

*Serving Beltrami and Cass Counties*

# **Bi-County CAP, Inc.** **Annual Report**

*May 2010 - April 2011*



***“BI-CAP helps low income people obtain self-sufficiency”***

## BOARD MEMBERS

*Steve Newby*  
Board Chair  
Bemidji—since 2002

*Dick Downham*  
Board Vice-Chair  
Remer—since 2009

*Karen Lego*  
Federal Dam—since 1993

*Lorraine Mix*  
Remer—since 2002

*Quentin Fairbanks*  
Hines—since 2009

*Vicki Peterson*  
Federal Dam—since 2009

*Cody Nelson*  
Bemidji—since 2009

*Tichelle Pound*  
Remer—since 2009

*Michelle Johnson*  
Pine River—since 2009

*Kjell Thompson*  
Bemidji—since 2009

*Karen Holle*  
Hackensack—since 2009

*Deb Hartman-Steigauf*  
Bemidji—since 2010

*Judi Scarborough*  
Bemidji—since 2010

*Katie Leckner*  
Bemidji—since 2010

*Rita Albrecht*  
Bemidji—since 2010

*Rodney White*  
Cass Lake—since 2010

*Sarah Reiners*  
Bemidji—since 2011

### OUTGOING BOARD MEMBERS

*Joyce Westgaard - since 1969*

*Wendy Irish - since 2003*

*Nancy Smith - since 2005*

*Kay Mack - since 2008*

*Rebecca Hoffman - since 2008*

*Tiffany Mason - since 2009*

*Shannon Lewis - since 2009*

*Kayla Sundvall - since 2010*

*Kermit Solomon - since 2010*

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

This past year has been both challenging and incredibly exciting for Bi-CAP! The dedication and commitment displayed by Staff, Board, Policy Council, Volunteers, Partners, and Funders resulted in quality workmanship and forwarding of our Mission "To Help Low Income People Attain Self-Sufficiency", while we continued to strive to accomplish our Vision of "Eliminating Poverty In Beltrami and Cass Counties".

One of the most notable accomplishments was the completion of, and relocation of staff into, the new Walker Office. It turned out beautiful, thanks much to the oversight of our Facilities Director, Harry Entwistle, and assistance from YouthBuild staff and students. We were also fortunate to have the help of Cass County Sentence to Serve to complete the physical move, which was greatly appreciated as well. Staff are delighted to have such a wonderful place to work from! It was a much needed improvement.

At the end of September 2010, Bi-CAP received a very generous grant and loan funds from the United States Department of Rural Development, which allowed us to purchase the Caring Hands Daycare Center in Blackduck. This was a very good investment and resulted in a significant reduction in the monthly cost for the facility.

September 30, 2010, marked the end date for utilization of the \$319,218 in Community Services Block Grant American Recovery and Reinvestment Act (CSBG-ARRA) Funding, which was awarded to be used during the time period July 1, 2009 through September 30, 2010. This resource allowed \$201,254.50 in funding to attract and retain staff, contract out for services that we would not otherwise have been able to (for things such as a community needs assessment, compensation study and plan, financial literacy training, and assistance to clients seeking Social Security Disability Funds), training, etc., while providing operational support at the Caring Hands Daycare Center (with the loss of Anderson Fabrics financial support). Of equal importance, the funds allowed us to provide \$40,000 in badly needed direct client support through the many Shelters, Food Shelves, Soup Kitchens, and Elderly Meal Programs in our area, in addition to Backpack Buddies (Food) Program at Central School and Family Safety Networks, resulting in reported services to 1,503 households, 4,226 individuals, while providing funds for approximately 53,321 meals to those less fortunate in Beltrami and Cass Counties. An additional \$77,963.50 was used to assist 188 clients experiencing dental, medical, utilities, rent, deposit, transportation, mortgage, emergency, and other crisis situations. What an incredible use of the funding!

Partnerships remain critical to the success of the programming that we provide. An example of this is the \$20,000 in crisis funding that we were provided by Beltrami County, once again, in December of 2010. This allowed us to serve 27 families who: were living in unsafe housing, were at risk of losing their housing, or didn't have the funds to pay for their utilities, heat their home, repair their vehicle (used for employment purposes), or provide damage deposits (ending or preventing homelessness). We remain forever grateful for Beltrami County's generosity, which helped us support families striving to become self-sufficient.

Amongst the challenges endured, during the time period May of 2010 through April of 2011, the Board experienced the loss of some of its most dedicated, committed, longer term Board Members, due primarily to other commitments. Those vacating their positions included: Joyce Westgaard, Wendy Irish, Nancy Smith, Kay Mack, and Rebecca Hoffman. Although they are missed, we are extremely appreciative and thankful for their continued support and the years of service that they were able to provide to Bi-CAP.

A heartfelt thank you goes out to each Board Member, Head Start Policy Council Member, Staff Person, Volunteer, Business Partner and Funder. Because of YOU, we were able to continue to live our mission, each and every day, as we successfully delivered quality services in 2010-2011. Thank you!!

Sincerely,  
*Steve Newby, Board Chair*

*Deb Allison, Executive Director*

## YOUTHBUILD

YouthBuild is a comprehensive, youth development program with five components: Leadership Development, Education, Construction, Personal Support or Counseling and Graduate Services. Low-income young adults ages 16-24 who have not completed high school are eligible to apply. YouthBuilders spend 32 hours/week in the program for 12 months.

Bi-CAP YouthBuild partners with Voyageurs Expeditionary High School in Bemidji for education services. With financial support from National School Initiative, Bi-CAP YouthBuild focuses not only on supporting the YouthBuilders in earning their high school diploma but also supports them in post-secondary education preparedness.

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 built a new single family house every year. Construction provides the participants the opportunity to learn about team work, being on-time, working for different supervisors, developing leadership skills, how to handle someone else's equipment and tools appropriately and how to plan a project.

Service Learning or volunteering is also built into the program. The YouthBuilders visited nursing homes in Red Lake and Kelliher this year. They are bell ringers at Christmas time for the Salvation Army. They also send out ongoing care packages to soldiers overseas. In addition, the youth participated in the effort to remodel the new Walker office building this year. YouthBuilders helped with the inside demolition, doors, outside earth moving, sign, and constructed three covered entries.

In this past year YouthBuild was given the opportunity to participate in a micro-enterprise entrepreneurship grant through USDA. The YouthBuilders were required to take a semester of economics and finish an integrated workbook on small business start-up. The youth then built and operated a greenhouse. The participants were able to grow and sell tomato and pepper plants successfully. In 2011, USDA allocated the program \$10,000 to continue and expand this program. This year the youth hope to be able to market vegetables and bedding plants through a local farmers market. The youth have also purchased two new vending machines and are operating them on the Bi-CAP premises.

Leadership Development opportunities are woven throughout all of the components in YouthBuild. One activity in particular focuses on leadership and that is the Youth Policy Council. The YouthBuilders elect officers to run their meetings which are held every other week. Youth Policy Council in-puts on program rules and policies. The YouthBuilders learn how to conduct a meeting and how to conduct themselves at a meeting.

Fifteen students graduated from high school. Thirteen students finished NCCER (National Center for Construction Education and Research). One student received CNA certification—three are working in the field. Three performed job shadows. One student is attending BSU. Three students attended Northwest Technical College, one working towards Boilers License, three received Firefighters Certification and have worked in the field. Seventeen obtained EPA Renovators Certification.

## A SUCCESS STORY -

My name is Tyler Dybdahl. I just graduated from High School this year. I also got my NCCER Certification, and I passed my U.S. Forest Service S-130 and S-190 Firefighter Certification. This summer I am an Intern at the Bi-CAP YouthBuild Program. I am enrolled at Northwest Technical College this fall in the Engine Service Technicians course.

I came to the program at the recommendation of my probation officer and the courts. I had been in trouble off and on for a while and I had dropped out of school in the 10th grade. The program helped me stay out of trouble, finish school, learn construction, pay my fines, and become a better citizen. I recommend the program to my friends that want to change their lives too.



Tyler Dybdahl



## Beltrami County

"If it wasn't for this program & visiting the food shelf, I know I would have lost my home. Thank you very much"

"My work went down to nothing and I really needed help, it wasn't easy for me to ask for help, but am glad I did."

"My husband is laid off and without your help, my children would have froze this winter. You really helped us!"

## Intake Process



## Taste of Home

## ENERGY ASSISTANCE PROGRAM

Bi-CAP administers the Minnesota Energy Program for Cass and Beltrami Counties excluding the Indian Reservations. The Energy Assistance Program assists participating households in maintaining affordable, continuous and safe home energy. The EAP program ensures that households with the lowest incomes and the highest energy costs receive the greatest benefit. Services include:

- Financial assistance to pay a portion of the households energy bills
- Emergency assistance for utility disconnections or refusal of fuel delivery
- Educate clients to use home heating energy efficiently and safely
- Advocate with energy suppliers and human service providers on behalf of the consumers
- Emergency heating system repair or replacement for homeowners
- Assist households in budgeting regular payments to both heat and electric vendors

Bi-CAP had another record breaking year for the number of households served in 2010-2011. As of April 30, 2011, we have served 4,219 households with primary heat assistance as compared to 4,042 in 2009-2010. Increased outreach efforts targeted specific populations. Bi-CAP served 1,501 senior households, 1,277 households with a disabled member and 939 households with a child that was under the age of 6.

Energy Assistance payments of over \$2,887,371 were made to local vendors in Beltrami and Cass Counties.

## CRISIS PROGRAM

This program is available to households that have been found eligible for the Energy Assistance Program and have exhausted their EAP grant. Crisis assistance is used when households are in an emergency situation such as utility shutoff notice or refusal of fuel delivery. 1,290 households have been served with crisis funds. 634 households participated in budget counseling and set up monthly reasonable payments to their energy vendors. Of those households that set up payment plans, 40 have successfully completed their plan and received additional assistance.

## REACH OUT FOR WARMTH

Reach Out for Warmth (ROFW) is a community based emergency fuel fund established to assist households that are slightly over the income guidelines for the Energy Assistance Program. This program has served 44 households for 2011.

## ENERGY RELATED REPAIR

Energy Related Repair is available to home owners who experience a life threatening situation due to a no-heat emergency. Assistance can be used for emergency heating system repair or replacement. This program has served 250 households.

## THE FAMILY TOY BOX PROGRAM

The Bi-CAP Head Start Family Toy Box program provides unique mental health services to children ages three to five and their parents. The Family Toy Box program uses play to improve relationships, improve communication, reduce stress, gain trust and respect, and practice setting limits. A key feature of the program is the involvement and training of parents so that they become an ally in the therapeutic process. Parents of very young children learn how to better interact with their child and to teach their child appropriate social skills to prepare them for Kindergarten and beyond.

## CARING HANDS CHILD CARE

The Caring Hands Child Care Center is located in Blackduck. The center is licensed for 49 children: 8 infants (6 to 16 months), 8 toddlers (16 months to 33 months), 18 preschoolers and 15 school-age children. The center is open from 6:45 AM until 5:00 PM Monday through Friday.

The child care center provides a safe, caring and developmentally appropriate setting for children between the ages of 6 weeks and 12 years. To meet the needs of the parents, Head Start and Early Start services are provided at the center.

## CAR LOAN DOWN PAYMENT PROGRAM (Beltrami & Cass Counties)

The Car Loan Program is offered through Bi-CAP and MN Rural CEP. This program is designed to help individuals obtain an auto loan when other means have been exhausted. The eligibility guidelines require that the applicant must be receiving MFIP or be MFIP eligible. The applicant must also have a valid MN driver's license, employed, written denial from a lending agency for an auto loan, and be a resident of Beltrami or Cass Counties for three months. Requirements also include that the applicant be referred to the program by County Social Services or CEP. The maximum assistance for each applicant is \$6,000 or as the individual budget allows.

Seven households were served in Beltrami County from 1-1-10 to 12-31-10 with \$28,673 spent. In Cass County, three households were served spending \$12,000.



Caring Hands -  
Child Care



Just a little Color...!

## Celebrating Head Start employees -

One Head Start employee celebrated 35 years of employment at Bi-CAP Head Start this year, and three additional Head Start employees celebrated 25 years of service. Three of the four employees are former Head Start parents.

## Classroom Collaboration -

The Kelliher and Pillager Head Start collaborative classrooms have been selected to participate in the Minnesota TACSEI (Technical Assistance Center on Social Emotional Intervention for Young Children) Pyramid Model Partnership Expansion Site project. The goal of the State/TACSEI Partnership is to plan, implement and sustain a professional development system to enhance the knowledge and skills of the early childhood work force in meeting the social and emotional needs of young children, particularly those with or at risk for delays of disabilities in inclusive and natural environments. Center staff will receive two years of training and technical assistance to support understanding and implementation of the TACSEI pyramid model.



## 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.

### 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 to 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.



Healthy Children -  
Happy Faces...

### Risk Management -

The annual Head Start Risk Management meeting was held on Wednesday, December 1. The program was commended for the excellent services that are provided to children and families, particularly in the areas of services to children with special needs, and services to families. There were no areas where follow up was required.

## HEAD START/EARLY HEAD START RECORDS AND STATISTICS

### During the current (2010-2011) Bi-CAP Head Start Program Year:

- 99 percent of families received parenting information.
- 369 infants and children completed medical and dental exams
- 90 percent of infants and 98 percent children are up-to-date on immunizations
- 20 percent of the Head Start enrollment and 11 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).
- 77 percent of Head Start and Early Head Start classroom teachers have at least an AA degree in Early Childhood Education.
- 28 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 98.5 percent for Head Start and 95.5 percent for Early Head Start.
- 98 percent of Head Start parents and 100 percent of Early Head Start parents agree Bi-CAP Head Start is father-friendly.

CURRENT ENROLLMENT	336
<b>Ages:</b>	
3-5	242
0-3	94

RACIAL/ETHNIC COMPOSITION	HS	EHS
American Indian/Alaska Native	17%	25%
Black/African American	3%	4%
White	74%	59%
Asian	0%	0%
Bi-Racial/Multi-Racial	3%	9%
Hawaiian or Pacific Islander	0%	1%
Unspecified/Other	3%	2%



### ERATE Funding -

Bi-CAP received ERATE funding for eligible telecommunication and internet access charges in the amount of \$10,693 for the 2010-11 program year, and is anticipating reimbursement of approximately \$33,000 for the 2011-12 program year.

### Family Service Credentials -

Thirteen Family and Classroom Support Coordinators have earned the Family Services Credential and have improved services to families as a result.



NUMBER OF CLASSROOMS	HS	EHS
	14	5
NUMBER OF CENTERS		
Bemidji – 3	X	X
Blackduck – 2	X	X
Kelliher – 1	X	
Walker – 1	X	
Remer – 1	X	
Backus – 1	X	X
Pillager – 1	X	

PAID STAFF	75
Teachers, Teacher Aides and Home Visitors	44
Health Coordinators and Assistants	4
Family Support	14
Cooks	5
Janitorial/Maintenance	3
Managers	4
Director	1
VOLUNTEERS (2009-10 Data)	HS EHS 617 174
VOLUNTEER HOURS (2009-10 Data)	77,462

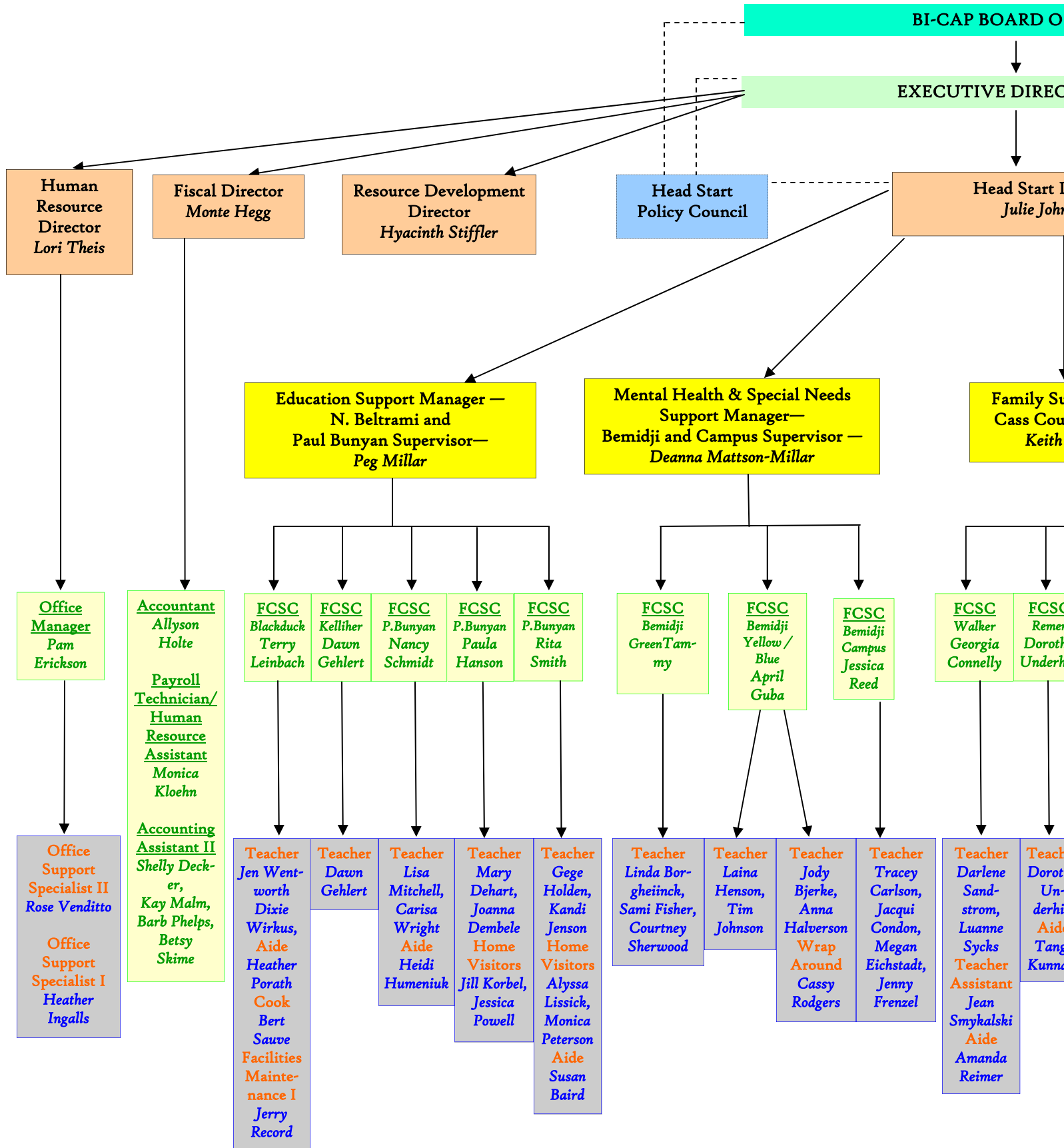
### Classroom Observation Tool -

Head Start classroom staff are now using CLASS Observation tool as a consistent, research-based, and developmentally appropriate model for classroom observations and expectations. The results of the observations are used to assist staff in individualizing for children and in setting professional development goals for themselves.

### Program Funding -

Program Improvement funding helped to buy a new bus for the Kelliher Head Start Center in September, 2010.





**FC DIRECTORS**

**Director-Deb Allison**

**Director  
Johnson**

**Energy Assistance &  
Health Director  
Linda Lien**

**Weatherization  
Facilities Director  
Harry Entwistle**

**Supportive  
Housing  
Director  
Barb Moran**

**YouthBuild  
Director  
Tina Sweatt**

**Support Manager—  
County Supervisor—  
Bartholomaus**

**FCSC**  
Backus  
Angie Brogle

**FCSC**  
Backus  
Nicki Lodge

**FCSC**  
Pillager  
Britta Swenson

**Health/  
Nutri-  
tion  
Coord**  
P.Bunyan  
EHS  
Sandy Hoffmann

**Health/  
Nutri-  
tion  
Coord**  
Beltrami  
Co.  
Alicia Martin

**Health/  
Nutri-  
tion  
Coord**  
Walker  
Cass Co.  
Beth Swanson

**Child  
Care  
Coordi-  
nator**  
Caring  
Hands  
Linda Ferdig

**Energy  
Assistance  
Counselor**  
Becky Adams,  
Patty Hargreaves,  
Darla Jares,  
Debbie Johnson,  
Lesli Robison

**Office  
Support  
Specialist  
I**  
Mindi Blackburn

**Weatherization  
Records  
Technician**  
Danette Hemp

**Weatherization  
Housing  
Technician**  
Terry Haugen

**Housing  
Energy  
Auditor**  
Jimmy Black,  
Jeff Farr,  
Dustin Prim,  
Gregg Shogren

**Facilities  
Maintenance II**  
Jak Kuhl

**Supportive  
Housing  
Counselor**  
Deb Brooks,  
Kirk Karstens,  
Barb Meuers,  
Elizabeth Misco,  
Teri Morrison,  
Jennifer Noble,  
Michele Sheets,  
Willie Sigers,  
Brenda Stading,  
Sandy Wade

**Supportive  
Housing  
Records  
Technician**  
Cathy Stinar

**YB  
Construction  
Trainer/Job  
Readiness  
Counselor**  
Kenny Baker

**YB Training  
Counselor**  
Ben Carver

**YB Life Skills  
Counselor**  
Bruce Christianson

**YB Job  
Placement  
Counselor**  
Chris Mack

**YB Education  
Assistant**  
Carol Campbell

**YB  
Maintenance  
Worker**  
Justin Pierce

**Teacher**  
Caryn Johnson,  
Tracy King,  
Krista Merritt  
**Facilities  
Maintenance I**  
Thomas Annexstad

**Teacher**  
Jennifer Anderson,  
Kimberly Norman  
**EHS  
Home  
Visitors**  
Bonnie Bristow,  
Kelly Hulke

**Aide**  
Britta Swenson

**Head Start  
Medical  
Records  
Technician**  
Vacant  
**Cook**  
Lisa Rother  
**Assistant  
Cook II**  
Chad Kraeplin  
**Assistant  
Cook I**  
Nancy Cartwright

**Cook**  
Carol Larson

**Teacher**  
Lauri Carrigan,  
Amber Kisley,  
Helen Lahr,  
Sherry Nord,  
Justine Wagner,  
Courtney Weber,  
**Cook**  
Clare Backes  
**Facilities  
Maintenance I**  
Patricia Wade

Bi-CAP makes a Difference...



“It’s like you put your arms around my home to keep me safe and warm.”



Rehab Program

## DOE WEATHERIZATION

Bi-County CAP, Inc. Weatherization department works with clients to improve the energy efficiency, health and safety, and to decrease the energy consumption of their home. Homeowners who applied for Energy Assistance are referred to this program. Priority is given to elderly and handicapped households with high energy consumption and single head of households with children. The following energy saving measures are eligible activities: air sealing, upgrading furnace efficiency, insulation for homes shell, health and safety measures, and in some cases door and/or window replacement in mobile homes only. Agency Energy Auditors perform pre-and post-inspections 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 prevent over tightness. All measures performed must be determined to ensure cost effectiveness utilizing the Weatherization Assistant software. The Weatherization Program goal is to serve 23 households in the fiscal year of 2010-2011 totaling approximately \$78,310.

## MINNESOTA HOUSING FINANCE AGENCY (MHFA) REHAB PROGRAM

The Minnesota Housing Finance Agency Rehab Program assists low income homeowners in financing basic home improvements that directly affect the safety, habitability, energy efficiency, or accessibility of their homes. Applicants shall own and occupy the property to be rehabilitated, be current on property taxes, mortgage payments, and carry homeowner’s insurance. Assets must not exceed \$25,000, and they must meet eligible income limits. The maximum loan is \$24,999. An additional \$10,000 may be added to satisfy any necessary lead-based paint hazard reduction requirements. The maximum loan term is for 15 years for properties taxed as real property, 10 years for mobile homes taxed as personal property. All loans are 0% interest and forgiven if the borrower does not sell, transfer title, or ceases to occupy the property during the loan term.

## SMALL CITIES DEVELOPMENT PROGRAM

The Small Cities Development Program provides funds to rehabilitate owner occupied homes, commercial buildings, and rental properties. To receive SCDP funds, applicants must own and maintain year-round residency in their home, be current on property taxes, mortgage payments, and carry homeowner’s insurance. The total income for the household must not exceed HUD Section 8 limits set for that program. Commercial building owners must own the property, be current on property taxes, mortgage payments, and their insurance must be current. The owner of rental units must own the units, be current on property taxes, mortgage payments, and the insurance must be current. There are tenant income requirements and units must meet fair market rents as defined by HUD. SCDP funds are set up as Deferred Loans. The City of Blackduck SCDP closed December 31, 2010. We were able to serve 12 owner occupied for a total of \$311,841.08 and three commercial for a total of \$49,396. The City of Bemidji will serve 10 commercial property owners for a total of \$399,450. There is a 50% match with a SCDP maximum of \$40,000 per property. The Cities of Walker/Hackensack will serve 8 owner occupied households, 3 rental units, and 13 commercial properties for a total of \$515,000. Owner occupied households will have a 20% match with a SCDP maximum of \$20,000, rental units will have a 50% match with a SCDP maximum of \$20,000 and commercial will have a 50% match and SCDP maximum of \$25,000.

## **FRAIL & ELDERLY (Beltrami County)**

The Frail and Elderly Program is for seniors, age 60 and over in Beltrami County. Dollars are targeted toward seniors who would be unable to continue to live independently in their own homes without modifications to their living space. Such as: grab bars, raised toilet seats, and levered door handles instead of knobs. Labor must be provided by the homeowner. \$300 is available per household. The Weatherization Department served 6 households for a total of \$1,302.

## **ARRA WEATHERIZATION**

Bi-County CAP, Inc. was awarded \$3,131,000 in federal funding from the American Recovery and Reinvestment Act. This money was awarded for the period of 7/01/2009 to 6/30/2012. The guidelines for DOE apply to all ARRA Weatherization. This program has significantly increased the amount of dollars that can be spent on each housing unit, as well as providing employment opportunities in our bi-county service area. Our goal is to serve 435 households by June 30, 2011. As of April 2011, 364 units have been completed.

## **OTTER TAIL POWER (CIP)**

The Otter Tail Power Conservation Improvement Program is designed to help income qualified Otter Tail Power customers save money on their energy bills. Agency Energy Auditors perform an electric analysis and a few of the items provided for the household include: compact fluorescent bulbs, aerators, engine block heaters, refrigerator replacement, freezer replacement, and water heater replacement that can be put on off-peak. If electric is the primary heat, additional weatherization measures may be provided such as insulation and air sealing. The Weatherization Department served 27 households for a total of \$16,531.40 for the calendar year 2010. Grant award for 2011 will be for \$17,000.

## **MINNESOTA POWER (CIP)**

The Minnesota Power Conservation Improvement Program is designed to help income qualified Minnesota Power customers save money on their energy bills. Agency Energy Auditors perform an electric analysis and a few of the items provided for the household include: compact fluorescent bulbs, aerators, refrigerator replacement, freezer replacement, and water heater replacement. Since January 2010 we have served 17 households for a total of \$8,431.02.

## **LAKE COUNTRY POWER (CIP)**

The Lake Country Power Conservation Improvement Program is designed to help income qualified Lake Country Power customers save money on their energy bills. Agency Energy Auditors perform an electric analysis and a few of the items provided for the household include: compact fluorescent bulbs, refrigerator replacement, freezer replacement, water heater replacement, window air conditioner replacement, and washing machine replacement. Since January of 2010 we served 20 households for a total of \$20,240.83. This is a first come/first serve program until funding is depleted.

## **BELTRAMI ELECTRIC COOP (CIP)**

The Beltrami Electric Coop Conservation Improvement Program is designed to help income qualified Beltrami Electric customers save money on their energy bills. Agency Energy Auditors perform an electric analysis, and a few of the items provided for the household include: compact fluorescent bulbs, aerators, refrigerator replacement and attic and wall insulation. In 2010, 6 households were served for a total of \$8,925.30. Grant aware for 2011 will be for \$23,979.36.

## **CROW WING POWER (CIP)**

The Crow Wing Power Conservation Improvement Program is designed to help income qualified Crow Wing Power customers save money on their energy bills. To assist clients with refrigerator replacements and/or water heater replacements we make direct referrals to Crow Wing Power.

## **Providing HELP...**

“We are on an automatic fill program with our propane vendor. They have come twice and left without needing to put any in!!!”



“Their findings literally saved my life.”

“I wanted to call you and thank you, but I would “puddle up” in gratitude for what you have done for me.”

## A SUCCESS STORY

Originally from another state and with an abusive history following Sandra and her two daughters, Sandra moved to Beltrami County, after being told she would never amount to anything.

Eligible for the Long-Term Homeless program with Supportive Services, Sandra was housed immediately. Through the housing first strategy and case management, the Long-Term Homeless program provided Sandra with the capacity to step out of her abusive background and move forward. Three years later, and now on a Section 8 rental assistance voucher, Sandra has worked hard and has acquired not only her G.E.D., but a CNA license, family counseling, and is registered for fall semester for her LPN. Sandra attributed her accomplishments, in part, to the help of Bi-CAP's case management, where she stated she felt she would not have survived without the help of the program's case manager.



*Bi-CAP  
Case Management  
Teams*



## SUPPORTIVE HOUSING

Bi-CAP's continuum of services includes a broad range of opportunities to provide housing assistance for families and individuals. Through an initial intake, Supportive Housing staff can assess the needs of clients and determine the level of support that will best address them. Supportive services range from Prevention, Emergency Shelter (motel vouchers), Transitional Housing, Rental Vouchers, and Permanent Supportive Housing, to Home Ownership and Mortgage Foreclosure Counseling and Mitigation.

Our overall goal is to assist families and individuals in obtaining and maintaining stable housing. With annual client intakes of approximately 1,500 clients between Beltrami and Cass Counties, our service numbers exceed over 448 Households and 1,237 beneficiaries. These services range from one-time assistance to ongoing case management and financial support. With self-sufficiency as our focus, households work on goals and objectives that may include securing employment, furthering education and linking with mainstream and community resources.

Emergency Food and Shelter Programs served at least 35 families facing homelessness with motel vouchers and food. However, by preventing homelessness, we defer deep pocketed services and provide the most cost effective resolution in stabilizing households. Serving over 250 families, the Family Home Prevention and Assistance Program assisted families with deposit, rent, mortgage payments, utilities and case management for up to a year. This provides families with an opportunity to catch up with household finances as they are faced with hard to make financial decisions, which often lead to partial or missed rent or mortgage payments.

Our rental voucher program provides rental assistance to 30 families who are paying rents at over 50% of their income. The Long-Term Homeless Program provides 80 rental assistance vouchers based on a client's income. These vouchers provide the clients an opportunity to secure long-term permanent and affordable housing with either Section-8, Subsidized Housing or an increased income to afford rentals on their own.

The Long-Term Homeless Program continues to serve over 90 families with supportive services and ongoing case management. Other programs with continued support, such as Transitional, Scattered Site Transitional served 32 families and Permanent Supportive Housing served 34 individuals/beds.

The National Mortgage Foreclosure and Mitigation Program assists households facing mortgage foreclosure. Our trained Mortgage Foreclosure Counselors work with homeowners and mortgage holders to develop a loss mitigation plan to prevent foreclosure. We have assisted 167 households in the past year.

Bi-CAP serves clients best by working collectively within the community by partnering with other agencies and program and service providers. One such effort is the Housing Location Services for SPMI (Serious Persistent Mental Illness) clients. Contracted with Beltrami County Health and Human Services, this coordinated community effort served about 29 clients with locating and securing housing and in developing tenant/landlord relationships.

Overall, Supportive Housing continues to work with clients through housing assistance and supportive services in the efforts to improve their self-sufficiency.

## SERVICE AWARDS

### STAFF – OVER 30 YEARS OF SERVICE

Terry Leinbach—Family & Classroom Support Coordinator	35 years
Terry Haugen—Weatherization Housing Technician	33 years
Linda Lien—Energy Assistance & Health Director	32 years
Tammy Malbraaten—Family & Classroom Support Coordinator	31 years
Pam Erickson—Office Manager	30 years

### STAFF – 25 TO 29 YEARS OF SERVICE

Keith Bartholomaus—Family Support Manager	25 years
Dixie Wirkus—Teacher	25 years

### STAFF – 20 TO 24 YEARS OF SERVICE

Nancy Schmidt—Family & Classroom Support Coordinator	21 years
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### STAFF – 15 TO 19 YEARS OF SERVICE

Peg Millar—Education Support Manager	19 years
Ben Carver—YouthBuild Training Counselor	18 years
Linda Ferdig—Child Care Coordinator	18 years
Hyacinth Stiffler—Resource Development Director	18 years
Patty Hargreaves—Energy Assistance Counselor	17 years
Monica Kloehn—Payroll Technician/ Human Resource Assistant	17 years
Paula Hanson—Family & Classroom Support Coordinator	16 years
Darlene Sandstrom—Teacher	16 years
Kay Malm—Accounting Assistant II	15 years
Roberta Sauve—Cook	15 years

### STAFF – 10 TO 14 YEARS OF SERVICE

Luanne Sycks—Teacher	14 years
Bruce Christianson—YouthBuild Life Skills Counselor	13 years
Tina Sweatt—YouthBuild Director	13 years
Mary Dehart—Teacher	12 years
Sandy Hoffmann—Health/Nutrition Coordinator	12 years
Jennifer Noble—Supportive Housing Counselor	12 years
Jessica Reed—Family & Classroom Support Coordinator	12 years
Britta Swenson—Family & Classroom Support Coordinator	12 years

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

Becky Adams—Energy Assistance Counselor	11 years
Bonnie Bristow—Teacher	11 years
Virginia Holden—Teacher	11 years
Julie Johnson—Head Start Director	11 years
Tim Johnson—Teacher	11 years
Jill Korbel—Teacher	11 years
Nicki Linsten-Lodge—Family & Classroom Support Coordinator	11 years
Lisa Mitchell—Teacher	11 years
Barb Phelps—Accounting Assistant II	11 years
Michele Sheets—Supportive Housing Counselor	11 years
Betsy Skime—Accounting Assistant II	11 years
Rita Smith—Family & Classroom Support Coordinator	11 years
Lori Theis—Human Resource Director	11 years
Clare Backes—Cook	10 years
Georgia Connelly—Family & Classroom Support Coordinator	10 years
Beth Swanson—Health/Nutrition Coordinator	10 years

### STAFF – 5 TO 9 YEARS OF SERVICE

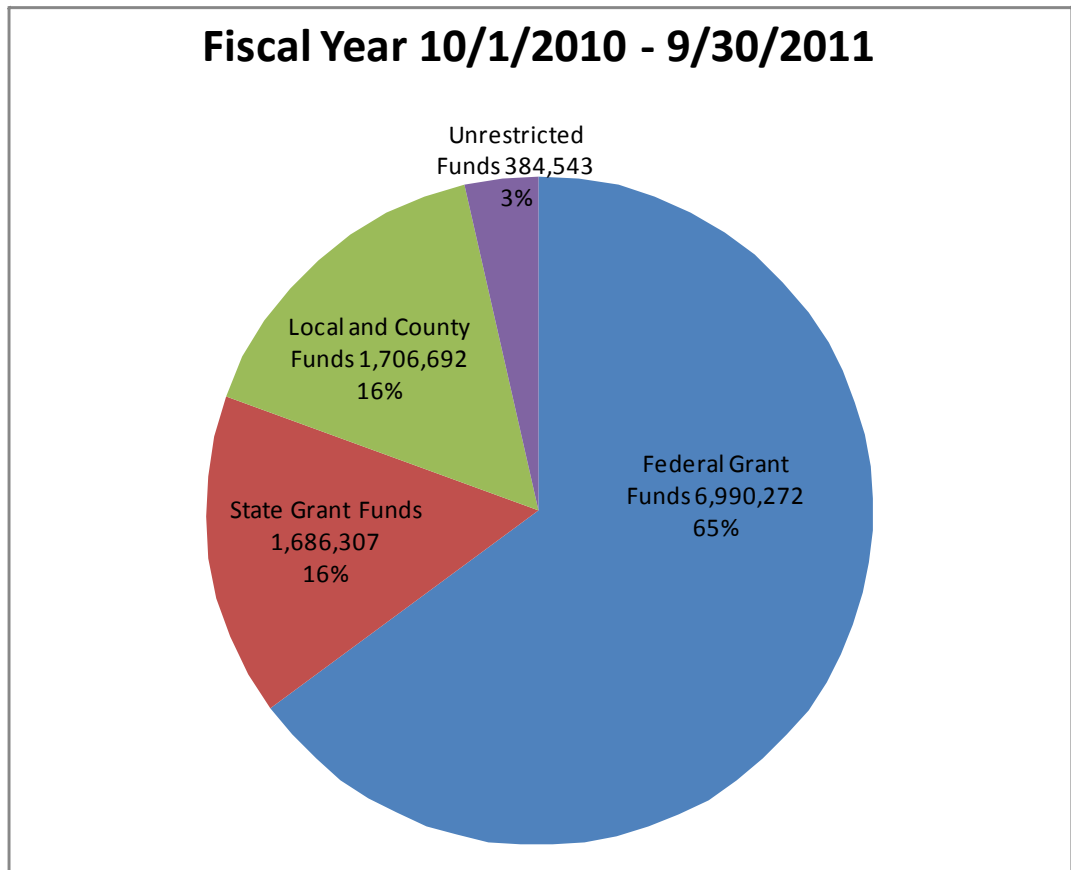
Kenny Baker—YouthBuild Construction Trainer/Job Readiness Counselor	9 years
Laina Henson—Teacher	8 years
Debbie Johnson—Energy Assistance Counselor	8 years
Jody Bjerke—Teacher	7 years
Tracey Carlson—Teacher	7 years
Amber Kisley—Teacher	7 years
Teri Morrison—Supportive Housing Counselor	7 years
Jennifer Anderson—Teacher	6 years
Caryn Johnson—Teacher	6 years
Lisa Rother—Cook	6 years
Jennifer Wentworth—Teacher	6 years
Carisa Wright—Teacher	6 years
Linda Borgheiinck—Family & Classroom Support Coordinator	5 years
Dawn Gehlert—Family & Classroom Support Coordinator	5 years
Monica Peterson—Teacher	5 years
Jean Smykalski—Support Teacher	5 years
Sandy Wade—Supportive Housing Counselor	5 years



9/24/2010

BI-CAP, INC.  
SUMMARY OF PROPOSED FY 2010 BUDGET  
OCTOBER 1, 2010—SEPTEMBER 30, 2011

	UNRESTRICTED FUND	TEMPORARILY RESTRICTED FUND	TOTALS OF ALL FUNDS
BUDGETED REVENUES	\$ 384,543	\$ 10,383,271	\$ 10,767,814
BUDGETED EXPENSES	\$ 382,471	\$ 10,301,177	\$ 10,683,648
PROJECTED NET ASSETS	\$ 2,072	\$ 82,094	\$ 84,166





9/24/10

**BI-COUNTY CAP, INC.  
PROJECTED FUND BUDGET  
FOR FISCAL YEAR 10/1/10 THROUGH 9/30/2011**

<b>PROG #</b>	<b>GRANT NAME</b>	<b>GRANT DATES</b>	<b>10-11 TOTAL PROJECTED REVENUE AWARD</b>	<b>TOTAL FUNDING BY TYPE</b>
2250	DOE WX -REGULAR	7/1-6/30	212,955	
2255	EAP-WX 08-09 CARRYOVER	11/1-6/30	199,981	
2260	DOE WX ARRA Stimulus 09-10	7/1/09-6/30/12	2,345,037	
2310	Food Support Grant	10/01 - 9/30	8,100	
2339	Cass Co. Scattered Sites	10/1 - 9/30	65,848	
2358	Perm. Supp. Housing -1	7/10-06/30	78,128	
2360	HPRP	10/1-9/30	94,000	
2373	NFMC-#2-Foreclosure Mitigation Program	7/10-06/30	2,300	
2586	CSBG - Federal 09-11	10/1 -12/31/11	200,982	
2656	DOL-Stimulus	7/1/09-6/30/12	201,715	
2727	EAP	10/1 - 9/30	745,189	
2780	Head Start - Federal/Early Head Start	7/1 - 6/30	2,718,972	
2834	ESGP	7/1 - 6/30	7,750	
2839	FEMA-Cass County	2/1 - 8/31	23,143	
2840	FEMA-Beltrami County	2/1 - 8/31	28,394	
2850	PSH Chronic	10/1-9/30	31,400	
2855	PSH # 2	10/1-9/30	26,378	6,990,272
3252	Propane	7/1-6/30	12,010	Federal
3301	MN Foreclosure Counseling	10/1-9/30	3,481	
3346	FHPAP	7/10-06/30	183,154	
3359	Transitional Housing	7/10-06/30	124,766	
3383	Long-Term Homeless	7/10-06/30	458,000	
3408	Mortgage Foreclosure Prevention - FPAP	10/1-09/30	10,000	
3413	MN Dept. of Health-Lead	10/1-9/30	5,000	
3422	RAP #3	7/1 - 6/30	130,000	
3448	MHFA Loan Program	10/1-9/30	10,000	
3583	MN CAG	7/1/10-6/30/11	58,105	
3649	YouthBuild - State	7/1 - 6/30	111,600	State
3781	Head Start - State/ Birth to 3	7/1 - 6/30	580,191	1,686,307
4300	Housing Locator	1/1-12/31	69,561	69,561
5231	Frail & Elderly	1/1-12/31	4,500	County
5243	MN Power	10/1-9/30	8,500	
5248	Otter Tail Power Company	1/1-12/31	30,000	
5249	Crow Wing Power Company	1/1-12/31	5,000	
5250	Lake Country Power	1/1-12/31	22,000	
5360	DHS Homeless III	7/1-6/30	201,258	
5415	Blackduck Small Cities	6/1/08-5/31/11	132,000	
5417	Bemidji Small Cities	4/16/10-12/31/12	586,040	
5424	Walker/Hackensack Small Cities	4/15/10-12/31/12	472,000	
5506	MFIP Car DP Loan - Belt.	1/1 - 12/31	12,873	
5507	MFIP Car DP Loan - Cass	1/1 - 12/31	29,873	Local
5650	Gates-YouthBuild Grant	8/1 /08 - 7/30/11	16,667	1,550,711
5779	Early Childhood Mental Health	3/25/08-12/31/09	30,000	86,420
5157	MURL Housing	<b>CONTINUOUS</b>	86,420	Other
<b>TOTALS</b>			<b>\$ 10,383,271</b>	<b>10,383,271</b>

9/24/2010

**BI-COUNTY  
UNRESTRICTED FUND  
OCTOBER 1, 2010 -**

<b>DESCRIPTION</b>	<b>DEPARTMENT</b>			
	<b><u>HRA</u></b>	<b><u>BI-CAP</u></b>	<b><u>CARING</u></b>	<b><u>WRAP</u></b>
	<b><u>HOUSING</u></b>	<b><u>RENTAL</u></b>	<b><u>HANDS</u></b>	<b><u>AROUND</u></b>
	<b><u>1250</u></b>	<b><u>UNITS</u></b>	<b><u>DAY CARE</u></b>	<b><u>DAY CARE</u></b>
<b><u>REVENUES:</u></b>				
Day Care			152,813	13,232
Fund Raising Activities			700	
USDA			22,500	
House/Auto Pmt.				
Sale of Assets				
Rental Income	12,830	21,910		
Other Income			2,550	
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<b>TOTAL REVENUES</b>	<b>12,830</b>	<b>21,910</b>	<b>178,563</b>	<b>13,232</b>
<b><u>EXPENDITURES:</u></b>				
Salaries	300	400	137,700	8,600
Fringe	100	140	47,500	3,300
Training & Meeting Expense			230	
Contract Services			800	
Consulting & Legal Services			1,000	
Food Expense			18,000	
Office & Other Supplies			7,700	150
Direct Client Pay				
Building Materials/Contractors				
Rent Expense			6,750	
Telephone Expense		455	2,460	100
Postage				50
Insurance	1,160	1,786	200	
Equipment < \$5,000			4,570	
Utilities	4,486	6,805	1,100	
Maintenance & Repair	1,500	2,600	145	
Vehicle Use			206	
Other	1,104	1,530		100
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<b>Total Expenditures</b>	<b>8,650</b>	<b>13,716</b>	<b>228,361</b>	<b>12,300</b>
<b>Net Income</b>	<b>\$ 4,180</b>	<b>\$ 8,194</b>	<b>\$ (49,798)</b>	<b>\$ 932</b>

CAP, INC.  
 PROJECTED BUDGET  
 SEPTEMBER 30, 2011

NAME -----

<u>AUTO LOAN PROGRAM 1340</u>	<u>YOUTHBUILD HOUSE CONSTR. 1360</u>	<u>PSH RENT PAYMENTS 1270</u>	<u>CASS COUNTY SCATTERED 1280</u>	<u>TOTAL OF UNRESTRICTED FUND</u>
				166,045
				700
				22,500
21,853				21,853
	110,000			110,000
		21,085	5,070	60,895
				2,550
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21,853	110,000	21,085	5,070	384,543
200		3,000	1,500	151,700
70		1,200	600	52,910
				230
600				1,400
150				1,150
				18,000
				7,850
4,000		5,000	2,500	11,500
	95,000			95,000
				6,750
		124		3,139
				50
500				3,646
				4,570
				12,391
				4,245
				206
5,000				7,734
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10,520	95,000	9,324	4,600	382,471
<b>\$ 11,333</b>	<b>\$ 15,000</b>	<b>\$ 11,761</b>	<b>\$ 470</b>	<b>2,072</b>

## **Vision Statement:**

To Eliminate Poverty in Beltrami and Cass Counties

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

#### **Beltrami County Office**

2529 15th Street NW

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

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

