

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

Case Type: Receivership

Court File No. _____

In re the Matter of Community Action of
Minneapolis, Inc.

AFFIDAVIT OF JOELLE HOEFT

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, Joelle Hoeft, being first duly sworn, deposes and says as follows:

1. I submit this affidavit in support of the Petition to Appoint Receiver by the Minnesota Department of Human Services.
2. My job title is Grants, Policy, and Program Manager in the Office of Economic Opportunity ("OEO") at the Minnesota Department of Human Services ("Department"). The OEO is responsible for administering and monitoring state and federal funding aimed at eliminating the causes and effects of poverty, including federal and state community action funding.
3. In the course of my work, I became aware of the various community action agencies in Minnesota that serve low-income people through a variety of programs funded by money received under grant contracts with the Department.
4. One of these agencies, Community Action of Minneapolis, is a non-profit corporation that had a long-standing relationship with the Department because it received grant funding for many years to deliver services to low-income people who live in Minneapolis.
5. To receive grant funding, Community Action of Minneapolis was designated by the City of Minneapolis and recognized by the Department as the community action agency to serve low-income people who live in Minneapolis.
6. Community Action of Minneapolis recently had two grant contracts with the Department: (1) Supplemental Nutrition Assistance Program (SNAP) Outreach; and (2) Community Action Grant, which encompasses the Minnesota Community Action Grant and the federal Community Services Block Grant.
7. The SNAP Outreach contract allowed Community Action of Minneapolis to get

reimbursed for up to \$27,841.21 to provide SNAP "food support application assistance and outreach, [and] to improve SNAP participation among the elderly and working poor in our service area," which is defined as a 65-ZIP code area of Minneapolis. The SNAP Outreach contract started on October 1, 2013, and was written to end September 30, 2014. (Exhibit A to Joelle Hoeft Affidavit).

8. The Community Action contract allowed Community Action of Minneapolis to get reimbursed for up to \$2,834,498 for contract services provided. (Exhibits B and C to Joelle Hoeft Affidavit).
9. The initial Community Action contract allowed for up to \$1,759,532 "to plan and implement programs and services that focus on self-sufficiency, family stabilization, employability, life and essential skill development, advocacy, wealth-building and financial services, and service and resource coordination ... to move families out of poverty." (Exhibit B).
10. The amendment to the initial Community Action contract allowed Community Action of Minneapolis to get reimbursed for up to \$1,074,966 to further carry out the purposes of the initial contract. (Exhibit C).
11. The Community Action contract started on July 1, 2013, and was written to end June 30, 2016. (Exhibits B and C).
12. The Department distributed funds to Community Action of Minneapolis on a reimbursement basis. This means that the Department provided funds to Community Action of Minneapolis as the entity incurred costs and sought reimbursement for those costs from the Department.
13. The Department had fiscal and programmatic oversight over the grant funding that Community Action of Minneapolis received under contract. The entity provided information to the Department on a variety of schedules: monthly financial reports under the SNAP Outreach and Community Action contracts; annual program reports under the Community Action contract; and quarterly reports under the SNAP Outreach contract.
14. I am aware of the audit report issued by the Department's internal audits office on August 12, 2014, which analyzed Community Action of Minneapolis' activities and expenditures and found numerous deficiencies and problems. (Exhibit A of Gary L. Johnson Affidavit).
15. I am also familiar with the Department's formal written notice of termination for cause, dated September 26, 2014. (Exhibit B of Gary L. Johnson Affidavit).
16. Since the Department sent the termination notice, the Department sent approximately 3,000 client notices to people who received services from Community Action of

Minneapolis that were funded by state and federal grant contracts with the Department.
The Department referred those clients to other social service agencies to seek services.

Further your affiant sayeth not.


JOELLE HOEFT

Subscribed and sworn to before me
this 14 day of October, 2014.

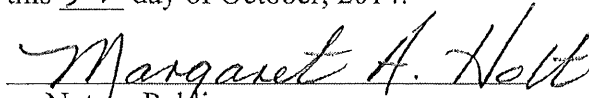

Notary Public



EXHIBIT A TO
AFFIDAVIT OF JOELLE HOEFT

**STATE OF MINNESOTA
REIMBURSEMENT AGREEMENT**

Originator ~ This cover page reflects the new accounting fields that appear in the State's new accounting system called SWIFT. It is important that you understand and reference the new accounting field **FinDeptID(s)** so that the encumbrance is entered accurately and encumbers from the correct account. This information links to invoices you submit for this contract. Fill in the **FinDeptID** 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 SWIFT Grant Contract # and the Grant Encumbrance # assigned below to pay invoices for this grant/contract.

Total Amount of Contract: \$27,841.21

FinDeptID H5532384

amount for state fiscal year 2014: \$27,841.21

[X] 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: 2014

vendor number: 0000210572

Distribution 1: SNAP-Outreach

FinDeptID: H5532384

Fund: 3000

AppropID: 1171

UNSPSC Category: _____

Account: _____

DefaultProj: _____

Amount: \$27,841.21

Distribution 2:

FinDeptID: _____

Fund: _____

AppropID: _____

UNSPSC Category: _____

Account: _____

DefaultProj: _____

Amount: _____

SWIFT Grant# / Encumbrance #: GRK%71090 / 3000024248 / SBB 11/18/13

Note: Swift generates contract numbers that are 25 digits long, for example GRK00000000000000000000000012345.

Swift generates encumbrance numbers – KEO's that are 10 digits long, for example 3000000123.

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 agreement 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 agreement and the payment of state obligations.

Grantee Name and Address:

Community Action of Minneapolis
505 East Grant Street
Suite 100
Minneapolis, MN 55404

Soc. Sec. or Federal Employer I.D. No.

41-1739467

Minnesota Tax I.D. No. (if applicable)

1386913

THIS PAGE OF THE AGREEMENT 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 agreement internally, only offices that require access to the tax identification number AND all individuals/offices signing this agreement should have access to this page.

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STATE OF MINNESOTA
REIMBURSEMENT AGREEMENT

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OUTREACH (SNAP-OUTREACH)

THIS GRANT, and amendments and supplements thereto, is between State of Minnesota, acting through its Department of Human Services, Office of Economic Opportunity (hereinafter STATE) and **Community Action of Minneapolis**, an independent grantee, not an employee of the State of Minnesota address, **505 East Grant Street Suite 100 Minneapolis MN 55404** (hereinafter GRANTEE), witnesseth that:

Total Contract Amount: \$27,841.21
Grant Contract Number: GRK%71090
CFDA Number: 10.561

Contract Start Date: October 1, 2013
Contract End Date: September 30, 2014

WHEREAS STATE, is responsible for acting as fiscal intermediary and monitoring a Food Support program that will be administered by the GRANTEE; and

WHEREAS, the STATE, pursuant to Public Law 108-265 and Minnesota Statutes Section 256.01 Subd 2(a)(6) is empowered to enter into agreements for the following services: activities aimed at increasing food stamp participation in Minnesota, and

WHEREAS STATE is in need of the following services: activities aimed at increasing food stamp participation in Minnesota, 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.

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 Agreement as Attachment B: Budget.
2. The total obligation of the STATE for all reimbursements to GRANTEE shall not exceed Twenty seven thousand eight hundred forty one dollars and twenty one cents (\$27,841.21).
3. 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.
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 agreement, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by the State as required.

B. Terms of Payment

1. Payment is based on the U.S. Department of Agriculture's (U.S.D.A) ability to reimburse the STATE and the agreement may be cancelled according to VI Cancellation if the STATE does not receive funding from the U.S.D.A.
2. Reimbursable Food Support Outreach activities are described in Attachment A.
3. Unallowable Food Support Outreach activities are as follows:
 - Intervening with local Food Support offices to advocate on behalf of applicants;
 - Acting as an authorized representative for applying, receiving benefits or food purchasing;
 - Recruiting individuals to participate in the program. Recruitment activities are those that are designed to persuade an individual who has made an informed choice not to apply.

4. 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 a combined Food Support Outreach match invoice to the STATE to request reimbursement and report expenditures.
5. 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.
6. (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds obtained by the STATE through Public law 108-265, and amendments thereto, Catalog of Federal Domestic Assistance (CFDA) No. 10.561. 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.
7. The GRANTEE shall maintain an accurate Authorized Signature Form for cash requests on file with the Office of Economic Opportunity, with signatures of the individuals authorized to draw cash. A duplicate will be kept on file by the GRANTEE.
8. The GRANTEE shall complete and forward the Authorization to Draw Cash form to the STATE, with signatures of the individuals authorized to draw cash. A duplicate will be kept on file by the GRANTEE.
9. 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.
10. 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 agreement 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.

- V. **TERMS OF AGREEMENT.** This agreement shall be effective on **October 1, 2013**, 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 **September 30, 2014**, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this agreement 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. Indemnification; 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 agreement 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 agreement 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 agreement, or when GRANTEE'S non-compliance with the terms of the agreement may jeopardize federal financial participation.

B. Insufficient Funds. The STATE may immediately terminate this agreement 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 agreement 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 agreement 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 agreement and STATE may cancel the agreement immediately thereafter. If GRANTEE has breached a material term of this agreement and cure is not possible, STATE may immediately terminate this agreement.

VII. **AUTHORIZED REPRESENTATIVES AND RESPONSIBLE AUTHORITY.**

A. **State.** The STATE'S authorized representative for the purposes of administration of this agreement 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 William J. Davis or his/her successor. If the GRANTEE's Authorized Representative changes at any time during this agreement, 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 agreement is William J. Davis or his/her successor.

VIII. **ASSIGNMENT.** GRANTEE shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the STATE.

IX. **AMENDMENTS.** Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, 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 agreement 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 agreement.

Grantee is responsible for payment of any federal disallowance resulting from a federal audit of grantee's food support outreach activities

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 shall be handling one or more types of private information, collectively referred to as "protected information," concerning individual clients of STATE programs or services. "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 § 160.103); and

(e) Federal tax information ("FTI") (as protected by 26 U.S.C. 6103), 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.

1. General Oversight Responsibilities. 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:

(a) **Training:** Ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed in XII.1, and

(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 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat § 13.05 subd. 3.

(c) **Information Requests.** Unless provided for otherwise in this grant contract, if GRANTEE receives a request to release protected information, GRANTEE must immediately notify STATE. STATE shall provide GRANTEE instructions or direction concerning the release of the data to the requesting party before the data is released. See paragraph XII.3(e) below regarding requests from individuals for their own data.

2. Additional Duties to Ensure Proper Handling of Protected Information. The GRANTEE shall:

(a) Not use or disclose protected health information other than as permitted or required by this grant contract or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by this grant contract;

(c) As required at 45 C.F.R. §164.410, report to STATE any use or disclosure of protected health information that is not provided for by the grant contract of which GRANTEE becomes aware, including any breach of unsecured protected health information or any other "privacy" or "security incident" as described below. Upon direction from STATE, GRANTEE must also attempt to mitigate harmful effects resulting from the disclosure.

(i) For purposes of this contract, "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. Security incident shall not include pings and other broadcast attacks on GRANTEE's firewall, port scans, unsuccessful log-on attempts, denials of service, and any combination of the above; so long as such incidents do not result in unauthorized access, use or disclosure of STATE's information. "Privacy incident" means violation of the MGDPA and/or the HIPAA Privacy Rule (45 CFR 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.

(ii) The report to the STATE must be in writing and must be sent to STATE not more than seven (7) days after learning of such non-permitted use or disclosure. The report must, at a minimum: 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, if known; 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.

(iii) GRANTEE will provide notice required by 45 C.F.R. §§ 164.404 through 164.408 to affected individuals, news media, and/or the Office of Civil Rights, Department of Health and Human Services, only upon direction from and in coordination with the STATE.

(d) In accordance with 45 C.F.R. §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree in writing to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Within ten (10) business days of a request from an individual or their designee, make available protected health information in a designated record set, consistent with Minn. Stat. § 13.04, subd. 3, and 45 C.F.R. § 164.524;

(f) Within ten (10) business days, forward any request to make any amendment(s) to protected health information in a designated record set to STATE in order for the STATE to satisfy STATE's obligations under Minn. Stat. § 13.04, subd. 3 and 45 C.F.R. §164.526;

(g) Maintain and make available no later than fifteen (15) days after receipt of request from the STATE, the information required to provide an accounting of disclosures to the STATE as necessary to satisfy the STATE's obligations under 45 C.F.R. §164.528, or upon request from STATE respond directly to individual's request for an accounting of disclosures;

(h) To the extent the business associate is to carry out one or more of the STATE's obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to the STATE in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

(j) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by STATE.

3. 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 permitted 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.

4. Disposition and/or Retention of Protected Information/Data upon Completion, Expiration, or Contract Termination. Upon completion, expiration, or termination of this grant contract, GRANTEE shall return to STATE or destroy all protected information received or created on behalf of STATE for purposes associated with this grant contract. GRANTEE shall return the protected information to the STATE's Authorized Representative or provide the state with written certification of destruction of the protected information. GRANTEE shall 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 grant contract, GRANTEE shall extend the protections of this grant contract 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.

5. **Sanctions.** In addition to acknowledging and accepting the general terms set forth in this grant contract 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 (including but limited to civil and criminal penalties) by, among other agencies, the U.S. Department of Health and Human Services, Office for Civil Rights; the federal Internal Revenue Service (IRS); the Centers for Medicare & Medicaid Services (CMS); and the Office of the Attorney General for the State Minnesota.

7. **Miscellaneous**

(a) DHS Information Security Policy. Additional information regarding the handling and, as appropriate, destruction (upon expiration or termination of a contract or agreement) of protected information obtained from DHS is available at <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4683-ENG>.

(b) Effect of statutory amendments or rule changes. The Parties agree to take such action as is necessary to amend this grant contract from time to time as is necessary for compliance with the requirements of the laws listed in paragraph XII.1 of this clause or in any other applicable law. However, any requirement in this grant contract or in the DHS Information Security Policy that is based upon HIPAA Rules or upon other federal or state information privacy or security laws means the requirement as it is *currently* in effect, including any applicable amendment(s), regardless of whether the grant contract has been amended to reflect the amendments(s).

(c) Interpretation. Any ambiguity in this grant contract shall be interpreted to permit compliance with the laws listed in paragraph XII.1 of this clause or in any other applicable law.

(d) Survival. The obligations of GRANTEE under this clause shall survive the termination of this grant contract.

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." If using STATE data, GRANTEE must cite the data, or make clear by referencing that STATE is the source.

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 agreement, 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 agreement 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 an agreement 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.** The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to the STATE or to an eligible non-STATE 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. GRANTEE 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 TEIR COVERED TRANSATIONS

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 agreement, 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 agreement, 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 agreement, that failure does not waive the provision or the STATE's right to enforce it.

XXIII. **CONTRACT COMPLETE.** This agreement contains all negotiations and agreements between the STATE and the GRANTEE. No other understanding regarding this agreement, whether written or oral may be used to bind either party.

XXIV. **OTHER PROVISIONS.**

1. 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.
2. 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.
3. 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.
4. GRANTEE agrees that no religious based counseling shall take place under the auspices of this grant.
5. The GRANTEE shall comply with minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
6. The GRANTEE shall comply with the provisions of Minnesota Statutes with regard to plain language in written materials.
7. The GRANTEE shall comply with the provisions of Chapter 15, Title 5 of the United States Code with regard to political activity.
8. The GRANTEE shall comply with the Drug-Free Workplace Act of 1988 and will provide a drug-free workplace. This includes taking specific actions as described in 7 CFR Sections 3021.200 through 3021.230.
9. 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.
10. 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.

11. **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).

12. 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.
13. GRANTEE must monitor subgrantees, including for-profit subgrantees through a pre-award survey or a post-award review.
14. 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.
15. GRANTEE agrees to comply with 41 CFR 1-15.2 (FAR Part 31) and any USDA Regulations implementing OMB circulars, such as 7 CFR 3015, 3016, 3017, 3018, and 3019, 3021, as amended.
16. If the GRANTEE has an independent audit, a copy of the audit shall be submitted to the STATE.

IN WITNESS WHEREOF, the parties have caused this agreement 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	<i>A. Big Bear</i>
Date	<i>11-6-13</i>
Grant No:	<i>71090</i>

2. GRANTEE

*Signatory is authorized by applicable articles,
by-laws, resolutions, or ordinances to sign on
behalf of the Grantee.*

By	<i>[Signature]</i>
Title	<i>Pres/CEO</i>
Date	<i>Dec. 4, 2013</i>

*I certify that the signatories for the Grantee have
lawful authority, by virtue of the corporate by-
laws or a corporate resolution, to bind the
Grantee to the terms of this grant contract.*

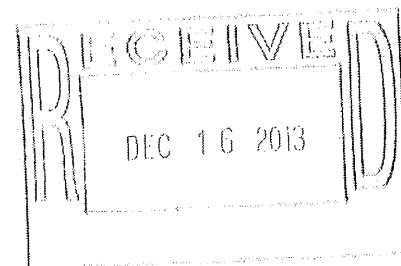
By	<i>[Signature]</i>
Title	<i>Chm</i>
Date	<i>12/6/13</i>

3. STATE AGENCY

By (with delegated authority)	<i>[Signature]</i>
Title	<i>CEO, Grantee</i>
Date	<i>1/15/17</i>

Distribution:

Agency - Original (fully executed)
Contract
State Authorized Representative
Grantee





Community Action of Minneapolis

BYLAWS
OF
COMMUNITY ACTION OF MINNEAPOLIS, INC.

ARTICLE I

Location

The principal office of the corporation shall be 2104 Park Avenue South, Minneapolis, Minnesota. The business of the corporation shall be transacted from the principal office, and the records of the corporation shall be kept there.

ARTICLE II

Members

This corporation shall have no members.

ARTICLE III

Board of Directors

Section 1. Authority. The Board of Directors of the corporation shall determine policy and shall direct the general management and control of the corporation's affairs. In addition to these general powers, the Board shall have the following specific powers:

- a. To hire, discharge, and review the performance of the President/Chief Executive Officer;
- b. To determine major personnel, organization, fiscal, and program policies;
- c. To determine overall program plans and priorities, including provisions for evaluating progress and outcomes;
- d. To make final approval of all program proposals and budgets;
- e. To enforce compliance with all conditions of grants;
- f. To review the participation of low-income participants in the programs;
- g. To determine rules and procedures for the Board;
- h. To select the officers and the executive committees, if any, of the Board.

2. Each private sector representative must be from one of the following categories: labor organizations, financial institutions, private social service agencies, business organizations, industrial organizations, private foundations, educational institutions, religious institutions and welfare organizations. No more than one (1) representative can be appointed from any one of the categories identified above. Private sector representatives shall be appointed from both for-profit and nonprofit organizations.
3. At its November Board meeting, the Board shall vote on nominations to fill seats of those representatives whose terms shall expire the following January. To fill a seat, which has become vacant for a reason other than the expiration of a member's term of office, the Board shall vote at the meeting at which nominations are presented to it by the nominating committee.
4. The private sector representatives or their alternates should confirm in writing that they accept the appointments.

C. Public Sector Representatives

Five (5) elected public officials, one-third (1/3) of the Board, shall be chosen in the following manner:

1. Nominations shall be submitted to the nominating committee in the fall to fill seats of those public officials whose terms will expire the following January. Nominations shall also be submitted on such terms and conditions as are set forth from time to time in a notice from the nominating committee advertising vacancies on the Board, due to death of a Board member, resignation or other causes.
2. Each public sector representative must be a public official or a representative who is selected by a public official and approved by the Board.
3. At its November meeting, the Board shall vote on nominations to fill seats of those representatives whose terms shall expire the following January. To fill a seat, which has become vacant for a reason other than the expiration of a member's term of office, the Board shall vote at the meeting at which nominations are presented to it by the nominating committee.
4. The public sector representatives or their alternates should confirm in writing that they accept the appointments.

committees and members of committees designated, and any other business as prescribed by the newly organized Board will be conducted.

Section 4. Quorum. The quorum of all Board meetings will be 50% of filled seats or as stated in Section 10 of this Article. If there is no quorum, no business can be transacted. In the absence of a quorum, the only actions that may be taken are measures to obtain a quorum, fix the time at which to adjourn or to recess.

Section 5. Chairpersons. The chair or vice chairperson of the Board shall preside over the Board meetings. If both the chair and vice chairperson are absent and the chairperson has not designated a temporary chairperson, those members present shall elect a temporary chairperson to conduct that specific meeting.

Section 6. Voting. All motions will pass if there is a quorum present and a majority of those present vote for the motion unless otherwise specified in Roberts Rules of Order, Newly Revised.

Section 7. Roberts Rules of Order. Roberts Rules of Order, Newly Revised, will be the rules of order to be used in all cases at Board and committee meetings of the corporation. The rules should not be used when they are inconsistent with the governing resolution or the current Community Action of Minneapolis Bylaws.

Section 8. Special Board Meetings. Special Board meetings may be called by the chairperson or by six (6) members of the Board who have requested a special meeting in writing. At least five (5) working days notice must be given to all members. The notice must include the agenda, time, and place of the special meeting. Special Board meetings shall be conducted in the same manner as regular Board meetings. In case of an emergency, the chairperson may call a special board meeting with a 24-hour notice. The reason for the emergency meeting must be stated with the notice and the public media must receive the notice.

Section 9. Action in Writing. Any action that may be taken at a meeting of the Board of Directors may be taken without a meeting when authorized by a written instrument signed by all of the directors.

Section 10. Teleconferencing, Telephonic, or Other Communicative Technology. Members of the Board of Directors of the corporation, or any committee designated by the Board of Directors, may participate in a meeting of the board or committee by means of conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting. Participants, utilizing any communicative equipment, shall also be counted as part of the quorum for such meeting.

Section 6. Vacancies. Any vacancy on the Board of Directors occurring as a result of an officer's or officer(s) resignation, death, removal, or other cause(s) shall be filled by the Board of Directors at its next regular or special meeting.

Vacancies shall be filled by any board member in good standing and by a vote of the majority of directors present at such meeting where a quorum is present.

ARTICLE VI

Committees

Section 1. Executive Committee. Each of the three (3) sectors shall be represented on the Executive Committee. The Committee shall include the Board chairperson, Board vice chairperson, the chairpersons of the standing committees, and one (1) additional board member, if necessary, selected by the Board to provide balance in sector representation. The Committee shall be able to transact routine business between the Board's regular meetings; however, the Committee cannot modify any action taken by the Board. All of the Committee's activities shall be reported at the next regular Board meeting. The chairperson of the Board shall call and preside over the Committee. Four (4) members of the Committee shall be present for a quorum. The agenda, time, and place of the Committee meeting must be in a written notice which is received by the members at least five (5) days before the meeting.

Emergency Situation - In case of an emergency, the chairperson may call a special board meeting with a 24-hour notice. The reason for the emergency meeting must be stated with the notice and the public media must receive the notice.

Section 2. Special or Standing Committees. The Board may establish any special or standing committees as it determines. Committees shall include but not be limited to the following: executive, planning and evaluation, energy/weatherization, budget/finance, program operation, and human resources. All committees shall be appointed for a specific time and a special committee shall be appointed for a specific purpose. The chairperson of each committee shall be a member of the Board and all committee members shall be appointed by the Board. The chairperson of the Board shall be a member of all committees. All committee membership shall have representation from each of the three (3) sectors. Representation of at least two (2) sectors of the Board shall be present for a quorum. Only Board members shall count towards a quorum. The frequency of committee meetings will be set by each committee.

Section 3. Advisory Members. The Board may appoint advisory members to each of the special or standing committees. Advisory members must be notified of all regular and special Board meetings and they may be compensated.

Section 4. Conflict of Interest. Before the Board of Directors takes an action or makes a decision which could substantially affect a Board member's financial interest or the interests of an organization in which the board member is associated, the Board member shall:

1. Prepare a written statement describing the item of business requiring action or decision and nature of the potential conflict of interest, and;
2. Submit the statement to the Board, at which time the conflict of interest will be disclosed to the Board and entered into the minutes of the Board meeting, and;
3. Not vote on the action or decision requiring the written conflict of interest unless the Board determines that there is no conflict.

Section 5. Annual Report. An annual report shall be written by the President/Chief Executive Officer and presented annually giving an account of the Board's activities in the coming year, and evaluating last year's programs. The annual report shall be submitted to the Board.

Section 6. Revocation of Prior Bylaws. These restated Bylaws shall, upon adoption thereof by two-thirds ($\frac{2}{3}$) of the Directors at a duly held and constituted meeting of said Directors, supersede and take the place of theretofore existing Bylaws of the corporation and amendments thereto.


Approved November 14, 1994

Amended and Approved January 9, 1995

Amended and Approved October 12, 2009

Amended and Approved March 14, 2011


Chair, Board of Directors
D. Michael Anderson


Secretary, Board of Directors
Evelyn LaRue

Community Action of Minneapolis
SNAP (Supplemental Nutrition Assistance Program) Outreach Plan

1. Cover Page and Contact Information**Annual Plan for Outreach**Community Action of MinneapolisMinnesota Department of Human ServicesFederal Fiscal Years 2014-2015; October 1, 2013-September 30, 2015**Primary Contacts:**

Name	Title	Phone	Email
William J. Davis	President/CEO	612-348-8858	wdavis@campls.org
Anthony Spears	CFO	612-348-8858	aspears@campls.org
TBD	SNAP Coordinator		

Proposal Information

Community Action of Minneapolis proposes to continue providing Supplemental Nutrition Assistance Program (SNAP) food support application assistance and outreach, to improve SNAP participation among the elderly and working poor in our service area as a permanent program. Pre-screening and application assistance will be offered to eligible households by in-person interviews, phone, and limited case management services. Outreach will consist of targeted distribution of information regarding SNAP utilizing our internal database of over 25,000 households, presentations to community and faith based organizations, partner sites, mailings, phone contact, community events, and via the internet on our social media site (Facebook)

www.facebook.com/pages/community-action-of-minneapolis/143662932322481 and organization website, www.campls.org.

Population Served: Low-income households in the city of Minneapolis which includes people with limited English proficiency, seniors, working poor, children, chronically unemployed, veterans and military families.

Geographic Area Served: *City of Minneapolis- 65 zip codes-55401-55431; 55435-55460; 55467-55468; 55470; 55472-55474; 55478-55480; and 55483-55488.*

Budget:

	FFY 2014	FFY 2015	Total: FFYs 2014-15
Federal Dollar Amount Requested	\$27,841.21	\$27,841.21	\$55,682.42
Total SNAP Outreach Project Budget	\$55,682.42	\$55,682.42	\$111,364.84
Total Organization Budget*-Projected*	11,799,500	11,799,500	23,599,000.00

2. Statement of Need

The unfavorable trends in unemployment, poverty, food insecurity, and the Supplemental Nutrition Assistance Program (SNAP) participation at the state and county levels indicate the need for expanded and strengthened efforts to increase participation in Minnesota's Supplemental Nutrition Assistance Program (SNAP).

The city of Minneapolis is located within Hennepin County, the largest county in the state of Minnesota home to 23% (1,229, 878) of the State's 5,347,299. According to the U. S. Census Bureau an estimated 12% of Hennepin County residents are at or below Federal Poverty Guidelines (FPG), which fall significantly below SNAP's support eligibility of 165% of FPG for most households.¹ According to Minnesota's Department of Human Services, Hennepin County has the highest percentage of Minnesota's SNAP food support cases, 28.6% as of December 2010.²

Minnesota's poverty rate may be low nationally, however that means very little to people living in Minneapolis. According to the Poverty/World Development @suite 101 most of the critical poverty rates (50% or more above the state average) in Minnesota occurs in major cities in Minnesota. In the city of Minneapolis, that rate is listed at 16.9% in 2008.³

Minneapolis at a Glance⁴

Total population	387,873	Vacant units	8%
Residents under age 18	21%	Households	163,048
Residents age 18-64	72%	Families with children < 18	41,288
Residents 65 or older	7%	Median household income	\$45,538
Foreign-born	15%	Residents in poverty	23%
Born in the U.S.	85%	Median home value	\$220,900
Housing units	178,287	Adults 25+ with associate's degree or higher	49%

The nation's ongoing economic crisis has deeply affected the lives of millions of Americans. Skyrocketing foreclosures and job layoffs have pulled the rug out from under many families, particularly those living in low-income communities. Deepening poverty is indistinguishably linked with rising levels of homelessness and food insecurity/hunger for many Americans and children are particularly affected by these conditions.

Feeding America published Map the Meal Gap⁵, a study completed to learn more about the face of hunger at the local level in early 2011. Their 2009-2010 data reflected the following for the state of Minnesota:

Food Insecurity Rate -11.2%
50% below SNAP threshold of 165% of poverty
5% between 165%-185% of poverty
46% above the threshold of 185% of poverty

Food Insecurity Rate -11.5%
42% below SNAP threshold of 165% of poverty
2% between 165%-185% of poverty
57% above the threshold of 185% of poverty

Other highlights of note from the Map the Meal Gap Study⁵:

- More than 583,000 Minnesotans are food insecure. This means they do not always know where they will find their next meal.
- Minnesota families who are food-insecure need an additional \$13.74 per person, per week, to meet their food needs.
- Minnesota's Fifth Congressional District (covering eastern Hennepin County and parts of Ramsey and Anoka Counties) and Eight Congressional District (covering northeastern Minnesota, including Duluth) have the highest rates of food insecurity, with both districts containing approximately 96,000 Minnesotans who are food-insecure.

Approximately 11% of Minnesota's population is food insecure and while participation in Minnesota's food support program continues to increase, nineteen percent, between April 2010 and April 2011,⁶ the program is under-utilized. More than 35% of eligible Minnesotans were not enrolled in SNAP in 2010, even though they were qualified.⁷ The populations heavily impacted by this lack of awareness are seniors, Limited English Proficiency and foreign born. Identified explanations given for low rates of participation are unawareness of qualifications, the application process discourages people to apply, and stigma attached to receiving government benefits.

Many low-income families in Minneapolis are food-insecure, and higher food prices are exacerbating the situation. Enrollment in SNAP would greatly increase the overall wellbeing of eligible families who are not currently receiving these benefits. Our 2009 and 2012 Community Needs Assessment results included nutrition as being one of the top three concerns for our customers.

Our 2012 Community Needs Assessment included a Summary of Service Providers for various services needed cited in the assessment feedback data. Under the category of food, there were over 80 organizations (including DHS-County offices) that provided food shelf/pantry, meals on wheels/meals delivered, etc. Out of the 80 providers, thirty-nine (39) were identified as providing food shelf/pantry services.⁸

Community Action of Minneapolis seeks to reach 5,000-10,000 residents via outreach efforts to increase awareness of SNAP qualifications, simplify the application process by providing prescreening services, application assistance and decrease the stigma attached to receiving government benefits by educating eligible recipients on how including this resource in their income scenario can improve their lives with this funding opportunity. We will focus on improving partnerships with the resources identified from the 2012 Community Needs Assessment to enhance outreach efforts as well as to lessen duplication of services. As a result of the outreach efforts, we will assist a minimum of 800 customers. We anticipate specifically targeting low-income seniors, disabled

individuals, single parent families, working-poor families with children, and customers with Limited English Proficiency (Somali and Hmong).

¹ Hennepin County QuickFacts from the U.S. Census Bureau, May 2013.

² Department of Health and Human Services, Characteristics of December 2010 Minnesota Food Support Programs, May 2011.

³ Boston. David. "Poverty in Minnesota." *World/Poverty-Suite 1010.com*, n.p. July 2008. May 23rd, 2012. <<http://davidboston.suite101.com/poverty-in-minnesota-a61109>.

⁴ Wilder Foundation's OneMinneapolis Report, Oct. 2011)⁴

⁵ "Map the Meal Gap." *FeedingAmerica.org*. August 2011. May 23rd, 2012. < <http://feedingamerica.org/hunger-in-america/hunger-studies/map-the-meal-gap.aspx>.

^{6,7} FoodShare Minnesota Fact Sheet, January 2012.

⁸ Community Action of Minneapolis, 2012 Community Needs Assessment, January 2013.

3. Organizational Information

Community Action of Minneapolis has a thirty-six year history in Minneapolis. It was incorporated as the Minneapolis Community Action Agency in 1976. The agency was reorganized in 1982 under a tri-sectored community action board consisting of representatives from the low-income community, the private sector, and the public sector. On January 1st, 1994, the agency separated from the city of Minneapolis and became an independent, nonprofit with 501 (c)(3) Internal Revenue status with the name, Community Action of Minneapolis.

Community Action of Minneapolis serves low-income residents of Minneapolis with professional staff, the latest technology and the ability to respond rapidly to changing community needs. Providing the best customer service and assisting our customers in achieving self-sufficiency is our primary goal. Our mission is to help people improve their lives.

Community Action of Minneapolis has over twenty- three years of administering federal and state-wide contracts for services that improve the lives of people. Over the twenty-three years, our Children & Family Development Division has operated the following programs; youth employment & training, family self-sufficiency- case management, housing, advocacy, financial literacy and asset building, after-school tutoring, and community empowerment. The agency also provides energy assistance, weatherization, outreach services. Results Oriented Management and Accountability (ROMA) standards identify goals and performance indicators which are utilized to track and monitor the progress and outcomes of the services we provide.

FY2011-2012, Community Action of Minneapolis served 59,798 low-income individuals with over 7200 being identified as seniors, ages 55+, 6,085 being identified as disabled, and 25,245 being identified as under the age of eighteen.

4. Outreach Project Details

Project Table: October 2013-September 2015

Eligibility Pre-Screening/Application Assistance Activity #1	Utilize paper and/or electronic tools to inform potential applicants that they may be eligible and potentially; how much SNAP benefits they can receive. Customers who are eligible will be assisted with completing the application.																						
Description of Activity	<p>A query list will be requested of customers who have completed the EAP application every 5-6 weeks from the state DOE-EAP office via Mike Lieser, IT manager. This list will include name, address, & telephone numbers for customers who do not list SNAP as an income source on the application.</p> <p>The customers will be contacted via telephone or mail to complete an initial pre-screening process. If they are eligible, they will be assisted with filling out the application forms (electronically on ApplyMN or via paper) to ensure that it is completed correctly and the needed verification documentation is included. Assistance obtaining application verification documents will be provided as needed.</p> <p>We will provide days and times where customers can walk-in and be screened. We will offer as needed, flexible hours, including Saturdays and evenings in order to reach some customers who are not currently being assisted.</p> <p>We also provide home visits to seniors and customers who are disabled who find it difficult to come into our office for services.</p>																						
Goal	<p>Identify goal(s) for the activity. The goal(s) should be measurable (i.e. numeric) and focus on increasing SNAP participation.</p> <table><tr><td>SNAP Screenings</td><td>2000</td></tr><tr><td>CAFs Completed</td><td>250</td></tr><tr><td>CAFs Given Out (those not assisted):</td><td>300</td></tr><tr><td>Recertifications</td><td>30</td></tr><tr><td>Approved for SNAP Benefits (to the best of your knowledge)</td><td>100</td></tr><tr><td>Presentations Given</td><td>N/A</td></tr><tr><td>Number of People Attending Presentations</td><td>N/A</td></tr><tr><td>Clients Receiving FS Information (through mailings, brochures, etc.)</td><td>5,000</td></tr><tr><td>People Reached Through Promotion (Use Comments to identify which form of media in comments: radio, TV, newspaper, etc.)</td><td>N/A</td></tr><tr><td>EBT Card Assistance (videos shown, etc.)</td><td>N/A</td></tr></table>			SNAP Screenings	2000	CAFs Completed	250	CAFs Given Out (those not assisted):	300	Recertifications	30	Approved for SNAP Benefits (to the best of your knowledge)	100	Presentations Given	N/A	Number of People Attending Presentations	N/A	Clients Receiving FS Information (through mailings, brochures, etc.)	5,000	People Reached Through Promotion (Use Comments to identify which form of media in comments: radio, TV, newspaper, etc.)	N/A	EBT Card Assistance (videos shown, etc.)	N/A
SNAP Screenings	2000																						
CAFs Completed	250																						
CAFs Given Out (those not assisted):	300																						
Recertifications	30																						
Approved for SNAP Benefits (to the best of your knowledge)	100																						
Presentations Given	N/A																						
Number of People Attending Presentations	N/A																						
Clients Receiving FS Information (through mailings, brochures, etc.)	5,000																						
People Reached Through Promotion (Use Comments to identify which form of media in comments: radio, TV, newspaper, etc.)	N/A																						
EBT Card Assistance (videos shown, etc.)	N/A																						
Geographic Area	Hennepin/City of Minneapolis	Audience	Energy Assistance Program Applicants – est. 12,200 applications																				

Timeline	<table border="1"> <tr> <td>Start</td> <td>October 1, 2013</td> </tr> <tr> <td>End</td> <td>September 30, 2014</td> </tr> </table>	Start	October 1, 2013	End	September 30, 2014
Start	October 1, 2013				
End	September 30, 2014				
Staff	See Attachment A				
Role of Staff	<ul style="list-style-type: none"> • Provide customers with an initial assessment to determine eligibility, • Assist customers with application and assembling the documentation required for completing application for the required Food Support interview with the County, • Assist customer with making the appointment with the County as necessary. • Provide limited case management services to customers within 10 days of appointment with Community Action of Minneapolis staff to determine if customer has submitted application. Complete case notes to document services provided. • Additional follow up with customers 30 days after initial contact to determine if client submitted application and was approved for SNAP food support. If customer did not complete application determine and document reason. If customer is approved for benefits, agency will request a copy of the letter for documentation. • In order to ensure that full benefits are received, Community Action of Minneapolis will assist to mediate problems that arise during the application process with the County. • Communicate with Hennepin County staff on behalf of customers served to verify enrollment, and provide assistance as necessary. • Enter data and activities in Visions database. 				
How is each Staff funded?	Community Action Grant or United Way funding.				
Volunteers	<p>Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, in what capacity?</p> <p>Given Minnesota's low SNAP participation rate, Community Action of Minneapolis' new SNAP Outreach Program is helping more low-income Minneapolis residents sign up for SNAP. We will recruit volunteers to help pre-screen customers for SNAP. Volunteers will provide a brief explanation about the SNAP program to customers, discuss eligibility requirements, and dispel common myths about SNAP.</p>				
Evaluation	<p>Visions, a database developed for use by Minnesota community action agencies will be utilized to track all activities and outcomes. All customers who receive application assistance for the SNAP program will be entered into Visions. The system has the ability to track defined milestones as In Progress and Complete. We will track a milestone for customers who are contacted with outreach materials, prescreened, and who apply for SNAP benefits, whether they are approved or not. We will also track amount of the benefit for the families if approved.</p> <p>Customers enrolled into other Community Action of Minneapolis' programs can be entered into the SNAP outreach component in Visions without having to complete additional duplicate demographic paperwork.</p>				

We will utilize a SNAP program outcomes tracking form for each customer receiving application assistance.

Outcome of Activity

Increase in the number of families who apply for and receive SNAP benefits.

SNAP Promotion Activity #2

To promote SNAP to improve awareness and inform eligible individuals of the benefits of SNAP participation.

Description of Activity

As a part of our efforts to connect Minneapolis residents to SNAP benefits, Community Action of Minneapolis will reach out to the community through events and through media campaigns. This outreach encourages potentially eligible Minneapolis residents to apply for SNAP and fosters a positive perception of the program.

The goal of the SNAP promotion is to increase the awareness of the program as well as to identify potentially eligible customers. We will distribute information at locations where low-income people gather, participate in community events, and conduct outreach workshops with community organizations at their locations. Staff will coordinate outreach activities with other providers in order to minimize overlap in service delivery.

We will target senior housing complexes and providers of senior services as well as the 7 farmers' markets in the Minneapolis area.

The three (3) main goals of this activity are:

1. To educate or inform the target population, increasing their knowledge and/or skills regarding SNAP.
2. To educate or inform people who interact with the target population.
3. To establish beneficial connections between people and/or organizations.

Goal

Identify goal(s) for the activity. The goal(s) should be measurable (i.e. numeric) and focus on increasing SNAP participation.

SNAP Screenings	N/A
CAFs Completed	N/A
CAFs Given Out (those not assisted):	N/A
Recertifications	N/A
Approved for SNAP Benefits (to the best of your knowledge)	N/A
Presentations Given	25
Number of People Attending Presentations	600
Clients Receiving SNAP Information (through mailings, brochures, etc.)	20,000

People Reached Through Promotion (Use Comments to identify which form of media in comments: radio, TV, newspaper, etc.)		N/A
EBT Card Assistance (videos shown, etc.)		N/A
Geographic Area	Audience	Seniors, Non-English Speaking organizations/populations (Hmong, Somali, Spanish)
Timeline	Start	October 1, 2013
	End	September 30, 2014
Staff	See Attachment A	
Role of Staff	<p>Program Coordinator:</p> <ul style="list-style-type: none"> • Conduct and coordinate outreach activity for community groups well known to agency to inform them of new pilot project. • Provide In-service or referral information for other programs within Community Action of Minneapolis. • Conduct and coordinate presentations for other human service agencies in our service area that already has outreach workers, but is unfamiliar with program, to determine how we can work together to get the SNAP information disseminated. • Assist with website/social media updates. • Develop culturally specific brochure and informational materials. <p>Family Services Coordinators:</p> <ul style="list-style-type: none"> • Provide Savvy Senior and Senior Financial Literacy classes to senior groups. • Provide information on SNAP and how it can be utilized and reflect the possibly savings in the budget example. • Provide assistance with applications as requested at the end of each class session. <p>Other Community Action of Minneapolis Staff:</p> <ul style="list-style-type: none"> • Participate in joint outreach activities with other organizations as well as established community events and include SNAP information and referrals with materials provided. <p>All staff will:</p> <ul style="list-style-type: none"> • Collect contact information of persons attending who would like follow-up and assistance with the application. • All staff will document contacts (type), event participation (estimated # present), # of materials distributed at each event • Document information in Visions. 	
How is each Staff funded?	Community Action Grant or United Way funding.	

Volunteers	Are volunteers involved in this activity: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If Yes, in what capacity?
Evaluation	<ul style="list-style-type: none"> • Each staff will complete an Events/Outreach Log form for each community event attended which includes # of people at the event/# of people staff provided information & referral s, and the # of materials distributed. This information is also tracked in Visions. • Events with a specific SNAP outreach will be color coded to track those specific efforts. • Information calls regarding SNAP will be recorded in the encounter log of Visions and is utilized by each reception at our two (2) locations. • Participatory evaluation questionnaires will be provided to partnering agencies for feedback regarding efforts/collaborations with their organizations to gain insight on which activities were most useful.
Outcome of Activity	<i># of community partnerships developed where SNAP information is consistently distributed.</i> <i># of people who increase their knowledge of SNAP as a result of the presentations.</i>

Outreach Project Goals Summary

Activity Goal	Total Goal	Comments
SNAP Screenings	2,000	
CAFs Completed	250	
CAFs Given Out (those not assisted):	300	
Recertifications	30	
Approved for SNAP Benefits (to the best of your knowledge)	100	
Presentations Given	25	
Number of People Attending Presentations	600	
Clients Receiving FS Information (through mailings, brochures, etc.)	25,000	– Clear Channel Radio Stations – Target Kool 108 FM during November & August to highlight Hunger and Older Americans Month and discuss SNAP benefits.
People Reached Through Promotion (Use Comments to identify which form of media in comments: radio, TV, newspaper, etc.)	N/A	
EBT Card Assistance (videos shown, etc.)	N/A	

5. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
X	The State SNAP agency is accountable for the content of the State outreach plan and will provide oversight of any sub-grantees.
X	The State SNAP agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
X	Outreach activities are targeted to those potentially eligible for benefits.
X	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
X	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
X	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
X	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
X	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
X	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

6. Budget Narrative FFYs 2014-2015

2014 Budget Narrative

Expense Category	Narrative and Calculation (itemize all expenses)	Item Amount	2014 Total Amount (amount must match budget summary)
OTHER DIRECT EXPENSES			
Copying / Printing / Materials	Senior brochures/literature @ \$0.30 each.	800	\$240.00
	Culturally specific/language materials @ \$0.30 each.	1000	\$300.00
	English materials @ \$0.30 each.	3000	\$900.00
Postage	Mailings to potential customers of program x \$0.85 (avg. of up to 3oz)	1800	\$1530.00
Telephone		0	\$0
Supplies	Office supplies (copy paper, pens, paper clips, file folders, labels, printer cartridges)		\$1127.00
Equipment/ Technology			
Space/ Lease	Space cost as determined by space calculator		\$2410.19
Other	State SNAP Meetings (planning/conference, etc.) for 1 staff person.		\$500
TRAVEL EXPENSES			
Activity I	N/A		\$0
Activity II	15 miles (average) roundtrip @\$0.555 per mile	125	\$1040.63
Activity III			
Activity IV			
Activity V			
Activity VI			
FRINGE EXPLANATION- if fringe rate is higher than 20%			
Benefit		Percentage of Salary	
Health Care		19.09%	
Unemployment		2.26%	
Worker's Compensation Insurance		1.00%	
Federal Taxes		7.65%	
State Taxes			
Other (please describe)			
Total Percentage of Salary		30%	
(as reflected on Staff & Salary Breakdown)			

2015 Budget Narrative

Expense Category	Narrative and Calculation (itemize all expenses)	Item Amount	2015 Total Amount (amount must match budget summary)
OTHER DIRECT EXPENSES			
Copying /	Senior brochures/literature @ \$0.30 each.	800	\$240.00
Printing /	Culturally specific/language materials @ \$0.30 each.	1000	\$300.00
Materials	English materials @ \$0.30 each.	3000	\$900.00
Postage	Mailings to potential customers of program x \$0.85 (avg. of up to 3oz)	1800	\$1530.00
Telephone		0	\$0
Supplies	Office supplies (copy paper, pens, paper clips, file folders, labels, printer cartridges)		\$1127.00
Equipment/ Technology			
Space/ Lease	Space cost as determined by space calculator		\$2410.19
Other	State SNAP Meetings (planning/conference, etc.) for 1 staff person.		\$500
TRAVEL EXPENSES			
Activity I	N/A		\$0
Activity II	15 miles (average) roundtrip @\$0.555 per mile	125	\$1040.63
Activity III			
Activity IV			
Activity V			
Activity VI			
FRINGE EXPLANATION- if fringe rate is higher than 20%			
Benefit		Percentage of Salary	
Health Care		19.09%	
Unemployment		2.26%	
Worker's Compensation Insurance		1.00%	
Federal Taxes		7.65%	
State Taxes			
Other (please describe)			
Total Percentage of Salary		30%	
(as reflected on Staff & Salary Breakdown)			

SNAP Outreach Project Budget Summary: Attachment B: Budget

Community Action of Minneapolis

Terms of Contract: October 1, 2013 - September 30, 2014

Only fill in yellow sections.

	FFY 2014
Personnel Expenses	
Activity 1	\$ 23,816.00
Activity 2	\$ 23,818.60
Activity 3	\$ -
Activity 4	\$ -
Activity 5	\$ -
<i>Personnel Total</i>	\$ 47,634.60
Other Direct Expenses (from budget narrative)	
Copying/ Printing/ Materials	\$ 1,440.00
Postage	\$ 1,530.00
Telephone	\$ -
Supplies	\$ 1,127.00
Equipment/Technology	\$ -
Space/Lease	\$ 2,410.19
Other ¹	\$ 500.00
<i>Direct Costs Total</i>	\$ 7,007.19
Travel Expenses ²	
Activity I	\$ -
Activity II	\$ 1,040.63
Activity III	
Activity IV	
Activity V	
<i>Travel Total</i>	\$ 1,040.63
Total Expenses	\$ 55,682.42
Federal Share	\$ 27,841.21
Non-Federal Share	\$ 27,841.21

¹ Please provide explanation of Other expenses in budget narrative.

² Explanation of travel expenses should be identified in the budget narrative or the activity section of the plan.

1. Owner Name
 2. Project Name
 3. Project Budget Sheet
 4. and Salary Breakdown FY2014
 5. *Color fill in yellow sections*

[illegible]

Only fill in yellow sections

SNAP Outreach FFY2014-15

Agency Name

Minnesota SNAP Outreach - Space Calculations FFY2014

Space Name	Annual Rents/Mortgage paid by Agency	X	Square Feet Used *	/	Total sq. ft. for Agency	X	Hours used for a year *	/	Total Space open hours for a year	=	Space Value
John Doe's Office	\$ 12,000.00		100		1000		300		2450	**	\$ 146.94
Program Mgr.	\$ 127,200.00		\$ 150.00		\$ 9,600.00		\$ 2,080.00		\$ 2,080.00		\$ 1,987.50
Family Svc Coor	\$ 127,200.00		\$ 150.00		\$ 9,600.00	##	\$ 100.00		\$ 1,920.00		\$ 103.52
Receptionist	\$ 127,200.00		\$ 125.00		\$ 9,600.00		\$ 250.00		\$ 1,920.00		\$ 215.66
Mgr. Civic Eng.	\$127,200		\$ 150.00		\$ 9,600.00		\$ 100.00		\$ 1,920.00		\$ 103.52
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
Total Space Value											\$ 2,410.19

* = portion used only for SNAP Outreach.

** = assuming the space is open 245 days and 10 hours / day.

Agency Name

Minnesota SNAP Outreach - Space Calculations FFY2014

Space Name	Annual Rents/Mortgage paid by Agency	X	Square Feet Used *	/	Total sq. ft. for Agency	X	Hours used for a year *	/	Total Space open hours for a year	=	Space Value
John Doe's Office	\$ 12,000.00		100		1000		300		2450	**	\$ 146.94
Program Mgr.	\$ 127,200.00		\$ 150.00		\$ 9,600.00		\$ 2,080.00		\$ 2,080.00		\$ 1,987.50
Family Svc Coor	\$ 127,200.00		\$ 150.00		\$ 9,600.00	#	\$ 100.00		\$ 1,920.00		\$ 103.52
Receptionist	\$ 127,200.00		\$ 125.00		\$ 9,600.00		\$ 250.00		\$ 1,920.00		\$ 215.66
Mgr. Civic Eng.	\$127,200		\$ 150.00		\$ 9,600.00		\$ 100.00		\$ 1,920.00		\$ 103.52
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
Total Space Value											\$ 2,410.19

* = portion used only for SNAP Outreach.

** = assuming the space is open 245 days and 10 hours / day.

EXHIBIT B (part 1 of 2) TO
AFFIDAVIT OF JOELLE HOEFT

**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 \$1,759,532.00

FinDeptID H5531767

amount for state fiscal year 2014: \$475,743.00

state fiscal year 2015: \$475,743.00

FinDeptID H5531823

amount for state fiscal year 2014: \$404,023.00

state fiscal year 2015: \$404,023.00

☒ Unspent encumbrances to be certified to meet future obligations in accordance with MS§16A.28

SWIFT Accounting Information

Contract Coordinator -- fill in fields below when encumbered:

Starts in fiscal year: 2014

Vendor ID: 0000210572

Distribution 1: MN Community Action Grant

FinDeptID: H5531767

Fund: 1000

AppropID: 11028

UNSPSC Category: _____

Account: _____

DefaultProj: _____

Amount: \$475,743.00

Distribution 2: CSBG

FinDeptID: H5531823

Fund: 3000

AppropID: 11120

UNSPSC Category: _____

Account: _____

DefaultProj: _____

Amount: \$404,023.00

SWIFT Grant# /Encumbrance #: GRK%664928 / 3000020736 / SBB 7/3/13

Note: Swift generates contract numbers that are 25 digits long, for example GRK00000000000000000000000012345.

Swift generates encumbrance numbers -- KEO's that are 10 digits long, for example 3000000123.

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:

Community Action of Minneapolis
505 East Grant Street
Suite 100
Minneapolis, MN 55404

Soc. Sec. or Federal Employer I.D. No.

41-1739467

Minnesota Tax I.D. No. (if applicable)

1386913

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.

Grant Contract # GRK%664928

Revised 6/2013

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**STATE OF MINNESOTA
GRANT CONTRACT
MINNESOTA COMMUNITY ACTION GRANT (MCAG)
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

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 Community Action of Minneapolis, an independent grantee, not an employee of the State of Minnesota, address, 505 East Grant Street Suite 100 Minneapolis, MN 55404 (hereinafter GRANTEE), witnesseth that:

Total Contract Amount:	<u>\$1,759,532.00</u>
Grant Contract Number:	<u>GRK%64928</u>
CFDA Number:	<u>93,569</u>

MCAG Contract Start Date:	<u>July 1, 2013</u>
MCAG Amount for SFY 2014:	<u>\$475,743.00</u>
MCAG Amount for SFY 2015:	<u>\$475,743.00</u>
MCAG Contract End Date:	<u>June 30, 2015</u>

CSBG Contract Start Date:	<u>October 1, 2013</u>
CSBG Amount for SFY 2014:	<u>\$404,023.00</u>
CSBG Amount for SFY2015:	<u>\$404,023.00</u>
CSBG Contract End Date:	<u>June 30, 2016</u>

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 STATE recognizes the agency as the designated CSBG eligible entity and Community Action Agency for the counties outlined in the work plan.

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 and fiscal 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 One million seven hundred fifty nine thousand five hundred thirty two dollars (\$1,759,532.00).
 - 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, 2015, or returned to the STATE. Monies obligated under this grant agreement for 2012 Community Services Block Grant funding must be expended by September 30, 2015, or returned to the STATE. Monies obligated under this grant agreement for 2013 Community Services Block Grant funding must be expended by June 30, 2016, 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 Authorization to Draw Cash form 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.

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, 2013, 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 June 30, 2016, 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 electronic 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 William J. Davis 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 William J. Davis 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 § 160.103); and

(e) Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17921(5)); 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, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, 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, including breaches of unsecured protected health information as required at 45 CFR 164.410. 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, and in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any agents (including contractors and subcontractors), analysts, and others that create, receive, maintain, or transmit protected health information on behalf of the business associate, enter into a business associate agreement with any subcontractors to agree in writing to be bound by the same restrictions, conditions, and requirements 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.

(g) In accordance with HIPAA, upon obtaining knowledge of a breach or violation by a subcontractor, take appropriate steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.

(h) Not use or disclose PHI in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by DHS.

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/lfservlet/Public/DHS-4683-ENG>.

6. Sanctions. In addition to acknowledging and accepting the terms set forth in X Liability of this Agreement relating to liability, 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 VOLUNTARY 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 Department of Treasury 31 CFR Part 205 (Block Grants), Minnesota Statutes Section 256E.30-256E.32, and the following from Title 45 of the Code of Federal Regulations of Health and Human Services 45 CFR.
- 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	<i>A. Big Bear</i>
Date	<i>7-2-13</i>
Grant No:	<i>64928</i>

3. STATE AGENCY

By (with delegated authority)	<i>[Signature]</i>
Title	<i>CEO</i>
Date	<i>7/26/14</i>

2. GRANTEE

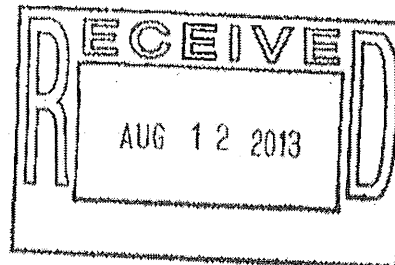
*Signatory is authorized by applicable articles,
by-laws, resolutions, or ordinances to sign on
behalf of the Grantee.*

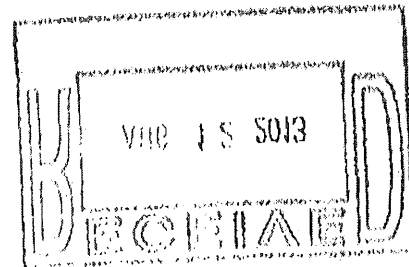
By	<i>[Signature]</i>
Title	<i>Pres/CEO</i>
Date	<i>July 24, 2013</i>

By	<i>[Signature]</i>
Title	<i>Chm</i>
Date	<i>7/24/13</i>

Distribution:

Agency - Original (fully executed)
contract
Grantee
State Authorized Representative





7/10/13
MIE JS 5013
RECEIVED

7/10/13
MIE JS 5013
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Attachment A

Minnesota Department of Human Services/Office of Economic Opportunity

COMMUNITY ACTION PLAN

FY 2014 - 2015

Legal Name: Community Action of Minneapolis

Address: 505 East Grant Street, Suite #100

City: Minneapolis

Zip Code+4:
55404-1411

Telephone: 612-348-8858

Fax: 612-348-9384

Grantee Web Site URL: www.campls.org

Congressional District(s): 5

Counties/Area Served: Hennepin/Minneapolis

State Legislative District(s): 58A, 58B, 59A, 59B,
60A, 60B, 61A, 61B, 62A, 62B, 63A

Federal ID Number: 41-1739467

State Tax ID: 1386913

DUNS Number: 178861287

CCR registration current: X YES ☐ NO

Contacts

Executive Director's Name: William J. Davis

Telephone: 612-348-8858

E-mail: wdavis@campls.org

Board Chair's Name: D. Michael Anderson

Telephone: 612-296-6842

E-mail: N/A

Fiscal Director's Name: Anthony Spears

Telephone: 612-348-8858

E-mail: aspears@campls.org

Human Resource Director's Name: Susan Bloom

Telephone: 612-348-8858

E-mail: sbloom@campls.org

ROMA Coordinator's Name: Christina McCoy

Telephone: 612-334-3672

E-mail: cmccoy@campls.org

Board Approval

Date application approved by grantee's governing board: April 8th, 2013

Attach copy of approval action by Board (minutes of meeting, resolution, etc).

Financial Capacity and Review Form

Applicant Information

How long has your organization been doing business? Year Founded 1/1/ 1994

Number of Employees: FT 37 PT 0 (Note: use agency's definition for FT vs. PT)

Date of organization's 501(c)3 status with the IRS: June 4, 1993

Organization's total revenue in the most recent 12-month accounting period:

Fiscal year (start/end): July 1-June 30

How many different funding sources does the total revenue come from?

- Report all individual donors as one (1) funding source.
- Count each foundation, government and corporate grant separately.

Does the organization have clearly stated and current administrative, fiscal and programmatic policies and operating procedures in accordance with state and federal statutes?

Yes X No

Does the organization have Directors and Officers Insurance that covers the Board and applicable senior managers?

Yes X No

Accounting System

Which of the following best describes your organization's accounting system?

Manual Automated X Combination

If the organization has multiple grants funding a program or activity, does the accounting system tie expenditures to individual grant line items?

Yes X No

Are time activity records kept for all employees who receive funding from multiple sources including the Executive Director?

Yes X No

Are these time activity records signed by the employee's supervisor?

Yes X No

Does the accounting system have a way to identify over-spending of grant funds?

Yes X No

Financial Statements

When was the last audit of the organizations financial statements completed? Date:

Name of Accounting Firm: Wipfli, LLP

How frequently does the agency board review financial statements?: Monthly

Describe existing debt

Has any debt been incurred in the last 12 months? No

What was the reason for the new debt? N/A

What is the funding source for paying back the new debt? N/A

Total Current Debt: \$0

Total Current Assets:

Total Current Cash & Cash Equivalent: \$ Total Current Non-Cash:

Unrestricted Funds

Current amount of unrestricted funds:

Legal Issues

Are there any current or pending lawsuits against the organization? Yes No X

Has the organization lost any funding due to accountability issues, misuse, or fraud in the last 5 years?
Yes No X

Describe:

Agency and Board Information

Date of annual meeting, if applicable: **January Meeting**

Board Meeting Day & Time: **Board Meetings are held 2nd Monday of each month from 5pm-6pm (with the exception of July, August & December).**

Attach a list of board members as an appendix. Provide sector represented, preferred mailing addresses – including a home address and email address for the board chair -- and telephone numbers.

List all program site locations (attach additional pages if necessary):

Address	Telephone
505 East Grant Street, # 100, Minneapolis (04)	612-348-8858
2104 Park Avenue S., Minneapolis (04)	612-334-3672
2801 21 st Avenue S., Minneapolis (07)	612-335-5911

Results Oriented Management & Accountability (ROMA) Cycle

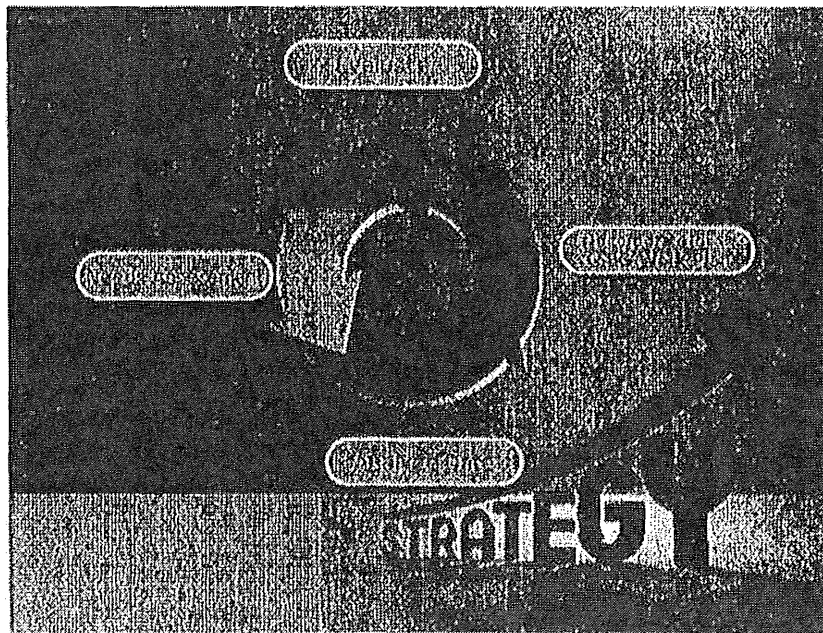
1) Assessment

a) Grantee's mission and/or vision statement(s): Mission: **"Community Action of Minneapolis is dedicated to improving people's lives."**

b) Community Assessment: Briefly describe the grantee's Community Assessment process:

The community needs assessment is a process and a method. As a process, it has assisted Community Action of Minneapolis with building leadership, group cohesion, and a sense of local involvement in the community. The surveys and focus groups provide participants a vehicle for expressing their opinions on community issues.

The community needs assessment is completed every 3 years and involves the following process:



As a method, the needs assessment is a tool that helps us plan for and implement strategies in areas that need to be addressed and where there may be gaps in services.

- i) **In this Community Assessment process, how does the agency ensure the input of the community and low-income community members in particular:** There is always input from current customers by randomly selecting survey participants from the database. We also work with a mail house to randomly select participants who meet the income guidelines and geographical criteria who may not have utilized our services to get a broader perspective. We work collaboratively with other non-profits who also serve/target low-income residents to assist with either data collection or focus group efforts.

ii) Date of most recent agency-wide community assessment: November 2012

iii) Top 3-5 priority areas identified by Community Assessment:

Numbers 1-3 represent what respondents identified as the top 3 unmet needs. Numbers 4-5 represent additional needs:

- (1) Utilities
- (2) Food
- (3) Medical Health Care
- (4) Dental Health Care
- (5) Clothing

~~Submit an electronic copy of the Executive Summary of the agency's most recent Community Assessment.~~

A copy was submitted electronically on March 1, 2013.

2) Planning

Summarize how CSBG and Minnesota Community Action grant funds will be used (2-3 paragraphs). Providing a comprehensive but concise overview of programs funded, populations served and anticipated impacts and outcomes with these Community Action state and federal funds:

A)

Community Action of Minneapolis (CA MPLS) will use CSBG/CAG funds to plan and implement programs and services that focus on self-sufficiency, family stabilization, employability, life and essential skill development, advocacy, wealth-building and financial services, and service and resource coordination, delivered via wrap-around, holistic and highly customized services necessary to move families out of poverty. The agency will offer a wide array of essential services and actively contribute to local initiatives that are critical to building our community's capacity for positive change. Over the past several years, CA MPLS has increasingly recognized that families seeking assistance often face multiple, complex needs that require the services of more than one program. Therefore, we will work to incorporate customers from the Energy Services Programs and partnerships and collaborations into these services in order to provide a comprehensive approach to serving the organization's customers. CA MPLS will also continue to implement capacity building as a focus to explore and establish new programs and/or services (e.g. VITA Tax Site & Legal Clinics). Understanding the continuing challenges of these fiscal realities, partnerships/collaborations will remain on the forefront of CA MPLS' agenda to meet the needs of the low-income community.

Self-sufficiency services not only address the emergency needs of low-income individuals, but rather engage them in meaningful ways to build the necessary skills to become or maintain their self-sufficiency and improve the overall quality of their life and that of their family. Customized Coaching Services utilize the GROW model (or process), a technique for problem solving or goal setting, employing a one-on-one case management process to assist clients in both identifying and with achieving their goals. Community Action of Minneapolis' diverse range of services are designed to address emergency needs such as rent or mortgage, health care, utilities (not covered by LIHEAP funding), food (SNAP), assistance with obtaining a valid identification, transportation, and financial management/budget counseling (ages 14-60+) to solve problems that may threaten a household's progress toward permanent self-sufficiency. The internal target will be 30% of CA MPLS' database (17,000 households) or 5100 households for the self-sufficiency services. We will also work with our community partnerships via collaborating to reach additional 500-750 customers each year.

B)

Implementation and expiration dates of most recent agencywide strategic plan? September 2010-2015

c) Describe your agency's strategic planning process, including who led the process, who was involved and what were the major strategies or goals adopted. Please include the role of the Board and low-income individuals in this process.

At annual planning sessions in June the Board and Management of the organization completed SWOT analysis and discussion of strategic directions. An internal staff member (Wanda N. Walker) was utilized to facilitate the meetings and develop the plan. The 2010-2015 Strategic Plan establishes goals, objectives, and strategies for the Agency. Each objective and strategy is linked with a responsible party, indicators, a timeframe for completion, and the desired outcome. Objectives and strategies were developed around six major goals. Each of these goals falls into one of six ROMA Goals: Agency specific, Customer specific, and those that relate to the Community.

The seven goals set forth in Community Action of Minneapolis' 2010-2015 Strategic Plan are:

1. To increase the Agency's communication/marketing tools to increase the community's awareness of the agency and our customer's needs.
2. To promote effective, qualified leadership.
3. To offer exemplary programs.
4. Expand current programs and services to meet community needs.
5. To increase the utilization of current technology by all staff.
6. To relocate to new facility.
7. To improve reporting capacity for all programs through a central system.

The plan was approved in September 2010.

3) Implementation

- a) Describe how the CSBG and Minnesota Community Action Funds will be used (as described in Section 2.A.) to address needs identified in the Community Assessment (Section 1.b):

The services provided will address the top 2 needs directly. By providing additional assistance for utility payments after LIHEAP funds have been exhausted and continuing to provide SNAP application assistance and emergency food referrals and direct assistance, we are meeting the identified needs in the last community needs assessment. By working with families and assessing their total needs, we are able to also connect/link them with other needed resources for medical health care, dental health care, and clothing. Embedded in families customized services will be screening and application assistance for MNsure.

4) Achievement of Results

- a) What system (i.e. electronically, manual tracking, etc.) does the agency use to track the achievement results of services/programs for the three service targets:

- (1) Individual/Family: VISIONS and minimal manual tracking
- (2) Agency: VISIONS
- (3) Community: VISIONS

- b) How does the agency achieve the requirement of the unduplicated count of individuals and family served? VISIONS

5) Evaluation

- a) Briefly describe grantee's annual evaluation and/or self-assessment process and how it includes staff, the Board, and program participants:

Every 2 years, the board of directors conducts a board self-evaluation and the results are discussed and the board incorporates any improvements in to meetings and or future trainings.

- i) The agency also utilizes the monitoring reports from funding sources as annual evaluation tools.
- ii) Staff members are provided with an opportunity to provide feedback during the evaluation period.

- b) How is this process used to improve, change, and/or enhance the agency service delivery and/or effectiveness? If any improvements need to be made, a plan is developed and implemented to achieve the necessary changes.

Community Action of Minneapolis engages clients in identifying emerging community needs, trends, resources and areas for growth and improvement. Through both formal avenues (surveys, workshop and coaching evaluations) and informal feedback from service recipients, staff are able to keep their finger on the pulse of the immense need in the Minneapolis Communities the agency serves. An example of this is a new series of self-care classes the agency will launch in early 2014. Feedback had been received that customers would like training and support in the areas of self-care, relationships, self-esteem and healthy living. Responding to this, the agency created a highly-interactive series of new offerings, ready to deliver to a diverse range of learners over the course of the program year.

6) CSBG Requirements from Federal Act

Will the grantee use the funds:

- | | |
|--|-----------------------------------|
| A. To support activities designed to assist low-income 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? | X YES <input type="checkbox"/> NO |
| B. To provide activities designed to assist these families and individuals? | X YES <input type="checkbox"/> NO |
| C. To 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)? | X YES <input type="checkbox"/> NO |
| D. To secure and retain meaningful employment? | X YES <input type="checkbox"/> NO |
| E. To attain an adequate education with attention toward improving low-income families' literacy skills, which may include carrying out family literacy initiatives? | X YES <input type="checkbox"/> NO |
| F. To make better use of available income? | X YES <input type="checkbox"/> NO |
| G. To obtain and maintain adequate housing and a suitable living environment? | X YES <input type="checkbox"/> NO |
| H. To obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs? | X YES <input type="checkbox"/> NO |
| I. To achieve greater participation in the affairs of the community, including public and private grassroots partnerships with local law enforcement agencies, local housing | X YES <input type="checkbox"/> NO |

authorities, private foundations, and other public and private partners to:

- a. document best practices based on successful grassroots intervention in urban areas; and,
- b. strengthen relationships with local law enforcement agencies, including participation in activities such as neighborhood or community policing efforts?

J. 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 increase community collaboration, such as programs for the establishment of violence-free zones and after-school child care programs? X YES ☐ NO

K. To make more effective use of, and to coordinate with, other programs related to the purposes of CSBG (including welfare reform efforts)? X YES ☐ NO

In conjunction with the use of these funds, the grantee will:

- A. Assure that, in the case of a community action agency the board will be constituted so as to assure that (A) one third of the members of the board are elected public officials, currently holding office, or their representatives; (B) at least one-third of the members are persons chosen in accordance with demographic selection procedures adequate to assure that they are representative of the poor in the area served; and, (C) the remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interested in the community? X YES ☐ NO ☐ N/A
- B. Prohibit any political activities in violation of federal law? X YES ☐ NO
- C. Prohibit any activities that provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity, with the federal grant funds? X YES ☐ NO
- D. Inform custodial parents in single-parent families that participate in CSBG programs about the availability of child support services? X YES ☐ NO
- E. Refer eligible parents to the child support offices of State and local governments? X YES ☐ NO
- F. Do all CSBG/Community Action Grant funded programs have eligibility criteria as put forth by the Community Services Block Grant Act as reauthorized in 1998? X YES ☐ NO
- G. Does the grantee have procedures under which a low income individual, a community, religious organization, or a representative of low income individuals can petition for adequate representation on the agency board? X YES ☐ NO
- H. Results Oriented Management and Accountability (ROMA):
Since October 1, 2001, all states have been required to implement ROMA and to utilize ROMA concepts in the reporting of community action outcomes.

The six national ROMA goals are:

Goal 1: Low-income people become more self-sufficient. (Family)

Goal 2: The conditions in which low-income people live are improved. (Community)

Goal 3: Low-income people own a stake in their community. (Community)

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

Goal 5: Agencies increase their capacity to achieve results. (Agency)

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems. (Family)

a. Is the grantee complying with federal requirements to implement ROMA? X YES ☐ NO

b. Does the Grantee's Board receive annual training on ROMA? X YES ☐ NO

If yes, describe briefly: Every year at the annual meeting ROMA is reviewed.

c. Does the Grantee's staff receive annual training on ROMA? X YES ☐ NO

If yes, describe briefly: : Introduction to ROMA is an integrated part of the new employee orientation program. Programs utilizing funding have additional reviews throughout the year.

I. Does the Grantee and its board complete regular assessments of the grantee's overall mission, desired impact(s) and program structure? X YES ☐ NO

J. If yes, do these assessments take into account the:

a. needs of the community and its residents? X YES ☐ NO

b. relationship, or context, of the activities supported by the agency to other anti-poverty, community development services in the community? X YES ☐ NO

7) Other State & Federal Requirements

Will the Grantee use the funds in accordance with:	
A. Federal civil rights legislation such that no person will be discriminated against on the basis of race, color, national origin, sex, religion, handicaps or age?	X YES <input type="checkbox"/> NO
B. The State of Minnesota Human Rights Act, such that no person will be discriminated against on the basis of sexual orientation, or status with regard to public assistance?	X YES <input type="checkbox"/> NO
C. The Americans with Disabilities Act (ADA) of 1990 and all applicable regulations?	X YES <input type="checkbox"/> NO
D. The Hatch Act (USC Title 5, Chapter 15), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds?	X YES <input type="checkbox"/> NO
E. The MN Government Data Practices Act, which requires the grantee to inform program applicants that the grantee may share applicant data with other agencies as allowed by law?	X YES <input type="checkbox"/> NO
F. MN Statutes regarding plain language in written materials?	X YES <input type="checkbox"/> NO
G. MN Statutes regarding provision of non-partisan voter registration services to employees, program participants and the public services?	X YES <input type="checkbox"/> NO
H. The Single Audit Act of 1984 as amended and OMB circular A-133?	X YES <input type="checkbox"/> NO
I. Minnesota Statute 16C.06 subd. 5 which provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years?	X YES <input type="checkbox"/> NO
Does the Grantee:	
A. Certify that it has received a certificate of compliance from the Commissioner of Human Rights in accordance with Minnesota Law (Affirmative Action)?	X YES <input type="checkbox"/> NO
B. Comply with minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act?	X YES <input type="checkbox"/> NO
C. Ensure that an agency-wide reporting system is implemented throughout the agency as applicable.	X YES <input type="checkbox"/> NO

8) Coordination & Linkages

Does the Grantee have collaborative/cooperative relationships with:

Name of Entity/Program	YES	NO	N/A (grantee administers)
Adult Basic Education (ABE)	X	<input type="checkbox"/>	<input type="checkbox"/>
Benefits Enrollment (e.g. Bridge to Benefits)	X	<input type="checkbox"/>	X
Child Care Providers	X	<input type="checkbox"/>	<input type="checkbox"/>
Child Care Resource and Referral	X	<input type="checkbox"/>	<input type="checkbox"/>
Child Support ^A	X	<input type="checkbox"/>	<input type="checkbox"/>
Continuum of Care	X	<input type="checkbox"/>	<input type="checkbox"/>
Displaced Homemaker Program	X	X	<input type="checkbox"/>
Early Education Programs (non-child care, non-Head Start)	X	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Food Programs (food shelf, etc.)	X	<input type="checkbox"/>	<input type="checkbox"/>
Energy Assistance/Weatherization	X	<input type="checkbox"/>	X
English as a Second Language (ESL/ELL)	X	<input type="checkbox"/>	<input type="checkbox"/>
FAIM or other IDA programs	X	<input type="checkbox"/>	<input type="checkbox"/>
Family Service Collaboratives	X	<input type="checkbox"/>	<input type="checkbox"/>
Financial Education	X	<input type="checkbox"/>	X
Head Start/Early Head Start	X	<input type="checkbox"/>	<input type="checkbox"/>
Health Services Institutions	X	<input type="checkbox"/>	<input type="checkbox"/>
Housing Redevelopment Authority (HRA)	X	<input type="checkbox"/>	<input type="checkbox"/>
Human Service Agencies	X	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement/Neighborhood Policing	X	<input type="checkbox"/>	<input type="checkbox"/>
Migrant Seasonal Farmworker Services	X	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition Education	X	<input type="checkbox"/>	<input type="checkbox"/>
Runaway & Homeless Youth Services	X	<input type="checkbox"/>	<input type="checkbox"/>
SNAP Education, Outreach & Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	X
Surplus Commodity Distribution Programs (TEFAP)	<input type="checkbox"/>	X	<input type="checkbox"/>
Tax Assistance	X	<input type="checkbox"/>	<input type="checkbox"/>
Transitional Housing/Homeless Programs	X	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Services	X	<input type="checkbox"/>	<input type="checkbox"/>
Vocational Rehabilitation Programs	X	<input type="checkbox"/>	<input type="checkbox"/>
WorkForce Development Services	X	<input type="checkbox"/>	<input type="checkbox"/>

- A. Please describe in detail what the agency is doing as it pertains to Child Support, including efforts to inform and refer custodial parents in single-parent families that participate in CSBG programs to child support services? Each family presenting for self-sufficiency services are assessed for their involvement with child support (custodial and non-custodial). We provide information about the importance of child support in the lives of children and families. This is done by providing life skills workshops on such topics as "Where Does Your Child Support Go?" "The Secondary Benefits of Paying Child Support" and "Help Your Child Support Professional Help You". We work with custodial parents to seek child support if necessary and by assisting non-custodial parents with following through w any orders.

9) Migrant and Seasonal Workers (All grantees must address this area.)

- A. Describe the mechanism for input from the migrant populations to be served.
- During the community assessment organizations that provide direct services are engaged to gather data from migrant populations. We also have board representation to provide input on an ongoing basis.
- B. Describe the services to be provided by the agency to migrant and seasonal workers.
- All services are offered/open to migrant populations.

10) Administration Expense Information

To calculate these amounts, the grantee must use the CSBG definition of *direct* program and *administrative* costs as outlined in the Community Services Block Grant Program Information Memorandum Transmittal No. 37. See: <http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im37.html>

A. Amount of CSBG funds going towards <i>administrative</i> costs:	\$151,000	B. Percentage of total CSBG funds going towards <i>administrative</i> costs :	15%
C. Amount of Community Action Grant going towards <i>administrative</i> costs:	\$74,800	D. Percentage of total Community Action Grant funds going towards <i>administrative</i> costs :	15%
E. Total Agency <i>administrative</i> costs:	\$226,800	F. Percentage of total agency budget that is spent on <i>administration</i> :	03%

- Calculate boxes A. and B. using federal fiscal year.
- Calculate boxes C. and D. using state fiscal year.
- Calculate boxes E. and F. using agency's current fiscal year.

*If the percentage of CSBG or CAG funds going to administrative costs is over 15%, please provide justification:

11) Budget Summaries

The budget summary and budget support information must be reported on the forms provided.

- Sufficient detail must be provided within each cost category to explain the basis for the proposed expenditure.
- Number all forms in sequence.
- Note that the "indirect cost" line item applies only if the agency has a federally approved indirect cost rate. If you enter anything on this line, attach a copy of that approval notice from the federal cognizant agency, if applicable.
- Also attach an electronic copy of the total agency budget (current year) using own format.
- Also attach an electronic copy of the agency's cost allocation plan (if applicable) using own format.

12) Program Funding Summary Forms

List all agency programs and projects on the forms provided.

- Include the program name.
- State both the total amount of projected funding necessary to support each program as well as amounts budgeted from all funding sources in the appropriate columns.
- Funding should be projected for the entire 30-month contract period.

13) Delegated Activity

Describe any delegated activity. Attach a copy of the grantee's standard subgrantee contract. (Note: Grantees are required to extend all terms and conditions of the Community Services Block Grant and the Minnesota Community Action Grant to subgrantees, including the requirement for an outcome-based work plan.)

N/A

14) ROMA Community Action Outcome-Based Work Plan

All grantees are required to submit a 2-year ROMA Outcome-Based Work Plan. The work plan constitutes the grantee's planned outcomes for the grant period, reported as Year 1 (YR 1) and Year 2 (YR 2), and will be used as the basis for annual reporting completed through the Community Services Block Grant Information System (CSBG-IS) Survey. Instructions for the work plan are located on tab 3 "Instructions" in the attached Excel workbook.

How will this information be used?

All agencies are required to report annually on progress toward planned outcomes contained in the Outcome-Based Work Plan. This work plan is used for monitoring, in publishing the statewide Community Action Report, and to meet CSBG and MN Community Action Grant reporting requirements.

15) Grantee Reporting Requirements

Annual reports will be required each year using a form prescribed by the Department of Human Services. This report will include at least the federal CSBG-IS required information as well reporting on the results achieved on the ROMA Outcome-Based Work Plan.

16) Application Submission

✓ Pre-Review – Via Email - DUE May 1, 2013

Via email, send a file containing

- The grantee's completed Community Action Plan including required attachments:
 - Summary of the most recent Community Assessment
 - Board Member listing – indicating the sector that each member represents
 - Application approval action by Board of Directors
 - Most recent Agency 990 form as submitted to the IRS
- 2014-2015 Annual Outcome-Based Work Plan
- Budget Forms:
 - Budget Summary
 - Budget Support Part I
 - Budget Support Part II
 - Copy of Current Year Total Grantee Budget (own format)
 - Copy of federally approved Indirect Rate (if applicable)
 - Copy of agency's cost allocation plan (if applicable)
- Program Funding Summary Form
- Standard subgrant contract language (if applicable)

barb.alt@state.mn.us

✓ Final Submission – Via Mail

At the culmination of the pre-review process, OEO will notify grantees of approval of application materials. Subsequent to that, and following final legislative actions, contract documents will be provided by DHS to the grantee, including instructions for signatures, processing, and submission.

Community Action of Minneapolis
Budget Summary
Fiscal Year 2014

	Economic Opportunity Grant		Energy Services		Energy Conservation		Park Avenue & Unrestricted		Total Budget	
	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Percentage
Revenues:										
Grants	\$10,000	-	7,500,000	-	1,800,000	-	19,500	-	10,229,500	0%
Reach Out for Warmth	-	-	-	-	-	-	2,000	-	2,000	0%
Interest & Donations	-	-	-	-	-	-	2,000	-	2,000	0%
Gain on Sale of Equipment	-	-	-	-	-	-	-	-	-	-
Rentals	-	-	-	-	-	-	80,000	-	80,000	0%
WX Services/Reserves	-	-	-	-	-	-	116,500	-	116,500	-
Low Income Weatherization (LIW)	-	-	-	-	1,900,000	-	-	-	1,900,000	0%
Total Revenue	\$10,000	-	7,500,000	-	3,700,000	-	220,000	-	2,100,500	0%
Operating Support Costs:										
Salaries & Fringe	607,000	-	890,000	-	700,000	-	100,000	-	2,297,000	0%
Consultants & Professional Services	20,000	-	10,000	-	50,000	-	3,000	-	83,000	0%
Training	15,000	-	5,000	-	30,000	-	10,000	-	60,000	0%
Space Costs and Rentals	125,000	-	120,000	-	100,000	-	75,000	-	420,000	0%
Consumable Supplies	71,250	-	20,000	-	10,000	-	7,000	-	108,250	0%
Lease and Purchase of Equipment	15,500	-	5,000	-	5,000	-	-	-	25,500	0%
Indirect Costs	-	-	50,000	-	30,000	-	5,000	-	85,000	0%
Other (Direct Program)	58,250	-	6,400,000	-	2,750,000	-	20,000	-	9,228,250	0%
Total Operating Cost	\$10,000	-	7,500,000	-	3,875,000	-	220,000	-	12,365,000	0%
Excess Revenues over Costs					25,000	-			25,000	

Community Action of Minneapolis

Filling in the agency name here will automatically populate the agency name throughout the document.

**MN ROMA / National Performance Indicator (NPI)
Outcome - Based Work Plan
2014-2015**

ROMA Contact: William J. Davis or his designee

Phone: 612-343-8858

Email: wdavis@campfs.org

Goal 1 – More Self-Sufficient					
1.1A	Obtained a job				
1.1B	Maintained a job				
1.1C	Increased income / benefits				
1.1D	Living wage job / benefits				
1.2A	Pre-employment skills				
1.2B	ABE/GED				
1.2C	Post-secondary education				
1.2D	Before and after school programs	Goal 3 – People Own a Stake			
1.2E	Obtained child care	3.1A	Low-income volunteer hours		
1.2F	Reliable transportation	3.2A	Participation in community organizations		
1.2G	Health care services	3.2B	Acquire a business		
1.2H	Safe/affordable housing	3.2C	Purchase a home		
1.2I	Food assistance to support employment	3.2D	Non-governance activities		
1.2J	Non emergency LIHEAP energy assistance	3.2E	First-time home buyer workshop		
1.2K	Non emergency Wx energy assistance	3.3A	Participation in voter education / registration activities		
1.2L	Other non emergency energy assistance				
1.2M	Services for disabled children				
1.2N	MN Care				
1.3A	Any tax credit				
1.3A.1	EITC tax credit from free tax preparation				
1.3B	Court ordered child support				
1.3C	Telephone LifeLine / Energy Discounts				
1.3D	Complete a budget for over 90 days				
1.3E	Open an IDA				
1.3F	Increased savings through IDA				
1.3G.A	Small businesses started				
1.3G.B	Education / training				
1.3G.C	Purchased a home				
1.3G.D	Other asset purchase through IDA				
1.3H	Good or restored credit				
Goal 2 – More Connected		Goal 5 – Agency Capacity			
2.1A	...	5.1A	C-CAPS		
2.1B	...	5.1B	ROMA Trainers		
2.1C	...	5.1C	Family Development Trainers		
2.1D	...	5.1D	Child Development Trainers		
2.1E	...	5.1E	Staff trainings		
2.1F	...	5.1F	Board trainings		
2.2A	...				
2.2B	...				
2.2C	...				
2.2D	...				
2.2E	...				
2.2F	...				
2.2G	...				
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2.2W	...				
2.2X	...				
2.2Y	...				
2.2Z	...				

(updated:2/25/2014)

EXHIBIT B (part 2 of 2) TO
AFFIDAVIT OF JOELLE HOEFT

Instructions

1. The 2014-2015 Community Action Outcome-Based Work Plan must be comprehensive and agency-wide the attached document for both Year 1 and Year 2. (NOTE: The agency will be able to report any changes later date if necessary.)

2. The following Outcomes areas are required for all agencies:

- 2.3.B. Number of volunteer hours donated to the agency.
- 3.1.A. Total number of volunteer hours donated by low income Individuals to Community Action
- 3.3.A. Individuals who were educated or whose knowledge was increased about MN voter registration
- 4.1 Expanding Opportunities through community-wide partnerships.
- 5.1.E. Number of staff attending trainings and number of hour.
- 5.1.F. Number of board members attending trainings and number of hours.

3. If there are items in the Work Plan that do not apply, leave them blank. If there are activities that your Performance Measure, add additional measures in the spaces provided.

4. The results achieved by each agency will be reported against planned results annually on the CSBG-IS. be advised that the reporting form used will generally ask that indicators/measures be reported as:

- Participants enrolled;
- Participants expected to achieve the result; and,
- Participants actually achieving the planned result.

5. Special notes in filling out the Catalogue:

- Be sure to fill-in the first page of the workbook. This excel document is designed for one goal per work different worksheet). Fill in the agency name on the first worksheet and it will automatically fill in the
- If you have any descriptive notes for any of the goals, please put them on the corresponding notes wo corresponding notes page.
- Goal 1 refers to the work of the agency with clients that are able and looking for work. Each part of Gc This is including helping people find jobs, but is also for removing the barriers to employment (e.g. ho
- Goal 6 refers to the work of the agency with clients that are unable to work (e.g. disabled, seniors, car as those that are employable do receive emergency assistance from time to time.

le. Complete the columns for each measure of
to Year 2 Planned Indicators/Measures at a

n and participation.

r agency measures that are not listed as a

To conform with federal reporting requirements

sheet (each tab at the bottom of the file is a
agency name throughout.

worksheets – each goal grouping has one

Goal 1 refers to removing barriers to employment.
(e.g., housing, food support, transportation, child care).
providers). In 6.2, however, there can be overlap

Community Action of Minneapolis

Goal 1. Family Goals: Low-income people become more self-sufficient .

1.1 <u>Employment</u> Individuals in the community that obtained employment or higher paying jobs.		Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Number of participants Expected to Achieve the Outcome in Reporting Period (Target)
		Year 1	Year 2
<ul style="list-style-type: none"> • Individuals receiving employment or related case management services. • Employment programs: • Individuals receive job search assistance. • Individuals receive job training. • Individuals receive job support services. • Individuals receive employment counseling or related case management services. • Families receive employment services through Head Start family and community partnership activities. 	Performance Measure:		
	A. Individuals who were unemployed and obtained a job.	100	125
	B. Individuals who were employed and maintained a job for at least 90 days.	60	75
	C. Individuals that obtain an increase in employment income and/or benefits.	45	55
	D. Individuals who achieved "living wage" employment and/or benefits.	35	55
	E. Individuals who receive employability services	850	950

Goal 1. Family Goals: Low-income people become more self-sufficient.

1.2 Employment Supports Barriers to employment faced by low-income individuals that are reduced or eliminated through Community Action. (Head Start families and others).		Number of participants Expected to Achieve the Outcome in Reporting Period (Target) Year 1	Number of participants Expected to Achieve the Outcome in Reporting Period (Target) Year 2
Activities	Performance Measure:		
<ul style="list-style-type: none"> • Individuals receive employment counseling or related case management services. • Individuals given information and referral related to education or literacy • Individuals who improve the employment and academic skills • Individuals will receive ESL/ABE/GED services • Operate or support child/other dependant care program or before/after school programs • Operate or support access to reliable transportation • Operate or support health care services. • Operate or support safe affordable housing services. • Operate or support food assistance programs. • Operate or support non-emergency energy assistance programs. • Operate or support programs for families who have children with disabilities. • Operate or support programs that assist Individuals to enroll in MinnesotaCare or other health insurance programs. 	A. Individuals that have obtained pre-employment skills/competencies required for employment and received certificate or diploma.	750	900
	B. Individuals who completed ABE/GED and received certificate or diploma.	50	75
	C. Individuals who completed post-secondary education program and obtained certificate or diploma.	0	0
	D. Enrolled children in "before" or "after" school programs, in order to acquire or maintain employment.	0	0
	E. Families who obtained care for child or other dependent in order to acquire or maintain employment.	30	45
	F. Individuals who obtained access to reliable transportation and/or driver's license in order to acquire or maintain employment.	75	100
	G. Individuals who obtained health care services for themselves or a family member in order to acquire or maintain employment.	0	0
	H. Parents or other individuals who obtained safe and affordable housing in support of family stability needed to gain or retain employment.	50	75
	I. Parents and other individuals who obtained food assistance in support of family stability needed to gain or retain employment.	600	750
	J. Obtained non-emergency LIHEAP energy assistance	13,000	13,000
	K. Obtained non-emergency WX energy assistance	200	200
	L. Obtained other non-emergency energy assistance (State-local-private energy programs. DO NOT include LIHEAP or WX)	30	30
	M. Individuals who receive individualized services for children with disabilities.	0	0
	N. Individuals who enrolled in MinnesotaCare or other health insurance programs.	100	150

Community Action of Minneapolis

Goal 1. Family Goals: Low-income people become more self-sufficient.

1.3 Economic Asset Enhancement and Utilization		Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Aggregated Dollar Amounts (Payments, Credits or Savings)	Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Aggregated Dollar Amounts (Payments, Credits or Savings)
Individuals that achieve an increase in non-employment financial assets and resource utilization skills, and the aggregated amount of those assets and resources for participants achieving the outcome.		Year 1	Year 1	Year 2	Year 2
Activities:	Performance Measure:				
<ul style="list-style-type: none"> • Tax assistance provided to individuals. • Families entitled to earned income tax credit referred to tax preparation assistance program. • Individuals referred and assisted to apply for child support payments. • Individuals are referred and assisted to apply for telephone lifeline and/or energy discounts. • Individuals receive budget counseling services. • Individuals receive an opportunity to build assets by accessing a 3:1 savings match for high return investment. (• Receive 12 hours of financial education, 10 hours of asset specific education, and on-going financial coaching.) • Individuals develop and implement a credit repair plan 	A. Individuals in tax preparation programs who obtained any type of Federal or State tax credit.	200		225	
	At. Of the individuals in tax preparation programs, those who obtained Federal Earned Income Tax Credit (EITC).	150		175	
	B. Individuals who obtained court-ordered child support payments.	0		0	
	D. Individuals who demonstrate ability to complete a budget. For over 90 days.	400		450	
	E. Individuals that opened an Individual Development Account (IDA) or other savings account.	0		0	
	F. Individuals that increased their savings through an Individual Development Account (IDA) or other savings account.	0		0	
	G. Of the individuals who opened an Individual Development Account (IDA), the number that:				
	a. capitalized a small business	0		0	
	b. pursued post-secondary education	0		0	
	c. purchased a home	0		0	
	d. other assets	0		0	
	H. Individuals who demonstrate good or restored credit.	350		400	
	I. Individuals that attend workshop training on resume writing and interview skills	300		350	

Agency Notes and Clarifications on Goal 1:

Low-income people become more self-sufficient.

(see instructions, pages 50-51)

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not see

Goal 1, Measure E: This goal area refers to individuals who receive employability services through outreach programming and partnership activities. For example, Community Action of Minneapolis has established a partnership with an organization called 180 Degrees, that serves high-risk youth and adults who are transitioning back into the community after incarceration. Based on feedback from 180 Degrees administrators and participants, it was determined that employability services were a central need for the Minneapolis residents they serve. We anticipate that some of these individuals will enroll in self-sufficiency services at Community Action of Minneapolis.

Goal 1, Measure A: This goal area refers to the number of individuals who have obtained pre-employment skills/competencies required for employment and received a certificate or diploma. This area refers to the more intensive, wrap-around work readiness programs and services, resulting in them receiving a work readiness credential/certificate or completing the industry-recognized Work Keys work readiness program.

Goal 2. Community Goals: The Conditions In Which Low-Income People Live Are Improved .

2.1 Community Improvement & Revitalization		Number of Projects or Initiatives (Number of programs)		Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)	
There is an increase in or safeguarding of threatened community opportunities and resources of services for low-income people as a result of community action projects and initiatives, or advocacy with other public and private agencies.					
Activities:	Performance Measure:	Year 1	Year 1	Year 2	Year 2
<ul style="list-style-type: none"> • Development or support of "living wage" jobs. • Development of safe and affordable housing units. • Construction, weatherization or rehabilitation which preserved or improved safe and affordable housing units. • Accessible and affordable health care services/facilities for LIP created or maintained. • Safe and affordable childcare or child development placement opportunities for low-income families created or maintained. • Before school and after school program placement opportunities for low-income families created or maintained. • New, preserved, or expanded transportation resources available to LIP, including public or private transportation. • Preserved or increased educational and training placement opportunities for LIP in the community, including vocation, literacy, life skill training, ABE/GED, post secondary education. 	A. Jobs created, or saved, from reduction of elimination in the community.				
	B. Accessible "living wage" jobs created or retained in the community				
	C. Safe and affordable housing units created in the community.				
	D. Safe and affordable housing units preserved or improved through construction, Weatherization or rehabilitation. "includes loans, rehab work and/or advocacy.	5	350	5	250
	E. Accessible and affordable health care services/facilities for limited low-income people (LIP) created or maintained.				
	F. Accessible safe and affordable childcare or child development placement opportunities for low-income (LI) families created or maintained.				
	G. Accessible "before" school program, "after" school program placement opportunities for low-income families created or maintained.				
	H. Accessible new or expanded transportation resources, or preserved transportation resources available to low-income families, including public or private transportation.				
	I. Accessible new or increased educational and training placement opportunities or preserved opportunities for low-income persons in the community, including vocation, literacy, life skill training, ABE/GED, post secondary education.				

Goal 2. Community Goals: The Conditions In Which Low-Income People Live Are Improved .

2.2 Community Quality of Life and Assets The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy.		Number of Projects or Initiatives (Number of programs)	Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)	Number of Projects or Initiatives (Number of programs)	Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)
Activities:	Performance Measure:	Year 1	Year 1	Year 2	Year 2
CAP engages in activities that:		0	0	0	0
• Develop or support programs that increase availability or preserve community facilities, e.g. schools, community ed or tech centers, libraries, youth or community centers	A. Projects or services that increases community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.	0	0	0	0
• Develop or support programs that increase the availability or preserve community services to improve public health and safety, e.g. street lights, telephone systems, enhanced policing, neighborhood watch, installation of sidewalks, waste or pest removal	B. Projects or services that increase availability or preserve community facilities, e.g.-schools, community education or tech centers, libraries, youth or community centers.	0	0	0	0
• Develop or support programs that increase the availability or preserve commercial services within low-income neighborhoods, e.g. stores, financial institutions, restaurants, other businesses	C. Projects or services that increase the availability or preserve community services to improve public health and safety, e.g.-street lights, telephone systems, enhanced policing, neighborhood watch, installation of sidewalks, waste or pest removal.	0	0	0	0
• Develop or support programs that increase or preserve neighborhood quality-of-life resources, e.g. public spaces for arts, recreation, waste removal projects	D. Projects or services that increase the availability or preserve commercial services within low-income neighborhoods, e.g.-stores, financial institutions, restaurants, other businesses.	0	0	0	0
	E. Projects or services that increase or preserve neighborhood quality of life resources, e.g.-public spaces for arts, recreation, waste removal projects.	3	3	4	4

Community Action of Minneapolis

Goal 2. Community Goals: The Conditions In Which Low-Income People Live Are Improved .

2.3 Community Engagement The number of community members working with Community Action to improve conditions in the community.		Total contribution by community. Year 1	Total contribution by community. Year 2
Activities	Performance Measure:		
Recruit, train and supervise volunteers to work at CAP	A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives.	150	
	B. Number of volunteer hours donated to the agency (this will be APL volunteer hours)		175
		400	600

Agency Notes and Clarifications on Goal 2:

The conditions in which low-income people live are improved.

[See Instructions, pages 50-51]

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[illegible]

Community Action of Minneapolis

Goal 3. Community Goals: Low-income People Own a Stake in Their Community .

3.1 Civic Investment through maximum feasible participation		Total contribution by community. Year 1	Total contribution by community. Year 2
The number of volunteer hours donated to Community Action.			
Activities:	Performance Measure:		
75	A: Total number of volunteer hours donated <u>by low income individuals</u> to Community Action. (It is ONLY the number of volunteer hours from individuals who are low income)	65	65

Goal 3. Community Goals: Low-income People Own a Stake in Their Community .

3.2 Community Enhancement through Maximum Feasible Participation		Number of low-income people Year 1	Number of low-income people Year 2
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community as measure by one or more of the following:			
Activities:	Performance Measure:		
<ul style="list-style-type: none">• Active recruitment of community members, low-income people, low-income parents to serve on agency advisory council(s) or HS Policy Council.• Households receive counseling & assistance with business planning and start up.• Community members receive training on participation, procedures and other topics relevant to agency, advisory councils.• Community members, parents, low-income people solicited to participate in community boards or committees.• Individuals/parents solicited to engage in non-partisan advocacy activities.• Provide advocacy training to low-income people, parents, other groups within community.• Households attend first time home buyers education, receive	A. Low income individuals participating in formal community organizations, government, boards or councils that provide input to decision making and policy setting through community action efforts. <i>(Low income sector board members should be counted here.)</i>	50	75
	B. Low income individuals acquiring businesses in their community as a result of community action assistance.	0	0
	C. Low income individuals that purchase their own homes in their community as a result of community action assistance.	20	25
	D. Low income individuals engaged in non-governance community activities or groups created or supported by community action.	75	100
	E. Low income individuals that successfully complete first time homebuyer workshop.	25	30
	F. Low Income individuals are invited to attend monthly asset development training.	350	400
	G. Low Income individuals receive parenting education and life skills training	500	550
	H. Low Income individuals that receive training on housing location assistance.	75	100
	I. Low Income individuals participate in energy conservation workshops.	350	400

Community Action of Minneapolis

Goal 3. Community Goals: Low-income People Own a Stake in Their Community .

Required by the State of Minnesota and your Community Action Grant Contract.

3.3 Voter Education & Registration • Low-income people participate in the political process by exercising their rights to vote. • Low-income people are informed of the political issues affecting them and their communities and have the means to address their concerns.		Number of participants Expected to Achieve the Outcome in Reporting Period (Target) Year 1	Number of participants Expected to Achieve the Outcome in Reporting Period (Target) Year 2
Activities:	Performance Measure:		
• unregistered voters offered voter registration information. • voter education and registration activities conducted in community(ies).	A. Individuals who were educated or whose knowledge was increase about MN Voter registration and participation	1000	1200

Community Action of Minneapolis

Agency Notes and Clarifications on Goal 3:

Low-income people own stake in their community.

[See Instructions, pages 50-51]

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[illegible]

Goal 4. Agency Goals: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved.

4.1 Expanding Opportunities through Community-Wide Partnerships.		Number of organizations	Number of partnerships	Number of organizations	Number of partnerships
The number of organizations, both public and private, that Community Action actively works with to expend resources and opportunities in order to achieve family and community outcomes.		Year 1	Year 1	Year 2	Year 2
Activities:	Performance Measure:				
<ul style="list-style-type: none"> • Establish or maintain the following with partners in the community: • Formal agreements to coordinate referral and exchange of program participants • Financial agreements between CAA and business entities or financial institutions to promote individual or community economic development, infrastructure investment • Informal working relationships that expand services for LIPs including routine service referrals and follow-up contacts • Alliances between CAA and organizations that advocate for expanded services or opportunities for LIPs • Participate in collaborative efforts with providers to engage in community assessment, planning, etc. 	A. Nonprofit	45	58	5	50
	B. Faith-Based				
	C. Local Government			1	2
	D. State Government	1			
	E. Federal Government	1			
	F. For-Profit Business or Corporation	5			
	G. Consortia or Collaborations	2			2
	H. Housing Consortia or Collaborations	2		2	
	I. School Districts				
	J. Institutions of post-secondary education/training		5		5
	K. Financial/Banking Institutions		2		
	L. Health Service Institutions				
	M. Statewide associations or collaborations				
	N. The total number of organizations and total number of partnerships CAAs work with to promote family and community outcomes (automatically calculates).	83	87	83	87

Community Action of Minneapolis

Agency Notes and Clarifications on Goal 4:

Partnerships among supporters and providers of services to low-income people are achieved.

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

Part II: MN ROMA Outcome Catalog (Updated 2/25/2014)

Community Action of Minneapolis

Goal 5: Agency Goals: Agencies Increase Their Capacity to Achieve Results.

5.1 Agency Development

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

		Total Number	Total Number of training hours	Total Number	Total Number of training hours
		Year 1	Year 1	Year 2	Year 2
Activities: <ul style="list-style-type: none"> Agencies provide opportunities for staff to participate in credentialing programs Agencies provide appropriate training & development for staff according to performance evaluations and staff development plans. Staff trained on regulations and monitored to ensure compliance. Agencies provide appropriate training & development for Board members. Regular training and development activities offered to staff. Regular training and development activities offered to Board and Policy Council members. 	Performance Measure:				
	A. Number of Nationally Certified Community Action Professionals (N-CAPS)*	0		0	
	B. Number of Nationally Certified ROMA Trainers**	0		0	
	C. Number of Family Development Trainers	0		0	
	D. Number of Child Development Trainers	0		0	
	E. Number staff attending training				
	F. Number board members attending training				

*A.) As certified by the National Community Action Partnership

**B.) As certified by the National ROMA Peer-to-Peer Training Program, Center for Applied Management Practices

Community Action of Minneapolis

Agency Notes and Clarifications on Goal 5:

Agencies increase their capacity to achieve results.

[See instructions, pages 50-51]

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment

Part II: MN BOMA Outcomes Catalog (Updated 2/25/2014)

Community Action of Minneapolis

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other

6.1 Independent Living		Total Number	Total Number
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:			
<i>(seniors can be counted twice, one under senior and again if they are disabled under Individuals with Disabilities ages 55 - over)</i>			
Activities:	Performance Measure:	Year 1	Year 2
Programs and activities to help seniors adults maintain independent living	A. Senior Citizens	5500	6500
	B. Individuals with Disabilities		
	Ages 0 - 17	300	400
	Ages 18 - 54	1000	1100
	Ages 55 - over	1000	1100
	Age Unknown	700	900
	TOTAL: Individuals with disabilities	3000	3500

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems .

6.2 Emergency Assistance		Number of Individuals Expected to Receive Assistance	Number of Individuals Expected to Receive Assistance
Individuals receive emergency assistance to resolve crisis and are able to become and remain stable within their communities.		Year 1	Year 2
Activities:	Performance Measure:		
<ul style="list-style-type: none"> • Individuals provided short-term assistance to enable them to maintain housing or employment by offering: • Food • Emergency Payments to vendors • Temporary Shelter • Emergency Medical Care • Protection from Violence • Legal Assistance • Transportation • Disaster Relief • Transitional Housing • Foreclosure prevention activities • Reverse mortgage assistance 	A. Individuals that receive food or vouchers (Emergency Food).	15	15
	B. Individuals that receive emergency payments to vendors, for fuel and energy bills (including LIHEAP or other public and private funding sources).	4,000	4,000
	C. Emergency rent or mortgage assistance.	75	100
	D. Emergency Car or Home Repair (i.e. structural appliance, heating system, etc.)	150	200
	E. Individuals that receives temporary shelter.	50	50
	F. Individuals that receive assistance for emergency medical care.	25	25
	G. Individuals that receive protection from violence.	25	25
	H. Individuals that receive legal assistance.	150	200
	I. Individuals that receive assistance for transportation including bus passes, car repair assistance, gas vouchers.	75	100
	J. Individuals that receive assistance for disaster relief.	0	0
	K. Individuals that receive clothing	500	650
	L. Individuals placed in Transitional Housing.	10	15
	M. Individuals who avert foreclosure and maintain home.	5	10
	N. Seniors who obtain reverse mortgage and retained housing.	0	0
	O. Individuals that obtain a valid identification	50	65
	P. Individuals that obtain health care under MNSure	75	60

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by

6.3 Child and Family Development			Number of Participants Expected to Achieve the Outcome in Reporting Period (Target)	Number of Participants Expected to Achieve the Outcome in Reporting Period (Target)
<ul style="list-style-type: none"> Children and youth from low-income families participate in developmental or enrichment programs and achieve program goals. Infants and children receive the services they need for growth and success in childhood. 			Year 1	Year 2
	Activities:	Performance Measure:		
I n f a n t s & c h i l d r e n	Pre-school child development programs and child childcare programs that offer: <ul style="list-style-type: none"> • age appropriate immunization, • medical and dental care, • nutrition programs, • preschool activities to develop school readiness. • Programs that help to develop pre-literacy and pre-numeracy skills 	A. Infants & children who obtain age appropriate immunization, medical and dental care. (Best possible unduplicated count)	0	0
		B. Infants and children whose health and physical development are improved as a result of adequate nutrition.	0	0
		C. Children who participate in preschool activities to develop school readiness.	0	0
		D. Children from low-income families who are ready for school (Kindergarten or 1st Grade) having developed pre-literacy and pre-numeracy skills as measured by assessment.	0	0
Y o u t h	Mentoring and other programming for at-risk youth; <ul style="list-style-type: none"> • Assistance with medical and dental care, • Teen pregnancy and STD prevention programs; • Food and nutrition assistance and instructional programs; • Youth counseling and peer support group activities; • Family counseling; • Substance abuse prevention programs; • Educational skill enhancement programs; and • Anger management and conflict resolution instruction. 	E. Youth who improve physical health and development.	0	0
		F. Youth who improve social/emotional development.	350	400
		G. Youth who avoid risk-taking behavior for a defined period of time.	0	0
		H. Youth who have reduced involvement with the criminal justice system.	0	0
		I. Youth who increase academic, athletic or social skills for school success by participating in before or after school programs.	0	0
A d u l t s	<ul style="list-style-type: none"> • Parenting skill enhancement programs; • Family functioning skill enhancement programs, including those that focus on communications, conflict resolution, supportive relationship building, responsibility sharing, promotion of healthy marriages; • Family counseling; • Mental health and substance abuse treatment; and • Family/domestic violence prevention, intervention, and remediation programs. 	J. Parents and other adults who learn and exhibit improved parenting skills.	300	350
		K. Parents and other adults who learn and exhibit improved family functioning skills.	450	500

Community Action of Minneapolis

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems .

6.4 Family Support (seniors, disabled and caregivers)		Number of Individuals Expected to Receive Outcome Year 1	Number of Individuals Expected to Receive Outcome Year 2
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, as measured by one or more of the following:			
Activities:	Performance Measure:		
Activities to help seniors, disabled and other adults maintain independent living include but are not limited to: • Before and after school programs • Child or other dependent care • Transportation programs • Programs that assist with health care • Safe affordable housing programs • Food assistance programs • Non-emergency energy assistance	A. Enrolled children in before or after school programs.	0	0
	B. Obtained care for child or other dependent.	0	0
	C. Obtained access to reliable transportation and / or driver's license.	0	0
	D. Obtained health care services for themselves or family member	0	0
	E. Obtained safe and affordable housing	0	0
	F. Obtained food assistance	250	250
	G. Obtained non-emergency LIHEAP energy assistance	0	0
	H. Obtained non-emergency WX energy assistance	20	20
	I. Obtained other non-emergency energy assistance (State / local / private energy programs. DO NOT include LIHEAP or WX)	0	0

Community Action of Minneapolis

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems.

6.5 Service Counts		Number of Services	Number of Services
The number of services provided to low-income individuals and/or families.			
Activities:	Performance Measure:	Year 1	Year 2
Services provided to low-income households by Community Action	A. Food Boxes	0	0
	B. Pounds of Food	0	0
	C. Units of Clothing	200	225
	D. Rides Provided	0	0
	E. Information and Referral Calls	17,000	17,000

Community Action of Minneapolis

Agency Notes and Clarifications on Goal 6:

Low-income people, especially vulnerable populations, achieve their potential by strengthening family

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[See *Instructions*, pages 50-51]

Outcome	Outcome Description	Outcome Measure	Outcome Data
1	Outcome 1	Measure 1	Data 1
2	Outcome 2	Measure 2	Data 2
3	Outcome 3	Measure 3	Data 3
4	Outcome 4	Measure 4	Data 4
5	Outcome 5	Measure 5	Data 5
6	Outcome 6	Measure 6	Data 6
7	Outcome 7	Measure 7	Data 7
8	Outcome 8	Measure 8	Data 8
9	Outcome 9	Measure 9	Data 9
10	Outcome 10	Measure 10	Data 10
11	Outcome 11	Measure 11	Data 11
12	Outcome 12	Measure 12	Data 12
13	Outcome 13	Measure 13	Data 13
14	Outcome 14	Measure 14	Data 14
15	Outcome 15	Measure 15	Data 15
16	Outcome 16	Measure 16	Data 16
17	Outcome 17	Measure 17	Data 17
18	Outcome 18	Measure 18	Data 18
19	Outcome 19	Measure 19	Data 19
20	Outcome 20	Measure 20	Data 20
21	Outcome 21	Measure 21	Data 21
22	Outcome 22	Measure 22	Data 22
23	Outcome 23	Measure 23	Data 23
24	Outcome 24	Measure 24	Data 24
25	Outcome 25	Measure 25	Data 25
26	Outcome 26	Measure 26	Data 26
27	Outcome 27	Measure 27	Data 27
28	Outcome 28	Measure 28	Data 28
29	Outcome 29	Measure 29	Data 29
30	Outcome 30	Measure 30	Data 30
31	Outcome 31	Measure 31	Data 31
32	Outcome 32	Measure 32	Data 32
33	Outcome 33	Measure 33	Data 33
34	Outcome 34	Measure 34	Data 34
35	Outcome 35	Measure 35	Data 35
36	Outcome 36	Measure 36	Data 36
37	Outcome 37	Measure 37	Data 37
38	Outcome 38	Measure 38	Data 38
39	Outcome 39	Measure 39	Data 39
40	Outcome 40	Measure 40	Data 40
41	Outcome 41	Measure 41	Data 41
42	Outcome 42	Measure 42	Data 42
43	Outcome 43	Measure 43	Data 43
44	Outcome 44	Measure 44	Data 44
45	Outcome 45	Measure 45	Data 45
46	Outcome 46	Measure 46	Data 46
47	Outcome 47	Measure 47	Data 47
48	Outcome 48	Measure 48	Data 48
49	Outcome 49	Measure 49	Data 49
50	Outcome 50	Measure 50	Data 50
51	Outcome 51	Measure 51	Data 51
52	Outcome 52	Measure 52	Data 52
53	Outcome 53	Measure 53	Data 53
54	Outcome 54	Measure 54	Data 54
55	Outcome 55	Measure 55	Data 55
56	Outcome 56	Measure 56	Data 56
57	Outcome 57	Measure 57	Data 57
58	Outcome 58	Measure 58	Data 58
59	Outcome 59	Measure 59	Data 59
60	Outcome 60	Measure 60	Data 60
61	Outcome 61	Measure 61	Data 61
62	Outcome 62	Measure 62	Data 62
63	Outcome 63	Measure 63	Data 63
64	Outcome 64	Measure 64	Data 64
65	Outcome 65	Measure 65	Data 65
66	Outcome 66	Measure 66	Data 66
67	Outcome 67	Measure 67	Data 67
68	Outcome 68	Measure 68	Data 68
69	Outcome 69	Measure 69	Data 69
70	Outcome 70	Measure 70	Data 70
71	Outcome 71	Measure 71	Data 71
72	Outcome 72	Measure 72	Data 72
73	Outcome 73	Measure 73	Data 73
74	Outcome 74	Measure 74	Data 74
75	Outcome 75	Measure 75	Data 75
76	Outcome 76	Measure 76	Data 76
77	Outcome 77	Measure 77	Data 77
78	Outcome 78	Measure 78	Data 78
79	Outcome 79	Measure 79	Data 79
80	Outcome 80	Measure 80	Data 80
81	Outcome 81	Measure 81	Data 81
82	Outcome 82	Measure 82	Data 82
83	Outcome 83	Measure 83	Data 83
84	Outcome 84	Measure 84	Data 84
85	Outcome 85	Measure 85	Data 85
86	Outcome 86	Measure 86	Data 86
87	Outcome 87	Measure 87	Data 87
88	Outcome 88	Measure 88	Data 88
89	Outcome 89	Measure 89	Data 89
90	Outcome 90	Measure 90	Data 90
91	Outcome 91	Measure 91	Data 91
92	Outcome 92	Measure 92	Data 92
93	Outcome 93	Measure 93	

2014-15 Economic Opportunity Grant Application

PROGRAM FUNDING SUMMARY

(July 1, 2013 to December 31, 2015)

Program or Project Title	Program Contact	Community Action Grant Funding	Community Services Block Grant Funding	Other funding – specify amount(s) & source(s)	Total Budget
Energy Conservation	William J. Davis Jack Bethke David Johnson			Department of Energy/Department of Human Services/Utility Vendors	\$7,000,000.00
Energy Assistance	Feleshia Warner Fenton Hyacinthe			Department of Human Services	\$17,000,000.00
Staff & Board Development	William J. Davis	15,000	10,000	Department of Energy/Department Human Services 10,000	35,000
Community Building/Family Asset Development	Christina McCoy	260,000	355,000	Department of Agricultural 56,000/United Way28,000	699,000
Agency Capacity Fiscal Support, Information Technology, Human Resource, Board and Strategic Planning and Other Administrative Support	William J. Davis	163,779	100,151		263,930

Name of Applicant: Community Action of Minneapolis

Page: 1 of 1

2014-15 Economic Opportunity Grant Application

PROGRAM FUNDING SUMMARY

(July 1, 2013 to December 31, 2015)

Program or Project Title	Program Contact	Community Action Grant Funding	Community Services Block Grant Funding	Other funding – specify amount(s) & source(s)	Total Budget

Name of Applicant: Community Action of Minneapolis

Page: ____ of ____

2014-15 Economic Opportunity Grant Application

PROGRAM FUNDING SUMMARY

(July 1, 2013 to December 31, 2015)

Program or Project Title	Program Contact	Community Action Grant Funding	Community Services Block Grant Funding	Other funding – specify amount(s) & source(s)	Total Budget
Information & Referral/Partnerships	William J. Davis	226,051	214,701	Department of Human Services EAP 46,000	486,752
Program Delivery - City of Minneapolis STEP UP Program Youth Work Experience & Training Program (2014, 2015) - Youth Day at the Capitol (2014) - Career Compass Employment and Training Program & Work Keys Certification (2014, 2015) - Jump Jam; Summer Double Dutch Initiative for Youth (2014)	Christina McCoy/William J Davis	143,216	271,634		414,850

<ul style="list-style-type: none"> - Summer Meals Program (2014, 2015) - Community Garden & Community Crop Sharing Project (2014, 2015) - Minneapolis Public Schools; School Assemblies; Financial Literacy; Nutrition Education. (2014) - Reading Empowerment Program (2014, 2015) - Parent POWER Program (2014, 2015) - GROW Life Coaching Program (2014, 2015) - Culturally-specific programming and outreach (Nutrition, health & wellness) (2014, 2015) - Health Fair (2) - Father's Program (2014, 2015) - Legal Clinics & Advocacy (2014, 2015) 						
--	--	--	--	--	--	--

<ul style="list-style-type: none"> - Family Night (24) (2014, 2015) - Senior Computer Literacy (2014, 2015) - Adult Computer Literacy (2014, 2015) - Four Cornerstones of Financial Literacy - Summer Opportunity Fair (2) (2014, 2015) - Ready for K! (2014) - Health & Wellness Initiatives (4) (2014, 2015) - Community Action Day (2014, 2015) - Community-based partnerships (on-going) i.e. Water-On and Heats-On with Plumbers Union/ Healthy Home Grant partnership City of Minneapolis - STD Prevention and Sexual Health (2014, 2015) 					
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Name of Applicant: Community Action of Minneapolis_

Page: ____ of ____

Attachment B

2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Summary

(July 1, 2013 to December 31, 2015)

(July 1, 2013 to December 31, 2015)

Cost Cat. No.	Cost Category	2014 Community Action Grant \$	2015 Community Action Grant \$	2014 Community Services Block Grant \$	2015 Community Services Block Grant \$	Total \$
1.1	Salaries & Wages	233,443.00	233,443.00	203,873.00	203,873.00	874,632.00
1.2	Fringe Benefits	83,300.00	83,300.00	71,050.00	71,050.00	308,700.00
1.3	Consultants & Professional	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00
2.1	Travel	5,000.00	5,000.00	2,500.00	2,500.00	15,000.00
2.2	Space Costs and Rentals	62,500.00	62,500.00	55,000.00	55,000.00	235,000.00
2.3	Consumable Supplies	37,125.00	37,125.00	34,125.00	34,125.00	142,500.00
2.4	Lease and Purchase of Equipment	10,000.00	10,000.00	5,600.00	5,600.00	31,200.00
2.5	Indirect Costs	-	-	-	-	-
3	Other	34,375.00	34,375.00	21,875.00	21,875.00	112,500.00
TOTALS		475,743.00	475,743.00	404,023.00	404,023.00	1,759,532.00

Name of Applicant: _____

Page: ____ of ____

Community Action of Minneapolis
 14-15 CSBG/CAG / GRK%64928
 Encumbrance # 3000020736

**2014-15 COMMUNITY ACTION FUNDING APPLICATION
Budget Support Part I**

(Salaries and Wages)
(July 1, 2013 to December 31, 2015)

Number of Employees: Full Time 41		Part Time 0			
Title or Position (Paid Personnel)	2014 Community Action Grant \$	2015 Community Action Grant \$	2014 Community Services Block Grant \$	2015 Community Services Block Grant \$	Total \$
President/CEO	28,283.00	28,283.00	23,856.00	23,856.00	104,278.00
CFO	10,386.00	10,386.00	10,387.00	10,386.00	41,545.00
Director of Children Family & Development	30,730.00	30,730.00	29,270.00	29,270.00	120,000.00
Human Resource Manager	9,490.00	14,490.00	8,960.00	8,960.00	41,900.00
Manager of Information Technology	25,004.00	25,004.00	6,950.00	6,950.00	63,908.00
Manager Community Services	5,000.00	5,000.00	6,000.00	6,000.00	22,000.00
Fiscal Coordinator	20,164.00	20,164.00	18,164.00	18,164.00	76,656.00
Manager of Fiscal Services	8,680.00	8,680.00	5,320.00	5,320.00	28,000.00
Subtotal (this page) (use continuation sheets)	137,737.00	142,737.00	108,907.00	108,906.00	498,287.00

Name of Applicant: _____

Page: ____ of ____

2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Support Part I (continued)

(Salaries and Wages)

(July 1, 2013 to December 31, 2015)

Number of Employees: Full Time		Part Time			
Title or Position (Paid Personnel)	2014 Community Action Grant \$	2015 Community Action Grant \$	2015 Community Services Block Grant \$	2015 Community Services Block Grant \$	Total \$
Accounts Payable Coordinator	16,230.00	16,230.00	8,120.00	8,120.00	48,700.00
Social Workers (2)	27,519.00	24,628.00	34,767.00	35,499.00	122,413.00
Contract Compliance Coordinator	8,680.00	8,680.00	5,320.00	5,320.00	28,000.00
Program Assistants	10,500.00	17,500.00	13,300.00	13,300.00	54,600.00
Administrative Assistants (2)	15,491.00	14,455.00	14,633.00	13,901.00	58,480.00
Executive Assistant	16,038.00	16,038.00	16,038.00	16,038.00	64,152.00
Subtotal (this page) (use continuation sheets)	94,468.00	97,531.00	92,178.00	92,178.00	376,345.00
Total	232,195.00	240,268.00	201,085.00	201,084.00	874,632.00

Name of Applicant: _____

Page: ____ of ____

2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Support Data - Part II

(July 1, 2013 to December 31, 2015)

Cost Cat. No.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF ITEM
1.1	Salaries & Wages	874,632.00
1.2	Fringe Benefits	308,700.00
1.3	Consultants & Professional	40,000.00
	Audit	20,000.00
	Training Cost/Staff Retreats/Board Retreats/Staff Developments	10,000.00
	Other Expert & Consulting/Legal Computer Maintenance/Other Professional Fees	10,000.00
	Sub-Total	40,000.00
2.1	Travel	15,000.00
	Travel Expense in State includes transportation, lodging, and per diem	15,000.00
	Travel Expense Out of State includes Transportation, lodging and per diem. Travel cost includes Staff & Board travel to National Conventions.	
	Sub-Total	15,000.00
Sub-Total (This Page)		1,238,332.00

Name of Applicant: _____

Page: ____ of ____

2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Support Data - Part II

(July 1, 2013 to December 31, 2015)

Cost Cat. No.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF ITEM
2.2	Space & Rental	235,000.00
	Office Rental/Program Facilities	235,000.00
2.3	Consumable Supplies	142,500.00
	Board Meetings (Cost associated with Board/Committee, stipends paid to low-income Board Members)	10,000.00
	Community Meetings	72,500.00
	Office Supplies	40,000.00
	Other Consumable Supplies	20,000.00
	Sub-Total	142,500.00
	Sub-Total (This Page)	377,500.00

Name of Applicant: _____

Page _____ of _____

2014-15 COMMUNITY ACTION FUNDING APPLICATION
Budget Support Data - Part II
(July 1, 2013 to December 31, 2015)

Cost Cat. No.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF ITEM
2.4	Lease & Purchase of Equipment	31200
	Computer & Office Equipment	15600
	Computer Software	15600
	Sub-Total	31200
3.0	Other	112500
	Postage	10000
	Printing	15000
	CAP Dues/Membership	20000
	Book&Reference Materials	5000
	Insurance	60000
	Advertising Employment	2500
	Sub-Total	112500
	Sub-Total (This Page)	143700
	Grand Total	1,759,532.00

MINNEAPOLIS COMMUNITY ACTION COUNCIL, INC
(MCAC, Inc.)
BOARD MEETING

December 14, 1992

MINUTES

Present: Len Biernat, Robin Brookes, Noelle Follen,
~~Patricia Lanapkin, Pat Miller, Ron Otterson,~~
Karen Meyer, Chair

Staff Present: Darlynn Benjamin, Ellen Dosdall, Linda
McFarland Barb Myers, William J. Davis

Guest Present: Ellen McVeigh

Karen Meyer, acting Chair, called the meeting to order to convene the Minneapolis Community Action Council, Inc. (MCAC) Board at 6:00 p.m.

Ellen McVeigh, legal consultant during Margaret Shulman's absence, explained the current makeup of the MCAC Board. The Board is in place by virtue of the action of the incorporator, Karen L. Meyer. The Board now needs to determine the day to day management, i.e., interim executive director and/or officers. Bill asked whether temporary officers needed to be appointed at this first meeting of MCAC? Ellen McVeigh explained that it could be done, however, it was not essential.

MOTION by Len Biernat to accept resolutions two and three of the MCAC, Resolutions for Adoption at Organization Meetings. SECONDED by Ron Otterson. Carried.

MOTION made by Len Biernat that current officers of MCAA act as the initial executive Board for MCAC. SECONDED by Patty Lanapkin.

Discussion for possible adoption of MCAC's bylaws was on the table. Len Biernat moved that the bylaws be accepted with the exception of Article III section 2(c) and Article VIII section 4. Article III deals with public sector representation and Article VIII deals with conflict of interest.

Len Biernat's MOTION to approve the Bylaws was withdrawn.

Chair Meyer stated that the ad hoc committee would convene and revise the Bylaws and have something to present at the next Board meeting. Ellen McVeigh stated that when the resolution for Adoption was drafted the notion was that there would not be an election of officers, since temporary officers were elected Resolution #2 should be amended to state:

William J. Davis be authorized to execute contracts and instruments in his capacity as executive director as directed by Board chair. Resolution #2 was further amended by deletion of the statement requiring an officer's signature.

Lengthy discussion followed on the guidelines that would allow or not allow MCAA to setup a financial accounts system. Karen Meyer said the question to be addressed is whether MCAC would be going ahead without council approval if the organization was to accept receipts? She stated that Ellen Dosdall should inform Bob Dwyer that MCAC is a shell organization. Len Biernat stated that Dwyer should be informed that the MCAC Board is not directed to put any funds into this organization but that it is being administratively established for City Council approval.

Chair Meyer asked if there were any other items for discussion?

OTHER BUSINESS

None.

Motion to adjourn by Ron Otterson. SECONDED by Patty Lanapkin.

MCAC meeting adjourned.

Meeting was reconvened as MCAA and MOTION made to adjourn. SECONDED.

Adjourned.

November 30, 1994

PROPOSED AMENDMENT TO BYLAWS
of
COMMUNITY ACTION OF MINNEAPOLIS

This amendment changes the title of Executive Director to President/Chief Executive Officer.

ARTICLE VII:

Administration and Management

The overall administration and management of the corporation shall be the responsibility of a salaried staff head, titled the **President/Chief Executive Officer**, who shall be employed and appointed by and directly responsible to the Board of Directors.

The **President/Chief Executive Officer** shall be the chief executive and operating officer of the corporation, with responsibility for the management and direction of all operations, programs, activities, and affairs of the Corporation; including employment and termination of employment and the determination of compensation of members of the staff and supporting personnel, functioning within the framework of policy aims and programs as generally determined by the Board of Directors. The **President/Chief Executive Officer** shall execute all contracts or instruments requiring an officer's signature unless the Board directs otherwise. The **President/Chief Executive Officer** shall have such other duties as may be prescribed by the Board.



Authorization To Draw Cash

(see instructions on next page)

NAME OF GRANT RECIPIENT Community Action of Minneapolis			WARRANT MAILING ADDRESS (if different from grant recipient)		
STREET ADDRESS 505 East Grant Street Suite 100			STREET ADDRESS		
CITY Minneapolis	STATE MN	ZIP CODE 55404	CITY	STATE	ZIP CODE

Person 1

NAME William J. Davis	TITLE President/CEO
EMAIL wdavis@campls.org	SIGNATURE

Person 2

NAME Anthony Spears	TITLE Chief Financial Officer
EMAIL aspears@campls.org	SIGNATURE

Person 3

NAME Lyssa Westling	TITLE Manager Fiscal Services
EMAIL lwestling@campls.org	SIGNATURE

I certify that the signatures above are of the individuals authorized to draw cash for all Minnesota Department of Human Services (DHS) Office of Economic Opportunity (OEO) funding or as listed in remarks.

NAME William J. Davis	TITLE President/CEO
AUTHORIZED SIGNATURE 	DATE 07/23/2013

Approved

SIGNATURE OF DHS CERTIFYING OFFICER	TYPED NAME	DATE
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Remarks:

EXHIBIT C TO
AFFIDAVIT OF JOELLE HOEFT

**COMMUNITY SERVICES BLOCK GRANT (CSBG)
2014-2015 GRANT AMENDMENT
AMENDMENT NO. 1 GRANT NO GRK%64928**

Contract Start Date: July 1, 2013
Original Contract Expiration Date: June 30, 2016
Current Contract Expiration Date: June 30, 2016
Requested Contract Expiration Date: June 30, 2016

Total Contract Amount: \$2,834,498.00
Original Contract Amount: \$1,759,532.00
Previous Amendment(s) Total: NA
FY14 CSBG Increase Amount: \$537,483.00
FY15 CSBG Increase Amount: \$537,483.00

This amendment is by and between the State of Minnesota, through its Commissioner of the Department of Human Services, Community Partnership-Office of Economic Opportunity ("STATE") and, **Community Action of Minneapolis 505 East Grant Street Suite 100 Minneapolis MN 55404** ("GRANTEE"), identified as **Grant No. GRK%64928** to provide assistance for low-income households; and

WHEREAS, the amount of federal 2014-2015 Community Services Block Grant (CSBG) funding is higher than anticipated; and

WHEREAS, the State and the Grantee have agreed that additional funds are necessary for the satisfactory completion of the grant; and

Therefore, the parties agree that:

Therefore, the parties agree that:

REVISION 1. Clauses I.A. and I.F in GRANTEE's DUTIES are amended as follows:

A. The GRANTEE shall perform the specific duties as described in Attachment ~~A~~ A-1, Work Plan, which is incorporated by reference and made a part of this agreement.

~~F. Services provided by GRANTEE shall include the following, as set forth and within the limits of Attachment ~~A~~ A-1:~~

REVISION 2. Clauses II.A.1, II A.2 and A3 "**Consideration and Terms of Payment**" are amended as follows and clause II.B.7 "**Consideration and Terms of Payment**" of is added as follows:

A. 1. Compensation shall be consistent with the Program Line Item Budget, which is incorporated into and made a part of the Agreement as Attachment ~~B~~ B-1: Budget

A. 2. The total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed ~~One million seven hundred fifty nine thousand five hundred thirty two (\$1,759,532.00). Two million eight hundred thirty four thousand four hundred ninety eight dollars (\$2,834,498.00).~~

B. 7. GRANTEE's Data Universal Numbering System (DUNS) number is _____. The Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

REVISION 3. Clause XII. "INFORMATION PRIVACY AND SECURITY" is amended as follows:

~~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. 1-2), 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 § 160.103); and~~

~~(e) Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 U.S.C. §§ 17921(5) and 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, subGRANTEES, 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 XV.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, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the protected information by its employees, subGRANTEES 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, including breaches of unsecured protected health information as required at 45 CFR 164.410. 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, and in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any agents (including GRANTEES and subGRANTEES), analysts, and others that create, receive, maintain, or transmit protected health information on behalf of the business associate, enter into a business associate agreement with any subGRANTEES to agree in writing to be bound by the same restrictions, conditions, and requirements 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 VIII.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://edoes.dhs.state.mn.us/lfservlet/Public/DHS-4683-ENG>.

~~6. Sanctions.~~ In addition to acknowledging and accepting the terms set forth in XIV, 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.

The GRANTEE and STATE must comply with the Minnesota Government Data Practices Act, Minn. Stat., ch. 13, and the Health Insurance Portability Accountability Act ["HIPAA"], 45 C.F.R. § 164.103, et seq., as it applies to all data provided by the STATE under this grant

contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the GRANTEE under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. ch. 13, by either the GRANTEE or the STATE. Additionally, the remedies of HIPAA apply to the release of data governed by that Act.

If the GRANTEE receives a request to release the data referred to in this clause, the GRANTEE must immediately notify and consult with the STATE's Authorized Representative as to how the GRANTEE should respond to the request. The GRANTEE's response to the request shall comply with applicable law.

1. Information Covered by this Provision. In carrying out its duties, GRANTEE shall be handling one or more types of private information, collectively referred to as "protected information," concerning individual clients of STATE programs or services. "Protected information," for purposes of this Contract, 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 C.F.R. § 2.1 to §2.67);
- (d) Protected health information ("PHI") (as defined in and governed by the Health Insurance Portability Accountability Act ["HIPAA"], 45 C.F.R. § 160.103);
- (e) Federal tax information ("FTI") (as protected by 26 U.S.C. 6103), 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. General Oversight Responsibilities. GRANTEE shall be responsible for ensuring proper handling and safeguarding by its employees, subGRANTEES, and authorized agents of protected information collected, created, used, maintained, or disclosed on behalf of STATE. This responsibility includes:

(a) Training: Ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed above, and

(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 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat § 13.05 subd. 3.

(c) Information Requests. Unless provided for otherwise in this Contract, if GRANTEE receives a request to release protected information, GRANTEE must immediately notify STATE. STATE shall provide GRANTEE instructions or direction concerning the release of the data to the requesting party before the data is released. See paragraph 3(e) below regarding requests from individuals for their own data.

3. Additional Duties to Ensure Proper Handling of Protected Information. The GRANTEE shall:

(a) Not use or disclose protected health information other than as permitted or required by this Contract or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by this Contract;

(c) As required at 45 C.F.R. §164.410, report to STATE any use or disclosure of protected health information that is not provided for by the Contract of which GRANTEE becomes aware, including any breach of unsecured protected health information or any other "privacy" or "security incident" as described below. Upon direction from STATE, GRANTEE must also attempt to mitigate harmful effects resulting from the disclosure.

(i) For purposes of this contract, "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. Security incident shall not include pings and other broadcast attacks on GRANTEE's firewall, port scans, unsuccessful log-on attempts, denials of service, and any combination of the above; so long as such incidents do not result in unauthorized access, use or disclosure of STATE's information. "Privacy incident" means violation of the MGDPA and/or the HIPAA Privacy Rule (45 CFR 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.

(ii) The report to the STATE must be in writing and must be sent to STATE's Authorized Representative not more than seven (7) days after learning of such non-permitted use or disclosure. The report must, at a minimum: 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, if known; 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.

(iii) GRANTEE will provide notice required by 45 C.F.R. §§ 164.404 through 164.408 to affected individuals, news media, and/or the Office of Civil Rights, Department of Health and Human Services, only upon direction from and in coordination with the STATE.
(d) In accordance with 45 C.F.R. §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subGRANTEES that create, receive, maintain, or transmit protected health information on behalf of the business associate agree in writing to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Within ten (10) business days of a request from an individual or their designee, make available protected health information in a designated record set, consistent with Minn. Stat. § 13.04, subd. 3, and 45 C.F.R. § 164.524;

(f) Within ten (10) business days, forward any request to make any amendment(s) to protected health information in a designated record set to STATE in order for the STATE to satisfy STATE's obligations under Minn. Stat. § 13.04, subd. 3 and 45 C.F.R. § 164.526;

(g) Maintain and make available no later than fifteen (15) days after receipt of request from the STATE, the information required to provide an accounting of disclosures to the STATE as necessary to satisfy the STATE's obligations under 45 C.F.R. § 164.528, or upon request from STATE respond directly to individual's request for an accounting of disclosures;

(h) To the extent the business associate is to carry out one or more of the STATE's obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to the STATE in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

(j) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by STATE.

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 permitted 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 and/or Retention of Protected Information/Data upon Completion, Expiration, or Contract Termination. Upon completion, expiration, or termination of this Contract, GRANTEE shall return to STATE or destroy all protected information received or created on behalf of STATE for purposes associated with this Contract. GRANTEE shall return the protected information to the STATE's Authorized Representative (the signatory of this agreement on behalf of STATE who is listed at the end of this document) or provide the state with written certification of destruction of the protected information. GRANTEE shall 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 Contract, GRANTEE shall extend the protections of this Contract 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.
6. Sanctions. In addition to acknowledging and accepting the general terms set forth in this Contract relating to liability, 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 (including but limited to civil and criminal penalties) by, among other agencies, the U.S. Department of Health and Human Services, Office for Civil Rights; the federal Internal Revenue Service (IRS); the Centers for Medicare & Medicaid Services (CMS); and the Office of the Attorney General for the State Minnesota.

7. Miscellaneous

(a) DHS Information Security Policy. Additional information regarding the handling and, as appropriate, destruction (upon expiration or termination of a contract or agreement) of protected information obtained from DHS is available at <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4683-ENG>.

(b) Effect of statutory amendments or rule changes. The Parties agree to take such action as is necessary to amend this Contract from time to time as is necessary for compliance with the requirements of the laws listed in paragraph 1 of this section or in any other applicable law. However, any requirement in this Contract or in the DHS Information Security Policy that is based upon HIPAA Rules or upon other federal or state information privacy or security laws means the requirement as it is *currently* in effect, including any applicable amendment(s), regardless of whether the Contract has been amended to reflect the amendments(s).

(c) Interpretation. Any ambiguity in this Contract shall be interpreted to permit compliance with the laws listed in paragraph 1 of this section or in any other applicable law.

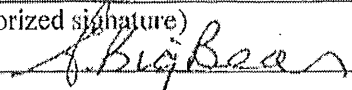
EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE
ORIGINAL GRANT CONTRACT AND ALL PREVIOUS AMENDMENTS REMAIN IN
FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have caused this grant contract to be duly executed intending to be bound thereby.

APPROVED:

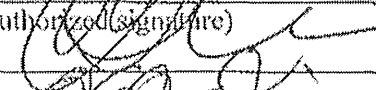

1. STATE ENCUMBRANCE VERIFICATION:

Individual certifies that funds have been encumbered as required by Minn. State, 16A.15 and 16C.05

By (authorized signature)	
Date	4-15-14

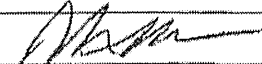
3. STATE AGENCY:

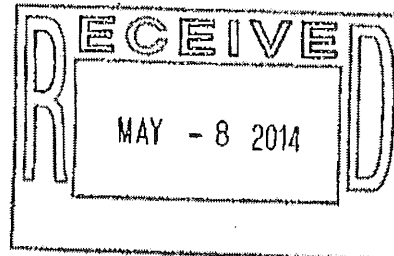
Individual certifies the applicable provisions of Minn. Stat. §16B.97, subdivision 1 and Minn. Stat. §16B.98 are reaffirmed.

By (authorized signature)	
Title	
Date	6/25/14

2. GRANTEE:

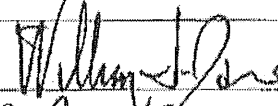
GRANTEE certifies that the appropriate person(s) have executed the contract on behalf of the GRANTEE as required by applicable articles, by-laws, resolutions, or ordinances.

By	
Title	cm
Date	4/15/14



2. GRANTEE:

GRANTEE certifies that the appropriate person(s) have executed the contract on behalf of the GRANTEE as required by applicable articles, by-laws, resolutions, or ordinances.

By	
Title	Pres/CEO
Date	April 24, 2014

100 7000

RVA - 6 383

MINNEAPOLIS COMMUNITY ACTION COUNCIL, INC
(MCAC, Inc.)
BOARD MEETING

December 14, 1992

MINUTES

Present: Len Biernat, Robin Brookes, Noelle Follen,
Patricia Lanapkin, Pat Miller, Ron Otterson,
Karen Meyer, Chair

Staff Present: Darlynn Benjamin, Ellen Dosdall, Linda
McFarland Barb Myers, William J. Davis

Guest Present: Ellen McVeigh

Karen Meyer, acting Chair, called the meeting to order to convene the Minneapolis Community Action Council, Inc. (MCAC) Board at 6:00 p.m.

Ellen McVeigh, legal consultant during Margaret Shulman's absence, explained the current makeup of the MCAC Board. The Board is in place by virtue of the action of the incorporator, Karen L. Meyer. The Board now needs to determine the day to day management, i.e., interim executive director and/or officers. Bill asked whether temporary officers needed to be appointed at this first meeting of MCAC? Ellen McVeigh explained that it could be done, however, it was not essential.

MOTION by Len Biernat to accept resolutions two and three of the MCAC, Resolutions for Adoption at Organization Meetings. SECONDED by Ron Otterson. Carried.

MOTION made by Len Biernat that current officers of MCAA act as the initial executive Board for MCAC. SECONDED by Patty Lanapkin.

Discussion for possible adoption of MCAC's bylaws was on the table. Len Biernat moved that the bylaws be accepted with the exception of Article III section 2(c) and Article VIII section 4. Article III deals with public sector representation and Article VIII deals with conflict of interest.

Len Biernat's MOTION to approve the Bylaws was withdrawn.

Meyer stated that the ad hoc committee would convene and review the Bylaws and have something to present at the next meeting. Ellen McVeigh stated that when the resolution for election was drafted the notion was that there would not be an election of officers, since temporary officers were elected. Resolution #2 should be amended to state:

William J. Davis be authorized to execute contracts and instruments in his capacity as executive director as directed by Board chair. Resolution #2 was further amended by deletion of the statement requiring an officer's signature.

Lengthy discussion followed on the guidelines that would allow or not allow MCAA to setup a financial accounts system. Karen Meyer said the question to be addressed is whether MCAC would be going ahead without council approval if the organization was to accept receipts? She stated that Ellen Dosdall should inform Bob Dwyer that MCAC is a shell organization. Len Biernat stated that Dwyer should be informed that the MCAC Board is not directed to put any funds into this organization but that it is being administratively established for City Council approval.

Chair Meyer asked if there were any other items for discussion?

OTHER BUSINESS

None.

Motion to adjourn by Ron Otterson. SECONDED by Patty Lanapkin.

MCAC meeting adjourned.

Meeting was reconvened as MCAA and MOTION made to adjourn. SECONDED.

Adjourned.

November 30, 1994

PROPOSED AMENDMENT TO BYLAWS
of
COMMUNITY ACTION OF MINNEAPOLIS

This amendment changes the title of Executive Director to President/Chief Executive Officer.

ARTICLE VII:

Administration and Management

The overall administration and management of the corporation shall be the responsibility of a salaried staff head, titled the **President/Chief Executive Officer**, who shall be employed and appointed by and directly responsible to the Board of Directors.

The **President/Chief Executive Officer** shall be the chief executive and operating officer of the corporation, with responsibility for the management and direction of all operations, programs, activities, and affairs of the Corporation, including employment and termination of employment and the determination of compensation of members of the staff and supporting personnel, functioning within the framework of policy aims and programs as generally determined by the Board of Directors. The **President/Chief Executive Officer** shall execute all contracts or instruments requiring an officer's signature unless the Board directs otherwise. The **President/Chief Executive Officer** shall have such other duties as may be prescribed by the Board.

Minnesota Department of Human Services/Office of Economic Opportunity

COMMUNITY ACTION PLAN

FY 2014-15 CSBG Amendment #1

Legal Name: Community Action of Minneapolis		
Address: 505 East Grant Street, Suite #100	City: Minneapolis	Zip Code+4: 55404 - 1411
Telephone: (612) 348 - 8858	Fax: (612) 348 - 9384	
Grantee Web Site URL: www.campls.org	Congressional District(s): 5	
Counties/Area Served: Hennepin/Minneapolis	State Legislative District(s): 58A, 58B, 59A, 59B, 60A, 60B, 61A, 61B, 62A, 62B, 63A	
Federal ID Number: 41-1739467	State Tax ID: 1386913	
DUNS Number: 178861287	SAM registration current: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

1) Plan

Summarize how these additional 2014 and 2015 Community Services Block Grant (CSBG) funds will be used (2-3 paragraphs). Providing a comprehensive but concise overview of programs funded, populations served and anticipated impacts and outcomes with these Community Action state and federal funds:

Additional Community Services Block Grant (CSBG) funding will be used to support the significant increase in the total number of customers served by Community Action of Minneapolis. In addition to increases across nearly all indicators, the agency will add Family Assets for Independence in Minnesota (FAIM) as one of its core, self-sufficiency and wealth-building strategies to help low-income customers transition out of poverty.

In addition to the overall increase in numbers served, the agency will expand and enhance several of its current offerings, including: Health and wellness programming for families and seniors, expanded youth development services including a summer youth program for 15 -- 19 year olds, employment and training services offering time-tested credentialing components, community navigation services to help advocate for and connect customers with needed community resources and expanded financial literacy services for participants of all ages.

2) Budget Summaries

The budget summary and budget support information must be reported on the forms provided.

- Sufficient detail must be provided within each cost category to explain the basis for the proposed expenditure.
- Number all forms in sequence.

- Note that the "indirect cost" line item applies only if the agency has a federally approved indirect cost rate. If you enter anything on this line, attach a copy of that approval notice from the federal cognizant agency, if applicable.

3) ROMA Community Action Outcome-Based Work Plan

As part of the original application all grantees submitted a 2-year ROMA Outcome-Based Work Plan for the 2014-2015 biennium. The work plan constitutes the grantee's planned outcomes for the grant period. If the use of these funds will impact the programmatic outcomes of the agency, you are required to complete a supplemental ROMA Outcome-Based Work Plan for these funds for the time period of April 1, 2014 through June 30, 2016.

Community Action of Minneapolis

Filling in the agency name here will automatically populate the agency name throughout the document.

MN ROMA / National Performance Indicator (NPI) Outcome - Based Work Plan UPDATED 2014-2015

ROMA Contact:	Christina J. McCoy
Phone:	(612) 767 - 1730
Email:	cmccoy@campls.org

Goal 1 – More Self-Sufficient		Goal 2 – Strengthening family and supports	
1.1A	Obtained a job	2.1A	Senior citizens
1.1B	Maintained a job	2.1B	Individuals with Disabilities
1.1C	Increased income / benefits	2.1C	Food bank/food stamps
1.1D	Living wage job / benefits	2.1D	Emergency food/energy payments
1.2A	Pre-employment skills	2.2A	Reentry from jail/prison
1.2B	ABE/GED	2.2B	College for career prep
1.2C	Post-secondary education	2.2C	Temporary shelter
1.2D	Before and after school programs	2.2D	Medical care
1.2E	Obtained child care	2.2E	Protection for children
1.2F	Reliable transportation	2.2F	Legal assistance
1.2G	Health care services	2.2G	Transportation
1.2H	Safe/affordable housing	2.2H	Substance abuse
1.2I	Food assistance to support employment	2.2I	Substance abuse
1.2J	Non emergency LIHEAP energy assistance	2.2J	Substance abuse
1.2K	Non emergency Wx energy assistance	2.2K	Substance abuse
1.2L	Other non emergency energy assistance	2.2L	Substance abuse
1.2M	Services for disabled children	2.2M	Substance abuse
1.2N	MN Care	2.2N	Substance abuse
1.3A	Any tax credit	2.2O	Substance abuse
1.3A.1	EITC tax credit from free tax preparation	2.2P	Substance abuse
1.3B	Court ordered child support	2.2Q	Substance abuse
1.3C	Telephone LifeLine / Energy Discounts	2.2R	Substance abuse
1.3D	Complete a budget for over 90 days	2.2S	Substance abuse
1.3E	Open an IDA	2.2T	Substance abuse
1.3F	Increased savings through IDA	2.2U	Substance abuse
1.3G.A	Small businesses started	2.2V	Substance abuse
1.3G.B	Education / training	2.2W	Substance abuse
1.3G.C	Purchased a home	2.2X	Substance abuse
1.3G.D	Other asset purchase through IDA	2.2Y	Substance abuse
1.3H	Good or restored credit	2.2Z	Substance abuse
Goal 3 – People Own a Stake		Goal 4 – Improving community life	
3.1A	Low-income volunteer hours	4.1A	Community development
3.2A	Participation in community organizations	4.1B	Community development
3.2B	Acquire a business	4.1C	Community development
3.2C	Purchase a home	4.1D	Community development
3.2D	Non-government activities	4.1E	Community development
3.2E	First-time home buyer workshop	4.1F	Community development
3.3A	Participation in voter education / registration activities	4.1G	Community development
Goal 5 – Agency Capacity		Goal 6 – Strengthening family and supports	
5.1A	C-CAPS	6.1A	Senior citizens
5.1B	ROMA Trainers	6.1B	Individuals with Disabilities
5.1C	Family Development Trainers	6.1C	Food bank/food stamps
5.1D	Child Development Trainers	6.1D	Emergency food/energy payments
5.1E	Staff trainings	6.1E	Reentry from jail/prison
5.1F	Board trainings	6.1F	College for career prep
Goal 7 – Improved Community Life		6.1G	Temporary shelter
7.1A	Community development	6.1H	Medical care
7.1B	Community development	6.1I	Protection for children
7.1C	Community development	6.1J	Legal assistance
7.1D	Community development	6.1K	Transportation
7.1E	Community development	6.1L	Substance abuse
7.1F	Community development	6.1M	Substance abuse
7.1G	Community development	6.1N	Substance abuse
7.1H	Community development	6.1O	Substance abuse
7.1I	Community development	6.1P	Substance abuse
7.1J	Community development	6.1Q	Substance abuse
7.1K	Community development	6.1R	Substance abuse
7.1L	Community development	6.1S	Substance abuse
7.1M	Community development	6.1T	Substance abuse
7.1N	Community development	6.1U	Substance abuse
7.1O	Community development	6.1V	Substance abuse
7.1P	Community development	6.1W	Substance abuse
7.1Q	Community development	6.1X	Substance abuse
7.1R	Community development	6.1Y	Substance abuse
7.1S	Community development	6.1Z	Substance abuse

(dated:6/19/2014)

Instructions

1. The 2014-2015 Community Action Outcome-Based Work Plan must be comprehensive and agency-wide. attached document for both Year 1 and Year 2. (NOTE: The agency will be able to report any changes to Year necessary.)

2. The following Outcomes areas are required for all agencies:

- 2.3.B. Number of volunteer hours donated to the agency.
- 3.1.A. Total number of volunteer hours donated by low income individuals to Community Action
- 3.3.A. Individuals who were educated or whose knowledge was increased about MN voter registration ar
- 4.1 Expanding Opportunities through community-wide partnerships.
- 5.1.E. Number of staff attending trainings and number of hour.
- 5.1.F. Number of board members attending trainings and number of hours.

3. If there are items in the Work Plan that do not apply, leave them blank. If there are activities that your ag Performance Measure, add additional measures in the spaces provided.

4. The results achieved by each agency will be reported against planned results annually on the CSBG-IS. To r advised that the reporting form used will generally ask that indicators/measures be reported as:

- Participants enrolled;
- Participants expected to achieve the result; and,
- Participants actually achieving the planned result.

5. Special notes in filling out the Catalogue:

- Be sure to fill-in the first page of the workbook. This excel document is designed for one goal per worksh (different worksheet). Fill in the agency name on the first worksheet and it will automatically fill in the ag
- If you have any descriptive notes for any of the goals, please put them on the corresponding notes works notes page.
- Goal 1 refers to the work of the agency with clients that are able and looking for work. Each part of Goal is including helping people find jobs, but is also for removing the barriers to employment (e.g. housing, fo
- Goal 6 refers to the work of the agency with clients that are unable to work (e.g. disabled, seniors, caregi those that are employable do receive emergency assistance from time to time.

Complete the columns for each measure of the
r 2 Planned Indicators/Measures at a later date if

nd participation.

gency measures that are not listed as a

conform with federal reporting requirements be

heet (each tab at the bottom of the file is a
ency name throughout.

sheet – each goal grouping has one corresponding

1 refers to removing barriers to employment. This
ood support, transportation, child care).
vers). In 6.2, however, there can be overlap as

Goal 1. Family Goals: Low-income people become more self-sufficient .

1.1 Employment

Individuals in the community that obtained employment or higher paying jobs.

		Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Number of participants Expected to Achieve the Outcome in Reporting Period (Target)
		Year 1	Year 2
<ul style="list-style-type: none"> • Individuals receiving employment or related case management services. • Employment programs: • Individuals receive job search assistance. • Individuals receive job training. • Individuals receive job support services. • Individuals receive employment counseling or related case management services. • Families receive employment services through Head Start family and community partnership activities. 	Performance Measure:		
	A. Individuals who were unemployed and obtained a job.	150	175
	B. Individuals who were employed and maintained a job for at least 90 days.	75	100
	C. Individuals that obtain an increase in employment income and/or benefits.	75	125
	D. Individuals who achieved "living wage" employment and/or benefits.	55	85
	E. Individuals who receive employability service	1250	1500

Goal 1. Family Goals: Low-income people become more self-sufficient.

1.2 <u>Employment Supports</u> Barriers to employment faced by low-income individuals that are reduced or eliminated through Community Action. (Head Start families and others).		Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Number of participants Expected to Achieve the Outcome in Reporting Period (Target)
Activities	Performance Measure:	Year 1	Year 2
<ul style="list-style-type: none"> Individuals receive employment counseling or related case management services. Individuals given information and referral related to education or literacy Individuals who improve the employment and academic skills Individuals will receive ESL/ABE/GED services Operate or support child/other dependant care program or before/after school programs Operate or support access to reliable transportation Operate or support health care services. Operate or support safe affordable housing services. Operate or support food assistance programs. Operate or support non-emergency energy assistance programs. Operate or support programs for families who have children with disabilities. Operate or support programs that assist Individuals to enroll in MinnesotaCare or other health insurance programs. 	A. Individuals that have obtained pre-employment skills/competencies required for employment and received certificate or diploma.	600	1100
	B. Individuals who completed ABE/GED and received certificate or diploma.	65	85
	C. Individuals who completed post-secondary education program and obtained certificate or diploma.	0	0
	D. Enrolled children in "before" or "after" school programs, in order to acquire or maintain employment.		
	E. Families who obtained care for child or other dependent in order to acquire or maintain employment.	45	55
	F. Individuals who obtained access to reliable transportation and/or driver's license in order to acquire or maintain employment.	100	125
	G. Individuals who obtained health care services for themselves or a family member in order to acquire or maintain employment.	0	0
	H. Parents or other individuals who obtained safe and affordable housing in support of family stability needed to gain or retain employment.	75	100
	I. Parents and other individuals who obtained food assistance in support of family stability needed to gain or retain employment.	600	750
	J. Obtained non-emergency LIHEAP energy assistance	13,000	13,000
	K. Obtained non-emergency WX energy assistance	200	200
	L. Obtained other non-emergency energy assistance (State-local-private energy programs. DO NOT include LIHEAP or WX)	30	30
	M. Individuals who receive individualized services for children with disabilities.		
	N. Individuals who enrolled in MinnesotaCare or other health insurance programs.	200	250

Community Action of Minneapolis

Goal 1. Family Goals: Low-income people become more self-sufficient.

1.3 Economic Asset Enhancement and Utilization		Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Aggregated Dollar Amounts (Payments, Credits or Savings)	Number of participants Expected to Achieve the Outcome in Reporting Period (Target)	Aggregated Dollar Amounts (Payments, Credits or Savings)
Individuals that achieve an increase in non-employment financial assets and resource utilization skills, and the aggregated amount of those assets and resources for participants achieving the outcome.					
Activities:	Performance Measure:	Year 1	Year 1	Year 2	Year 2
<ul style="list-style-type: none">• Tax assistance provided to individuals.• Families entitled to earned income tax credit referred to tax preparation assistance program.• Individuals referred and assisted to apply for child support payments.• Individuals are referred and assisted to apply for telephone lifeline and/or energy discounts.• Individuals receive budget counseling services.• Individuals receive an opportunity to build assets by accessing a 3:1 savings match for high return investment.(• Receive 12 hours of financial education, 10 hours of asset specific education, and on-going financial coaching.)• Individuals develop and implement a credit repair plan	A. Individuals in tax preparation programs who obtained any type of Federal or State tax credit.	250		275	
	A1. Of the individuals in tax preparation programs, those who obtained Federal Earned Income Tax Credit (EITC).	175		200	
	B. Individuals who obtained court-ordered child support payments.				
	C. Individuals that enrolled in telephone lifeline and/or energy discounts.	50		50	
	D. Individuals who demonstrate ability to complete a budget. For over 90 days.	500		550	
	E. Individuals that opened an individual Development Account (IDA) or other savings account.	70		75	
	F. Individuals that increased their savings through an Individual Development Account (IDA) or other savings account.	50		60	
	G. Of the individuals who opened an				
	Individual Development Account (IDA), the number that:				
	a. capitalized a small business	5		7	
	b. pursued post-secondary education	15		20	
	c. purchased a home	10		15	
d. other assets	10		15		
	H. Individuals who demonstrate good or restored credit.	350		400	
	I. Individuals that attend workshop training on resume writing and interview skills	500		625	

Agency Notes and Clarifications on Goal 1:

Low-income people become more self-sufficient.

[see instructions, pages 50-51]

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

Goal 1, Measure B: This goal area refers to individuals who receive employability services through outreach programming and partnership activities. For example, Community Action of Minneapolis has established a partnership with an organization called 180 Degrees, that serves high-risk youth and adults who are transitioning back into the community after incarceration. Based on feedback from 180 Degrees administrators and participants, it was determined that employability services were a central need for the Minneapolis residents they serve. We anticipate that some of these individuals will enroll in self-sufficiency services at Community Action of Minneapolis.

Goal 1, Measure A: This goal area refers to the number of individuals who have obtained pre-employment skills/competencies required for employment and received a certificate or diploma. This area refers to the more intensive, wrap-around work readiness programs and services, resulting in them receiving a work readiness credential/certificate or completing the industry-recognized Work Keys work readiness program.

Goal 2. Community Goals: The Conditions In Which Low-Income People Live Are Improved .**2.1 Community Improvement & Revitalization**

There is an increase in or safeguarding of threatened community opportunities and resources of services for low-income people as a result of community action projects and initiatives, or advocacy with other public and private agencies.

		Number of Projects or Initiatives (Number of programs)	Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)	Number of Projects or Initiatives (Number of programs)	Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)
Activities:	Performance Measure:	Year 1	Year 1	Year 2	Year 2
<ul style="list-style-type: none"> • Development or support of "living wage" jobs. • Development of safe and affordable housing units. • Construction, weatherization or rehabilitation which preserved or improved safe and affordable housing units. • Accessible and affordable health care services/facilities for LIP created or maintained. • Safe and affordable childcare or child development placement opportunities for low-income families created or maintained. • Before school and after school program placement opportunities for low-income families created or maintained. • New, preserved, or expanded transportation resources available to LIP, including public or private transportation. • Preserved or increased educational and training placement opportunities for LIP in the community, including vocation, literacy, life skill training, ABE/GED, post secondary education. 	A. Jobs created, or saved, from reduction of elimination in the community.				
	B. Accessible "living wage" jobs created or retained in the community				
	C. Safe and affordable housing units created in the community.				
	D. Safe and affordable housing units preserved or improved through construction, Weatherization or rehabilitation. "includes loans, rehab work and/or advocacy.	5	350	5	250
	E. Accessible and affordable health care services/facilities for limited low-income people (LIP) created or maintained.				
	F. Accessible safe and affordable childcare or child development placement opportunities for low-income (LI) families created or maintained.				
	G. Accessible "before" school program, "after" school program placement opportunities for low-income families created or maintained.				
	H. Accessible new or expanded transportation resources, or preserved transportation resources available to low-income families, including public or private transportation.				
	I. Accessible new or increased educational and training placement opportunities or preserved opportunities for low-income persons in the community, including vocation, literacy, life skill training, ABE/GED, post secondary education.				

Goal 2. Community Goals: The Conditions In Which Low-Income People Live Are Improved .

2.2 Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy.

		Number of Projects or Initiatives (Number of programs)	Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)	Number of Projects or Initiatives (Number of programs)	Number of Opportunities and/or Community Resources Preserved or Increased (Opportunities = units, individuals/families/users)
Activities:	Performance Measure:	Year 1	Year 1	Year 2	Year 2
CAP engages in activities that: • Develop or support programs that increase availability or preserve community facilities, e.g. schools, community ed or tech centers, libraries, youth or community centers • Develop or support programs that increase the availability or preserve community services to improve public health and safety, e.g. street lights, telephone systems, enhanced policing, neighborhood watch, installation of sidewalks, waste or pest removal • Develop or support programs that increase the availability or preserve commercial services within low-income neighborhoods, e.g. stores, financial institutions, restaurants, other businesses • Develop or support programs that increase or preserve neighborhood quality-of-life resources, e.g. public spaces for arts, recreation, waste removal projects	A. Projects or services that increases community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.				
	B. Projects or services that increase availability or preserve community facilities, e.g.-schools, community education or tech centers, libraries, youth or community centers.				
	C. Projects or services that increase the availability or preserve community services to improve public health and safety, e.g.-street lights, telephone systems, enhanced policing, neighborhood watch, installation of sidewalks, waste or pest removal.				
	D. Projects or services that increase the availability or preserve commercial services within low-income neighborhoods, e.g.-stores, financial institutions, restaurants, other businesses.				
	E. Projects or services that increase or preserve neighborhood quality of life resources, e.g.-public spaces for arts, recreation, waste removal projects.	5	5	6	6

Community Action of Minneapolis

Goal 2. Community Goals: The Conditions In Which Low-Income People Live Are Improved .

2.3 Community Engagement The number of community members working with Community Action to improve conditions in the community.		Total contribution by community. Year 1	Total contribution by community. Year 2
Activities	Performance Measure:		
Recruit, train and supervise volunteers to work at CAP	A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives.	225	250
	B. Number of volunteer hours donated to the agency (this will be ALL volunteer hours)	500	800

[See instructions, pages 50-51]

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[illegible]

Community Action of Minneapolis

Goal 3. Community Goals: Low-income People Own a Stake in Their Community .

3.1 Civic Investment through maximum feasible participation		Total contribution by community.	Total contribution by community.
The number of volunteer hours donated to Community Action.			
Activities:	Performance Measure:	Year 1	Year 2
Recruit, train and supervise low-income volunteers to work at CAP	A. Total number of volunteer hours donated by low income individuals to Community Action. This is ONLY the number of volunteer hours from individuals who are low income)	50	100

Goal 3. Community Goals: Low-income People Own a Stake in Their Community .

3.2 Community Enhancement through Maximum Feasible Participation		Number of low-income people	Number of low-income people
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community as measure by one or more of the following:			
Activities:	Performance Measure:	Year 1	Year 2
<ul style="list-style-type: none">• Active recruitment of community members, low-income people, low-income parents to serve on agency advisory council(s) or HS Policy Council.• Households receive counseling & assistance with business planning and start up.• Community members receive training on participation, procedures and other topics relevant to agency, advisory councils.• Community members, parents, low-income people solicited to participate in community boards or committees.• Individuals/parents solicited to engage in non-partisan advocacy activities.• Provide advocacy training to low-income people, parents, other groups within community.• Households attend first time home buyers education, receive counseling and/or assistance with home purchase.	A. Low income individuals participating in formal community organizations, government, boards or councils that provide input to decision making and policy setting through community action efforts. <i>(Low income sector board members should be counted here.)</i>	65	85
	B. Low income individuals acquiring businesses in their community as a result of community action assistance.		
	C. Low income individuals that purchase their own homes in their community as a result of community action assistance.	30	45
	D. Low income individuals engaged in non-governance community activities or groups created or supported by community action.	80	110
	E. Low income individuals that successfully complete first time homebuyer workshop.	50	75
	F. Low income individuals are invited to attend monthly asset development training	500	650
	G. Low income individuals receive parenting education and life skills training	600	700
	H. Low income individuals that receive training on housing location assistance.	150	200
	I. Low income individuals participate in energy conservation workshops	400	450

Community Action of Minneapolis

Goal 3. Community Goals: Low-income People Own a Stake in Their Community .

Required by the State of Minnesota and your Community Action Grant Contract

<u>3.3 Voter Education & Registration</u>		Number of participants Expected to Achieve the Outcome in Reporting Period (Target) Year 1	Number of participants Expected to Achieve the Outcome in Reporting Period (Target) Year 2
<ul style="list-style-type: none">• Low-income people participate in the political process by exercising their rights to vote.• Low-income people are informed of the political issues affecting them and their communities and have the means to address their concerns.			
Activities:	Performance Measure:		
<ul style="list-style-type: none">• unregistered voters offered voter registration information.• voter education and registration activities conducted in community(ies).	A. Individuals who were educated or whose knowledge was increase about MN voter registration and participation	1200	1350

Low-income people own stake in their community.

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[illegible]

Goal 4. Agency Goals: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved.

4.1 Expanding Opportunities through Community-Wide Partnerships.		Number of organizations	Number of partnerships	Number of organizations	Number of partnerships
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.		Year 1	Year 1	Year 2	Year 2
Activities:	Performance Measure:				
<ul style="list-style-type: none"> Establish or maintain the following with partners in the community: Formal agreements to coordinate referral and exchange of program participants Financial agreements between CAA and business entities or financial institutions to promote individual or community economic development, infrastructure investment Informal working relationships that expand services for LIPs including routine service referrals and follow-up contacts Alliances between CAA and organizations that advocate for expanded services or opportunities for LIPs Participate in collaborative efforts with providers to engage in community assessment, planning, etc. 	A. Nonprofit	45	50	45	50
	B. Faith Based	1	3	5	3
	C. Local Government	2	2	1	2
	D. State Government	1	1	1	3
	E. Federal Government	1	3	1	3
	F. For-Profit Business or Corporation	5	10	5	10
	G. Consortia/ Collaborators	2	2	2	2
	H. Housing Consortia/ Collaborators	2	2	2	2
	I. School Districts	1	1	1	1
	J. Institutions of post-secondary education / training	3	5	3	5
	K. Financial/Banking Institutions	3	3	3	2
	L. Health Service Institutions	3	3	3	3
	M. State-wide associations or collaborators	1	1	1	1
N. The total number of organizations and total number of partnerships CAAs work with to promote family and community outcomes (automatically calculates).		83	87	83	87

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[illegible]

Community Action of Minneapolis

Goal 5. Agency Goals: Agencies Increase Their Capacity to Achieve Results.

5.1 Agency Development

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

Activities:

- Agencies provide opportunities for staff to participate in credentialing programs
- Agencies provide appropriate training & development for staff according to performance evaluations and staff development plans.
- Staff trained on regulations and monitored to ensure compliance.
- Agencies provide appropriate training & development for Board members.
- Regular training and development activities offered to staff.
- Regular training and development activities offered to Board and Policy Council members.

Performance Measure:

A. Number of Nationally Certified Community Action Professionals (C-CAPS)*

B. Number of Nationally Certified ROMA Trainers**

C. Number of Family Development Trainers

D. Number of Child Development Trainers

E. Number staff attending trainings

F. Number board members attending trainings

Total Number

Year 1

Total Number
of training
hours

Year 1

Total Number

Year 2

Total Number
of training
hours

Year 2

*A.) As certified by the National Community Action Partnership

**B.) As certified by the National ROMA Peer-to-Peer Training Program, Center for Applied Management Practices

Agencies increase their capacity to achieve results.

The number of Seniors, Disabled, caregivers and others that participate in programs to live independently who can not seek employment.

[illegible]

Community Action of Minneapolis

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other

6.1 Independent Living		Total Number	Total Number
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:			
<i>(seniors can be counted twice, one under senior and again if they are disable under Individuals with Disabilities ages 55 - over)</i>			
Activities:	Performance Measure:	Year 1	Year 2
Programs and activities to help seniors adults maintain independent living	A. Senior Citizens	5500	6500
	B Individuals with Disabilities		
	Ages 0 - 17	300	400
	Ages 18 - 54	1000	1100
	Ages 55 - over	1000	1100
	Age Unknown	700	900
	TOTAL: Individuals with disabilities	3000	3500

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by

6.3 Child and Family Development			Number of Participants Expected to Achieve the Outcome in Reporting Period (Target)	Number of Participants Expected to Achieve the Outcome in Reporting Period (Target)
Activities:			Year 1	Year 2
I n f a n t s & C h i l d r e n	<ul style="list-style-type: none"> Children and youth from low-income families participate in developmental or enrichment programs and achieve program goals. Infants and children receive the services they need for growth and success in childhood. 	Performance Measure:		
		A. Infants & children who obtain age appropriate immunization, medical and dental care. (Best possible unduplicated count)		
		B. Infants and children whose health and physical development are improved as a result of adequate nutrition.		
		C. Children who participate in preschool activities to develop school readiness.		
Y o u t h	<ul style="list-style-type: none"> Pre-school child development programs and child childcare programs that offer: <ul style="list-style-type: none"> • age appropriate immunization, • medical and dental care, • nutrition programs, • preschool activities to develop school readiness. • Programs that help to develop pre-literacy and pre-numeracy skills 	D. Children from low-income families who are ready for school (Kindergarten or 1st Grade) having developed pre-literacy and pre-numeracy skills as measured by assessment.		
		E. Youth who improve physical health and development.		
		F. Youth who improve social/emotional development.	375	400
		G. Youth who avoid risk-taking behavior for a defined period of time.		
		H. Youth who have reduced involvement with the criminal justice system.		
A d u l t s	<ul style="list-style-type: none"> Mentoring and other programming for at-risk youth; • Assistance with medical and dental care, • Teen pregnancy and STD prevention programs; • Food and nutrition assistance and instructional programs; • Youth counseling and peer support group activities; • Family counseling; • Substance abuse prevention programs; • Educational skill enhancement programs; and • Anger management and conflict resolution instruction. 	I. Youth who increase academic, athletic or social skills for school success by participating in before or after school programs.		
		J. Parents and other adults who learn and exhibit improved parenting skills.	400	450
		K. Parents and other adults who learn and exhibit improved family functioning skills.	500	550

Community Action of Minneapolis

Goal 6. Family Goals: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems .

6.4 Family Support (seniors, disabled and caregivers)		Number of Individuals Expected to Receive Outcome Year 1	Number of Individuals Expected to Receive Outcome Year 2
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, as measured by one or more of the following:			
Activities:	Performance Measure:		
Activities to help seniors, disabled and other adults maintain independent living include but are not limited to: • Before and after school programs • Child or other dependent care • Transportation programs • Programs that assist with health care • Safe affordable housing programs • Food assistance programs • Non-emergency energy assistance	A. Enrolled children in before or after school programs.		
	B. Obtained care for child or other dependent		
	C. Obtained access to reliable transportation and / or driver's license.		
	D. Obtained health care services for themselves or family member		
	E. Obtained safe and affordable housing		
	F. Obtained food assistance	300	350
	G. Obtained non-emergency LIHEAP energy assistance		
	H. Obtained non-emergency WX energy assistance	20	20
	I. Obtained other non-emergency energy assistance (State / local / private energy programs. DO NOT include LIHEAP or WX)		

2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Summary

(July 1, 2013 to December 31, 2015)

(July 1, 2013 to December 31, 2015)

Cost Cat. No.	Cost Category	2014 Community Action Grant \$	2015 Community Action Grant \$	2014 Community Services Block Grant \$	2015 Community Services Block Grant \$	Total \$
1.1	Salaries & Wages	232,195.00	240,268.00	561,073.00	561,072.00	1,594,608.00
1.2	Fringe Benefits	83,300.00	83,300.00	98,000.00	98,000.00	362,600.00
1.3	Consultants & Professional	10,000.00	10,000.00	30,000.00	30,000.00	80,000.00
2.1	Travel	5,000.00	5,000.00	30,000.00	30,000.00	70,000.00
2.2	Space Costs and Rentals	60,348.00	62,500.00	60,500.00	60,500.00	243,848.00
2.3	Consumable Supplies	27,125.00	20,000.00	20,000.00	19,125.00	86,250.00
2.4	Lease and Purchase of Equipment	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00
2.5	Indirect Costs	-	-	-	-	-
3	Other	47,775.00	44,675.00	131,933.00	132,809.00	357,192.00
TOTALs		475,743.00	475,743.00	941,506.00	941,506.00	2,834,498.00

Name of Applicant: _____

Page: ____ of ____

Community Action of Minneapolis
CSBG Amendment No. 1
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2014-15 COMMUNITY ACTION FUNDING APPLICATION
Budget Support Part I

(Salaries and Wages)

(July 1, 2013 to December 31, 2015)

Number of Employees: Full Time 41		Part Time 0			
Title or Position (Paid Personnel)	2014 Community Action Grant \$	2015 Community Action Grant \$	2014 Community Services Block Grant \$	2015 Community Services Block Grant \$	Total \$
President/CEO	28,283.00	28,283.00	66,217.00	66,217.00	189,000.00
CFO	10,386.00	10,386.00	59,000.00	59,000.00	138,772.00
Director of Children Family & Development	30,730.00	30,730.00	29,270.00	29,270.00	120,000.00
Human Resource Manager	9,490.00	14,490.00	8,960.00	8,960.00	41,900.00
Manager of Information Technology	25,004.00	25,004.00	10,950.00	10,950.00	71,908.00
Manager Community Services	5,000.00	5,000.00	6,000.00	6,000.00	22,000.00
Fiscal Coordinator	20,164.00	20,164.00	20,164.00	20,164.00	80,656.00
Manager of Fiscal Services	8,680.00	8,680.00	25,320.00	25,320.00	68,000.00
Subtotal (this page) (use continuation sheets)	137,737.00	142,737.00	225,881.00	225,881.00	732,236.00

Name of Applicant: Community Action of Minneapolis

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2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Support Data - Part II

(July 1, 2013 to December 31, 2015)

Cost Cat. No.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF ITEM
1.1	Salaries & Wages	1,594,608.00
1.2	Fringe Benefits	362,600.00
1.3	Consultants & Professional	80,000.00
	Audit	30,000.00
	Training Cost/Staff Retreats/Board Retreats/Staff Developments	30,000.00
	Other Expert & Consulting/Legal Computer Maintenance/Other Professional Fees	20,000.00
	Sub-Total	80,000.00
2.1	Travel	70,000.00
	Travel Expense in State includes transportation, lodging, and per diem	20,000.00
	Travel Expense Out of State includes Transportation, lodging and per diem. Travel cost includes Staff & Board travel to National Conventions.	50,000.00
	Sub-Total	70,000.00
Sub-Total (This Page)		2,107,208.00

Name of Applicant: Community Action of Minneapolis

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2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Support Data - Part II

(July 1, 2013 to December 31, 2015)

Cost Cat. No	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF ITEM
2.2	Space & Rental	243,848.00
	Office Rental/Program Facilities	243,848.00
2.3	Consumable Supplies	136,250.00
	Board Meetings (Cost associated with Board/Committee, stipends paid to low-income Board Members)	10,000.00
	Community Forums(Light Refreshments)	22,500.00
	Office Supplies/Toner, Paper, mail supplies, writing utensiles, small office equipment and maintenance	40,000.00
	Other Consumable Supplies	13,750.00
	Sub-Total	86,250.00
	Sub-Total (This Page)	330,098.00

2014-15 COMMUNITY ACTION FUNDING APPLICATION

Budget Support Data - Part II

(July 1, 2013 to December 31, 2015)

Cost Cat. No.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	UNT OR VALUE OF ITEM
2.4	Lease & Purchase of Equipment	40000
	Computer & Office Equipment	25000
	Computer Software Fees	15000
	Sub-Total	40000
3.0	Other	273492
	Postage	25000
	Printing	40000
	CAP Dues/Membership/Visions Dues	70000
	Book & Reference Materials	5000
	Insurance	60000
	Advertising Employment	2500
	Community Programs ie Community Action Day, Urban Gardening, Legal Assist	154692
	Health Fair, Youth Involment Programs	
	Sub-Total	357192
	Sub-Total (This Page)	397192
	Grand Total	2,834,498.00

Name of Applicant: Community Action of Minneapolis

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