

# Bi-County CAP, Inc. Annual Report

# 2014



## BOARD MEMBERS

### **Steve Newby-Board Chair**

*Bemidji—since 2002*

### **Lorraine Mix**

*Remer—since 2002*

### **Vicki Peterson**

*Federal Dam—since 2009*

### **Cody Nelson**

*Bemidji—since 2009*

### **Michelle Johnson**

*Pine River—since 2009*

### **Karen Holle**

*Hackensack—since 2009*

### **Deb Hartman-Steigauf**

*Bemidji—since 2010*

### **Judi Scarborough**

*Bemidji—since 2010*

### **Mary Ann Reitmeir**

*Bemidji—since 2010*

### **Sarah Reiners**

*Bemidji—since 2011*

### **Frank Vasecka**

*Motley—since 2012*

### **Vannessa Brancheau**

*Pine River—since 2013*

### **Tim Sumner**

*Redby—since 2013*

### **Sharon Anderson**

*Walker—since 2013*

### **Roberta Palmer**

*Bemidji—since 2013*

### **Scotty Allison**

*Bemidji—since 2014*

### **Scott Wilson**

*Backus—since 2014*

### **OUTGOING BOARD MEMBERS**

*Karen Lego—Since 1993*

*Rita Albrecht—Since 2010*

*Lindsay Spragg—Since 2011*

*Wendy Irish—Since 2012*

*Benjamin Butcher—Since 2013*

## Message from the BI-CAP Board Chair and the Executive Director

It is hard to believe that another good year has ended. As we reflect on this past year we note that **May 2013 through April 2014 was, while challenging, filled with much success, as a result of the dedication and commitment of BI-CAP Board Members, Policy Council Members, Employees, Volunteers, Funders and Partners.**

In July, BI-CAP hired Douglas Nakari as Fiscal Director. Doug brought with him a vast array of experiences that proved to be invaluable to the agency. Unfortunately, in April, the department hit another bump in the road with the resignation of its Fiscal Supervisor, Monica Kloehn. Her 20 years of experience and knowledge will be greatly missed. With the goal of meeting the fiscal challenges, with enhanced efficiencies, Doug Pauna was promoted to Fiscal Supervisor to fill the gap that was created upon Monica's resignation. We are confident that stability will result under this new leadership team.

The interior renovation of the "house", located at 6601 Bemidji Avenue North, was (thankfully) completed by Kimball Construction, under the direction of BI-CAP's Facilities Director, Harry Entwistle, with the assistance of funding from USDA Rural Development. Since February of 2014, the Fiscal Department, the Supportive Housing Director, and the Energy Assistance Director, all have offices in the "house". Phase III of our construction plan will be finalized by July of 2014, upon completion of the remaining outside work.

In June of 2013, the Board granted approval to accept a transfer of ownership from Beltrami County Housing and Redevelopment Authority (HRA) of the transitional houses located in Bemidji at 1517 America Avenue, 818 Irvine Avenue, and 1207 Bemidji Avenue. All three houses had structural defects, which resulted in a need for demolition. In April of 2014, within the terms of a legal agreement between the City of Bemidji, Headwaters Regional Development Commission and BI-CAP, funding from DEED was utilized to secure the services of Sparky's Construction to demolish these three transitional homes. The sites will be utilized to build future homes, for low income persons, by BI-CAP's YouthBuild Program.

When reading through this annual report, you will note that every department contributed toward the overall success of the agency. We are very proud of the great work that is being done by all of our employees! There were, however, a couple of awards that we are especially proud of. In November we were notified that the Conifer Estates Project was awarded the 2013 Commissioner's Circle of Excellence by the MN Department of Human Services. This was the result of a unique collaboration between the Headwaters Regional Development Commission, Red Lake Reservation Housing Authority and Leech Lake Housing Authority, to address racial disparities, to work toward ending homelessness, and to provide culturally competent services. BI-CAP also received the 2013 HMIS End User Award, for the Office of Economic Opportunity Transitional Housing Program Funding Stream, for exemplary data entry and data quality by BI-CAP's Supporting Housing Staff.

Our strengths include our competent staff, our engaged Board, Policy Council, and the support of our many volunteers, partners, vendors, and funders. **Together we strive to meet the challenge of ending poverty, as we "help low income people obtain self sufficiency".** We continue to provide and promote excellent programming and service. **"THANK YOU, EVERYONE,** for your dedication, loyalty, support, belief, and commitment to the mission. **TOGETHER we are making a difference. We are living our mission!**

*Steve Newby*

Board Chair

*Deb Allison*

Executive Director

## BI-CAP HEAD START AND EARLY HEAD START

**BI-CAP HEAD START MISSION STATEMENT:** “BI-CAP Head Start is committed to offering diverse groups of children and families individualized opportunities to continue their growth and development through comprehensive services such as health, education and community connections.”

### HEAD START

Head Start is a child development program that promotes school readiness and provides comprehensive health, nutritional and social services to eligible three, four and five year old preschoolers and their families. Nationwide, the program has enrolled more than 25 million children since its beginning in 1965.

Head Start programs apply for state and federal grant funding to provide services to income-qualified children and families. The program focus is on helping preschoolers develop the early reading and math skills they need to be successful in school.

BI-CAP Head Start programs promote school readiness by enhancing the social and cognitive development of children. Programs encourage parents to be involved in their children's learning and help them in working toward their educational, literacy and employment goals. Head Start stresses the importance of parent involvement in all areas of the program.

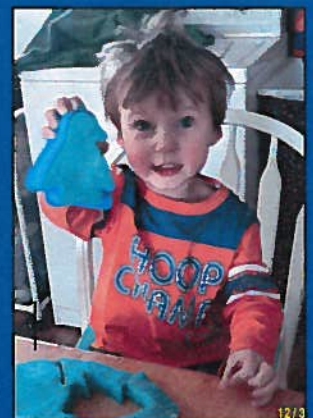
### EARLY HEAD START

The Early Head Start program was created in 1994 for children from birth to three years old and pregnant women. The idea for Early Head Start came out of scientific evidence that shows a child's first three years of life are very important to healthy development. Relationships formed with adults during these years set the course for all future development.

Early Head Start promotes healthy prenatal outcomes, enhances the development of infants and toddlers, and promotes healthy family functioning. Services are designed to meet the unique needs of each community.



## Early Head Start

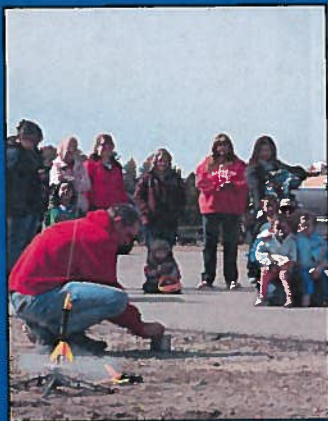


Home Visits!!

## HEAD START/EARLY HEAD START RECORDS AND STATISTICS

### ERATE Funding

BI-CAP received ERATE funding for eligible tele-communication and internet access charges in the amount of \$24,985 for the 2012-13 program year. BI-CAP will continue to apply for annual ERATE reimbursements on an ongoing basis.



### During the current (2013-2014) BI-CAP Head Start Program Year:

- 99 percent of families received parenting information.
- 319 infants and children completed medical and dental exams
- 86 percent of infants and 99 percent of children are up-to-date on immunizations
- 23 percent of the Head Start enrollment and 6 percent of the Early Head Start enrollment consists of children with disabilities, including health, visual, and hearing impairments, social-emotional disturbance, speech and language impairments, orthopedic handicaps and learning disabilities.
- 100 percent of Head Start and Early Head Start classroom teachers have at least an AA degree, and 82 percent have an AA in Early Childhood Education.
- 35 percent of Head Start program staff members are parents of current or former Head Start children.
- Overall parent satisfaction with program options is rated at 91 percent for Head Start and Early Head Start.
- 98 percent of Head Start parents and 100 percent of Early Head Start parents agree that BI-CAP Head Start is father-friendly.

CURRENT ENROLLMENT	312
<b>Ages:</b>	
3-5	227
0-3	85

RACIAL COMPOSITION	HS	EHS
American Indian/Alaska Native	22%	13%
Black/African American	1%	1%
White	64%	79%
Asian	0%	0%
Bi-Racial/Multi-Racial	8%	6%
Other/Unspecified	5%	1%
ETHNIC COMPOSITION	HS	EHS
Hispanic	4%	0%

NUMBER OF CLASSROOMS	HS	EHS
	17	2
NUMBER OF CENTERS		
Bemidji – 1	X	X
Blackduck – 1	X	X
Kelliher – 1	X	
Walker – 1	X	
Remer – 1	X	
Backus – 1	X	X
Pillager – 1	X	

<b>PAID STAFF</b>	<b>70</b>	
Teachers, Teacher Assistants and Home Visitors	39	
Nutrition and Health Coordinators and Assistants	5	
Family Support	14	
Cooks	5	
Janitorial/Maintenance	2	
Managers	4	
Director	1	
<b>VOLUNTEERS (2012-13 Data)</b>	<b>HS</b> 463	<b>EHS</b> 115
<b>VOLUNTEER HOURS (2012-13 Data)</b>	<b>40,044</b>	

### A Year in Family Service

Family Services is now referred to as Parent, Family, and Community Engagement (PFCE). The following is a synopsis of our PCFE involved experiences and success: Head Start had a successful tri-annual federal review in April, 2013, with Education, Special Needs/Mental Health, Health/Nutrition, and Family Services rating very well! Training on the CAP60 Data Management System has improved our data collection and reporting abilities. Our Training & Technical Assistant Specialist provided PFCE training for all staff and has helped develop our PFCE/ School Readiness goals. Community Engagement includes: Ongoing Early Childhood Coalition & Collaborative Meetings, establishing a new EC collaborative classroom site at the Pine River school, involvement with community based EC and human service boards and committees, and annually updating our EC Collaborative Agreements. August Pre-Service training included "Change", presented by Mike Kotzke. An overview and training of the PFCE framework was presented to the Head Start Parent Policy Council. Many parent/child activities and events have been well attended by our Head Start/EHS families including: Family Fun Nights, February's "I Love to Read" activities, April's Week of the Young Child EC Collaborative events, Fatherhood events such as Lake Bemidji Kids Perch Derby, Gym Night, and F.R.E.D. (Fathers Read Every Day). The Minnesota Head Start Association (MHSA) started a series of PFCE Outcome Workgroup meetings in the Fall. A new Relationship Based Competencies Staff Survey was developed and was presented at the statewide MHSA PFCE Outcome Workgroup meeting in Feb. 500 Earned Income Tax Credit flyers were distributed to families. Parent Surveys and Community Assessments were also distributed and collected. The MHSA Parent Engagement Conference in April was a huge success with 8 from BI-CAP attending (5 parents and 3 staff).

## Payless Shoe Grant



The Head Start program was awarded 200 pair of shoes to distribute to Head Start children, through the Payless Shoe Grant. Distributions took place in December and March for Beltrami County, and in January and April for Cass County. World-wide, the program has distributed millions of shoes. The looks on the children's faces with their brand new shoes, says it all!



## HEAD START AND EARLY HEAD START PROGRAM SERVICES

- Early Childhood Development and Health
- Family and Community Partnerships

### EARLY CHILDHOOD DEVELOPMENT AND HEALTH

The objective of Child Health and Development Services is to ensure that all child health and developmental concerns (including social-emotional and mental health concerns) are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

The objective of Education and Early Childhood Development is to provide all children with a safe, nurturing, engaging, enjoyable, and secure learning environment, in order to help them gain the awareness, skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in a program that values diversity. The many experiences provided by the program support children's growth and development, and include the physical, social, emotional, and cognitive development of each child.

### FAMILY AND COMMUNITY PARTNERSHIPS

The objective of Family Partnerships is to support parents as they identify their own strengths, meet their own goals, support the development of their children, and advocate for community support. Staff and parents work together to build trusting relationships that allow them to share with and learn from each other.

Head Start serves families in their own communities with the help of many other community agencies and groups. The objective of Community Partnerships is to ensure that the Head Start program collaborates with partners in the community to provide the highest level of services to children and families.

### SCHOOL READINESS

Head Start continues to make progress toward aligning BI-CAP's School Readiness Goals within the Head Start Framework, the Parent and Family Engagement Framework, and the bi-county wide local school districts' school readiness goals. This year our School Readiness Goals expanded to include children 0-5. Please see our Head Start Annual Report published on our website.

BI-CAP works diligently to enhance its use of child assessments to develop individual learning goals and to implement curriculum and activities that allow children to reach their full potential. Head Start uses TS GOLD Online to track the development of three and four year old children. Early Head Start has implemented the use of OUNCE Online, to track child development for children, zero to three.

### ASSESSMENTS

CLASS (Classroom Assessment Scoring System) supports classroom staff development by providing a snapshot assessment that will indicate the area needing increased student development through intentional and effective teaching practices. CLASS is based on interactions between teachers and students in classrooms through the use of learning materials. Home Based Staff are supported with the implementation of Home Visit Observation Rating Scale (HORVS). Similar to CLASS, HORVS is a relationship based tool that supports effective home visiting practices. HORVS also measures parent and child engagement during the home visit, and will provide information for areas we are doing well in, or areas needing improvement.

## YOUTHBUILD

YouthBuild is a comprehensive development program with five components: Leadership Development, Education, Construction, Personal Support and Graduate Services. Orientation for entry into the program happens once a year, which is announced to the community. Young adults ages 16-24 who have dropped out of traditional high school, and are low income, are eligible for consideration of acceptance into the YouthBuild Program. YouthBuilders spend 32 hours/week in the program.

Construction is a method by which the YouthBuilders can give back to their communities. It's also the vehicle the program uses for job readiness. BI-CAP YouthBuild strives to build a new single family house every year. Construction provides the participants the opportunity to learn about: team work; the importance of being on-time; working for different supervisors; developing leadership skills; the proper handling and care of someone else's equipment and tools; and how to plan a project. This year one home will be finished and sold (to a low income buyer) in partnership with Red Lake. All transitional homes in need of maintenance are done by YouthBuilders.

Service Learning and Community Volunteering are also built into the program. The YouthBuilders volunteer as bell ringers, during the Christmas season, for the Salvation Army. They visit nursing homes in the Beltrami County service area, delivering treats and handmade crafts made by YouthBuilders. These Leadership skills teach/promote: imagination, increased confidence, self expression, competence and creativity, while the youth positively connect with the community, instead of looking at the community negatively. YouthBuilders also send ongoing care packages to military personnel away from home. YouthBuilders packed and shipped over 91 pounds of personal hygiene products, treats and handwritten personal messages to active service men and women in partnership with MN NICE. Leadership Development opportunities are woven throughout all of the components in YouthBuild.

**In 2013/2014:** 10—Students are on target to graduate from high school;  
3—Students enrolled to obtain a GED certificate;  
8—Students finished NCCER (National Center for Construction Education and Research);  
3—Students are in the process of obtaining a CNA certificate;  
6—Students obtained a PACT (Pre-Apprentice Construction Training) Certificate.



## A SUCCESS STORY

My name is Rhiannon LaDuke:



I am currently working at BI-CAP

YouthBuild. I always wanted to be in the YouthBuild Program before, but couldn't because I lived in another town with no transportation and had no childcare for my 2 year old son. Two of my goals were to get a high school diploma and a job, but transportation and childcare were barriers for me. I always had to choose between going to school or a job, but was forced to get a job so I could support my son. I thought I would have to say goodbye to a high school diploma and get a GED sometime in the future when I didn't have so many barriers. All that changed after my son and I got an apartment at Conifer Estates. I jumped at the chance to try and get into the YouthBuild Program. I got accepted and started working right away.

Transportation is not a problem since the apartment we are living in is down the road from YouthBuild. Childcare was still a problem but about a month after I started working my son was accepted into BI-CAP Early Head Start. The Early Head Start classes only go until 2pm and I have to work until 4pm, but the BI-CAP YouthBuild staff, are very understanding when I have to leave early. I will be graduating this year and YouthBuild is paying for the CNA classes I am taking now. If I hadn't been in the YouthBuild Program, I wouldn't be able to do any of this. YouthBuild is helping me take a big step forward in my life.

## OUTREACH ACTIVITIES



"If I did not have EAP, I would most likely lose my home. My family and I are very grateful for this program."



"It has helped me get through a tough time financially and keep my children warm in this long cold winter."

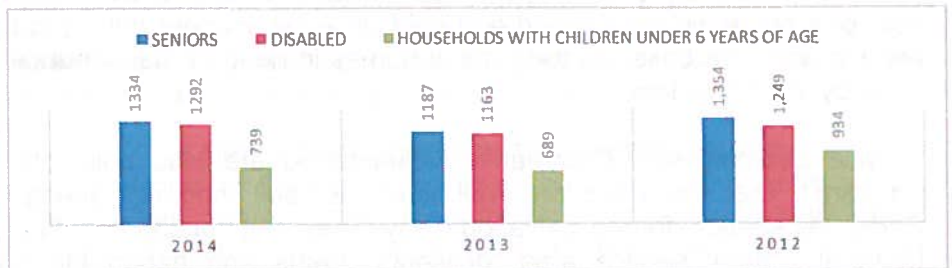
"I could not afford to heat my house without this help. I am on a very limited disability income."



## ENERGY ASSISTANCE PROGRAM

The Energy Assistance Program (EAP), funded by Minnesota Department of Commerce, provides financial assistance to pay a portion of a household's heating bills. In addition, the program offers emergency assistance for utility disconnection, educates consumers to use home heating energy efficiently and safely, and provides emergency heating system repair or replacement for homeowners.

- ◆ 3,846 households with 9,410 members were assisted with an average grant of \$715
- ◆ \$3,726,940 in Energy Assistance Program funds were paid to local utility and fuel vendors
- ◆ 1,557 households received emergency energy payments
- ◆ 204 households were assisted with furnace repairs/replacements resulting in \$192,838 paid to local contractors



## TARGETED HOUSEHOLD'S SERVED CRISIS PROGRAM

The Crisis Program is to ensure that heat is restored for households with heating emergencies and/or prevention of natural gas or electric disconnects.

## ENERGY RELATED REPAIR

Energy Related Repair (ERR) is available to homeowners who experience a life threatening situation due to a no-heat emergency. Assistance will be used to repair or replace the heating system.

## REACH OUT FOR WARMTH



Reach Out for Warmth (ROFW) is an emergency energy fuel fund that is funded entirely by donations from individuals, corporations and agency fundraising efforts. This program can assist households in energy-related crisis situations. Income guidelines and eligibility requirements are determined locally.

The Third Edition of the ROFW Cookbook is available for purchase with proceeds going to the ROFW program.



## SUPPORTIVE HOUSING

BI-CAP's Supportive Housing Program consists of over 15 different programs utilizing a variety of funding sources including HUD, MN Housing and DHS. Services include homeless prevention, emergency shelter, transitional housing, rental vouchers, and permanent supportive housing, as well as homeownership and mortgage foreclosure prevention counseling and mitigation. BI-CAP completed approximately 800 intakes in 2013 and, working under funding restraints, was able to serve 471 households impacting 1,413 beneficiaries. Supportive Housing services range from one-time assistance to on-going case management and rental subsidies. Households work on goals and objectives including employment search, parenting, education, and linking with mainstream and other community resources. BI-CAP places emphasis on homeless prevention, which is a more effective and efficient resolution to stabilizing households. When prevention is not possible, BI-CAP utilizes the "housing first" strategy of rapidly re-housing participants to mitigate crisis situations and then provides support services to help participants work on housing stability and self-sufficiency goals.

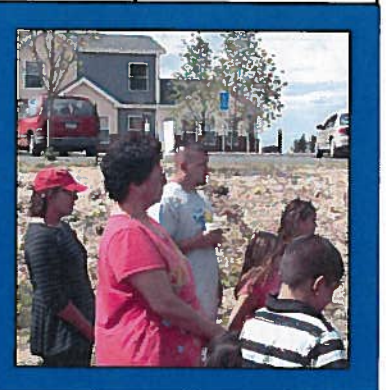
**Conifer Estates**, a 20 unit Supportive Housing development in Bemidji, for which BI-CAP is the primary service provider, received a prestigious award through the MN Department of Human Services. The project was awarded the **Commissioner's Circle of Excellence Award**, an award recognizing 'excellence among human service providers, counties advocacy groups and other organizations that work in partnership with the MN Department of Human Services to help people meet their basic needs so they can live in dignity and achieve their highest potential.' Specifically, Conifer Estates received the award for its unique collaboration in addressing racial disparities, ending homelessness, and providing culturally competent services.

A synopsis of BI-CAP Supportive Housing Programs, Services and Funding Sources as well as a related acronym guide is as follows:

Prevention	Emergency Shelter	Transitional Housing	Rental Vouchers	Supportive Services	Permanent Supportive Housing	Home Ownership	Mortgage Foreclosure Assistance
<b>FHPAP</b> Cass and Beltrami Families and Individuals	Provide Housing counseling to Village of Hope Resident Families	<b>MN OEO</b> Cass and Beltrami Families  <b>HUD</b> Cass Families & Individuals  <b>Conifer Estates</b> Beltrami Families & Individuals	<b>RAP</b> Cass & Beltrami Rent Burdened Families  <b>LTH</b> Cass & Beltrami Families & Individuals	<b>FHPAP</b> Cass & Beltrami Families & Individuals  <b>DHS – Long Term Homeless</b> Cass & Beltrami Families & Individuals  <b>EFSG (FEMA)</b> Cass & Beltrami	<b>HUD PSH</b> Beltrami Families & Individuals  <b>HUD PSH</b> Cass Families and Individuals  <b>Conifer Estates</b> Beltrami Families & Individuals  <b>ESG RR &amp; P</b> Beltrami Families & Individuals	<b>MURL</b> Contract for Deed	<b>FHPAP</b> Grant & Counseling Cass & Beltrami  <b>FPAP</b> Foreclosure Counseling Cass & Beltrami

- FHPAP**-Family Homeless Prevention and Assistance Program
- MN OEO**-Minnesota Office of Economic Opportunity
- HUD**-Housing Urban and Rural Development
- RAP**-Rental Assistance Program
- LTH**-Long Term Homeless Rental Assistance Program
- DHS**-Department of Human Services
- EFSG**-Emergency Food and Shelter Grant; **FEMA**-Federal Emergency Management Agency
- PSH**-Permanent Supportive Housing
- MURL**-Minnesota Urban and Rural Homesteading Program
- FPAP**-Foreclosure Prevention Assistance Program
- ESG-RR & P**-Emergency Solutions Grant Rapid Rehousing and Prevention Rehousing

## Conifer Estates Event





Before



After



Blower door



## ARRA WEATHERIZATION

BI-CAP expended \$3,289,222 in federal funding from the American Recovery and Reinvestment Act. This program ended on September 30, 2013. Department of Energy Guidelines applied to ARRA Weatherization Services. During the time period 7/1/09 through 8/31/13, BI-CAP with the assistance of 30 contractors, provided quality services to 532 households.

## DEPARTMENT OF ENERGY (DOE) WEATHERIZATION

BI-CAP's Weatherization Department works with clients to improve upon the energy efficiency, consumption, and health and safety of their home. High energy consumption homeowners who apply for and meet the eligibility criteria for Energy Assistance are eligible for the DOE program. Priority for services is given to eligible households that contain elderly or handicapped individuals, and single head of households with children.

Agency Energy Auditors perform pre-and post-inspections on homes with the use of blower doors. This test checks the air tightness of the home, allowing the energy auditor and contractor to identify air leaks, central air quality, and to prevent over tightness. All measures performed must be determined to ensure cost effectiveness utilizing the Weatherization Assistant Software.

Depending upon the results of the energy audit, which is completed by BI-CAP Weatherization Auditors, a household may be eligible for any or all of the following energy saving measures: air sealing, upgrading furnace efficiency, insulation for the homes shell, health and safety measures, and most generally in mobile homes, door and/or window replacement (and then only in certain situations).

BI-CAP was awarded \$336,884.00, in DOE funds, for the contract period 7/1/11 through 6/30/13. This contract deadline got extended to 6/30/14. During the time period, 7/1/11 through 4/30/14, BI-CAP completed 61 units, with approximately 3 units left to weatherize by the ending date of June 30, 2014.

## EAP WX CARRY OVER & EAP WX

During the time period 7/1/12 through 12/23/13, BI-CAP expended \$323,356 in EAP WX Carry Over Funds on standalone furnace repairs/replacements, energy conservation, and health and safety repairs for 46 households.

For the program year 7/1/13 through 12/23/14, \$302,584 in EAP WX Funds are available for services. No households were served with EAP/WX Carryover/EAP WX Funding during this time period as other weatherization services funds were available to meet the needs of our clients. We anticipate serving 56 households, utilizing all of our EAP WX Funds, by 12/23/14.

## CONSERVATION IMPROVEMENT PROGRAMS (CIP)

BI-CAP has the ability to determine eligibility and complete CIP work for Otter Tail Power, Clearwater Polk Electric, Lake Country Power and Beltrami Electric. All of the CIP Programs help income qualified customers save money on their energy bills and BI-CAP Energy Auditors perform electrical consumption analysis of the homes being served with CIP Funds. The chart, below, provides information on the number of households served, funds expended in 2013, and a listing of some of the items that may be considered by the various CIP Programs.

CIP PROGRAMS	Otter Tail	MN Power	Lake Country	Beltrami Electric	Clearwater Polk Electric
Total CIP \$ Expended in 2013	\$19,238.87	\$0.00	\$0.00	\$24,917.47	\$0.00
# of households served in calendar Yr 2013	28	0	0	40	0
Grant Award for 2014	\$21,000.00	Pre-approval	\$10,000.00	\$25,688.26	Pre-approval
<b>ITEMS THAT MAY BE CONSIDERED:</b>					
Compact fluorescent bulbs	X	X	X	X	X
Aerators	X	X		X	X
Refrigerator replacement	X	X	X	X	X
Freezer replacement	X	X	X		
Water heater replacement	X	X	X		
Window air conditioner replacement			X		
Washing machine replacement			X		
Attic and wall insulation	X			X	X
Air sealing	X				
Engine block heaters	X				
Shower heads	X	X		X	X

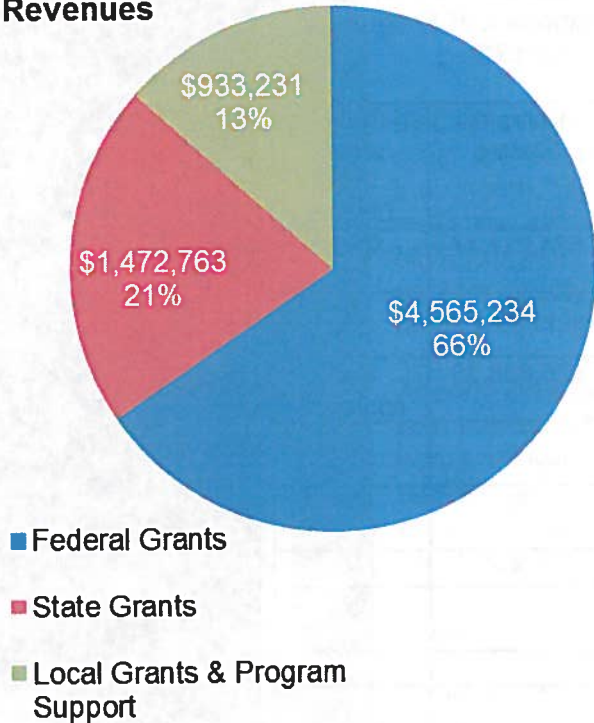
While BI-CAP does not administer the CIP Program for Crow Wing Power and Minnesota Power, BI-CAP does make direct referrals for their CIP services.



## FINANCIAL STATEMENT

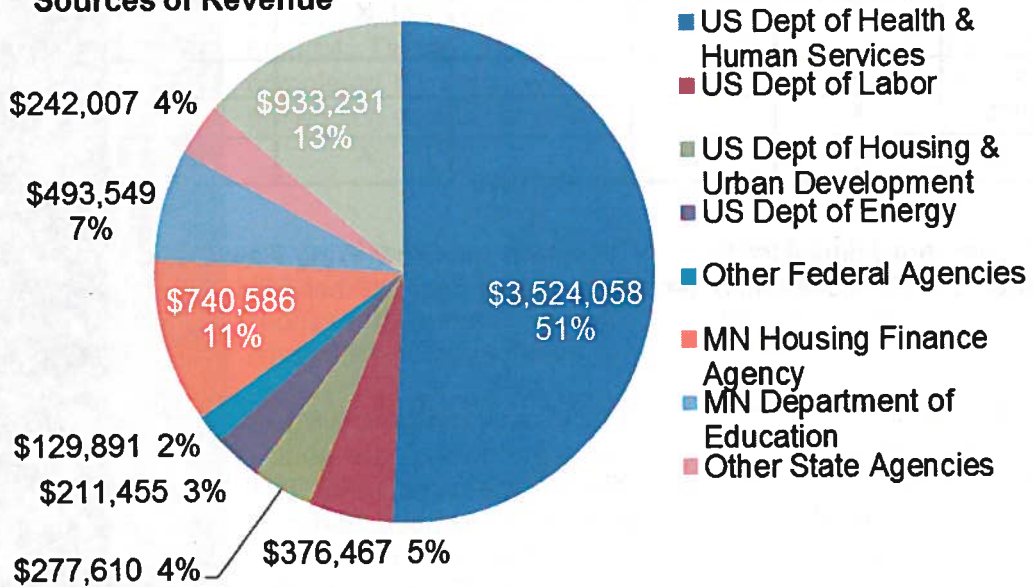
Bi-County Community Action Programs, Inc. is audited each fiscal year by independent Certified Public Accountants. The audit is conducted in accordance with U.S. Generally Accepted Auditing Standards (GAAP). The summarized data that appears on pages 11 and 12 were compiled using the preliminary financial statements for the fiscal year ending September 30, 2013. The final compilation and audit for these figures will be in May 2014. The audited financial statements for the Agency are available upon request from the Agency.

### Revenues



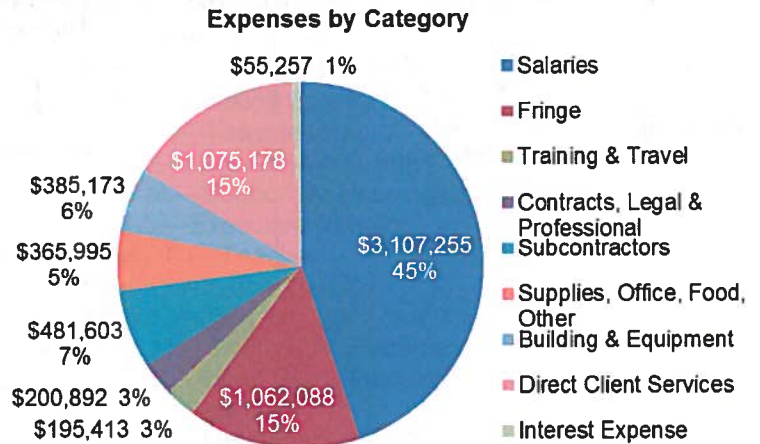
Sources of Revenue	
U.S Department of Agriculture	\$ 110,115
U.S Department of Energy	\$ 211,455
U.S Department of Health and Human Services	\$ 3,524,058
U.S Department of Homeland Security	\$ 19,776
U.S Department of Housing and Urban Development	\$ 277,610
U.S Department of Labor	\$ 376,467
Minnesota Department of Commerce	\$ 3,873
Minnesota Department of Education	\$ 493,549
Minnesota Department of Employment and Economic Development	\$ 99,530
Minnesota Department of Human Services	\$ 135,000
Minnesota Housing Finance Agency	\$ 740,586
Conservation Improvement Programs	\$ 33,352
Local Grants & Program Support	<u>\$ 903,483</u>
<b>Total Sources of Revenue</b>	<b>\$ 6,928,854</b>

### Sources of Revenue

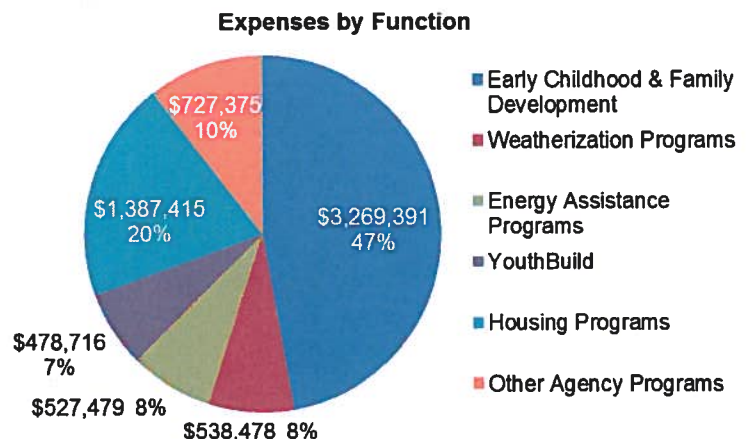


<b>Funding Agencies &amp; Programs</b>	
U.S Department of Agriculture	Minnesota Department of Commerce
<i>Child Care Food Program</i>	<i>MN Weatherization Program</i>
U.S Department of Energy	<i>Propane Program</i>
<i>DOE Weatherization</i>	Minnesota Department of Education
U.S Department of Health and Human Services	<i>State Head Start</i>
<i>Federal Head Start</i>	Minnesota Department of Employment and Economic Development
<i>Energy Assistance Programs</i>	<i>State YouthBuild</i>
<i>Community Services Block Grant</i>	Minnesota Department of Human Services
U.S Department of Homeland Security	<i>MN Community Action Grant</i>
<i>Emergency Food &amp; Shelter Program</i>	<i>Supplemental Nutrition Assistance Program</i>
U.S Department of Housing and Urban Development	<i>Transitional Housing Programs</i>
<i>Emergency Solutions Grant</i>	Minnesota Housing Finance Agency
<i>Supportive Housing Grants</i>	<i>Rental Assistance Program</i>
<i>Transitional Housing Grants</i>	<i>Long Term Housing Program</i>
U.S Department of Labor	Local Grants & Program Support
<i>Federal YouthBuild</i>	

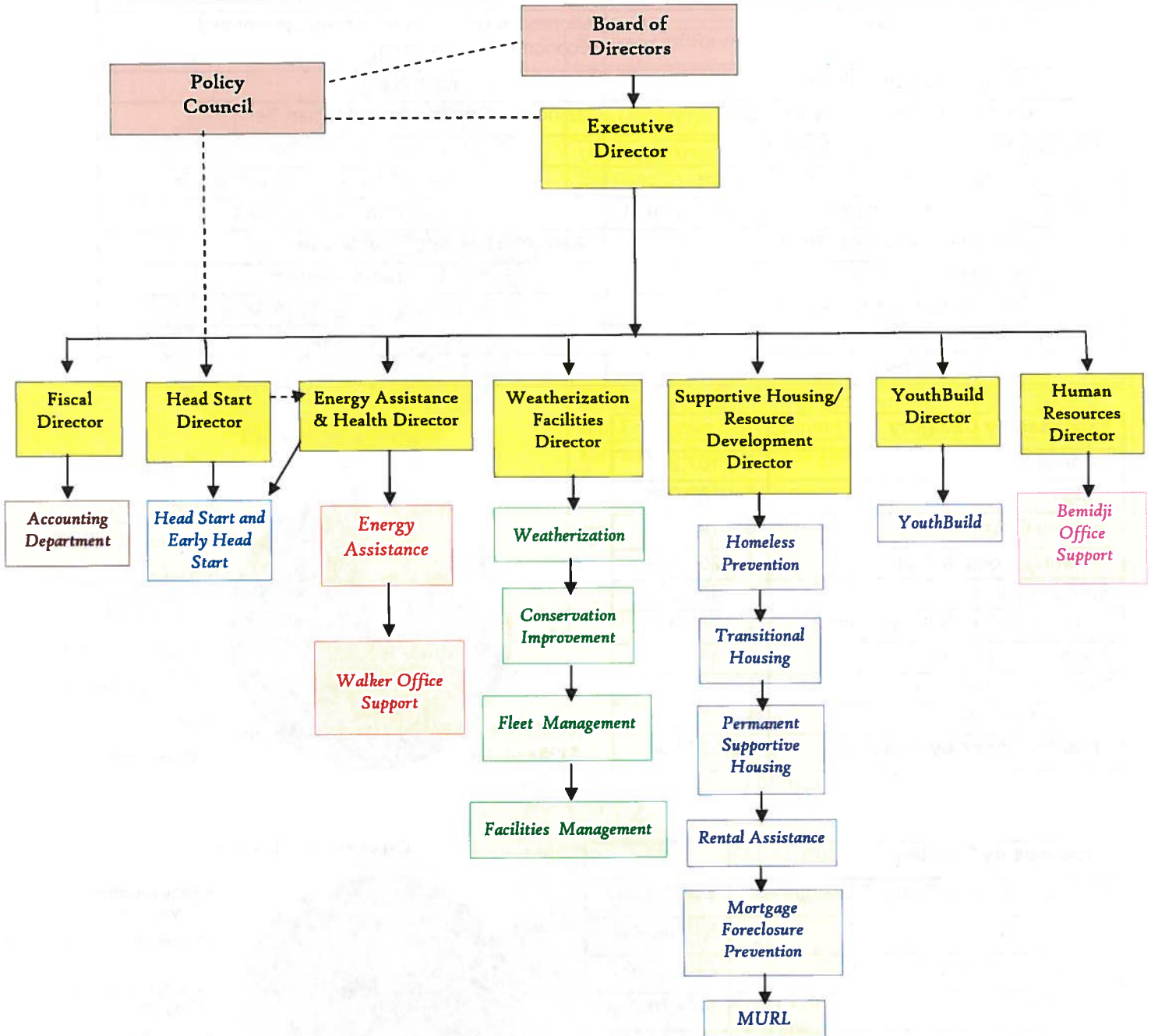
<b>Expenses by Category</b>	
Salaries	\$ 3,107,255
Fringe	\$ 1,062,088
Training & Travel	\$ 195,413
Contracts, Legal & Professional	\$ 200,892
Subcontractors	\$ 481,603
Supplies, Office, Nutrition, Other	\$ 365,995
Building & Equipment	\$ 385,173
Direct Client Services	\$ 1,075,178
Interest Expense	\$ 55,257
<b>Total Expenses by Category</b>	<b>\$ 6,928,854</b>



<b>Expenses by Function</b>	
Early Childhood & Family Development	\$ 3,269,391
Weatherization Programs	\$ 538,478
Energy Assistance Programs	\$ 527,479
YouthBuild	\$ 478,716
Housing Programs	\$ 1,387,415
Other Agency Programs	\$ 727,375
<b>Total Expenses by Function</b>	<b>\$ 6,928,854</b>



# BI-CAP ORGANIZATIONAL CHART



## YEARS OF SERVICE

### STAFF – OVER 30 YEARS OF SERVICE

Terry L.—Family & Classroom Support Coordinator	38 years
Linda L.—Energy Assistance & Health Director	35 years
Pam E.—Office Manager	33 years

### STAFF – 25 TO 29 YEARS OF SERVICE

Keith B.—Family Support Manager	28 years
Dixie W.—Teacher	28 years

### STAFF – 20 TO 24 YEARS OF SERVICE

Peg M.—Education Support Manager	22 years
Hyacinth S.—Supportive Housing/Resource Development Director	21 years

### STAFF – 15 TO 19 YEARS OF SERVICE

Paula H.—Family & Classroom Support Coordinator	19 years
Darlene S.—Teacher	19 years
Kay M.—Accounting Assistant II	18 years
Luanne S.—Teacher	17 years
Tina Sweatt—YouthBuild Director	16 years
Mary D.—Teacher	15 years
Sandy H.—Health Coordinator	15 years
Jennifer N.—Supportive Housing Counselor	15 years
Britta S.—Family & Classroom Support Coordinator	15 years

### STAFF – 10 TO 14 YEARS OF SERVICE

Becky A.—Energy Assistance Counselor	14 years
Bonnie B.—Teacher	14 years
Rita H.—Family & Classroom Support Coordinator	14 years
Tim J.—Teacher Assistant	14 years
Jill K.—Teacher	14 years
Nicki L.—Family & Classroom Support Coordinator	14 years
Lisa M.—Family & Classroom Support Coordinator	14 years
Betsy S.—YouthBuild Records Technician	14 years

### STAFF – 10 TO 14 YEARS OF SERVICE (Cont.)

Clare B.—Head Cook	13 years
Beth S.—Health Coordinator	13 years
Kenny B.—YouthBuild Construction Trainer/Job Readiness Counselor	12 years
Laina H.—Teacher	11 years
Debbie J.—Energy Assistance Counselor	11 years
Cathy S.—Supportive Housing Records Technician	11 years
Jody B.—Teacher	10 years
Tracey C.—Teacher	10 years
Lauri C.—Family & Classroom Support Coordinator	10 years

### STAFF – 5 TO 9 YEARS OF SERVICE

Jennifer A.—Family & Classroom Support Coordinator	9 years
Caryn J.—Teacher	9 years
Linda B.—Family & Classroom Support Coordinator	8 years
Dawn G.—Family & Classroom Support Coordinator	8 years
Lesli R.—Records Technician/Office Support	8 years
Sandy W.—Supportive Housing Counselor	8 years
Jeff F.—Housing Energy Auditor	7 years
Anna H.—Teacher	7 years
Kirk K.—Supportive Housing Counselor	7 years
Barb M.—Supportive Housing Counselor	7 years
Deb A.—Executive Director	6 years
Jacqui C.—Teacher	6 years
Sami F.—Teacher	6 years
Traci K.—Teacher	6 years
Chris M.—YouthBuild Placement Advisor	6 years
Barb M.—Head Start Director	6 years
Kim N.—Teacher	6 years
Jerry R.—Maintenance Worker I	6 years
Darla J.—Energy Assistance Counselor	5 years
Courtney W.—Teacher	5 years

**Vision Statement:**

To Eliminate Poverty in Beltrami and Cass Counties

**Mission Statement:**

"BI-CAP helps low income people obtain self-sufficiency"

**BI-COUNTY COMMUNITY ACTION PROGRAMS, INC.**

**Beltrami County Office**

6603 Bemidji Avenue N  
P.O. Box 579  
Bemidji, MN 56619  
Phone: 218-751-4631  
1-800-332-7161

**Cass County Office**

8245 Industrial Park Rd NW  
P.O. Box 995  
Walker, MN 56484  
Phone: 218-547-3438  
1-800-332-7135

**Additional BI-CAP Offices and  
Head Start/Early Head Start Centers are located in:**

Bemidji • Blackduck • Kelliher • Walker • Backus • Remer • Pillager

***"Community Action: Helping People. Changing Lives."***

**Website: [bicap.org](http://bicap.org)**

