of directors;

D. a statement that describes the proposed area to be served; and

E. a proposed mission statement.

Subp. 3. Notice of public hearing. After the notice of intent to designate and the eligibility documents have been filed with the department, the governing body must hold a public hearing on the proposed designation. Notice of the hearing must be given according to items A to D.

A. At least 30 calendar days before the hearing date, the governing body must send a copy of the notice of intent to designate and information on the date, time, location, and subject matter of the public hearing to all local units of government within the designee's intended service area. During the 30 days

before the hearing, the affected local units of government will have an opportunity to respond in writing to the proposed designation. All comments received will be included in the official record of the hearing.

B. During the 30-day period and at least ten calendar days before the hearing, the governing body must also publish a notice of public hearing in a daily newspaper of general circulation at the county seat of each county in the designee's proposed service area. The published notice must describe the time, date, location, and subject matter of the public hearing.

C. The governing body must inform the department of the public hearing at least 30 calendar days before the hearing date.

D. Within the 30-day period and at least ten calendar days before the public hearing, the department must mail notice of the public hearing to all low-income households identified in the proposed service area. This mailed notice must contain the date, time, location, and subject matter of the public hearing. Identified low-income households are those specified on the previous community action agency's list or lists of clients.

Subp. 4. Public hearing. A public hearing must be held 30 calendar days before designation may occur. If the area to be served by the designee includes more than one county, a public hearing in conformity with this part must be held in each county to be served.

Subp. 5. Hearing procedure. The governing body will appoint a presiding officer to conduct the public hearing. The governing body, however, may not appoint one of its current members as the presiding officer. The presiding officer will not have a vested interest in the outcome of the proposed designation and will ensure that all persons involved in the hearing are treated fairly and impartially. At the public hearing, the representative of the designee and a representative of the governing body will make an affirmative presentation of facts establishing the designee's qualifications, expertise, and experience in providing community action program services to low-income people. Furthermore, the designee's representative will describe the mission of the community action program, the focus and direction of proposed services, and the goals for outreach to and participation by low-income people. The designee may rely upon facts presented by others on the record during the hearing to support its proposed designation. At the hearing, any interested person will be given the opportunity to present testimony and to ask questions of the

designee's representative and of the governing body's representative. Furthermore, any interested party may submit written comments or exhibits.

Subp. 6. Official record. An official record of the hearing consisting of an electronic recording and minutes of the proceedings must be kept. The official record must also include all testimony, written comments, and exhibits received pertaining to the proposed designation. The hearing record must remain open to receive written comments and exhibits for 20 calendar days following the date of hearing.

Subp. 7. Official resolution. Once the official record of the public hearing is received and 30 calendar days have passed from the date of the hearing, the governing body may act to designate the designee as a community action agency. The governing body must pass a resolution designating the designee as a community action agency if after review of the official record the governing body finds that:

A. the opinion of the community was fairly and impartially expressed;

B. the opinion of low-income people in particular was actively encouraged, representatively sampled, and fairly expressed during the whole process;

C. the designee established the qualifications, expertise, and experience necessary to be an effective community action agency; and

D. the designee's proposed mission, services, and goals were supported by testimony and written comments received as a result of the public hearing process.

Subp. 8. Review by department. Before provisional recognition may occur in part 9571.0040, subpart 1, the governing body must have submitted to the department for review copies of the following documents:

A. eligibility documents required in subpart 2;

B. official resolution of the governing body designating the designee;

C. notices of public hearing and a list of all publications and dates of publication of notices of hearing;

D. list of all local units of government sent copies of the notice of intent to designate and the notice of public hearing, including any responses received;

E. affidavit of service of the notice of public

hearing upon low-income households identified in the service area; and

F. official record of the hearing.

Subp. 9. Costs. Costs attributable to the designation process, including costs associated with public hearings other than contested case hearings, are the responsibility of the governing body.

Statutory Authority: MS s 256.01; 268.0122; 268.021

History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0040 RECOGNITION OF COMMUNITY ACTION AGENCIES.

Subpart 1. Provisional recognition. The department will provisionally recognize a designation if the department establishes compliance with applicable state law, federal law, all the designation requirements of part 9571.0030, and, where applicable, with the change of designation requirements of part 9571.0050. Provisional recognition may occur within 60 calendar days of the department's receipt of the documents required in part 9571.0030, subpart 8, an approved transition plan, where applicable, as specified in part 9571.0050, subpart 4, and the most current copies of the following:

A. articles of incorporation and bylaws;

B. Internal Revenue Service certificate of 501(c)(3) tax exempt status and Minnesota Department of Revenue certificate of tax exempt status where applicable to nonprofit community action agencies; and

C. list of board of directors, including their addresses and telephone numbers, that indicates officers and committee memberships, and the sector each director represents. If the department finds noncompliance it must inform both the governing body and the designee within the 60-day period and, if possible, offer remedies for achieving compliance.

Subp. 2. Governor's recognition. After the requirements in subpart 1 have been met and the department has provisionally recognized a designation, the department will request recognition by the governor.

Subp. 3. Maintenance of recognition records. To maintain recognition, a community action agency must maintain the following records and make current copies available to the department as requested:

A. articles of incorporation with any amendments and bylaws with any amendments;

B. Internal Revenue Service certificate of 501(c)(3) tax exempt status and Minnesota Department of Revenue certificate of tax exempt status where applicable to nonprofit community action agencies;

C. list of board of directors, including their addresses and telephone numbers, that indicates officers and committee memberships, tenure on the board, and the sector each director represents as required by the act;

D. board minutes of the past year and latest annual corporate report;

E. organizational chart, personnel policies, data privacy policies, affirmative action plan, voter registration plan, and client service appeals policy; and

F. the planning and evaluation processes described in parts 9571.0120 and 9571.0130.

Subp. 4. Merging of designated and recognized community action agencies. Two or more community action agencies previously designated by one or more governing bodies and recognized by the state may seek approval to merge their organizations. The boards of directors of the community action agencies seeking to merge must:

A. notify the department of their intent to merge;

B. submit to the department a transition plan for the composition of the board of directors, the leadership and staffing of the merged agency, and the uninterrupted continuation of services; and

C. provide documentation showing that the board of directors of each community action agency involved in the proposed merger supports the merger.

Subp. 5. Review and approval of merger transition plan. The department has 60 days from the date of receipt of the transition plan to either approve or disapprove the plan. The department may request additional information and meetings with the boards of directors or their representatives and with the leadership of the agencies. The department will consider the proximity of the service areas and the priorities listed in part 9571.0050, subpart 2, when it reviews proposed merger plans. If the transition plan is not approved, the department must provide written comments and the options for remedy of the

department's concerns. The boards of directors may submit a subsequent transition plan consistent with the department's comments.

Statutory Authority: MS s 256.01; 268.0122; 268.021

History: 16 SR 2319; 33 SR 1300

Posted: February 6, 2009

9571.0050 CESSATION AND CHANGE OF DESIGNATION.

Subpart 1. Circumstances for cessation. A governing body may change its designation of a community action agency to serve the area under its jurisdiction after a request to cease all community action program operation in the entire area has been received from the designated community action agency.

Subp. 2. Priority among possible designees. A governing body may choose a designee under this part, in descending order of priority, by:

A. requesting an existing community action agency that is located and is providing services in a contiguous area to expand its program operations into the service area;

B. requesting an existing community action agency closest to the service area or an existing community action agency within reasonable proximity to the service area to expand its program operations into the service area, if no existing community action agency in a contiguous area agrees to expand its operations; and

C. nominating any entity eligible or potentially eligible to be designated under federal law and regulations and to be recognized under part 9571.0040, when no community action agency accepts the request to operate in the service area.

Subp. 3. Procedure. The governing body must follow the procedure in part 9571.0030 in order to change designation and must also prepare a transition plan for continuation of community action program services. The governing body must submit the transition plan to the department simultaneously with the notice of intent to designate. In addition to the notice requirements in part 9571.0030, subpart 3, the governing body must also serve copies of the notice of intent to designate and the notice of public hearing upon any existing community action agency concurrently operating in the same political subdivision and all subgrantees in the service area. Upon request, copies of the designee's eligibility documents and the transition plan must be made available by the governing body to any interested party.

Subp. 4. Additional review by department. In addition to the review requirements in part 9571.0030, subpart 8, the department must also review the transition plan for service delivery in the interim before the governor's recognition as provided in part 9571.0040, subpart 2. The department has 30 calendar days from the date of receipt of the transition plan to either approve or disapprove of the plan. If the transition plan is not approved, the governing body may not proceed to designate a community action agency under the procedure of part 9571.0030. Without an approved transition plan in operation, the department will not forward to the governor a request for recognition as provided in part 9571.0040. If the transition plan is not approved, the governing body may submit a subsequent transition plan consistent with the department's comments. Along with the transition plan, the department must also receive evidence of service of additional notice on interested parties as required in subpart 3.

Statutory Authority: MS s 256.01; 268.0122; 268.021

History: 16 SR 2319; 33 SR 1300

Posted: February 6, 2009

9571.0060 TERMINATION FOR CAUSE.

Subpart 1. Cause. A community action agency's funding, as well as its designation or recognition, will be terminated for cause. An Indian tribal government's or a migrant seasonal farmworker organization's funding will be terminated for cause. There may be multiple causes which apply. Termination for cause includes the following:

A. actions threatening imminent danger to health or safety of members of the community;

B. failure to involve low-income people in planning, oversight, and evaluation of programs and services;

C. violation of the terms of the grant contract by the grantee including:
(1) failure to maintain financial procedures, reports, and audits according to part 9571.0140, subparts 1 and 2;
(2) failure to maintain recognition according to part 9571.0040, subpart 3; and
(3) failure to follow the requirements of federal and state laws;

D. failure to remedy a defect after withholding or funding termination as provided in part 9571.0090, subparts 2 and 4; or

E. denial of an application as provided in part 9571.0150, subpart 5.

Subp. 2. Termination by governing body of community action agency designation. A governing body may terminate a community action agency's designation for cause under subpart 1, item A or B.

A. The governing body must follow the steps in subitems (1) to (4):

(1) adopt termination as the official action;
(2) notify the department of its intent to terminate the community action agency's designation;

(3) serve notice of termination upon the community action agency to be terminated and provide a copy to the department. The notice of termination must:

(a) explain the cause for termination;
(b) describe how the community action agency's funding may be affected; and
(c) provide a description of the community action agency's appeal rights according to subpart 5; and

(4) prepare a transition plan for phasing out currently provided services and for substituting services in the interim until a successor community action agency is recognized. The transition plan must be provided to the department no later than the close of the contested case hearing on the appeal of the terminated community action agency or, if no hearing is held, filing with the department the notice of intent to designate a successor community action agency. The department must approve the plan as well as the interim community action agency providing community action program services.

B. The department will notify low-income households of the termination. Upon request from the department, the community action agency must provide its current list or lists of identified low-income households to the department. Identified low-income households are those specified on the community action agency's list or lists of clients.

C. If a community action agency's designation is terminated and the community action agency's appeal rights have also been exhausted, the department must terminate funding. Where the department intervenes as a party in a contested case concerning termination of designation, funding by the department may be immediately terminated.

Subp. 3. Termination by department of community action agency funding or recognition. The department may terminate for cause a community action agency's funding or recognition or both under subpart 1.

A. The department may terminate all or part of current or future funding for a community

action agency. If the department terminates all future funding, it must also terminate a community action agency's recognition. If the department terminates a community action agency's recognition it must also terminate funding.

B. If the department decides to terminate a community action agency's funding or recognition, it will serve notice of termination upon the community action agency to be terminated and provide a copy to the governing body. The notice of termination must:

- (1) explain the cause for termination;
- (2) describe how the funding may be affected; and
- (3) provide a description of the community action agency's appeal rights according to subpart 5.

C. The department will notify identified low-income households of the termination. Upon request from the department, the community action agency must provide its current list or lists of identified low-income households to the department. Identified low-income households are those specified on the community action agency's list or lists of clients.

Subp. 4. Termination by department of Indian tribal government or migrant and seasonal farmworker organization funding. The department may terminate for cause an Indian tribal government's or migrant and seasonal farmworker organization's funding under subpart 1. The department may terminate all or part of current or future funding for an Indian tribal government or migrant and seasonal farmworker organization.

A. If the department decides to terminate an Indian tribal government's or migrant and seasonal farmworker organization's funding, it will serve notice of termination upon the Indian tribal government or migrant and seasonal farmworker organization to be terminated and provide a copy to the tribal council or the migrant and seasonal farmworker organization's board of directors. The notice of termination must:

- (1) explain the cause of termination;
- (2) describe how the funding may be affected; and
- (3) provide a description of the Indian tribal government's or migrant and seasonal farmworker organization's appeal rights according to subpart 5.

B. The department will notify identified low-income households of the termination. Upon request from the department, the Indian tribal government or migrant and seasonal

farmworker organization must provide its current list or lists of identified low-income households to the department. Identified low-income households are those specified on the Indian tribal government's or migrant and seasonal farmworker organization's list or lists of clients.

Subp. 5. Appeal procedure. If, after receipt of the notice of termination, a grantee is aggrieved, the grantee may request a contested case hearing from the department within 30 calendar days of the receipt of the notice. If the grantee's request for a contested case hearing is not received by the department during the 30-day period the grantee loses its right of appeal under this subpart. The hearing will be initiated and conducted according to parts 1400.8505 to 1400.8612 unless the grantee objects within ten business days. If the grantee objects, the hearing will be conducted according to parts 1400.5010 to 1400.8401. The request for a contested case hearing before an administrative law judge must be in writing. As provided for in part 1400.6200 or 1400.8570, the department will have the right to intervene as a party in a contested case hearing on termination of designation by a governing body.

Subp. 6. Federal appeal rights. Federal appeal rights may also exist for an aggrieved grantee under the Community Services Block Grant Act, United States Code, title 42, chapter 106, section 9915, subsection (b).

Subp. 7. Successor. If a community action agency's designation or recognition is terminated, the governing body will follow the priority guidelines in part 9571.0050, subpart 2, and the procedure in part 9571.0030 to designate a successor.

Subp. 8. Costs. Only costs directly attributable to the contested case hearing process in subpart 5 are the responsibility of the department.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0070 ALLOCATION OF FUNDS.

Subpart 1. Formula. The department will allocate funds under the act according to the formula in Minnesota Statutes, section 256E.30, subdivision 2.

Subp. 2. Poverty level population. For purposes of the formula in subpart 1, the poverty level population will be based on Department of Commerce, Bureau of the Census, statistics, as

revised.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; L 1998 c 397 art 11 s 3; L 2005 c 98 art 1 s 24; 33 SR 1300
Posted: February 6, 2009

9571.0080 DUE DATES FOR MONTHLY, PERIODIC, AND FINAL REPORTS.

Monthly, periodic, and annual reports are due on the dates specified in the grant contract. If reports are delinquent, incomplete, or inaccurate, the department must proceed to withhold available funds from a grantee under part 9571.0090.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0090 WITHHOLDING OF CASH DISBURSEMENTS.

Subpart 1. Circumstances for withholding. The department will withhold cash disbursements available for drawdown under a grant, wherever appropriate, in lieu of termination under part 9571.0060 if a grantee is not:

- A. complying with the reporting requirements of the grant as required by its grant contract with the department;
- B. following its submitted and approved work plan or budget or both;
- C. fulfilling the terms of its grant contract; or
- D. maintaining recognition as provided in part 9571.0040, subpart 3.

Subp. 2. Notice, of withholding. Before withholding cash disbursements, the department will notify the grantee of its defective action or omission, inform the grantee of potential withholding and specify a reasonable date by which corrective action should occur. The specified date must be at least ten working days from the date of the grantee's receipt of the notice of withholding. If the defect is not remedied satisfactorily by the date specified in the notice, the department will begin to withhold available funds after that date. Upon remedying the defect, the department will reimburse the grantee for the time period between the date of the withholding in the notice to the date the defect was remedied if the grantee submits a cash request, with documentation, that clearly substantiates that expenses were used by the grantee to perform services according to the

grant contract.

Subp. 3. Conversion option. During any time within 90 calendar days following the department's actual withholding of funds, the grantee may, at its option, convert the withholding to a termination under part 9571.0060, subpart 1, item C, with right to a contested case hearing. A grantee must request in writing both a conversion to termination and a contested case hearing. After receipt of a grantee's request for conversion to termination and a contested case hearing, the department must initiate a contested case hearing and the department must initiate contested case proceedings as provided in part 9571.0060, subpart 5. The department will also send the grantee a notice of termination and comply with the other procedural requirements of part 9571.0060, subpart 3 or 4.

Subp. 4. Notice and termination. If the grantee has not exercised its right of conversion during 90 days of withholding and if the defect has not been remedied during 90 days of withholding, the department will proceed under part 9571.0060, subpart 1, item D, to terminate the grantee's available funding for a period covering the total of:

- A. the time during which the funds have been withheld; and
- B. the time remaining before the grant expires.

The department must first issue a final notice ten calendar days before proceeding to termination under part 9571.0060. If following a period of funding termination for failure to remedy a defect, the grantee has still not successfully remedied the identified defect, the department will deny subsequent applications by the grantee under part 9571.0150, subpart 5, item D, until corrective action has occurred.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0100 PROGRAM GUIDELINES AND ELIGIBLE ACTIVITIES.

Subpart 1. Program guidelines. Each community action program must:

- A. be of benefit to low-income persons;
- B. represent progress toward the elimination of poverty;
- C. utilize resources from other programs operating in the service area; and

D. be of sufficient scope and size for maximum effectiveness and efficiency.

Subp. 2. Eligible grant activities. A variety of activities as determined by the local planning process may be included in a community action program funded by a grant. Eligible activities are those designed to help low-income persons to:

- A. secure and retain meaningful employment;
- B. attain an adequate education;
- C. obtain and maintain adequate housing and a suitable living environment;
- D. make better use of available income;
- E. obtain emergency assistance through loans or grants;
- F. meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment-related assistance;
- G. remove obstacles and solve problems which block the achievement of self-sufficiency;
- H. achieve greater participation in the affairs of the community; and
- I. make more effective use of other programs related to the purposes of the Community Services Block Grant Act.

Subp. 3. Federal prohibitions. Activities ineligible for funding with community services block grant money are those listed in the community services block grant state plan. A copy of the community services block grant state plan is available by request from the Department of Human Services, Office of Economic Opportunity, P.O. Box 64962, St. Paul, MN 55164-0962.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; L 1994 c 483 s 1; L 2005 c 112 art 2 s 41; 33 SR 1300
Posted: February 6, 2009

9571.0110 PARTICIPATION BY LOW-INCOME PERSONS.

Grantees must ensure maximum feasible participation of low-income persons in the local planning process of part 9571.0120, the annual work plan of part 9571.0150, subpart 1, and the evaluation process of part 9571.0130. Each grantee must devise specific opportunities for involvement of low-income

people in proposing, planning, approving, and evaluating the activities of community action programs.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0120 LOCAL PLANNING PROCESS.

Each grantee must develop and maintain a written plan for submission to the department as part of its grant application. The plan must include a description of how the local planning process will be implemented, how the grantees will publicize major planning activities to encourage community participation, and how the grantee will involve low-income persons in the planning process. Each work plan submitted as part of a grant application under part 9571.0150, subpart 1, must be consistent with, and complementary to, this local planning process. The local planning process of a grantee includes the following activities:

- A. develop a mission statement which defines the overall grantee's purposes and which represents the views and opinions of the grantee's board of directors or tribal council, low-income groups, and representatives of the community;
- B. identify and analyze community needs in order to respond to the poverty in the community and its causes;
- C. assess available resources from both the public and private sectors which are available to solve the causes of poverty;
- D. establish priorities and set goals for the program year;
- E. develop strategies, to implement the specified goals;
- F. identify programs to achieve the specified goals;
- G. select the program or combination of programs to be undertaken during a program year; and
- H. analyze evaluation and monitor information to influence the structure of future programming.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0130 EVALUATION PROCESS.

Each grantee must develop and maintain a written process for evaluating its own community action program using the results of the evaluation to influence the grantee's future planning. The grantee must involve low-income persons in the evaluation process. The written evaluation process must be approved by the grantee's board of directors or tribal council. The written evaluation process must be maintained and available to the department upon request in order to maintain community action agency recognition under part 9571.0040, subpart 3.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0140 ADMINISTRATION OF GRANTS.

Subpart 1. Grantee financial control system. Grantees must establish and use a financial control system that complies with federal and state reporting and fiscal procedures and the grant contract.

Subp. 2. Grantee audit. Each grantee must follow the audit requirements contained in the grant contract with the department.

Subp. 3. Alterations. A grantee must obtain prior written approval from the department before changing its work plan and budget as described in its grant contract.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0150 GRANT APPLICATIONS.

Subpart 1. Forms and documents. Forms necessary for completion of the application will accompany the guidelines mailed to all grantees. Assistance in completing the forms may be requested directly from the department at its central office. A grantee will submit to the department a work plan and budget on forms supplied by the department as part of the grant application process.

Subp. 2. Waiver of application deadline. Upon written request, the department may waive the application deadline and allow an applicant to submit its grant application after that date. A request for a waiver must be signed by the chair of the applicant's board of directors or chair of the tribal council and contain justification for a waiver. The request for a waiver must be received by the department on or before the original application deadline. The

department will respond to the request in writing. The department will grant a waiver if the grantee has shown good cause for why the application deadline was not met. If the department has determined that the grantee has shown good cause for missing the application deadline, the department will establish another deadline for receipt of the application.

Subp. 3. Approval of application. The department will review all submitted applications. When the department approves an application for a grant, it will provide written notification of approval to the applicant. Requests for cash cannot be processed until an application has been approved. After applications have been approved, the department and the applicant will enter into a grant contract.

Subp. 4. Late, incomplete, or noncomplying application. A previously funded grantee must submit an application within 45 calendar days of the application deadline or the waiver deadline established by the department, or the department will deny the application under subpart 5. If a submitted application remains incomplete or noncomplying for 30 calendar days after the department's request for a revision of the application, supplementary information, or other required documents or 45 calendar days from the application deadline or the waiver deadline, whichever period is greater, the department will deny the application under subpart 5.

Subp. 5. Denial of application. Before the department denies an application, it will, as soon as possible, provide written notification of the deficiency leading to a possible denial and, where appropriate, request a revision of the application, supplementary information, or other required documents. An application will be denied if any of the following occur:

- A. application is submitted after the deadlines in subpart 4;
- B. applicant submits an incomplete application;
- C. applicant submits a noncomplying application where:
 - (1) applicant's annual work plan activities are:
 - (a) inconsistent with community action program activity as defined in the act and part 9571.0100;
 - (b) not demonstrative of participation by low-income persons as required by part 9571.0110; or
 - (c) inconsistent with the local planning process in part 9571.0120;
 - (2) applicant cannot demonstrate adequate fiscal management capabilities as required in

part 9571.0140; or
(3) applicant's budget does not support, or is inconsistent with, the work plan activities; or

D. applicant, after a period of funding termination, has not remedied a defect that first led to withholding under part 9571.0090, subpart 2.

The department's denial of an application based on items A, B, and C is cause for termination of available funds for two years under part 9571.0060, subpart 1, item E. Depending on the circumstances, the department's denial of an application based on item D is cause for termination of available funds for two years under part 9571.0060, subpart 1, item E.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0160 SUBGRANTEES.

All grantees will obtain written approval from the department before delegating any part of their service delivery to a subgrantee. Grantees must enter into contracts with subgrantees outlining which community action program services the subgrantees will provide. Subgrantees must meet the same reporting and fiscal requirements as grantees. Grantees are responsible for acts or omissions of their subgrantees.

Statutory Authority: MS s 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0170 RECORD KEEPING.

All records and books of account related to grants must be kept by the grantee for the time period specified in the grant contract.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

9571.0180 MONITORING.

The department will perform on-site monitoring activities to ensure that grantees are in compliance with parts 9571.0010 to 9571.0180, the act, and other federal and state requirements.

Statutory Authority: MS s 256.01; 268.0122; 268.021
History: 16 SR 2319; 33 SR 1300
Posted: February 6, 2009

Commonly Used Acronyms

ABE	Adult Basic Education	IDA	Individual Development Account
ADA	Americans with Disabilities Act	ISN	Integrated Service Network
AMC	Association of Minnesota Counties	LIHEAP	Low-Income Home Energy Assistance Program
CAA	Community Action Agency	MA	Medical Assistance
CAC	Community Action Council	MAPA	Minnesota Alliance for Progressive Action
CAP	Community Action Program	MCADS	Minnesota Community Action Data System
CAMIS	Community Action Management Information System	MDE	Minnesota Department of Education
CCR&R	Child Care Resource & Referral (also CCRR & C2R2)	MFIP	Minnesota Family Investment Program
CDC	Community Development Council	MHFA	Minnesota Housing Finance Agency
CDF	Children's Defense Fund	MHSA	Minnesota Head Start Association
CIP	Conservation Improvement Program	MinnCAP	Minnesota Community Action Partnership
CISN Network	Community Integrated Services	MNAEYC	Minnesota Association for the Education of Young Children
COLA	Cost of Living Adjustment	MWAG	Minnesota Weatherization Advisory Group
CSBG	Community Services Block Grant	NCAF	National Community Action Foundation
CWF	Community Worker's Fund	OCD	Office of Child Development
DHS	MN Department of Human Services	OEO	Office of Economic Opportunity
DOE	U.S. Department of Energy	OHD	Office of Human Development
DOF	MN Department of Finance	OMB	Office of Management and Budget
DOL	U.S. Department of Labor	PAC	Political Action Committee
DOT	MN Department of Transportation	PC	Policy Council
EACA	Energy Assistance Coordinators Association	PUC	Public Utilities Commission
EAP	Energy Assistance Program	S.F.	Senate File
ECFE	Early Childhood & Family Education	SFY	State Fiscal Year
FAIM	Family Assets for Independence in Minnesota	SOB	State Office Building
FFY	Federal Fiscal Year	SR	Senate Register
FHA	Farmers Home Administration	SSI	Supplemental Security Income
FHA	Federal Housing Authority	T&TA	Training and Technical Assistance
FICA (Social Security)	Federal Insurance Contribution Act (Social Security)	TEFAP	Temporary Emergency Food Assistance Program
FSC	Family Service Center	USDA	United States Department of Agriculture
FY	Fiscal Year	VISTA	Volunteers in Service to America
GA	General Assistance	WAP	Weatherization Assistance Program
H.F.	House File	WIC	Women, Infants and Children Program
H.R.	House Register	WX	Weatherization
HH	Household		
HHS	Health & Human Services		
HRA	Housing and Redevelopment Authority		
HUD	U.S. Department of Housing and Urban Development		
ICAP	Indian Community Action Program		

Minnesota Community Action Partnership

Arnie Anderson	Executive Director	ArnieAnderson@MinnCAP.org
Mozell Curry	Office Manager	MozellCurry@MinnCAP.org
Pam Johnson	Research and Member Strategies	PamJohnson@MinnCAP.org
Doug Jensen	Visions Systems Administrator	DougJensen@MinnCAP.org
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Leah Pauletti	Visions Project Manager and Fiscal Director	LeahPauletti@MinnCAP.org

Mailing Address:

100 Empire Drive, Suite 202
St. Paul, MN 55103

Phone: (651) 645-7425
Fax: (651) 645-7399
Website: www.MinnCAP.org

Office of Economic Opportunity MN Department of Human Services

Connie Greer	Director	(651) 431-3810	connie.greer@state.mn.us
Dave Adams	Cash Requests	(651) 431-3820	dave.adams@state.mn.us
Sarah Aughenbaugh	Food Support Outreach	(651) 431-3818	sarah.aughenbaugh@state.mn.us
Kadra Bade	Grants	(651) 431-3818	kadra.bade@state.mn.us
Tikki Brown	Food Support	(651) 431-3822	tikki.brown@state.mn.us
Daniel DuHamel	Community Action	(651) 431-3819	daniel.j.duhamel@state.mn.us
Joelle Hoeft	Community Action	(651) 431-3813	joelle.hoeft@state.mn.us
Beth Holger-Ambrose	Homeless Programs	(651) 431-3823	beth.holger-ambrose@state.mn.us
Anne Johnson	Reporting / Data Mgmt	(651) 431-4794	anne.e.johnson@state.mn.us
Ryan Johnson	SNAP-Ed Outreach	(651) 431-3854	ryan.johnson1@state.mn.us
Pat Leary	Homeless Programs	(651) 431-3824	pat.leary@state.mn.us
Francie Mathes	Field Supervisor	(651) 431-3814	francie.mathes@state.mn.us
Ty Morris	Food Programs	(651) 431-3821	ty.morris@state.mn.us
Isaac Wengerd	Field Representative	(651) 431-3815	isaac.wengerd@state.mn.us
Diana Yerbich	MN Indian Affairs Council	(651) 431-4939	diana.yerbich@state.mn.us

Mailing Address:

PO Box 64962
St. Paul, MN 55164-0962

Main Number: (651) 431-3808
Toll Free: (877) 396-6383
Fax (Regular): (651) 431-7509
Fax (Cash Requests): (651) 431-7510
Website: www.dhs.state.mn.us

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**STATE OF MINNESOTA
GRANT CONTRACT WORKSHEET**

Originator – fill in the Allotments(s) (Org #) and Requisition Agency # this grant contract will be charged to. Fill in the total amount of grant contract and the amount to be encumbered IF this grant contract spans more than one fiscal year. Use the assigned AGPS Order number below to pay invoices for this grant/contract.

Total Amount of Contract \$

Org # <u>B319</u>	Req# <u>H55</u>	P <u>P87</u>	amount for state fiscal year 2012: \$
			state fiscal year 2013: \$
Org # <u>B311</u>	Req# <u>H55</u>	P <u>P07</u>	amount for state fiscal year 2012: \$
			state fiscal year 2013: \$

Unspent encumbrances to be certified to meet future obligations in accordance with MS\$16A.28

Accounting Information

Contract Coordinator – fill in fields below when encumbered:

fiscal year: 2012 vendor number:

Accounting Distribution 1CSBG:

allotment #: B319-P87
 fund: 300
 appropriation unit: E28
 rept cat: XEXP
 commodity code:
 object code: 5G0
 Amount: \$

Accounting Distribution 2:

allotment #: B311-P07
 fund: 100
 appropriation unit: S36
 rept. cat: XEXP
 commodity code:
 object code: 5G0
 Amount: \$

AGPS Grant/Order #: _____ / _____
 Number/Date/Initials

Individual signing certifies that funds have been encumbered as required by MS § 16A.15

NOTICE TO GRANTEE: You are required by Minnesota Statutes, Section 270C.65 to provide your social security number or Federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This grant contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations.

Grantee Name and Address:

Soc. Sec. or Federal Employer I.D. No.
 Minnesota Tax I.D. No. (if applicable)

**THIS PAGE OF THE GRANT CONTRACT CONTAINS PRIVATE INFORMATION.
 EXCEPT AS DEFINED ABOVE, THIS PAGE SHOULD NOT BE REPRODUCED
 OR DISTRIBUTED EXTERNALLY WITHOUT EXPRESS WRITTEN PERMISSION
 OF THE GRANTEE**

If you circulate this contract internally, only offices that require access to the tax identification number
 AND all individuals/offices signing this grant contract should have access to this page.

**STATE OF MINNESOTA
GRANT CONTRACT
COMMUNITY SERVICES BLOCK GRANT (CSBG)
MINNESOTA COMMUNITY ACTION GRANT (MCAG)**

THIS GRANT, and amendments and supplements thereto, is between State of Minnesota, acting through its Department of Human Services Community Partnership Division Office of Economic Opportunity (hereinafter STATE) and, an independent grantee, not an employee of the State of Minnesota, address, (hereinafter GRANTEE), witnesseth that:

WHEREAS, the STATE, pursuant to Community Services Block Grant Act (42 U.S.C. 9901 et. Seq.), as amended by the Coats Human Services Reauthorization Act of 1998, and Minnesota Statutes Section 256.01 Subd 2 (a)(6) and 256E.30-256E.32 is empowered to enter into contracts for the following services: assistance for low-income households, and

WHEREAS STATE is in need of the following services: assistance for low-income households, and

WHEREAS STATE is permitted to share information with the GRANTEE in accordance with Minnesota Statute, section 13.46, and

WHEREAS, GRANTEE represents that it is duly qualified and willing to perform the services set forth herein,

NOW, THEREFORE, it is agreed:

I. GRANTEE'S DUTIES:

- A. The GRANTEE shall perform the specific duties as described in Attachment A, Work Plan, which is incorporated by reference and made a part of this agreement.
- B. The GRANTEE shall comply with any operating procedures, guidelines, and policies issued by the STATE relating to the performance of this Agreement.
- C. The GRANTEE agrees to cooperate in the STATE's monitoring activities and will implement and comply with such remedial action as is proposed by the STATE.
- D. The GRANTEE shall have a management information system which shall be capable of producing auditable reports.
- E. The GRANTEE shall comply with program activity reporting requirements.
- F. Services provided by GRANTEE shall include the following as set forth and within the limits of Attachment A: activities that
 - 1) Strengthen community capabilities for planning and coordinating the use of a broad range of resources related to the elimination of poverty;
 - 2) Organize a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major

- impact on the causes of poverty in the community and may help the families and individuals achieve self-sufficiency;
- 3) Make use of innovative and effective community-based approaches to attacking the causes and effects of poverty and community breakdown;
 - 4) Maximize participation of residents of low-income communities and members of the groups served by programs to empower such residents and members to respond to the unique problems and needs within their communities; and,
 - 5) Broaden the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for private, religious, charitable, and neighborhood-based organizations as well as individual citizens and business, labor and professional groups who are able to influence the quantity and quality of opportunities and services for the poor.

II. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed and goods or materials supplied by GRANTEE pursuant to this grant shall be paid by the STATE as follows:

1. Compensation shall be consistent with the Program Line Item Budget, which is incorporated into and made a part of the contract as Attachment B: Budget
2. Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE'S performance of this grant contract shall be no greater amount than provided in the current Commissioner's Plan (which is incorporated by reference) promulgated by the Commissioner of Minnesota Management and Budget . GRANTEE shall not be reimbursed for travel and subsistence expense incurred outside the State of Minnesota unless it has received prior written approval for such out of state travel from the STATE.
3. The total obligation of the STATE for all compensation and reimbursements to GRANTEE shall not exceed (\$).
4. The GRANTEE shall be responsible for establishing and maintaining records identifying interest and/or investment income earned on program funds. Income so earned shall be added to the existing funding of this Agreement and may be used for any allowable grant expenditure.
5. (If applicable.) For compensation payable under this grant contract, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by the State as required.
6. The STATE shall notify the GRANTEE of funding availability through a Notice of Funds Available (NFA). The GRANTEE shall execute the NFA and the NFA shall be incorporated by reference into this grant agreement.
7. Monies obligated under this grant agreement for Minnesota Community Action Grant funding must be expended by **June 30, 2013**, or returned to the STATE. Monies obligated under this grant agreement for Community Services Block Grant 2013 funding must be expended by **September 30, 2013**, or returned to the STATE.

B. Terms of Payment

1. Payments shall be made by the STATE promptly after GRANTEE'S presentation of invoices for services performed and acceptance of such services by the STATE'S authorized agent pursuant to Clause VII. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule: each month the GRANTEE shall submit Expenditures to the Enterprise Grant Management System (EGMS) to request reimbursement and report expenditures.
2. Grantee shall have a system that ensures the timing and amount of cash received is as close as administratively feasible to the actual disbursement of program costs.
3. Payments are to be made from federal funds obtained by the STATE through the Coats Human Services Reauthorization Act of 1998 (Public law 106-113 and amendments thereto), Catalog of Federal Domestic Assistance (CFDA) No. 93.569. If at any time such funds become unavailable, this grant shall be terminated immediately upon written notice of such fact by the STATE to the GRANTEE. In the event of such termination, GRANTEE shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
4. The GRANTEE shall complete and forward the Authorized Signature Form for Expenditure Requests to the STATE, with signatures of the individuals authorized to draw cash. A duplicate will be kept on file by the GRANTEE.
5. For contracts in force during more than one State Fiscal Year, the GRANTEE agrees to submit a Expenditure Report within 30 days after the end of a state fiscal year for expenses incurred during that state fiscal year. The State Fiscal Year runs July 1 through June 30.
6. The GRANTEE agrees to submit a final Financial Status Report (FSR) and a payment for the balance of any unspent and unobligated grant funds to the STATE within 30 days of the termination of this Agreement. Failure to submit a final FSR within this period may result in disallowance of payment for any expenditure not previously submitted.

III. **CONDITIONS OF PAYMENT.** All services provided by GRANTEE pursuant to this grant contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations including business registration requirements of the Office of the Secretary of State. GRANTEE shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

IV. **PAYMENT RECOUPMENT.** The GRANTEE must reimburse the STATE upon demand or the STATE may deduct from future payments under this grant any amounts paid by the STATE, under this or any previous grant, for which invoices and progress reports have not been received, or for which the GRANTEE'S books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the

GRANTEE to perform grant services. Grantees must repay DHS-disallowed costs in cash from non-DHS sources.

- V. **TERMS OF CONTRACT.** This grant shall be effective on **July 1, 2011**, or upon the date that the final required signature is obtained by the STATE, pursuant to Minnesota Statutes, Section 16C.05, Subd 2, whichever occurs later, and shall remain in effect through **December 31, 2013**, or until all obligations set forth in this grant contract have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this grant contract until ALL required signatures have been obtained, and GRANTEE is notified to begin work by the STATE's Authorized Representative. The GRANTEE shall have a continuing obligation, after said grant period, to comply with the following provisions of grant clauses: X. Liability ; XI. State Audits; XII. Information Privacy and Security; XIII. Intellectual Property Rights; XIV. Publicity; and XXI. Jurisdiction and Venue.

VI. **CANCELLATION.**

A. For Cause or Convenience. This grant contract may be canceled by the STATE or GRANTEE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, GRANTEE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. The STATE has the right to suspend or terminate this grant contract immediately when the STATE deems the health or welfare of the service recipients is endangered, when the STATE has reasonable cause to believe that the GRANTEE has breached a material term of the grant contract, or when GRANTEE'S non-compliance with the terms of the grant contract may jeopardize federal financial participation.

B. Insufficient Funds. The STATE may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written or fax notice to the GRANTEE. The STATE is not obligated to pay for any services that are provided after notice and effective date of termination. However, the GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The STATE will not be assessed any penalty if the grant contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The STATE must provide the GRANTEE notice of the lack of funding within a reasonable time of the STATE's receiving that notice.

C. Breach. Notwithstanding clause VI.A., upon STATE's knowledge of a curable material breach of the contract by GRANTEE, STATE shall provide GRANTEE written notice of the breach and ten (10) days to cure the breach. If GRANTEE does not cure the breach within the time allowed, GRANTEE will be in default of this contract and STATE may cancel the contract immediately thereafter. If GRANTEE has breached a material term of this contract and cure is not possible, STATE may immediately terminate this contract.

VII. **AUTHORIZED REPRESENTATIVES AND RESPONSIBLE AUTHORITY.**

A. State. The STATE'S authorized representative for the purposes of administration of this grant contract is **Connie Greer** or his/her successor. Such representative shall have final authority for acceptance of GRANTEE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.

B. Grantee. The GRANTEE's Authorized Representative is _____ or his/her successor. If the GRANTEE's Authorized Representative changes at any time during this contract, the GRANTEE must immediately notify the STATE.

C. Information Privacy and Security. (If applicable) GRANTEE's responsible authority for the purposes of complying with data privacy and security for this contract is _____ or his/her successor.

VIII. **ASSIGNMENT.** GRANTEE shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the STATE.

IX. **AMENDMENTS.** Any amendments to this grant contract shall be in writing, and shall be executed by the same parties who executed the original grant contract, or their successors in office.

X. **LIABILITY.** To the extent provided for in Minnesota Statutes, section 466.01 to 466.15, the GRANTEE agrees to be responsible for any and all claims or causes of action arising from the performance of this grant by GRANTEE or GRANTEE'S agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

XI. **STATE AUDITS.** Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the GRANTEE and its employees, agents, or subcontractors relevant to this grant contract shall be made available and subject to examination by the STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this grant contract.

XII. **INFORMATION PRIVACY AND SECURITY**

For purposes of executing its responsibilities and to the extent set forth in this contract, the GRANTEE will be considered part of the "welfare system," as defined in Minnesota Statutes, section 13.46, subdivision 1.

1. Information Covered by this Provision. In carrying out its duties, GRANTEE will be handling one or more types of private information, collectively referred to as "protected information," concerning individual STATE clients. "Protected information," for purposes of this agreement, includes any or all of the following:

(a) Private data (as defined in Minn. Stat. §13.02, subd. 12), confidential data (as defined in Minn. Stat. §13.02, subd. 3), welfare data (as governed by Minn. Stat. §13.46), medical data (as governed by Minn. Stat. §13.384), and other non-public data governed elsewhere in the Minnesota Government Data Practices Act (MGDPA), Minn. Stats. Chapter 13;

(b) Health records (as governed by the Minnesota Health Records Act [Minn. Stat. §§144.291-144.298]);

(c) Chemical health records (as governed by 42 U.S.C. § 290dd-2 and 42 CFR § 2.1 to § 2.67);

(d) Protected health information (“PHI”) (as defined in and governed by the Health Insurance Portability Accountability Act [“HIPAA”], 45 CFR § 164.501); and

(e) Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17931); and

(f) Other data subject to applicable state and federal statutes, rules, and regulations affecting the collection, storage, use, or dissemination of private or confidential information.

2. Duties Relating to Protection of Information.

(a) **Duty to ensure proper handling of information.** GRANTEE shall be responsible for ensuring proper handling and safeguarding by its employees, subcontractors, and authorized agents of protected information collected, created, used, maintained, or disclosed on behalf of STATE. This responsibility includes ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed above in paragraph XII.1.

(b) **Minimum necessary access to information.** GRANTEE shall comply with the “minimum necessary” access and disclosure rule set forth in the HIPAA and the MGDPA. The collection, creation, use, maintenance, and disclosure by GRANTEE shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 CFR §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.

(c) **Information Requests.** Unless provided for otherwise in this Agreement, if GRANTEE receives a request to release the information referred to in this Clause, GRANTEE must immediately notify STATE. STATE will give GRANTEE instructions concerning the release of the data to the requesting party before the data is released.

3. GRANTEE’s Use of Information. GRANTEE shall:

(a) Not use or further disclose protected information created, collected, received, stored, used, maintained or disseminated in the course or performance of this Agreement other than as permitted or required by this Agreement or as required by law, either during the period of this agreement or hereafter.

(b) Use appropriate safeguards to prevent use or disclosure of the protected information by its employees, subcontractors and agents other than as provided for by this Agreement. This includes, but is not limited to, having implemented administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity,

and availability of any electronic protected health information that it creates, receives, maintains, or transmits on behalf of STATE.

(c) Report to STATE any privacy or security incident regarding the information of which it becomes aware. For purposes of this Agreement, "Security incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to STATE not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the PHI used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as STATE may reasonably request.

(d) Consistent with this Agreement, ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

(e) Document such disclosures of PHI and information related to such disclosures as would be required for STATE to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528

(f) Mitigate, to the extent practicable, any harmful effects known to it of a use, disclosure, or breach of security with respect to protected information by it in violation of this Agreement.

4. State's Duties. STATE shall:

(a) Only release information which it is authorized by law or regulation to share with GRANTEE.

(b) Obtain any required consents, authorizations or other permissions that may be necessary for it to share information with GRANTEE.

(c) Notify GRANTEE of limitation(s), restrictions, changes, or revocation of permission by an individual to use or disclose protected information, to the extent that such limitation(s), restrictions, changes or revocation may affect GRANTEE's use or disclosure of protected information.

(d) Not request GRANTEE to use or disclose protected information in any manner that would not be permitted under law if done by STATE.

5. Disposition of Data upon Completion, Expiration, or Agreement Termination.

Upon completion, expiration, or termination of this Agreement, GRANTEE will return to STATE or destroy all protected information received or created on behalf of STATE for purposes associated with this Agreement. A written certification of destruction or return to Authorized Representative listed in VII.A is required. GRANTEE will retain no copies of such protected information, provided that if both parties agree that such return or destruction is not feasible, or if GRANTEE is required by the applicable regulation, rule or statutory retention schedule to retain beyond the life of this Agreement, GRANTEE will extend the protections of this Agreement to the protected information and refrain from further use or disclosure of such information, except for those purposes that make return or destruction infeasible, for as long as GRANTEE maintains the information. Additional information for destruction and handling is available in the DHS Information Security Policy, Policy numbers 3.7, and 2.19, found at <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-4683-ENG>.

6. Sanctions. In addition to acknowledging and accepting the terms set forth in X Indemnification of this Agreement relating to indemnification, the parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to protected information, in investigation and imposition of sanctions by the U.S. Department of Health and Human Services, Office for Civil Rights, and/or in civil and criminal penalties.

XIII. Intellectual Property Rights.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the contract. *Works* includes "*Documents.*" *Documents* are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the GRANTEE, its employees, agents, or subcontractors, in the performance of this contract.

Ownership. The STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the *Works* and *Documents created and paid for under this contract.* The *Works* and *Documents* will be the exclusive property of the STATE and all such *Works* and *Documents* must be immediately returned to the STATE by the GRANTEE upon completion or cancellation of this contract. To the extent possible, those *Works* eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire."

Responsibilities.

Notification. Whenever any *Works* or *Documents* (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by the GRANTEE, including its employees and subcontractors, and are created and paid for under this contract, the GRANTEE will immediately give the STATE'S Authorized

Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. The GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to the STATE.

Filing and recording of ownership interests. The GRANTEE must, at the request of the STATE, execute all papers and perform all other acts necessary to transfer or record the STATE'S ownership interest in the Works and Documents created and paid for under this contract. The GRANTEE must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of the STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.

Duty not to Infringe on intellectual property rights of others. The GRANTEE represents and warrants that the Works and Documents created and paid for under this contract do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, the GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the STATE, at the GRANTEE'S expense, from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. The GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the GRANTEE'S or the STATE'S opinion is likely to arise, the GRANTEE must, at the STATE'S discretion, either procure for the STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the STATE will be in addition to and not exclusive of other remedies provided by law.

- XIV. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this grant contract, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the GRANTEE or its employees individually or jointly with others or any subcontractors, shall identify the STATE as the sponsoring agency and shall not be released, unless such release is a specific part of an approved work plan included in this grant contract prior to its approval by the State's Authorized Representative.

XV. **AFFIRMATIVE ACTION and NON-DISCRIMINATION**

Affirmative Action requirements for Grantees with more than 40 full-time employees and a contract in excess of \$100,000. If GRANTEE has had more than 40 full-time employees within the State of Minnesota on a single working day during the previous twelve months preceding the date GRANTEE submitted its response to the STATE, it must have an affirmative action plan, approved by the Commissioner of Human Rights of the State of Minnesota, for the employment of qualified minority persons, women and persons with disabilities. See Minnesota Statutes section 363A.36 (2003). If GRANTEE has had more than 40 full-time employees on a single working day during the previous twelve months in the state in which it has its primary place of business, then GRANTEE must **either:** 1) have a current Minnesota certificate of compliance issued by the

Minnesota Commissioner of Human Rights; **or** 2) certify that it is in compliance with federal Affirmative Action requirements.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The GRANTEE agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minnesota Statutes section 363A.02 GRANTEE agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The GRANTEE must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The GRANTEE agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rule 5000.3550
- C. GRANTEE agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Notification to employees and other affected parties. The GRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices will state the rights of applicants and employees, and GRANTEE's obligation under the law to take affirmative action to employ and advance in employment qualified minority persons, women, and persons with disabilities.

The GRANTEE will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the GRANTEE is bound by the terms of Minnesota Statutes, section 363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment minority persons, women, and persons with physical and mental disabilities.

Compliance with Department of Human Rights Statutes. In the event of GRANTEE's noncompliance with the provisions of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes 363A.36, and the rules and relevant orders issued pursuant to the Minnesota Human Rights Act.

- XVI. **WORKERS' COMPENSATION.** The GRANTEE certifies that it is in compliance with Minnesota Statute section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The GRANTEE'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any

third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

XVII. VOTER REGISTRATION REQUIREMENT. GRANTEE certifies that it will comply with Minnesota Statutes, Section 201.162 by providing voter registration services for its employees and for the public served by the GRANTEE.

XVIII. OWNERSHIP OF EQUIPMENT. Disposition of all equipment purchased under this grant shall be in accordance with title 45, code of federal regulations, part 92. For all equipment having a current per unit fair market value of \$5,000 or more, the STATE shall have the right to require transfer of the equipment (including title) to the Federal Government or to an eligible non-Federal party named by the STATE. This right will normally be exercised by the STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

XIX. FEDERAL AUDIT REQUIREMENTS.

A. GRANTEE certifies it will comply with the Single Audit Act, and OMB Circular A-133, as applicable. All sub-recipients receiving \$500,000 or more of federal assistance in a fiscal year will obtain a financial and compliance audit made in accordance with the Single Audit Act, or OMB Circular A-133, as applicable. Failure to comply with these requirements could result in forfeiture of federal funds.

B. If the GRANTEE has an independent audit, a copy of the audit shall be submitted to the STATE. If the GRANTEE is not required to have a single or program-specific audit conducted according to OMB Circular A-133 and it expends \$25,000 or more in federal or state funds, it will have an annual financial statement audit per generally accepted auditing standards. The GRANTEE will submit a copy of the fiscal year audit to the STATE.

C. Grantees must submit comments on the findings and recommendations in the single audit report and management letter, including a plan for corrective action taken or planned, and comments on the status of corrective action taken on prior findings.

XX. GRANTEE DEBARMENT INFORMATION.

DEBARMENT BY STATE, ITS DEPARTMENTS, COMMISSIONS, AGENCIES OR POLITICAL SUBDIVISIONS

GRANTEE certifies that neither it nor its principles is presently debarred or suspended by the STATE, or any of its departments, commissions, agencies, or political subdivisions. GRANTEE'S certification is a material representation upon which the grant contract award was based. GRANTEE shall provide immediate written notice to the STATE'S authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNATRY EXCLUSION

Federal money will be used or may potentially be used to pay for all or part of the work under the grant contract, therefore the GRANTEE must certify the following, as required

by the regulations implementing Executive Order 12549. GRANTEE'S certification is a material representation upon which the grant contract award was based.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this grant contract, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this grant contract is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this grant contract is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this grant contract that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its

principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER
COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this grant contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract.

XXI. **JURISDICTION AND VENUE.** This grant contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

XXII. **WAIVER.** If the State fails to enforce any provision of this contract, that failure does not waive the provision or the STATE's right to enforce it.

XXIII. **CONTRACT COMPLETE.** This contract contains all negotiations and agreements between the STATE and the GRANTEE. No other understanding regarding this contract, whether written or oral may be used to bind either party.

XXIV. **OTHER PROVISIONS.**

- A. GRANTEE agrees that it will at all times during the term of the Agreement keep in force a general liability insurance policy with the following minimum amounts: \$500,000 for bodily injury or property damage to any one person; and \$1,500,000 for total injuries and/or damages arising from any one incident.
- B. The GRANTEE agrees to keep in force a blanket employee theft/employee dishonesty policy in at least the total amount of the first year's grant award or \$100,000, whichever is less.
- C. GRANTEE agrees that no religious based counseling shall take place under the auspices of this grant.
- D. The GRANTEE shall comply with the Americans with Disabilities Act of 1990 (42 USC 1201) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794), as amended.
- E. The GRANTEE shall comply with minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
- F. The GRANTEE shall comply with the provisions of Minnesota Statutes with regard to plain language in written materials.
- G. The GRANTEE shall comply with the provisions of Chapter 15, Title 5 of the United States Code with regard to political activity.
- H. The GRANTEE shall comply with the Drug-Free Workplace Act of 1988 and will provide a drug-free workplace.
- I. The GRANTEE shall establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- J. The GRANTEE shall comply with Section 1352, Title 31, U.S.C. which generally prohibits recipients of federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. If applicable, the GRANTEE is required to certify as to its lobbying activity.
- K. Payment to Subcontractors
(If applicable) As required by Minn. Stat. §16A.1245, the prime GRANTEE must pay all subcontractors, less any retainage, within 10 calendar days of the prime GRANTEE's receipt of payment from the State for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).
- L. When a grantee subgrants to another organization (a subgrantee), all of the DHS/OEO grant requirements shall be included in the grant agreements with the subgrantee and with all additional tiers of subgrantees.

- M. GRANTEE must monitor subgrantees, including for-profit subgrantees through a pre-award survey or a post-award review.
- N. Grantees (and all tiers of subgrantees) must use the federal OMB Circulars A-87, A-110, A-122, A-133, OMB “Common Rule” and others as applicable (including modifications) in the administration of all DHS federal and/or state funded grants.
- O. The GRANTEE shall comply with the following from Title 45 of the Code of Federal Regulations of Health and Human Services 45 CFR. And Department of Treasury 31 CFR Part 205 (Block Grants), and Minnesota Statutes Section 256E.30-256E.32
- Part 16- Procedures of the Departmental Grant Appeals Board;
 - Part 30- Claims Collection;
 - Part 76- Debarment and Suspension from Eligibility for Financial Assistance (Noprocurement);
 - Part 80- Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
 - Part 81- Practice and Procedure for Hearings Under Part 80 of this Title;
 - Part 84- Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
 - Part 86- Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
 - Part 87- Equal Treatment for Faith-Based Organizations
 - Part 91- Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
 - Part 93- New Restrictions on Lobbying
 - Part 96 - Block Grants;
 - Part 97- Consolidation of Grants to the Insular Areas;
 - Part 100- Intergovernmental Review of Department of Health and Human Services Program and Activities.
- P. The GRANTEE shall comply (when applicable) with the registration and reporting requirements of Minnesota’s Charities Laws, primarily Minnesota Statutes, Chapter 309, the Minnesota Charitable Solicitation Act.
- Q. The GRANTEE will not use federal funds available under this Agreement to engage in any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activities.
- R The GRANTEE will not use federal funds available under this Agreement for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility.
- S. Grantee shall comply with the Sarbanes-Oxley Act which provides protection for whistle-blowers and addresses destruction of litigation-related document.

T. Grantee shall comply with Minnesota Shelter Survey.
IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. 16A and 16C.15

By
Date
Grant No:

3. STATE AGENCY

By (with delegated authority)
Title
Date

2. GRANTEE

Signatory is authorized by applicable articles, by-laws, resolutions, or ordinances to sign on behalf of the Grantee.

By
Title
Date

By
Title
Date

Distribution:

- Agency - Original (fully executed) contract
- Grantee
- State Authorized Representative



Minnesota Department of **Human Services**

Office of Economic Opportunity
 444 Lafayette Road North, PO Box 64962
 St Paul, MN 55155
 (877) 396-6383 • (651) 431-7509 (fax)

2010 Minnesota Community Services Block Grant Information Survey (CSBG-IS) Reporting Guidelines

General Reporting Directions:

- ✓ The CSBG-IS report requires agencies to report on a *12-month reporting period*. This may correlate to the Federal Fiscal Year, your agency's fiscal year, or the State Fiscal Year. We ask that you be consistent with previous reporting periods.
- ✓ There is a nationwide effort to report on the uses and outcomes of ARRA funding. This includes all ARRA-funded sources and CSBG ARRA sources.
- ✓ There are "Notes" sections for each report. These Notes sections must to be utilized to explain significant variances (+/- 20% changes) from previous year's reporting period, including changes in funding, outcomes, or other anomalies that we (or the Feds) would be likely to question. Providing answers initially will minimize back and forth communication.
- ✓ All reports must be submitted in the original format. Please do not convert to PDFs or remove any sections of the reports.

Program Activity Report (CAR Codes) *(Due November 1)*

- ✓ This report no longer request information on volunteer activities.
- ✓ If you are reporting expenditures in Section E under any of the categories, it would be expected that you would have activities reported on the Program Activity Report under the same category.

Mortgage Foreclosure Report *(Due October 15)*

- ✓ This report is for agencies providing Mortgage Foreclosure and Prevention Activities funded by NFMC and/or HECAT and reported through the CounselorMax software.

Section D: Narratives on Accomplishments and Coordination of Funds *(Due October 1)*

- ✓ Do not use acronyms.
- ✓ Ensure that you answer each question and parts of the questions fully.
- ✓ Keep responses to one page.
- ✓ Edit, edit, edit! These stories are published!
- ✓ Always protect the client's identity.
- ✓ Choose stories that are meaningful and demonstrate significant impacts.
- ✓ Please include any photos you may have that accompany the stories.

Section E: Agency CSBG Expenditures by Service Category *(Due November 1)*

- ✓ Ensure that your agency is reporting *all* regular (non-ARRA) CSBG **expenditures** by the CSBG Service Categories. There is an additional column for *all* CSBG ARRA **expenditures**.
- ✓ Report the amount of eligible entity CSBG funds spent on Administrative Purposes (see IM 37).
 - This should be a low percentage; we try to keep this below 15%. *If this is about 15%, please use the note page to explain why this is.*
- ✓ Ensure that your agency is reporting on the total amount of CSBG funds spent on Youth Programs defined as those that serve individuals ages 12-18.
- ✓ Ensure that your agency is reporting on the total amount of CSBG funds spent on Senior Programs defined as those that serve individuals ages 55 and up.

Section F: Resources Administered and Generated by the CSBG Network (Due November 1)

- ✓ Ensure that your agency is reporting on the TOTAL agency resources for all Federal, State, Local and Private funds **allocated** during the reporting period.
- ✓ Ensure that your agency is reporting on the total amount of CSBG funds allocated during the reporting period.
- ✓ For multi-year grants, please report on the portion that was allocated, or expected to be expended, during the reporting period (i.e. for a 3-year grant, you would only report 1/3, or 1 year, of the funding).
- ✓ For “Other” categories (3.K. and 3.Z) please provide the full program name, awarding department and CFDA # for Federal Grants. (www.cfda.gov)

Section G: Program Participant Characteristics (Due October 15)

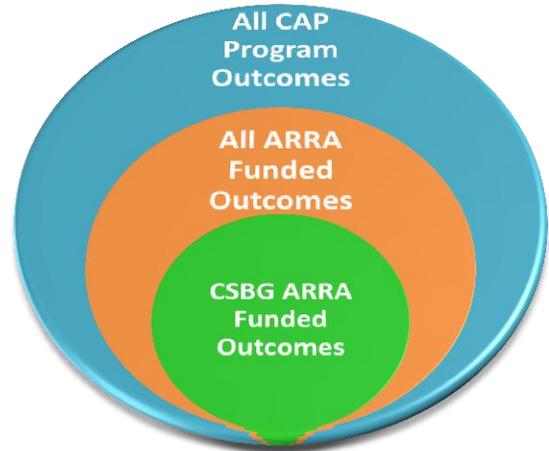
- ✓ Ensure that you are reporting on the total unduplicated count of Program Participant Demographics for the *entire agency*, not just the programs funded in whole or part by CSBG.
- ✓ These demographics are only collected for programs where you can collect an unduplicated count. Please report the service counts for Emergency Services, such as food boxes or units of clothing under NPI 6.5.
- ✓ Please note that the Education Level (# 10) is only for Adults 24 years old and older.
- ✓ **There are 3 sections to Section G (found in tabs): (1) Total Agency, (2) ALL-ARRA and (3) CSBG-ARRA.**

Data Checks for Section G:

- ✓ Totals for characteristics of individuals (items 7 – 11) should not exceed item 3 (Total unduplicated number of persons about whom one or more characteristics were obtained)
- ✓ Totals for characteristics of families (items 12 – 16) should not exceed item 5 (Total unduplicated number of families about whom one or more characteristics were obtained)
- ✓ Seniors Served (8.g. + 8.h.) should equal numbers of seniors served in NPI 6.1.A.
- ✓ Education Level (10. Total) should not exceed the total of ages 24+ (8.e. thru 8.h.)
- ✓ Disabled individuals (11.b.) should equal numbers of disabled served in NPI 6.1.B.
- ✓ Single person family type (12.d.) should equal Family size of 1(13.a.)
- ✓ In Sources of Income (#14), the total of sources of income (14.c thru 14.k) should be larger than the “total unduplicated # of families reporting 1 or more sources of income” (14.a.).

ROMA National Performance Indicators (NPIs)

- ✓ Each NPI has three sections for outcomes:
 - I. **Outcomes for the entire agency** (all programs *including* ARRA funded).
 - II. **Outcomes for ALL ARRA funded programs** (this includes only ARRA funded programs, including CSBG-ARRA, and will be a subset of outcomes from Section I): If the program is only partially funded through ARRA funds, provide the percentage of ARRA outcomes for the equal percent of funding (e.g. if the program is 25% ARRA funded and 75% regular funding, you would only report 25% of the outcome in the ARRA funded section).
 - III. **Outcomes for CSBG ARRA funding** (this is a subset of the ALL ARRA Outcomes that pertains only to CSBG ARRA Funding).
- ✓ Number of participants **enrolled** (agency enrollment number)
- ✓ Number of participants **expected to achieve** (from the MN Outcome Catalog as prepared and submitted to OEO)
- ✓ Number of participants **achieving outcome**
 - Should not exceed enrolled!
 - Explain why % Achieving is lower than 80% or higher than 120% in the Notes section for the Goal.
- ✓ 2.4 is for employment created or retained from ALL ARRA Sources.



Questions can be directed to:

Anne E Johnson
Office of Economic Opportunity, MN DHS
(651) 431-4794
anne.e.johnson@state.mn.us

Or

Daniel J DuHamel
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Financial Audit Division
Office of the Legislative Auditor
State of Minnesota

Department of Human Services Federal Compliance Audit

Financial Audit Division Report 11-13

Released May 6, 2011

Conclusion

We were unable to conclude on the Department of Human Services' compliance with certain federal requirements for the Medical Assistance, Child Care Cluster, and Temporary Assistance to Needy Families programs because the department lacked an adequate control structure to ensure it paid benefits only for eligible recipients. In addition, as reported in our November 4, 2010, report on the department's controls over healthcare provider payments, the department did not have adequate controls to ensure it only paid eligible providers through the Medical Assistance Program. We consider these issues to be material weaknesses in the department's internal controls.

Except as noted above, the Department of Human Services generally complied with and had controls to ensure compliance with certain provisions of laws, regulations, contracts, and grants applicable to its major federal programs for fiscal year 2010. However, the department had some weaknesses, as noted in findings 2 through 9 in the following *Findings and Recommendations* section (including four repeat findings from last year's audit that it did not fully resolve), and in our November 4, 2010, report on the department's controls over healthcare provider payments.

Key Findings

- **Prior Finding Not Resolved:** The Department of Human Services did not adequately address its responsibility to monitor and ensure accurate recipient eligibility determination for three major federal programs.
- **Prior Finding Partially Resolved:** The Department of Human Services did not fully identify, analyze, and document its internal controls related to compliance with federal single audit requirements.

Audit Scope

Our scope included programs determined to be major federal programs for the State of Minnesota for fiscal year 2010, including Medicaid Cluster, Child Support Enforcement, Child Care Cluster, Social Services Block Grant, Foster Care, Temporary Assistance for Needy Families, Food and Nutrition Services Cluster, and State Fiscal Stabilization Funds.