



FISCAL YEAR 2014 AND 2015 COMMUNITY SERVICES BLOCK GRANT APPLICATION

**DUNS Number - 802 741 843
AUGUST 2013**

**PREPARED BY: MR. TRAN DOAN
NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
1600 EAST CENTURY AVENUE, SUITE 2
PO BOX 2057
BISMARCK, ND 58502-2057
(701) 328-2290 PHONE
(701) 328-5320 FAX**

**SUBMITTED TO: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF COMMUNITY SERVICES
DIVISION OF STATE ASSISTANCE
ATTENTION: COMMUNITY SERVICES BLOCK GRANT PROGRAM
370 L'ENFANT PROMENADE SW, 5TH FLOOR WEST
WASHINGTON, DC 20447**

**NORTH DAKOTA
FISCAL YEAR 2013 AND 2014
COMMUNITY SERVICES BLOCK GRANT APPLICATION**

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SECTION I

SECTION I

Federal Fiscal Years and Grants Covered by this State Plan and Application

This document submitted by North Dakota is the State Plan and Application for Federal Fiscal Years 2014 and 2015.

The application covers the FFY2014 and FFY2015 Community Services Block Grant Program.

SECTION II



DEPARTMENT OF COMMERCE

Community Services | Economic Development & Finance | Tourism | Workforce Development

SECTION II Transmittal Letter

July 3, 2013

Jeannie L. Chaffin, Director
Office of Community Services
U.S. Department of Health and Human Services
Administration for Children and Families
Division of State Assistance
370 L'Enfant Promenade S.W. 5th Floor West
Washington, DC 20447

Attention: Community Services Block Program

RE: North Dakota FY 2014 & FY 2015 Community Services Block Grant Application

Dear Ms. Chaffin:

We are enclosing the original and a copy of the North Dakota FY 2014 & FY 2015 Community Services Block Grant (CSBG) application, as outlined in the Office of Community Services (OCS) Transmittal No. 133 dated June 20, 2013. The DUNS number for this application is 802 741 843.

The administration of the CSBG is carried out by the North Dakota Department of Commerce, Division of Community Services. Governor Jack Dalrymple has designated me, or my designee, to sign all assurances, applications and other related documents that are required in administering the CSBG program. The letter from Governor Dalrymple follows this letter of transmittal.

- Lead State contact person for CSBG program issues:
Tran Doan, Program Manager
ND Department of Commerce, Division of Community Services
1600 East Century Avenue, Suite 2
PO Box 2057
Bismarck, ND 58502-2057
Phone: (701) 328-2290
Fax: (701) 328-5320
Email: tdoan@nd.gov

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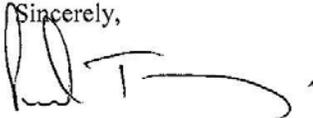
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- Fiscal staff contact for CSBG:
Peggy Anderson, Account Budget Specialist
ND Department of Commerce, Division of Community Services
1600 East Century Avenue, Suite 2
PO Box 2057
Bismarck, ND 58502-2057
Phone: (701) 328-7255
Fax: (701) 328-5320
Email: peanderson@nd.gov

- State official to receive the CSBG award notice:
Paul T. Govig, Director
ND Department of Commerce, Division of Community Services
1600 East Century Avenue, Suite 2
PO Box 2057
Bismarck, ND 58502-2057
Phone: (701) 328-4499
Fax: (701) 328-5320
Email: pgovig@nd.gov

If you have any questions as you review the application, or if you need additional information, please contact me or my staff.

Sincerely,



Paul T. Govig, Director
Division of Community Services

TD/jml



— State of —
North Dakota

Office of the Governor

Jack Dalrymple
Governor

July 3, 2013

Jeannie L. Chaffin, Director
Office of Community Services
U.S. Department of Health and Human Services
Administration for Children and Families
Division of State Assistance
370 L'Enfant Promenade S.W., 5th Floor West
Washington, D.C. 20447

Attn: Community Services Block Grant Program

RE: North Dakota Application for FY 2014 – FY 2015 Community Services Block
Grant Funds

Dear Ms. Chaffin:

The North Dakota Department of Commerce, Division of Community Services (DCS) continues to be the lead State agency in North Dakota for administration of the Community Services Block Grant program.

Paul T. Govig, Director of DCS, or his designee, has the authority to sign all assurances, applications and other related documents that are required in administering this grant program.

Sincerely,


Jack Dalrymple
Governor

SECTION III

SECTION III

EXECUTIVE SUMMARY

A. Introduction

The Community Services Block Grant (CSBG) represents a third generation of the community-based, anti-poverty programs, originating with the Economic Opportunity Act of 1964. The Economic Opportunity Act of 1964 conceived of Community Action Agencies (CAAs) as a vehicle for undertaking locally relevant, anti-poverty initiatives. CAAs were established throughout the country, serving jurisdictions of varying size and population. Urban CAAs were often confined to municipal boundaries; while rural CAAs encompassed multi-county areas. In 1965, CAAs were established at four reservations in North Dakota; and a regional CAA, the Southeastern North Dakota CAA, was incorporated to serve Steele, Traill, Cass, Richland, Ransom, and Sargent counties. In 1973, a second regional CAA was incorporated to serve Benson, Cavalier, Eddy, Ramsey, Rolette and Towner counties.

The Community Services Act of 1974 replaced the federal Office of Economic Opportunity (OEO) with the Community Services Administration (CSA). Five new regional CAAs were incorporated in North Dakota with the increased funding provided by CSA. By 1976, all of the counties in the state, except the three counties in Region I, were served by a CAA.

Except for a brief period in the late Seventies, all of North Dakota's CAAs were directly funded and supervised by the federal government, through the OEO, and later, the CSA. North Dakota's state economic opportunity office, also funded by OEO and CSA, had limited administrative authority or responsibility for CAA activities within the state.

The Omnibus Budget Reconciliation Act of 1981 (OBRA) radically altered the relationship between the state and the CAAs. Categorical block grants, to be administered by the states, replaced many federally-administered, grant-in-aid programs. OBRA completely eliminated the Community Services Administration, substituting the Community Services Block Grant (CSBG). North Dakota assumed the administration of the CSBG in 1982.

In 1981, the ND Legislature reviewed the CSBG State Plan and requested that all 53 counties be served by a CAA. The federal CSBG law outlined the procedures to follow for expanding service delivery into unserved areas, and that process was followed. The initial step, of requesting an existing eligible entity in an area contiguous to the unserved area, was taken. The CAAs in Region VIII and Region II made presentations to the three county commissions in Divide, Williams and McKenzie counties which make up Region I, at the request of the State. Region I counties were given the choice to become a part of either of the CAAs in Region VIII or Region II. In April of 1983, Divide, Williams and McKenzie counties elected to become a part of the Region VIII CAA service area, thus enlarging the service area of the Community Action Partnership from the 8 counties in Region VIII to 11 counties in Regions I and VIII. Region I did not have any CAA services prior to April 1983. They did have a contract prior to 1983 to provide Weatherization.

B. Statutory Authority and Governor's Delegation

The ND Department of Commerce, Division of Community Services (DCS), is the designated State Lead Agency administering several block grants created by OBRA, including CSBG. The North Dakota State Statutory Authority for the DCS to administer CSBG is contained in Chapter 54-44.5 of the North Dakota Century Code. The citation to the State statute that provides authority to spend CSBG funds was contained in Senate Bill 2018 of the North Dakota 63rd Legislative Assembly. Governor Jack Dalrymple's designation of Paul Govig, Director of DCS, or his designee, to sign all grant related materials can be found in Section II of this grant application following the agency letter of transmittal.

North Dakota's CSBG program continues the tradition of supporting community-based, anti-poverty programs. The CAAs funded under CSBG are organized as non-profit corporations under North Dakota's legal definition. Each agency's board of directors is required by the CSBG Act to include equal numbers of local, elected public officials, representatives of the private sector, and representatives of low income persons.

The responsibility for planning and implementing CSBG activities is vested in the board of directors. Agency community action plans are developed from an assessment of local needs, currently available services and locally available public and private resources. The plans emerging from this process emphasize three major themes: 1) dealing with personal crises; 2) helping individuals attain or maintain self-sufficiency; and 3) collaborating with public and private entities to create more efficient and effective services and to fill the identified gaps in services. Reporting on National Indicators and outcome measures is monitored to evaluate the agencies' successes in promoting self-sufficiency, family stability and community revitalization.

While the local agency retains primary responsibility for program planning and implementation, the Division of Community Services (DCS) has assumed an active role in CSBG program development. DCS has established uniform standards for statewide CSBG activities, trained and certified subgrantee personnel and coordinated CSBG programming with the activities of other state agencies.

C. Public Hearing Requirements

1. Public Hearing [676(a)(2)(B)]

- Notices about the Public Hearing were sent to the 10 daily newspapers in the State, the seven Community Action Agencies and the Executive Director of the North Dakota Community Action Partnership, the statewide association for the CAAs. The CAAs and the NDCAP were asked to help notify interested individuals on the availability of the plan and the upcoming public hearing. Copies of the DRAFT State Plan were made available at DCS, the seven CAAs, the Executive Director of the NDCAP and on the web page of DCS (<http://www.communityservices.nd.gov>). The public was advised, through the notices sent by DCS, of the opportunity to review and comment on the DRAFT State Plan for FY2014 and FY2015 through 5:00 PM (CST) August 16, 2013. The notices informed the public of the locations where the State Plan would be available for review and where comments were to be sent if they were unable to attend the public hearing.

In addition, the North Dakota Legislature conducted a legislative public hearing on the implementation of the Community Services Block Grant on January 18, 2013. Members of the Legislature and the public were invited to review and comment on the State's proposal for the use and distribution of CSBG funds during FY2014 and FY2015. Members of the legislature and the public, through the notice sent by the Legislative Council, were advised of the opportunity to view and comment on the State's proposal for the use and distribution of CSBG funds during FY2014 and FY2015, prior to the Legislative Hearing held on January 18, 2013.

- The Public Hearing on the CSBG State Plan for FY2014-2015 is scheduled for 1:00 PM CDT Friday, August 16, 2013, in the Icelandic Room at the Century Center, 1600 East Century Avenue, Bismarck, ND 58503.
- Information documenting the Public Hearing conducted by DCS can be found in Appendix B of this application.
- Should it be necessary to revise the State Plan, the State will make the DRAFT revision available for public review and comment, following the same process that was followed with the review and comment period for the initial plan.

2. Legislative Hearing [676(a)(3)]

- North Dakota's legislature meets biennially. A Legislative Public Hearing on the planned use of CSBG funds during federal fiscal years 2014 and 2015 was held beginning at 8:30 AM on January 18, 2013 as part of the hearing on Senate Bill 2018. The hearing was before the Senate Appropriations Committee in the Harvest Room, State Capitol, 600 East Boulevard Avenue, Bismarck, ND 58505.
- The Legislative Public Hearing is held during the Legislative Session. The hearing is a public hearing that invites interested individuals to attend and testify before the Legislature as to the State's planned use of the CSBG funds. The Legislative Hearing also provides the opportunity for input and discussion by Legislators as to the CSBG program and proposed services and programs for the next two years. Although it provides the opportunity for public input, within the month prior to the submission of the State Plan to OCS, a public hearing is held to provide further opportunity for the public to provide comments and input.
- Information documenting the Legislative Public Hearing conducted by the ND Legislature can be found in Appendix A of this application.

3. Public Inspection of Plan [676(e)(2)]

- For the Legislative Public Hearing on the FY2014-2015 Community Services Block Grant/State Plan, the Legislative Council published ads in the Bismarck Tribune, Bismarck, ND, and the Fargo Forum, Fargo, ND on January 6, 2013 to notify the public that the hearing would be held at 8:30 AM on Friday, January 18, 2013 in the Harvest Room, of the State Capitol, Bismarck ND. The hearing was before the House Appropriations Committee, and was part of the hearing on Senate Bill 2018

regarding the budget and operations of the ND Department of Commerce. Interested individuals were informed that information as to the proposed use and distribution plan for the block grant and a summary of the plan for FY2014-2015 was available at the Legislative Council, State Capitol Building, 600 East Boulevard Avenue, Bismarck, ND 58505, prior to the hearing.

- Notices for the Public Hearing on the FY2012-2013 CSBG Draft State Plan were sent to the 10 daily newspapers in the State on July 22, 2013. Copies of the DRAFT State Plan were made available at DCS, the seven CAAs, the Executive Director of the North Dakota Community Action Association and on the web page of DCS (<http://www.communityservices.nd.gov>). The public was advised, through the notices sent by DCS, of the opportunity to review and comment on the DRAFT State Plan for FY2014 and FY2015 until 5 PM August 16, 2013. The notices informed the public of the locations where the State Plan would be available for review and that comments were to be sent, if they were unable to attend the public hearing, to Tran Doan, Program Manager, ND Department of Commerce, Division of Community Services, PO Box 2057, Bismarck, ND 58502-2057 or via email at tdoan@nd.gov.

SECTION IV

SECTION IV

FEDERAL AND CSBG ASSURANCES

As part of the FY2014 and FY2015 application and plan required by Section 676 of the Community Services Block Grant, as amended, (42 U.S.C. 9901 et seq.) (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act —

A. PROGRAMMATIC ASSURANCES

1. Funds made available through this grant or allotment will be used:
 - a. To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to—
 - I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - II. Strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

- b. To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—
 - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
 - (ii) after-school child care programs; and
 - c. To make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts); [‘676(b)(1)]
 2. To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; [‘676(b)(2)]
 3. To provide information provided by eligible entities in the State, including:
 - a. A description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
 - b. A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - c. A description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and
 - d. A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [‘676(b)(3)]
 4. To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [‘676(b)(4)]
 5. That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and

State and the eligible entities will coordinate the provision of employment and training activities, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

6. To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]
7. To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
8. That any eligible entity in the State that received funding in the previous fiscal year through a Community Services Block Grant under the Community Services Block Grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b) of the Act. ['676(b)(8)]
9. That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low- income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]
10. To require each eligible entity in the State to establish procedures under which a low- income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]
11. To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
12. That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. ['676(b)(12)], or an alternative system for measuring performance and results that meets the requirements of that section, and provide a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.
13. To provide information describing how the State will carry out these assurances. ['676(b)(13)] (This is the Narrative CSBG State Plan.)

B. ADMINISTRATIVE ASSURANCES

The State further agrees to the following, as required under the Community Services Block Grant Act:

1. To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)]
2. To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]
3. In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the Community Services Block Grant program. [‘675C(a)(3)]
4. To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]
5. In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675[©] regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675[©]]
6. That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or ‘675B for the period covered by the State plan. [‘676(a)(2)(B)]
7. That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State Community Services Block Grant program activities. [‘676(a)(1)]

8. To hold at least one legislative hearing every three years in conjunction with the development of the State plan. ['676(a)(3)]
9. To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
10. To conduct the following reviews of eligible entities:
 - a. full onsite review of each such entity at least once during each three-year period;
 - b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant program;
 - c. follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - d. other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the Community Services Block Grant program) terminated for cause. ['678B(a)]
11. In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
 - a. inform the entity of the deficiency to be corrected;
 - b. require the entity to correct the deficiency;
 - c. offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d. at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - e. after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]

12. To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
13. To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the Community Services Block Grant program. [‘678D(a)(3)]
14. To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System. [‘678E(a)(1)]
15. To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act.
16. To comply with the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
17. To ensure that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]
18. To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community Services Block Grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F©]
19. To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program [‘679]

C. OTHER ADMINISTRATIVE CERTIFICATIONS

The State also certifies the following:

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



Paul T. Govig, Director
ND Department of Commerce
Division of Community Services
Designated Lead Agency

8/23/13

Date

SECTION V

SECTION V

NORTH DAKOTA COMMUNITY SERVICES BLOCK GRANT NARRATIVE STATE PLAN FY2014 AND FY2015

A. Administrative Structure

1. State Administrative Agency

The Division of Community Services (DCS) is a division of the North Dakota Department of Commerce (DOC). The Director of the DCS is Paul T. Govig. Tran Doan is the Program Manager for the CSBG.

- a. Division of Community Services Mission Statement: To provide the people of North Dakota with effective, efficient and customer oriented administration of federal and state programs for Community Development, Energy Efficiency/Renewable Energy, Housing and Self Sufficiency.

- b. Purposes and Goals:

The State of North Dakota will utilize funds from the CSBG Program, working through the network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low income communities, and the empowerment of low income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).

- c. Objectives:

The goals will be accomplished through:

- The strengthening of community capabilities for planning and coordinating the use of the range of Federal, State, local and other public and private resources related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;
- The organization of 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 to achieve self-sufficiency;
- The greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;

- The maximum participation of residents of the low income communities and members of the groups served by programs assisted through the block grants made under the CSBG Act to empower residents and members to respond to the unique problems and needs within their communities; and
- The broadening of 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 other neighborhood-based organizations; and individual citizens, and business, labor and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

2. Areas and Individuals to be Served

North Dakota has implemented the CSBG program statewide. There are 53 counties within the state. Low income residents within each county have access to CSBG activities through the CAA serving their region. CSBG-funded activities are implemented by seven (7) CAAs, which operate within the boundaries of substate districts (regions). The CAAs and the regions they serve are:

Region 2: Community Action Partnership - Minot Region (formerly Community Action Opportunities), Minot, ND - serving the counties of Bottineau, Burke, McHenry, Mountrail, Pierce, Renville and Ward

Region 3: Dakota Prairie Community Action Agency, Devils Lake, ND - serving the counties of Benson, Cavalier, Eddy, Ramsey, Rolette and Towner

Region 4: Red River Valley Community Action, Grand Forks, ND - serving the counties of Grand Forks, Nelson, Pembina and Walsh

Region 5: Southeastern North Dakota Community Action Agency, Fargo, ND - serving the counties of Cass, Ransom, Richland, Sargent, Steele and Traill

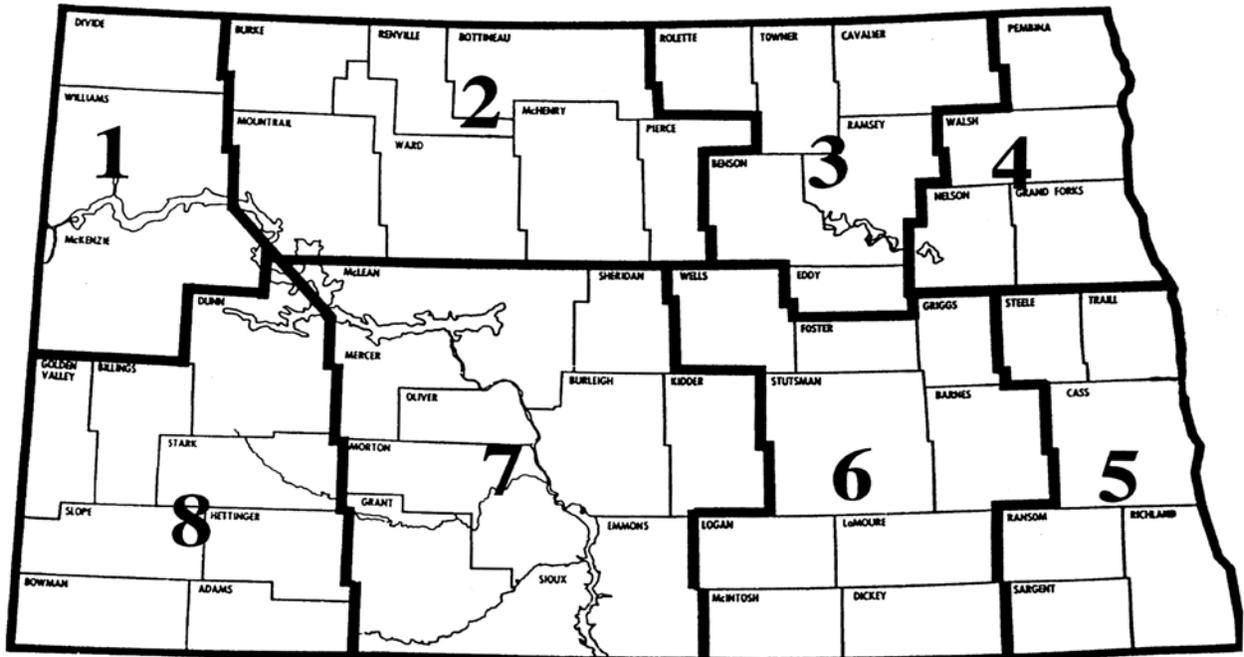
Region 6: Community Action Region VI, Jamestown, ND - serving the counties of Barnes, Dickey, Foster, Griggs, LaMoure, Logan, McIntosh, Stutsman and Wells

Region 7: Community Action Program Region VII, Bismarck, ND - serving the counties of Burleigh, Emmons, Grant, Kidder, McLean, Mercer, Morton, Oliver, Sheridan and Sioux

Regions 8 & 1: Community Action Partnership, Dickinson, ND - serving the Region 8 counties of Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope and Stark and the Region I counties of Divide, McKenzie and Williams

Map I.

Areas served by North Dakota CAAs.
Region I served by Region VIII CAA.



CSBG-funded activities have always been directed at lower income persons and families, in particular, those with income levels falling below 125% of the poverty level as established by the Director of the U.S. Office of Management and Budget.

3. Distribution and Allocation of Funds

a. Planned Distribution of Funds for FY2014-2015

In accordance with the CSBG Act, the DCS will award at least 90 percent (90%) of North Dakota's annual CSBG allotment to officially designated CAAs. The state will not expend more than the greater of \$55,000 or five percent (5%) of each Fiscal year's CSBG allotment for CSBG administrative expenses incurred at the state level. The remaining five percent (5%) or balance will be applied towards special projects within the limits established by the CSBG Act, including training and technical assistance in support of local programs.

FY2014 and 2015 CSBG funds will be allocated as follows:

Community Action Agencies	A minimum of 90%
Special Projects	Up to 5%
State Administration	5% or \$55,000, whichever is greater

B. Description of Criteria and Distribution Formula

1. **Criteria:** Since the beginning of the CSBG program, North Dakota has awarded at least ninety percent (90%) of its annual allotment to seven (7) CAAs. These agencies have received and continue to receive funds under several of the Federal antipoverty programs, including Head Start, DOE and LIHEAP Weatherization, FEMA, and USDA's Child and Adult Care Food Program.

All seven (7) CAAs in North Dakota conform to the "eligible entity" criteria established in Section 673 (1)(A) of the Act. For FY2014 and FY2015 the CAAs will be allocated at least 90% of the CSBG funds received by the DCS.

The CSBG Act restricts the state to 5% or \$55,000, whichever is greater, for CSBG administrative expenses. Effective with FY2014, with the development of a new CSBG funding formula which utilizes census data from the 2010 census, North Dakota intends to use up to 5% or \$55,000 of CSBG funds available, whichever is greater, for State Administrative expenses. The balance remaining after pass-through and state administrative allowance will be made available for special projects, with funds awarded to conduct special projects within the limits of the CSBG Act including training and technical assistance, services for the low-income population, supporting coordination and communication efforts in meeting the needs of the low-income, and determining the needs of the low-income in the State.

The CAAs serving North Dakota rely heavily on the CSBG pass-through funds to provide services within their respective regions. Most local governments and counties do not contribute towards CAA operations. The territories served by the CAAs vary greatly in size and population density. The CAA for Regions VIII and I, for example, provides services to an eleven-county area of 16,077 square miles along the entire western edge of the state. The Region IV CAA serves a four-county area in northeastern North Dakota of 4,842 square miles (See Map I, page 18).

Although Regions VIII and I encompass about twenty-three percent (23%) of the State's geographic area, based on the 2010 Census Data, the agency serves just over 8.6 percent (8.67%) of the State's CSBG eligible population. In contrast, Region IV covers about seven percent (7%) of the State's land area, and with the latest Census Data, the region comprises over fifteen percent (15.01%) of the CSBG-eligible population. With the 2010 Census figures, those two CAAs each had twelve percent (22.67%) of the CSBG-eligible population, showing a shift in population within the state in the last 10 year period.

For FY2014 and 2015, the funding formula that was developed in 2012 and utilized for the first time in FY2014. This funding distribution plan increased base funding to each region.

The development of this new funding formula was a joint process between the statewide North Dakota Community Action Partnership (NDCAP - the agency representing all the CAAs in the state), the seven CAAs and the DCS. The State endorsed the formula that NDCAP submitted as their first choice.

The new funding formula provides a base allocation of \$140,000 for each region. The remaining pass-through funding will be allocated based on percentage of statewide people in poverty residing in each region (from the 2010 census). The formula provided the initial funding levels for FY2014 and will be utilized until a new allocation formula is developed.

A minimum pass-through level of \$1,120,000 is required by the distribution formula in order to provide base funding under this formula. A total State allotment of \$1,244,445 would be required to provide a pass-through funding level of \$1,120,000. In the event that North Dakota's FY2014 or 2015 allotments are less than that amount, DCS will reduce or eliminate the five percent Discretionary fund set-aside and pass-through up to 95% of the CSBG funds received.

State CSBG Discretionary funds will continue to be used, as they have in the past, to support low income initiatives and training needs within the State. Beginning in FY2014, State Discretionary funds, subject to the availability of sufficient funds, were made available for registration costs for all CAA staff that complete the Family Development Specialist Certification Training offered through the National Resource Center, University of Iowa Social Work Department. Through FY2002, those registration costs were only covered through Discretionary funds for those who were considered Self Reliance Case Managers, with the CAAs covering the registration costs of other staff members they trained through this program through their agency budgets.

2. As allowed under Section 675C(a)(3) of the Act, for FY2014 and FY2015 the State will recapture and redistribute CSBG funds distributed to a CAA if their unobligated funds at the end of the year exceed 20 percent of the amount distributed to the agency for the year, unless the CSBG appropriation language by Congress or the OCS requirements prevent the State from taking that action. The amount of funds awarded by the State to the CAA for 2014 will consist of the combination of the CAA's share of FY2015 CSBG funds plus their unobligated (carryover) funds remaining after close-out of their FY2013 CSBG grant. For 2014, the amount of funds will consist of the CAA's share of FY2014 CSBG funds plus their unobligated (carryover) funds remaining after the close-out of their FY2013 grant. If the CAA has unobligated (carryover) funds remaining at the end of the 2014 or 2015 grant years that exceeds 20 percent of the amount awarded to the agency for that year, if allowed by the CSBG appropriation language and/or OCS, the State will work with the CAA to have the agency redistribute the excess funds to a private, non-profit organization within the agency's service area to carry out activities consistent with identified low income needs and the purposes of the CSBG Act. If that is not determined to be the best method for redistribution of the funds, the State could redistribute the excess funds to other CAAs within the State for use in their service areas. The funds would be used to carry out activities consistent with identified needs of low income people with-in that service area, and be consistent with the purposes of the CSBG Act. If another CAA service area would be selected to receive the excess carryover funds, the State will make the final determination as to which agency or agencies would receive the funds based on the amount of funding available, needs, plans for using those funds, etc. All CAAs would be kept informed as to the status, availability of funds, and the selection process.

CSBG funds remaining after the close-out of the grant year that total less than 20 percent of the amount distributed to the agency for the grant year, will be retained by that eligible entity for use in the next grant year. Should the CSBG appropriation language or OCS requirements prevent the State from recapturing and redistributing agency carryover that exceeds 20% of the amount of the grant awarded to the entity the previous year, that carryover shall also be retained by the eligible entity. DCS will provide spending authority for those carryover funds which will become a part of the total CSBG budget for use by that agency in carrying out the approved community action plan the following year.

C. Description of Distribution and Use of Restricted Funds

1. CSBG Distribution Formula

An example of the distribution formula for FY2014 and FY2015, using the FY2013 allocation figures, is given in Tables I and II:

TABLE I	
PROJECTED ALLOCATION OF FY2014 AND FY2015 COMMUNITY SERVICES BLOCK GRANT FUNDS	
CAA Funding (90%)	\$ 2,749,714
State Administration (5%)	152,762
State Discretionary Fund (5%)	152,762
TOTAL Each Year	\$3,055,238

TABLE II				
PROJECTED CSBG PASS-THROUGH DISTRIBUTIONS TO CAAs FOR FY2014 & FY2015				
Region	% of Poverty Allocation	Base Allocation	Total Allocation	The allocation total is based on \$140,000 base allocation per region served and the percentage of poverty statewide people in poverty that resides in each region/service area.
II	13.41%	140,000	358,594	
III	10.52%	140,000	312,458	
IV	15.00%	140,000	384,532	
V	25.67%	140,000	558,395	
VI	7.74%	140,000	266,061	
VII	18.92%	140,000	448,376	
VIII & I	8.67%	280,000	421,299	
TOTALS	100.00%	1,120,000	2,749,915	

2. Allowable Uses of CSBG Funds by Eligible Entities

- a. **Administration:** CSBG funds may be applied toward the costs incurred in the administration of the CSBG award when the costs cannot be attributed to the direct service costs of a program. These costs may include, but are not limited to, personnel and non-personnel costs incurred in the CSBG work plan development, financial management, fiscal and programmatic reporting, clerical services, audit costs, supervision of program administrators and board operations, when supported by appropriate source documentation.
- b. **Program Planning and Development:** CSBG funds may be applied toward program planning and development costs in support of low income assistance projects whether funded with public or private resources.
- c. **Emergency Assistance:** CSBG funds may be applied toward the cost of organizing and/or operating emergency assistance services or facilities, such as food pantries or food banks, temporary housing and abuse shelters, energy emergency loan or grant funds, and general emergency loan and grant funds.
- d. **Client Services:** CSBG funds may be used to provide outreach, referral, direct counseling, advocacy, or technical assistance services to low income clients relating to employment, education, housing, income management (i.e. budget counseling), health and community participation. Services are encouraged to assist clients in their efforts to become as self-sufficient as possible.
- e. **Self Reliance/Self Sufficiency:** CSBG funds may be used to assist low income persons in becoming self-sufficient. Each CSBG subgrantee is required to reserve 1.5 FTE within its budget for self-sufficiency services including Self Reliance Case Management. Allowable expenditures in the Self Reliance/Self Sufficiency programs will include training expenses, office space, materials, travel and supplies, and personnel costs incurred while assisting Self Reliance/Self Sufficiency clients.
- f. **Program Coordination:** CSBG funds may be used in combination with other federal, state or private funds to implement the various low income assistance programs administered by the CSBG subgrantees. Such expenditures should be supported by appropriate source documentation to assure that the costs are allocated properly among the funding sources.

3. Recapture/Redistribution of CSBG Funds

To date, North Dakota has not recaptured or redistributed any of the pass-through funds as allowed in Section 675c(a)(3) of the Act. For FY2014 and FY2015 the State will recapture and redistribute CSBG funds distributed to a CAA if their unobligated funds at the end of the year exceed 20 percent of the amount distributed to the agency for the year, unless Congressional language or OCS requirements at the time of the appropriation of funds for FY2014 and FY2015 would supersede Section 675c(a)(3). The amount of funds awarded by the State to the CAA for 2014 will consist of the

combination of the CAA's share of FY2014 CSBG funds plus their unobligated (carryover) funds remaining after close-out of their FY2013 CSBG grant. For 2015, the amount of funds will consist of the CAA's share of FY2015 CSBG funds plus their unobligated (carryover) funds remaining after the close-out of their FY2014 grant. If the CAA has unobligated (carryover) funds remaining at the end of the 2014 or 2015 grant years that exceeds 20 percent of the amount awarded to the agency for that year, the State will work with the CAA to have the agency redistribute the excess funds to a private, nonprofit organization within the agency's service area to carry out activities consistent with identified low income needs and the purposes of the CSBG Act. If that is not determined to be the best method for redistribution of the funds, the State could redistribute the excess funds to another CAA or multiple CAAs within the State for use in their service area. The funds would be used to carry out activities consistent with identified needs of low income people within those service areas, and be consistent with the purposes of the CSBG Act. If another CAA service area would be selected to receive the excess carryover funds, the State will make the final determination as to which agency or agencies would receive the funds based on the amount of funding available, needs, plans for using those funds, etc. All CAAs would be kept informed as to the status, availability of funds, and the selection process.

CSBG funds remaining after the close-out of the grant year that are less than 20 percent of the amount distributed to the agency for the grant year will be retained by that eligible entity for use in the next grant year. DCS will provide spending authority for those carryover funds which will become a part of the total CSBG budget for use by that agency in carrying out the approved community action plan the following year.

D. Description of Distribution and Use of Discretionary Funds

For FY2014 and FY2015 the State of North Dakota will retain up to 5% of the CSBG award allocated to the State, for special or State discretionary projects. Discretionary funds will be used to support the activities of the North Dakota Community Action Partnership (NDCAP), the statewide association that represents the seven CAAs in the state, through the awarding of funds to assist with administrative staff expenses, statewide NDCAP projects and to support CAA efforts in carrying out their agency work plans. There is an ongoing need for discretionary funds, to be used for costs that will be incurred for initial and follow-up training for CAA staff participating in Family Development Specialist Certification training offered through the National Resource Center for Family Centered Practice, a program of the University of Iowa School of Social Work. Statewide approaches to ROMA, CAA Self Sufficiency services and the Outcome Tracker, the CAAs CSBG tracking system, will continue to be addressed. Should there be a need for some of the Discretionary funds to be used to support statewide efforts of the CAAs, a CAAs need for assistance with start-up costs for new low income initiatives and programs and statewide efforts of other low income initiatives, they will be considered if there are sufficient funds available. Any discretionary funds remaining after these needs are addressed would be considered for use for other activities that may include:

- Providing training and technical assistance to those entities in need of the training and/or technical assistance;

- Coordinating State-operated programs and services and/or locally-operated programs and services targeted to low income children and families with services provided by eligible entities and other organizations funded under the CSBG, including detailing appropriate employees of State or local agencies to entities funded under this subtitle, to ensure increased access to services provided by such State or local agencies;
- Supporting statewide coordination and communication among eligible entities;
- Analyzing the distribution of funds made available under this subtitle within the State to determine if such funds have been targeted to the areas of greatest need;
- Supporting asset-building programs for low income individuals, such as programs supporting individual development accounts;
- Supporting innovative programs and activities conducted by community action agencies or other neighborhood-based organizations to eliminate poverty promote self-sufficiency and promote community revitalization;
- Supporting other activities that are consistent with the purpose of this subtitle.

Any developers of innovative community and neighborhood-based initiatives that affect low income people and that come to the attention of the State will be directed to make contact with the community action agency in their region or NDCAP. Through this process it will be assured that collaboration and coordination of activities will occur. The State will work with those developers of innovative community and neighborhood-based initiatives and the involved community action agencies, to explore needs, technical assistance issues and available resources to help those entities address the issues they have defined.

E. Description of Use of Administrative Funds

For FY2014 and FY2015 the State will retain the greater of \$55,000 or 5% of the CSBG grant award for administrative expenses including monitoring activities.

Allowable expenses within the administrative budget will include salaries, fringe, equipment, operational costs, indirect costs, monitoring expenses, and other appropriate grant related expenditures to carry out the administration of the CSBG grant. One employee in DCS works with the CSBG program. The administrative funds are used to help support a CAA staff position to enable the provision of statewide Tracker Software Support to all CAAs. The Tracker is the client tracking system used by all CAAs for CSBG and other services. If available, a portion of administrative funds have also been used to help support CAA programs and services when CSBG funds allocated to the State have decreased which is detrimental to the CAAs and the clients they serve.

North Dakota does not have a Charity Tax Credit program in effect under State Law.

F. State Community Services Program Implementation

1. Program Overview: As required under Section 676(b)(3)

a. **Service Delivery System:**

The State has limited eligibility for CSBG funding to the seven (7) existing Community Action Agencies receiving federal anti-poverty funding in 1981:

- Region II Community Action Partnership
- Region III Dakota Prairie Community Action Agency
- Region IV Red River Valley Community Action
- Region V Southeastern North Dakota Community Action Agency
- Region VI Community Action Region VI
- Region VII Community Action Program Region VII
- Regions VIII & I Community Action Partnership

CSBG funded CAAs serve the entire State. Each CAA develops a community action plan that they submit to the State for their request for CSBG funding. That plan addresses the determined needs of the service area, the services they will provide and coordinate through their CSBG award, a description of how services will be delivered and how the agency will coordinate services with other service providers in their service areas. The plans also address how the programs will be targeted to low income individuals and families. Since North Dakota has the statewide provision of community action services, the services delivered and coordinated in each region will be addressed through the CAA community action plans.

If any geographic area of the State would cease to be served by an existing eligible entity, and the Governor of North Dakota, as the Chief Executive Officer, decides to serve the unserved area, he may solicit applications from and designate as an eligible entity–

- (1) A private nonprofit organization, which may include an eligible entity, that is located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of the CSBG Act; and
- (2) A private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area. The entity would need, prior to being designated as an eligible entity, to add additional members to the board to ensure that they meet the tripartite board requirements outlined in Section 676B(a) of the CSBG Act.
- (3) If there is no private nonprofit organization identified or determined to be qualified to serve the unserved area as an eligible entity, the Governor may designate a political subdivision of the State to serve as an eligible entity for the unserved area.

If a political subdivision is designated as an eligible entity, they must have a tripartite board or other mechanism to assure decision making and participation by low income individuals in the development, planning, implementation and evaluation of programs funded through the CSBG Act, as outlined in Section 676B(b) of the CSBG Act.

b. Linkages

To strengthen the service delivery system for low income people in North Dakota, the DCS and the CAAs have continued to coordinate and establish linkages with local, regional and statewide entities to eliminate gaps in service and to avoid duplication of efforts. CAA staff utilize information and referrals, case management and follow-up activities with other entities in order to ensure that the low income individuals and families are able to access needed services. Some issues, such as issues with social security, medicare, health insurance, etc., cannot be successfully addressed by local efforts. However, the CAA staff attempt to address those needs that they can and work with others who might better be able to address some of those issues.

Through the collaborative efforts currently in place, linkages with public sector and private sector entities include:

REGIONS I & VIII

Community Action Partnership, serving both Regions I and Region VIII of North Dakota (an eleven county area) is involved in numerous linkages with other organizations and local governments. The linkages are as follows:

Payee Case Management Program (Regions I and VIII) – Finances are handled by the agency so that recipients of Social Security and Supplemental Security Income are able to provide for the basic needs of food, shelter, and clothing. Clients are assisted in making intelligent spending choices on their limited incomes. Staff from Badlands Human Service Center, Northwest Human Service Center, Social Security Office and Community Action work together to implement the program. The agency serves approximately 150 clients annually.

Prairie Rose Center (Region VIII) – Chronically mentally ill individuals in the community take part in a variety of social and recreational activities that help develop daily living skills. The main objective of the Center is to develop a broader support system of peers, staff and agencies in times of stress by:

- providing an atmosphere that fosters development and improvement of social relationships and skills;
- encouraging members to become active in the decisions, planning, activities, and maintenance of the Center;
- providing a variety of activities that foster the opportunity to develop skills necessary for successful community integration; and
- fostering the development of self-worth through interactions with Center members and staff.

This project is provided through a contract received from the Badlands Human Service Center (BHSC) funded by the North Dakota State general fund. The staff of both BHSC and Community Action meet weekly to develop a plan of action for center members. The center also works with a variety of local agencies to provide educational and entertainment opportunities for the members – NDSU Extension individuals. Dickinson State University also provides Psychology Major Internships at the Prairie Rose Center.

Peer Support (Region VIII) – Peer Specialists are not trained as counselors, but rather as active listeners, and are ready to discuss any problem or issue you want to bring up. In peer support relationships it is important to remember that it is not our task to assess or evaluate each other but rather to say what we see (our perspective), what we feel, and what we need to build connection. Peer support creates a safe, supportive and confidential environment. This project is provided through a contract received from the Badlands Human Service Center (BHSC) funded by the North Dakota State general fund.

Supportive Employment Program (Region VIII) – Persons with a developmental disability or with chronic mental illness are placed in employment situations with a job coach. Under this project, Community Options provides job coaches for the clients. Contracts are developed with private businesses to employ chronically mentally ill or developmentally disabled clients. Staff of Community Action and Supportive Employment are involved in the team approach for providing services to this population in our area.

Coalition of Safe Communities (Region VIII) – The coalitions are volunteer organizations consisting of area agencies, organizations and individuals that deal with the prevention of injury accidents and safety issues related to problems faced by all of us each day including traffic safety issues, drugs and alcohol, etc. Linkages are with several area Law Enforcement agencies, States Attorney office, businesses, Human Service Centers, District Health Units, Alcohol and Drug Abuse services, area schools and youth organizations, higher education, Juvenile Justice, Faith-based agencies, and the local media. The coalitions provide public information and education programs, education regarding policy issues, and set up self-sufficient community programs through total community involvement.

Nutrition – (Regions I & VIII) - Community Action is linked with 17 food pantries to distribute donated food stuffs to low income individuals throughout the 11 county service area. Volunteers from the local areas operate the food pantries and contributions are solicited from each local community to stock the food pantries. Some federal assistance from EFSP and TEFAP is made available to each of the food pantries. Additional commodities and frozen meat donations are distributed to senior citizen centers, mental health programs, Head Start and family crisis centers. CAP Staff also work with local grocery stores to distribute day-old bread and baked goods.

Senior Commodities Supplemental Food Program (Region I & VIII) – The program provides food boxes to individuals who are age 60 and older and who are low-income. Food is received by 250 seniors in the two regions. Delivery of food is 6 times yearly with a cadre of volunteers: school groups, churches, inmates from the juvenile detention center, community members, Northwest Community Service and Restitution, and Senior Services Outreach Workers. Local churches, youth groups and residents of the New England Women's Correctional Center provide volunteer hours to making the commodities distribution work.

HOME Rehabilitation Program (Regions I & VIII) – The HOME Rehabilitation program provides replacement of items that may affect the health or safety of an owner's home. CAP provides assistance to Regional Planning Councils to bring CDBG projects up to Housing Quality Standards. Rural Development also makes referrals to this program. The HOME

Security Deposit Program provides homeless individuals with the security deposit needed to become tenants and to provide permanent residences. The program is coordinated with the TL homes operated by Badlands Human Service Center, Domestic Violence and Rape Crisis Center, Stark County Housing Authority, Family Recovery Home, Housing Authority of Williston, Northwest Human Service Center, Family Crisis Shelter and local landlords.

HUD Housing Counseling Program (Regions I & VIII) – The Housing Counseling program assists families and individuals in obtaining and keeping affordable housing. The counseling program is in coordination with the Department of Housing and Urban Development. At the present time, the agency has one counselor working towards being a certified housing counselor to provide services to clients in coordination with other housing programs offered by the agency.

Energy Share Program (Regions I & VIII) – Community Action Agencies in North Dakota provide low income households with necessary funding to pay delinquent utility bills. Funding sources include utility companies, private donations and LIHEAP. We work closely with county social service agencies and Salvation Army (in Region VIII).

Volunteer Income Tax Assistance (VITA) Program (Regions I & VIII) – The agency utilizes staff and university interns to provide free tax assistance for persons who can't afford professional tax help.

Community Action Head Start Program (Region VIII) – Community Action Partnership (CAP) and the Dickinson Public School (DPS) Preschool Special Needs Program operate an Early Childhood Center in Dickinson, North Dakota. CAP Head Start contracts with the public school for the services of the Head Start Director/Disabilities Coordinator. Children with disabilities from DPS are integrated into the Head Start classrooms. Presently, 113 children between the ages of 3 and 5 years receive center based Head Start services at the Dickinson Early Childhood Center. Another 15 children receive full day Head Start services at the Mott-Regent Public School located in Mott, ND. Home based Head Start services are also provided to approximately 34 children residing in Adams, Bowman, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope and Stark counties. This home based Head Start program also provides 54 socialization experiences for the parents and children. These socialization experiences occur at the Dickinson Head Start Center, in Belfield, and in Beach. The two centers, Dickinson and Mott, also have 5 parent/child nights per year. In addition to education services, CAP Head Start also builds partnerships with the parents/guardians and community agencies to refer families to the needed resources. Finally, a Head Start Health Coordinator facilitates health related referrals for each child to ensure they receive a dental, developmental and physical screening. Providing these comprehensive services ensures that each child enters kindergarten ready to learn.

Community Action Early Head Start Program (Region VIII) - Community Action Early Head Start is a federally funded community-based program for eligible pregnant women and families with infants and toddlers, birth to 3 years. Infants and toddlers with disabilities are fully included in the program activities. Early Head Start promotes healthy prenatal outcomes for pregnant women, enhances the development of very young children, and promotes healthy family functioning. Early Head Start supports positive parent-child relationships through home visits (especially for families with newborns), parent education and parent child activities, and high quality center care for families who are working or attending school. Early Head Start provides home based services throughout Region VIII and has a center in Dickinson. Early Head Start partners with existing child care providers to enhance the quality of care giving. Families enrolled in Early Head Start receive comprehensive health and mental services, smoking cessation and substance abuse treatment, adult Education, literacy, and job skill training to facilitate family self-sufficiency and assistance in obtaining income support or safe housing.

Northwest Project Care Coalition (Region I) - This community partnership was developed through Aging Services at Northwest Human Service Center. It meets monthly to exchange information on services for senior citizens. Members include Northwest Human Service Center, law enforcement, medical providers, social services, Upper Missouri District Health Unit, senior outreach, Senior Companions, Foster Grandparents, long term care facilities and Protection and Advocacy.

Weatherization (Regions I & VIII) - The agency's weatherization services include furnace repair and/or replacement, cooling system installations, client education, health and safety, and general weatherization measures. The program works closely with county social service agencies for referrals from fuel assistance applications. MDU and rural cooperatives also make referrals to the agency. The weatherization staff makes health and safety issue referrals to the Southwestern District Health Unit and the Upper Missouri District Health Unit.

Safety City (Region VIII) - This is a comprehensive safety education program for pre-school children. It is offered two times each summer providing education and safety awareness on such topics as bicycle safety, electrical safety and first aid. The week-long programs were presented with the collaboration of Community Action, the Roughrider Country Kiwanis Club, Dickinson Parks and Rec. and the Southwest Coalition of Safe Communities.

Project ACE (Region VIII) - This conference is open to youth and adults in all professions. The projects teach community people to become more knowledgeable about controversial topic areas that impact our region, offers focus groups, and presentations to businesses. The group has completed five conferences in five years and would like to move to the action and commitment phase of the program versus just providing the education. This program is a collaborative effort including business people, Law Enforcement, Social Services, K-16 educators, Juvenile Court, SW District Health Unit, and Badlands Human Services.

Alcohol Compliance Checks (Region VIII) - Law Enforcement assist the Safe Communities/Prevention Coordinators. Under age youth are trained to go into local businesses and attempt to purchase alcohol or get served at local restaurants with Law Enforcement observing the clerks. The purpose is to see if the cashiers, clerks, or waiters are asking for identification and comparing the ID and the individual to see if they are 21 years or older before they serve or sell their products. The purpose is to ensure liquor establishments are complying with their license requirements and reduce the number of underage youth who purchase alcohol.

Victim Impact Panel (Regions I&VIII) - Area judges sentence individuals to attend the Victim Impact Panel. Victims who have lost a loved one due to being impaired by alcohol or drugs speak to those who have an alcohol driving offense. CAP works with the court system and local law enforcement to provide this service.

Homebuyers Education Program (Regions I & VIII) - The workshops are organized to take the potential homebuyer from how much do I need to save for a down payment to what to watch for when looking at homes to applying for the loan. At the end of the workshop individuals are knowledgeable about many of the pitfalls that can sneak up on the first time homebuyer. Linkages include realtors and bankers from our two regions. USDA Rural Development has requested Community Action Partnership provide one-on-one homebuyer education to all loan recipients.

Individual Development Account (IDA) (Region I & VIII) - This is an Individual Development Account program and operates in partnership with Region V with a federal grant. Under the program low income individuals/families are signed up for savings accounts with

each dollar they deposit matched by one local dollar and one federal dollar. The funds can be used to purchase a home, for higher education or to start or expand a small business. Partners in this program include NDSU Extension, DSU Career Services, Small Business Development Center, Bremer Bank, and American Bank Center.

Western Edge Residential Program (Region VIII) - CAP purchased and remodeled an apartment unit. The units are rented to low-income persons with a mental illness. CAP manages the facilities while Badlands Human Service Center provides day staff for the facility.

Medication Assistance Program (Region VIII) - Assist low income individuals in finding and applying for free to low-cost medication programs offered by existing pharmaceutical companies. Partners are two Dickinson clinics along with clinics and doctors within the region. Other referral sources are Badlands Human Service Center, St. Joseph's Hospital, Social Services and other regional agencies.

Medicare Part D Enrollment (Region VIII) - Medicare Part D, also known as a Prescription Drug Plan was created under the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (2003 Medicare Act) to help cover the costs of prescription drugs. Community Action staff assists clients in enrolling in a Prescription drug plan that will be the most affordable and meet their needs.

Family Planning (Region VIII) - Family Planning provides services to men and women in Region VIII. The program helps clients take responsibility for their reproductive health through education, counseling and medical services. Referrals to the program are provided from regional high schools, rural medical clinics, social services, Southwest District Health Unit, Head Start, Dickinson State University, Home on The Range, Dickinson Clinic, Great Plains Clinic, and West River Health System.

HIV Prevention and Testing (Regions I & VIII) - HIV prevention, testing, counseling partners include local health units and schools. Ryan White Case Management is provided to individuals with Aids and those who are HIV positive.

Missouri View Apartments (Region I)–This 8-plex is a supportive housing complex for individuals with Mental Disabilities. Supportive services are provided by Northwest Human Service Center and NDAD.

Senior Companion Program (Region I) - CAP is the lead agency in providing this service to Region I. Partners include Lutheran Social Services, medical providers, Social Services and Williams County Council on Aging. Companions 60+ and income eligible are recruited to provide companionship to elderly and individuals who are disabled.

REGION II

SELF SUFFICIENCY

Self Reliance program assisting individuals in taking the steps to get them to the point of self-sufficiency.

Client meets with a Self Reliance caseworker to formulate a plan consisting of goals and action plans. Four Cornerstones of Financial Literacy will be used to design a budget, create savings, reduce debt and increase assets, build better credit ratings, and learn how to protect themselves as consumers. Through this process clients, with the support of their case worker, will have a road map to get them to the point of self-sufficiency.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.

Individual Development Account (IDA) a special savings program providing a two to one match going toward education, purchase of a home, or to start or expand a business.

Clients will set up a saving count through the program in which they will deposit through earned income a minimum of \$25 /month to go toward continuing their education, purchase of a house, or starting or expanding a business. After the client has saved for a minimum of 6 months or up to \$2000 they can receive a 2:1 match through the program.

Activities: Case management to clients, outreach to the university, Minot Housing Authority, social media (Facebook, website).
Awareness to other service providers that we provide this service.

Representative Payee Services

Individuals receiving Social Security, Disability, and /or Supplemental Security Income having difficulty with their finances work with Cap Minot's Rep Payee specialist to pay their bills. A small fee is charged to the client for this service.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.

Emergency Prescription Assistance Program

Through grants we receive from various foundations CAP Minot provides assistance to uninsured low income individuals in the purchase of non-narcotic prescription medications.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.

Shelter Plus Care

Provides rental assistance and case management services to disabled individuals that are homeless.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.

HIV/AIDS Prevention

Providing free safer sex kits to the general public along with individual education on proper use and safety precautions.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.

TriState Help

Assisting clients living with HIV or AIDS in accessing and obtaining affordable housing.

Activities: Case Management to clients needing services.

Awareness to other service providers that we provide this service.

ND Cares (North Dakota Comprehensive AIDS/HIV Resources and Emergency Services Program

Provides assistance to improve the quality, availability, and organization of health care and support services for individuals and their families with HIV.

Activities: Case Management to clients needing services.

Awareness to other service providers that we provide this service.

HOUSING PROGRAMS

Housing Counseling

Assists clients in solving their housing problems. CAP Minot housing counselors negotiate on behalf of the client with landlords and/or lending institutions an agreement on rent or mortgage payment. They assist defaulted mortgagors in filing for relief provisions through HUD.

Activities: Case Management to clients needing services.

Awareness to other service providers that we provide this service.

Rent and Mortgage Assistance

Community Action provides assistance for first month's rent, past-due rent, and past due mortgage to low-income individuals experiencing a housing crisis.

Activities: Case Management to clients needing services

Home Rehabilitation

CAP-Minot's HOME Rehab program rehabilitates homes within Region II of ND. Applicants must be income eligible and a homeowner.

Activities: Case Management to clients needing services.

Providing information to various locals on the need for Home Rehab contractors.

Awareness to other service providers that we provide this service.

Security Deposit Assistance

Community Action provides assistance to pay a security deposit on a house, mobile home, or apartment for income eligible individuals. The unit must pass a Housing Quality Standards inspection and the lease must be reviewed for prohibited lease terms.

Activities: Case Management to clients needing services.

Awareness to other service providers that we provide this service.

EMERGENCY PROGRAMS

Energy Share

Energy Share is a cooperative effort of Energy Share of North Dakota, statewide Community Action Agencies, utility companies, private donors, and the Low-Income Home Energy Assistance Program to help eligible individuals prevent electrical shutoffs in their homes.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.

Senior Commodity Supplemental Food Program

Community Action Partnership - Minot Region provides additional food to individuals age 60 and above to free up grocery dollars so that the seniors can put the money towards prescription needs. Food is distributed every other month and delivery may be available in some areas.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.
Working with Volunteer groups, Job Corp to assist in the distribution of commodities throughout the region.

Food Pantries

Community Action supports community food pantries throughout Bottineau, Burke, McHenry, Mountrail, Pierce, Renville, and Ward counties. Eligibility for the food pantries must follow federal poverty income guidelines as determined by The Emergency Food Assistance Program.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.
Serving as a distribution point for organizations conducting food drives throughout the year.

Holiday Activities

Sponsored Child/Family

Businesses, groups, or individuals may choose to sponsor a child, children, or families. Community Action collects wishes, wants, and needs of the child/family then matches to a donor.

CAP Toy Store

Community Action receives donations through the Clear Channel Radio Toy drive as well as other businesses, groups, and individuals. The items are displayed so that parents may come and “shop” for their families depending on their needs and likes.

Activities: Working with local businesses, organizations, and individuals to provide gifts to needy families.
Contacting clients about the program.

ENERGY CONSERVATION

Weatherization

Weatherization provides energy conservation services to eligible homeowners and renters to make their homes more energy efficient. The program helps to increase energy efficiency and reduce heating bills by concentrating on the problems of heat loss and air infiltration.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.
Public Awareness regarding the program.

Emergency Furnace and Water Heater Repair or Replacement

The Emergency Furnace & Water Heater Repair or Replacement program assists homeowners with the repair or replacement of unsafe heating systems or water heaters. Eligible clients must own their home, and be approved for LIHEAP fuel assistance through social services or Community Action's LIHEAP Weatherization program.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.
Public Awareness regarding the program.

New Program

Minot Community Action began implementing the following program in June of 2013. It is listed as a new program for the 2014-2015 grant period.

SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF)

The goal of the SSVF Program is to provide housing stability among very low-income veteran families who reside in or are transitioning to permanent housing. Other program services provided will be outreach to veterans, case management, assist veterans in applying for other assistance and benefits, help veteran connect with other community services and resources.

Activities: Case Management to clients needing services.
Awareness to other service providers that we provide this service.
Public Awareness regarding the program.
Considerable outreach to veterans organizations.

Discontinued Programs

SUMMER FOOD SERVICE PROGRAM

The program assists with child's nutritional needs during the summer months. This program has been discontinued from our services because of the low number of income eligible children. Around 9% of the children attending the summer program were eligible for the program. Meeting with the director of the Community Learning Center summer program that going forward they will blend this program into their summer program already in place.

LINKAGES

Region II continues to offer Information and Referral Services to clients on all available services. Community Action staff keep up to date on services available in the region by either serving on various committees, or attending committee meetings. CAP Minot is in contact with numerous service agencies through the region keeping current on the services they provide and providing them with the services we provide. Agencies or organizations we have worked with in the past or presently are as follows: Region II Souris Basin Planning Council, Minot Area Homeless Coalition, Trinity Medical Group Community Advisory Committee, Job Corps Community Relations Council, Minot Senior Coalition, Foster Grandparent Advisory Council, State LIHEAP Advisory Committee, Minot Housing Authority, Family Self-Sufficiency Committee, Minot State University Social Work Department, Junior Achievement Board, STAMP, Village Family Services Advisory Board, County CRTs, NWND Grant Writers Roundtable, RSVP Advisory Board, Experience Works, CSCC Advisory Board, Minot Area Safe Communities Coalition, Head Start Policy Council, Emergency Food and Shelter Local Board, Minot Chamber of Commerce, Souris Valley United Way, Welcome Table, various churches throughout Minot, Minot Kiwanis, Minot Lions, YWCA, Salvation Army, Minot Red Cross and Interagency Council.

During the holiday season, Community Action works with various businesses, organizations, and individuals to provide gifts to low-income children and Christmas trees and food to low-income families.

Community Action staff will continue to offer Information and Referral Services to clients, continue to serve on committees, attend conferences, and take advantage of every opportunity to become more aware of and educated on the services available to accommodate the needs of low-income households within Region II. If Community Action is unable to assist a client with a need, the employee provides the client with other resources or referrals that may be able to help, encouraging the client to contact the agency or organization by phone to inquire about the service.

REGION III

Region VIII – DPCAA Linkages FY2014 & 2015

DPCAA has a wide ranging and varied network of "linkages" to other organizations, government agencies and private groups. The following is representative of these "linkages."

Staff Participation - Staff members participate as board members or are actively involved in the following groups or organizations that include service delivery to low income households:

- Safe Alternatives for Abused Families - staff networking
- Lake Region Reentry Center Advisory Committee & Working Committee Member
- Salvation Army - Advisory Board
- Community Resource Network - staff networking

- North Dakota Coalition for Homeless - member agency
- Safe Communities Coalition - member
- Adult Learning Center - Advisory Committee
- Lake Region Community Conversation Steering Committee – committee member
- RSVP Advisory board

TEFAP - DPCAA operates two food pantries throughout the DPCAA service area and assists the following food pantries/programs with food items to help meet their needs:

- Anishinbe Church of God Food Pantry – Dunseith
- Dunseith Food Pantry - Dunseith
- Cavalier County Emergency Food Pantry - Langdon
- Cando Area Food Pantry - Cando
- Community Nourishment for Mind and Body – Tokio
- Dakota Baptist Church - Fort Totten
- Hunger Free Food Pantry - New Rockford
- Turtle Mountain Worship Center - Belcourt
- Bdecan Presbyterian Soup Kitchen - Wood Lake/Spirit Lake Reservation)
- Turtle Mountain Chippewa Food Pantry - Belcourt
- Spirit Lake Ministry Center - Fort Totten

Emergency Services - The following is representative of the businesses, churches, organizations, etc. that are regular contributors to emergency assistance services provided through DPCAA:

- | | |
|-----------------------------------|--|
| • Our Saviors Lutheran Church | • St. Olaf Lutheran Church |
| • River of Life Chapel | • St. Joseph Catholic Church |
| • Salvation Army | • Ramsey National Bank & Trust Company |
| • ND Telephone Company | • Bremer Foundation |
| • Father Gerald’s Crisis Fund | • Presbyterian Church |
| • Leever’s County Market | • Wal-Mart |
| • Western State Bank | • Ag Country Farm Credit Services |
| • Citizens Community Credit Union | • Ramsey County Thrivent Financial |

Many individuals and families are also regular contributors to DPCAA. Leever's County Market contributes day old bread five times each week to DPCAA for distribution to those in need. There are a number of listed partners that provide food for and receive food items from the Food Fellowship program.

Energy Share - DPCAA staff members have established ongoing working relationships with the following utility companies:

- | | |
|--|--|
| • Otter Tail Power | • Montana Dakota Utilities |
| • Northern Plains Electric | • NODAK Electric Cooperative |
| • Sheyenne Valley Electric Cooperative | • Cavalier County Electric Cooperative |

Case Management Services - Specific linkages have been enhanced or established through case management activity. The following organizations or agencies have historically regularly interacted with case management services:

- Job Service of North Dakota
- Lake Region State College
- Ramsey County Housing Authority
- ND Housing Finance Agency (HAP)
- Vocational Rehabilitation
- Lake Region District Health Unit
- Lake Area Career & Tech Center
- Division of Juvenile Services
- Lake Region Law Enforcement Center
- Safe Alternatives for Abused Families
- Lake Region Human Service Center
- County Social Service Boards

DPCAA generally has good working relationships with county social service offices, however, the level of interaction between DPCAA and the various social service offices is not consistent throughout the DPCAA service area. The following are representative of additional entities that have contact and interaction with DPCAA:

- Lake Region Public Health/WIC
- Adult Learning Center
- Area County Housing Authorities
- Head Start
- Retired Senior Volunteer Program
- North Central Planning Council
- NDSU Extension
- Job Service of North Dakota
- The Village
- PATH
- Society of St. Vincent de Paul
- LR State College-Cooperative Ed.
- Metro Plains Management
- Senior Meals and Services
- Early Head Start
- Devils Lake Park Board
- USDA Rural Development
- Social Security Administration
- Legal Services of ND
- Freedom Center/LRHSC
- Mercy Hospital - Community Resource Coordinators

Staff members meet on a regular basis with other human service organizations throughout the DPCAA service area and participate in regularly scheduled human service provider meetings/networking in Rolette and Ramsey Counties.

Representative Payee assistance receives referrals from local Social Security Administration offices.

REGION IV

Red River Valley Community Action currently has 199 unduplicated linkages.

Employment Linkages:

- | | |
|---------------------------------|--------------------------------------|
| MarketPlace of Ideas | ND Department of Transportation |
| Vocational Rehabilitation | The Salvation Army |
| Inter- Agency Forum | ND Job Service New American Services |
| ND Community Action Partnership | GF Cities Area Transit |
| Region VIII CAP | Community Options |
| Pembina Co Transportation | |

Education Linkages:

Adult Continuing Education
Legal Service of ND
Grand Forks Police Department
Nelson Co School District
Pembina Co School District
Lifestyles Expo
La Grave Learning Center
Northland Community & Technical
United Way

Altru Health Systems
Grand Forks County Social Services
Grand Forks Public Schools
Walsh Co School District
Community High School
Job Service of ND
GF Public Health

University North Dakota-Social Work

Income Management Linkages:

Grand Forks Housing Authority
Internal Revenue Service
ND Housing Finance
UND School of Law
Otto Bremer Foundation

Habitat for Humanity
MN University-Crookston
Nelson County Housing Authority
Bremer Bank, N.A.
St. Joseph's Social Care

Housing Linkages:

City of Grand Forks
 Office of Urban Development
Gate City Bank
Goldmark Income-based Properties
Department of Energy
Red River Regional Planning
UND Center of Innovation
Univ. of Montana Extension
GF Builder's Inspectors
Michigan Housing Authority
ND Apartment Association
Knight Foundation
ND Building Officials Association
Ack's Trailer Court
ARC Housing
BMI Property Management
Cambridge Property Management
Deerwood Property Management
Simonson Lumber
Elite Property Management
Holiday Air Apartments
Fred Maides Apts.
Riverside Manor
Dakota TV and Appliance
Riverfork Credit Union
Rural Development
Pembina Co Register of Deeds
Nelson Co Register of Deeds
Near Northside Neighborhood
 (City of Grand Forks)

Eastern Dakota Housing Alliance
Rural Renewable Energy Alliance
GF Fire Department
Grand Forks Apartment Association
ND Dept. of Energy
Fair Housing of the Dakotas
Bismarck State University
UND Environmental Training
Lakota Housing Authority
Pembina Co Housing Authority
Metro Plains Management
Ryan House
ND Homeless Coalition
Affordable Apartments
Barb's Property Management
IMM Property Management
Cordell Properties
Peak Management
Menards
Xcel Energy
Deitz Properties
Oakwood Apartments
Winterland Apartments
Forx Builders Association
Alerus Financial
GF County Register of Deeds
Walsh Co Register of Deeds
HUD
Near Southside Neighborhood
 (City of Grand Forks)

Emergency Services Linkages:

GF WIC Services	Calvary Lutheran Church
Communities United in Partnership	First Presbyterian Church
Larimore Food Pantry	Nelson Co Social Services
Walsh Co Social Services	Pembina Co Social Services
St. Michael's Catholic Church	Walle WELCA
Northland Rescue Mission	Northwood Emergency Food Pantry
Pembina County Emergency Food Pantry	Sharon Lutheran Church
Prairie Harvest Foundation	United Lutheran Church
University Lutheran Church	Walsh County Emergency Food Pantry
Nodak Electric	Ottertail Power Co
City of Grafton	City of Park River
City of Cavalier	City of Northwood
City of Wahalla	Wesley Zion United Methodist Church Program
Walsh County Nutrition & Transportation	

Nutrition Linkages:

Agassiz Enterprises	USDA
Church World Services (CROP)	ND Department of Public Instruction
Grand Forks Air Force Base	Great Plains Food Bank
Em Food and Shelter (FEMA)	Nelson Co Aging
Immanuel Lutheran Church	Dahlen Lutheran Church
Michigan WELCA	Sundahl WELCA
Sarnia WELCA	Thrivent Financial Corporation
Sacred Heart Guild	Petersburg WELCA
Aneta Community Church	Redeemers Lutheran Church
EGF Food Shelf	First Link
RSVP	GF Council on Aging
GGF Emer Food Pantry	Nelson Co Homemakers
Global Friends Coalition	GGF Senior Providers
Grand Forks Human Nutrition Center	Lutheran Social Services
Mountainbrooke	Myra Foundation
Northeast Central Juvenile Court	Parkwood Place
US Postal Service	GF Senior Center
Target	Walmart
Michigan Hometown Foods	Michigan Medical Facility
Oxtons Super Valu	Spicer's Grocery
Proseed, Inc.	American Crystal Sugar
US Food Services	State Bank of Sharon
Choice Financial	GF Senior Citizens Assoc.
Friendship, Inc.	ND Assoc. for the Disabled

General Linkages:

Community Agency Networking Assoc. (CANA)	
Community Violence Intervention Center(CVIC)	
ND Department of Commerce	Department of HHS
Scheels Sports	GF City Council
GF/EGF Chamber of Commerce	American Legion
Northern Heights Rock Gym	CenturyTel, Inc.
Odins Belmont Service	CAPLAW, Inc.
Community Action Partnership	NCAF
ND DHS (LIHEAP)	

Self Sufficiency Linkages:

GF Park Board
ND Board of Social Work
Slumberland

Cheerful Givers
NE Human Service Center
Macy’s

Health Linkages:

Valley Community Health Centers
Valley Community Dental Clinics
ND Workforce Safety
Easter Seals

Mayor’s Health & Human Services Cabinet
Third Street Clinic
Village Family Services
ND Dept. of Health

REGION V

Administration

Administration - Agency administrative staff serves on the United Way Cass-Clay Collaborative on Education, Red River Children’s Advocacy Center and the Eastern Dakota Housing Alliance, Presentation Partners in Housing Board, Metropolitan Access to Jobs Initiative Advisory Committee, North Dakota Community Action Partnership.

Information and Referrals - Families that need assistance are referred by SENDCAA through linkages with the FM Emergency Food Pantry, FirstLink Hotline, Salvation Army, St. Vincent DePaul Society, Presentation Partners in Housing, Homeless Shelters, Southeast Human Service Center, County Social Service Office, Housing Authorities, and a variety of faith based organization.

Self Sufficiency

Housing Counseling - Housing counseling has linkages with local property management companies, mortgage lenders, credit counselors, financial institutions, legal assistance offices, county social services, public housing authorities, temporary services.

Emergency Financial Assistance Programs – These programs include EFSP (federal program) that has a contractual agreement with United Way of Cass-Clay. Emergency Shelter Grant is provided through the Department of Commerce, Division of Community Services. These services are coordinated with county social service offices, food pantries, Salvation Army, St. Vincent De Paul, Presentation Partners in Housing, Human Service Centers, shelters, abuse crisis centers, churches, utility companies, landlords or mortgage companies, housing authorities and churches. Internal linkages include coordinating services with Energy Share, Self Reliance, Weatherization, Head Start, CSFP and Child Care Food Program.

Energy Share - Energy Share is funded by local private utility companies and Low Income Home Energy Assistance Program. Services are coordinated with county social services, Salvation Army, St. Vincent DePaul Society, churches, human service organizations, and utility companies and Presentation Partners in Housing. Internal linkages include coordinating with Weatherization, Self Reliance and Head Start/Early Head Start.

Self Reliance Case Management - Self Reliance relies on referral linkages with North Dakota Job Service, county social services, Head Start and Early Head Start, local housing authorities, regional human service center, and various other human service organizations. Self Reliance Program staff participates in meetings, as needed with Job Service, County Social Services and other Emergency Service providers. Examples are Transitional Housing Board, Homeless Coalition and the Hunger Coalition.

Self Sufficiency Programming – A variety of programs are offered on an as needed basis. Programming that has been provided include, Employment Development Program, which is offered if requested, in the past we partnered with Charism, YWCA Shelter, and Share House Treatment Center. Budget classes utilizing the Dollar Works program are also provided with linkages with community human service organizations, Department of Vocational Rehabilitation, YWCA shelter, Job Service of North Dakota and Head Start and Early Head Start.

Saving Our Cents: IDA program – Linkages are established with Bremer Bank, Extension Service, Housing Authorities, County Social Services, Cultural Diversity Resources, Job Service of North Dakota, The Village, Small Business Administration, NDCAP and local Universities.

Youth IDA program – Linkages are established with Bremer Bank, County Social Services, YouthWorks, and PATH.

Commodities Supplemental Food Program – Linkages are established with Housing Authorities in the region, Faith Based Organizations Restore, Boy Scout Troop #244 County Social Services, Valley Senior Commission, Department of Public Instruction, Presbyterian Church Men’s Group, County social service agencies, subsidized housing units, Southeast Senior Services, and Richland County Health.

Tri State Help Case Management – Referrals and linkages are established with Community Action Program Bismarck, Minn-Kota Health Project, Ryan White Program and Public Health.

Shelter Plus Care – Referrals and linkages include: Community Action Program Bismarck, Southeast Human Service Center, County Social Service offices, Ryan White Program, Public Health, and Minn-Kota Health Project, rental properties.

Ryan White Case Management - Grant from Department of health to provide case management services for HIV clients. Partners include: Department of Health, Public Health, Ryan White nurse, Community Action Agencies and Minn-Kota Health Project.

VITA – Free income tax assistance and e-filing. Linkages include IRS, United Way of Cass-Clay, Bank of the West, CAA clientele, and Head Start/Early Head Start.

TEFAP - We have linkages with the 13 regional food pantries, homeless shelters, and soup kitchens. We also have a contractual agreement with the North Dakota State Department of Instruction and Great Plains Food Bank, which provides both commodity and non-commodity food items to the food pantries region wide.

Childcare

Child Care Center - The Child Care Center coordinates services with Head Start and Early Head Start, Cass County Social Services, North Dakota Job Service, Self Reliance Program, Child Care Resource and Referral, PATH of ND, Access Inc., Fargo and West Fargo Public Schools. The Center provides drop-in services for clients attending appointments at SENDCAA. Respite Care is offered coordinated with Cass County Social Services. Local universities, local high schools, parents, and the Jobs program through Job Service are used for volunteers, substitutes, and aides.

Head Start/Early Head Start - Head Start/Early Head Start collaborates and coordinates with a variety of schools including public schools in Fargo, West Fargo, Wahpeton, and Ransom and Sargent counties. Head Start also collaborates with a variety of other service providers including SENDCAA Child Care Center, Self Reliance Program, and Parenting Resource Center, the Fargo Youth Commission, etc. Representatives from the community also serve on the Head Start Policy Council. Additionally, staff participate on a variety of committees and boards, such as Region V Children's Services Coordinating Committee, Self-Sufficiency Committee for Fargo Housing Authority, Family Friendly Coalition, Safe Kids Coalition, Child Care Resource and Referral Advisory Committee, YWCA Shelter Committee, Early Childhood Center Committee, Preschool Coordinating Council, and various other agencies and organizations.

USDA Child and Adult Care Food Program- The USDA Child and Adult Care Food Program coordinates with county social services, Child Care Resource and Referral, ND Department of Public Instruction, Parenting Resource Center, ND State University Early Childhood Education Department, etc.

Housing

Project Management - Perform property and tenant management functions for SENDCAA and Region V Community Development Corporation housing projects. Referrals are received from County Social Services, Housing Authorities, SEHSC, tenants, crisis centers and local communities.

Helping HAND – Provides single family owner occupied and mobile homes with minor repair assistance. Referrals and links are established in the six county region. Examples of linkages are County Social Service offices, Churches, Senior Commission employees, individual households, and other housing and human service organizations. This program is now under the Energy and Rehab Program.

Home Rehabilitation –Assists with repairs which fall under HUD's Housing Quality Standards in Steele, Traill, Cass (excluding the City of Fargo), Ransom, Sargent, and Richland Counties. Services provided are coordinated through local communities, building officials, and contractors. This program is now under the Energy and Rehab program.

REGION VI

The list of "linkages" includes, but is not limited to, the following examples:

- Energy Share of North Dakota – Community Action Region VI administers the statewide program. This is funded through donations from all of the major utility companies, most of the Rural Electric Cooperatives and many private donations. A network of service providers has been developed in the seven (7) regional Community Action Agencies. In addition, an interagency agreement with the North Dakota Department of Human Services' LIHEAP program is in place to augment our privately donated funds.
- Community Action works with food pantries throughout the nine county region to ensure that emergency food assistance is available throughout our service area.
- Community Action works with the Buffalo Mall manager to facilitate back to school drives for needy students as well as food drives for our Food Pantry
- Community Action has a number of volunteers who work with the Back Pack program to fill backpacks as well as deliver them to the local schools for dispersal.
- Our agency is the drop off and dispersal site for USDA Commodities.
- Cooperative agreement with the Safe Shelter to provide emergency assistance to their clients.
- Cooperative agreement between Community Action Zero – Five Program and the Regional Special Education units to provide Individual and Family Services.
- Cooperative agreement between Community Action Early Head Start, Head Start and the Regional Special Education units to provide Individual and Family Services.
- Cooperative agreement with our Early Head Start program and the Jamestown College Department of Nursing to provide classroom and clinical instruction, along with prenatal assessments. Postpartum visits are done by junior year nursing students providing an opportunity for one-on-one support and education based on topics of interest relevant to the expectant or new family of the Early Head Start program.
- Cooperative agreement with our Head Start program and Red River Valley and North Central for the Foster Grandparent Program.
- Local church groups, schools and organizations have designated our agency as the recipient of food from their food drives. Additionally, a local ladies church group provides homemade quilts for the needy, as well as baby blankets and caps for our infants in the Early Head Start program.
- Keddish House in Ellendale, ND and Abused Persons Outreach Service in Valley City, ND (both local domestic violence centers) make ongoing referrals to the Individual and Family Services program.

- Staff with the agency's Weatherization Program are members of the North Dakota Building Officials Association, which allows them insight on changes in the national building codes and its various sub-components which enhance the agency's ability to deliver a quality product that does not endanger the client's home.
- Our agency oversees the energy information stand located inside the Alfred Dickey Public Library through the cooperation of the City of Jamestown. The information is provided by a grant from the Division of Community Services' Energy Program.
- The agency houses the Parent Information Resource Center (PIRC) in our administrative building as part of the Early Head Start Program.
- The agency's Zero - Five programs has a working relationship with the Jamestown Hospital, Anne Carlson School, Speech and Hearing, Public Health and Special Education in most of the counties our agency serves. Community Action Region VI is the sponsoring agency for Head Start and Early Head Start. Head Start is in six of our nine counties, and the Early Head Start program is in nine counties.
- Bank Forward (previously Security State Bank) has agreed to work with us as part of our IDA program. Any new IDA clients will be working with the Bremer Bank.
- Agency staff serve on various boards and committees in the service area, such as the Adult Education Advisory Board and the United Way.

REGION VII

North Dakota Community Action Partnership (NDCAP) – The Executive Director of CAP VII serves on the NDCAP Board of Directors. NDCAP serves the collective interests of its members and the low income population of the state through representation and education. The Executive Director from each of the seven Community Action Agencies in North Dakota makes up the Board of Directors and includes representation from the NDCAP Fiscal, Self-Reliance and Weatherization Committees. (7 members)

West Central Human Service Center Regional Human Service Council – The Executive Director of CAP VII, appointed by the Burleigh County Commissioners, serves as the Chair of the Council. The Council includes members from the 10-county region representing the County Commissions from Kidder, Mercer, Sheridan, Sioux, McLean, Burleigh, Morton, Emmons, Grant, and Oliver. The purpose of the Council is to provide advice and consultation to the Regional Director in the overall administration of the West Central Human Service Center programs and to have representation on the State Advisory council to the Executive Director of the North Dakota Department of Human Services. (12 members)

Bismarck Transition Center (BTC) – The Executive Director of CAP VII serves as a community representative on the BTC Screening Committee. The responsibility of the Screening Committee is to review applications submitted by inmates from the ND State Penitentiary requesting transfer to BTC. Other representatives are from BTC, Parole and Probation, Bismarck Police Department, West Central Human Services, and the North Dakota State Penitentiary. (8 members)

Bismarck Transition Center (BTC) Advisory Board – The Executive Director serves on the Advisory Board as a community member – this Board advocates for the fair and equitable treatment of correctional clientele as the BTC delivers correctional programming that both reduces the risk that residents will re-offend and ensures that the safety of the general public is of paramount concern. Membership includes Morton County Sheriff, Burleigh County Sheriff, ND Department of Corrections, Victim Representative, a Legislator, BTC staff and West Central Human Service Center. (10 members)

NDSU Extension Advisory Council – This Council functions as an advisory, support and promotional capacity in the areas of family and consumer science, agriculture, 4-H youth development, and food and nutrition; assisting the County Extension staff in identifying opportunities, problems and program development opportunities. Other council members include farmers, ranchers, insurance representative, Bismarck Juvenile Services, Radio Personnel, Financial Institution, Bismarck State College, Bismarck Public School Administrator, City Commissioner, County Commissioner.(15 members)

North Dakota Community Action Association Fiscal Officer’s Committee – The agency is represented by the Finance Director as a member of the NDCAP Fiscal Officer’s Association. This group of fiscal staff meets quarterly to discuss financial matters that relate to the Community Action Agencies in the state of North Dakota. They are formed as a committee which reports to the NDCAP Board of Directors. (7 members)

The Church of Ascension Finance Council – The Fiscal Director serves as the Vice-Chair of the Finance Council – the purpose of the council is to allocate funds to various community help centers to assist in meeting the basic needs of low-income including financial assistance for shelter and food. Membership includes individuals from Northern Improvement, US Bank, University of Mary, Capital Electric, National Weather Bureau, two CPA’s from the private sector. (8 members)

North Dakota Building Officials Association (NDBOA) – The Housing Specialist is an associate member of the NDBOA. The NDBOA was established in 1973 with concerns centered on providing safe living and working environments for the people of North Dakota. The objective of the Association is to advance and improve the standards of building and zoning, provide valuable training seminars on all aspects of the building trades and promote good public relations. Association membership is restricted to organizations or firms interested in the maintenance, promotion and improvement of the standards of buildings, housing, city planning or zoning, but not directly engaged in the sale of building materials or equipment or methods of construction; to individuals representing manufacturers, architects, engineers, general contractors, financial institutions, insurance companies; others engaged in the building industry directly or allied with it; or former active members of this association. (30 members)

Missouri Valley Homeless Coalition – The CAP VII Housing Coordinator and Shelter Coordinator serve on the Missouri Valley Homeless Coalition. This is a group of individuals who come together to advocate, coordinate, and optimize services for homeless people in the Missouri Valley area. We support the goals of the ND Coalition for Homeless People. Our mission is to ensure that housing and other basic human needs are within everyone’s reach in an affordable and dignified manner. Members include: Abused Adult Resource Center, AID Inc., Annunciation Monastery, Bismarck-Burleigh

Public Health, BECEP-Head Start, Bis-Man Transit System, Bismarck Police Department, Bismarck Public Schools, Bismarck Vet Center, Bismarck Veteran's Memorial Public Library, Burleigh County Housing Authority, Century Baptist Church, City of Bismarck Community Development, Custer Health, Dakota Center for Independent Living, Diocese of Bismarck, Experience Works, Inc., Great Plains Food Bank, Job Service ND, Mandan Police Department, McLean Family Resource Center, Mercer County Women's Action & Resource Center, Military Outreach Center, Missouri Slope Area Wide United Way, Money Follows the Person, ND Coalition for Homeless People, Inc., ND Department of Commerce, ND Department of Health, Protection and Advocacy, RSVP, Ruth Meiers, Salvation Army, St. Anne's Church of Bismarck, Supportive Services for Veteran's Families, Teen Challenge, Soup Café, Unitarian Church, US Department of Labor, Welcome House, West Central Human Services Center, Herbert Wilson, MD, and Youthworks. (44 partners) Homeless individuals also sit on this committee.

ND Coalition for Homeless People Inc. – the ND Coalition for Homeless People is a dynamic organization of service providers joined together to work on the concerns of homelessness in our state. The Coalition believes that housing and other basic human needs should be within everyone's reach in an affordable and dignified manner. Our vision is to be a statewide team of agencies collaborating to end homelessness. Accomplishing this vision requires assistance from every community in the state. Regional Homeless Coalitions provide resources within communities to help accomplish this vision. Those agencies that belong to the coalition include: AARC, Affordable Housing Developers, AID Inc. Badlands Human Service Center, Beyond Shelter Inc., Burdick Job Corps, Burleigh County Housing Authority, Centre Inc., City of Fargo, City of Grand Forks CAP- Dickinson, CAP- Bismarck, CAP Minot, Community Violence Intervention Center, DCIL, Dakota Prairie CAP, Department of Corrections & Rehabilitation, Dept. of Public Instruction, Domestic Violence and Rape Crisis Center, - Dickinson, Domestic Violence Crisis Center Inc. – Minot, Easter Dakota Housing Alliance – Fargo, Fargo Housing Authority, Fargo Police Dept., FM Apartment Association, FM Coalition for Homeless Persons, Gladys Ray Shelter – Fargo, Grand Forks Housing Authority, Great Plains Food Bank, Homeless Health Services – Fargo, Lake Region Human Service Center – Devils Lake, Mental Health America, Minot Area Homeless Coalition, Minot Housing Authority, Missouri Valley Coalition – Bismarck, ND Coalition for Homeless People, ND Community Action Partnership, ND Dept. of Commerce, ND Dept. of Human Services, NDAD – Williston, New Life Center – Fargo, North Central Human Service Center – Minot, ND Housing Finance Agency, Northeast Human Service Center – Williston, Prairie Harvest Mental Health – Grand Forks, Prairie Heights – Devils Lake, Red River Valley CAP – Grand Forks, Ruth Meiers, Salvation Army from Bismarck, Grand Forks, Jamestown, Minot, Williston, and Fargo, Sharehouse Inc./Sister's Path – Fargo, South Central Human Service Center – Jamestown, Southeast Human Service Center – Fargo, SENDCAA – Fargo, St. Joseph's Social Care and Thrift Store – Grand Forks, Stepping Stones/Fraser – Fargo, Turtle Mountain Housing Authority, VA Medical Services, Welcome House, West Central Human Service Center, Willis ion Basin Coalition, Women's Action and Resource Center – Beulah, Youthworks, YWCA Cass Clay – Fargo, YWCA – Minot. Meetings are held quarterly. (70 partners)

ND Continuum of Care – This group’s lead agency is the NDCHP who provides both oversight and policy development of the CoC. The NDCHP provides the impetus for focusing all related state and local planning on the goal of ending homelessness. To ensure fairness and equity in the development of its COC process and related funding applications, the NDCHP seeks the participation of diverse individuals and organizations that represent both rural and urban communities in all of the state’s regions, all subpopulations, and all sectors. Members represent all eight of the state’s regions and include Human Service Centers, Community Action Agencies, domestic violence agencies, homeless service agencies and shelters, mental health and substance abuse agencies, disability service organizations, public housing authorities, housing development organizations, funding providers, faith-based and other community-based organizations, state and local government agencies, other non-profit service providers such as the YWCA, and persons who are formerly homeless. This group meets in conjunction with the quarterly NDCHP meetings and discusses what each region is doing to combat homelessness, as well as has several committees working on various projects. Most members of this group are the same as those for the NDCHP Meetings. (70 partners)

Public Awareness Committee – A subcommittee of various members of the NDCoC. The group meets each month via phone conference. This committee develops strategies and tools to raise community awareness of homeless issues. Participation varies but includes AARC, ND Coalition for Homeless People, CAP VII, West Central Human Service Center, Fargo Police Department, Salvation Army – Fargo, SSVF Dickinson and Bismarck. (8 partners but several others also attend)

Discharge Planning Committee – A subcommittee made up of various members of the NDCoC. This group meets each month via phone conference and works to facilitate, develop, and implement discharge policies and procedures to prevent immediate homelessness for persons being discharged from ND health care and correctional institutions. We also work to strengthen the NDCoC efforts to prevent homelessness. Participation varies but includes CAP VII, Fargo Police Department, Northeast Human Services, Salvation Army Fargo and Dickinson, Welcome House, ND Coalition for Homeless People, and Ruth Meiers. (8 partners)

McLean County Interagency – The CAP VII Self Reliance Program Coordinator Program serve as a member of the interagency group. This group is designed for networking among the different agencies/providers in McLean County. Other representatives include Garrison Family Clinic, Memorial Hospital, Mercer/McLean County Commission on Aging, McLean County Sheriff’s Department, McLean County Social Service Board, McLean Family Resource Center, Underwood Public School, Garrison Public School, McLean County Public Health, First District Health Unit, McLean County Veterans Service, West Central Human Service Center, Turtle Lake Public School, Washburn High School, NDSU Extension Service, Protection and Advocacy, Turtle Lake Community Memorial Hospital, St. Alexius Home Care and School, American Red Cross, McLean County WIC, Early Explorers Head Start, Rehabilitation Consulting Services, Northland Community Health Center, Job Service Bismarck and Beulah, First District Health Unit – Minot, Foster Grandparent Program, ADAPT, Inc., and Experience Works. (30 members)

Industry Council – The CAP VII Self Reliance Program Coordinator serves as a member of the Industry Council. This council is made up of area businesses that provide training at their facility to Job Corp students allowing the students to gain experience on the trade they are studying. The council members discuss what has worked and what could be done to improve the placements. Other representatives include Carpenters/Millwrights Local 1091, Bismarck High School, WIA/SRST, Edgewood Vista, Greater ND Association, Mid America Steel, Cloverdale Foods, United Tribes Technical College, Workforce Investment, Bureau of Criminal Investigation, St. Mary’s Central High School, Prairie Knights Casino, SCCI Hospital, Falkirk Mining Company, Community Options, Expressway Inn Personnel, Chamber of Commerce, Abused Adult Resource Center, Bureau of Apprenticeship Training, Governor’s Office, US Army Recruiting, Department of Corrections and Rehabilitation, and Workforce Investment Act program. (24 members)

NDCAP Self Reliance Supervisors’ Committee – The CAP VII Self Reliance Coordinator serves as a member of this committee. The SR Coordinators/representatives from each of the seven Community Action Agencies in ND make up this committee. The Supervisors work together to discuss upcoming events and brainstorm ideas of how things could be improved across the state, and share ideas of what has worked for each agency. Outside speakers from different agencies come and share their mission and how it can be incorporated into helping the low income population that we serve. The CAP VII Self Reliance Coordinator serves as chair of the committee and representative on the NDCAP Board of Directors. (7 members)

Early Childhood Network – The CAP VII Self Reliance Coordinator serves as a member of this network. The group is focused on the betterment of children and to improve upon the educational opportunities for children. It is collaboration between agencies, daycares, nurses, etc. Education to daycare providers, parents, teachers and community members is the main focus of the network. Other members include HIT, NDSU Extension, Easter Seals, Job Service, Bismarck Catholic Diocese, BECEP and the University of Mary. Participants work together to secure grants that fund the expenses of the Network. (8 members)

Emmons County Interagency – The CAP VII Self Reliance Coordinator serves as a member of the Emmons County Interagency. The Interagency provides a forum for community collaboration and networking. They support and provide education, training and prevention activities to the residents of Emmons County. Other members include the United Methodist Church, BECEP Head Start, NDSU Extension, West Central Human Service Center, WIC, Linton Hospital, Linton Public School, ATOD Region VII, Emmons County Social Services, Linton Police Department, Abused Adult Resource Center, Emmons County Tobacco Prevention, Emmons County Public Health, and Emmons Senior Services. (15 members)

Kidder County Interagency – The CAP VII Self Reliance Coordinator serves as a member of the Kidder County Interagency. The Interagency is a group of committed individuals working together to overcome challenges facing the communities in Kidder County. They support and provide programs and services to residents of Kidder County. Other members include West Central Human Service Center, Kidder County Social Services, Kidder County Tobacco Coalition, Steele Police Department, Rehabilitation Consulting and Rural Services, Kidder Senior Services, ATOD Region VII, Camp Grassick, Abused Adult Resource Center, Sanford, Golden Manor and Kidder County Public Health. (12 members)

Adult Learning Center Advisory Board – The CAP VII Self Reliance Coordinator serves as a member of the Advisory Board. The Advisory Board is a group of individuals from different agencies working together to increase the clientele of the ALC. They work to develop new programs and to secure grants for the ALC. Other members include Bismarck State College, Worker’s Compensation, Vocational Technical Center, Job Service and Century High School. (6 members)

Red Ribbon Carnival Committee – Community Action serves as the fiscal agent. The committee plans the Ribbon Carnival each year and promotes a fly-over event called “Look Up and Be Drug Free” during Alcohol Awareness Month in April. Members include Police Youth Bureau, National Guard, NDSU Extension and KFYZ. (7 members)

NDCAP Weatherization Coordinators’ Committee – Weatherization Coordinators representing the seven CAAs meet quarterly to discuss issues related to the program and promote measures to improve the program. (8 members)

Weatherization Program Technical Committee – The Weatherization Coordinator serves on this committee and is represented by staff from the 7 CAAs and ND Department of Commerce. (8 members)

Tri-State HELP – The states of Montana, South Dakota and North Dakota administer the Tri-State HELP HOPWA Program providing rental assistance for people with HIV/AIDS. The sponsors meet quarterly to discuss regulations, services, funding issues, etc. The Housing Coordinator from CAP VII, Missoula AIDS Council, Yellowstone AIDS Project, Sioux Falls Housing Authority, University of Montana, and Montana Health and Human Services are the partners. The Community Action Agencies provide case management and support services for clients served in ND. (12 partners)

Human Rights Committee – The purpose of the Human Rights Committee is to ensure the rights of the individuals served are afforded due process by a thorough review conducted by the Behavior Support Committees and Human Rights Committees. The Council and the North Dakota State Department of Human Services require that agencies providing services to individuals with developmental disabilities have due process on any rights limitations set forth by the team process. The HRC is committed to protecting the rights of the individuals served, as well as assuring the greatest respect of each individual’s human rights and ensuring that any restriction or limitation is temporary in nature. Participation varies but includes CAP VII Housing Coordinator, Pride, Enable, HIT, Support Systems, Community Options, Legal Services, Clergy, Psychologist, Psychiatric RN, Pharmacists, Vocational Rehabilitation, Guardians, and community members. (20 partners)

Thanksgiving Baskets – Capital Credit Union provides food baskets for families for the Thanksgiving Holiday.

Christmas Projects – A local Chiropractor provides Christmas gifts for children each year. In addition, the Bismarck Tribune prints the “Empty Stocking” identifying the needs of low-income families. Several local donors from the community provide gifts and monetary donations.

Open Your Heart – The Self Reliance Coordinator serves on the Open Your Heart Selection Committee. Applications are taken through the American Legion and agency representatives serve on the Selection Committee. Food and clothing assistance is provided to low income families in Burleigh County through Open Your Heart. Members of the Selection Committee are from the American Legion, Bismarck/Burleigh Public Health, Burleigh County Social Services, Burleigh County Housing Authority, Salvation Army, Head Start, and Ruth Meiers Hospitality House. (8 members)

Volunteers – Volunteers are a very important part of the Community Action Program and are vital to all aspects of providing services. Many volunteers work in the food pantries across the region. We have two volunteers for the Clothing Closet, one volunteer in the Food Pantry, 12 volunteers for the Backpack for Kids Program, and an average of 6 volunteers that assist with packing food for the Senior Commodity Program. (21 volunteers)

Surplus Supplemental/Surplus Commodity Programs – There are ten sites located in Region VII for distribution of supplemental commodities for low income people sixty years of age and over. They include: CAP VII, Glen Ullin Community Food Pantry, Beulah Women's Area Resource Center, Carson Food Pantry, Center at the Oliver County Food Pantry, Fort Yates Catholic Indian Mission, Linton at the Emmons County Food Pantry, Mandan Golden Age Services and Underwood. (10 sites)

Food Pantry Donations – CAP VII receives food donations from Super Value Warehouse, Cloverdale Meats, Cathedral of the Holy Spirit, Church of the Ascension, Good Shepard Lutheran Church, Bethel Lutheran Church, local churches from Wing, Driscoll, and Wilton, Starbucks Coffee, Great Plains Food Bank, State Employee Food Drive, youth groups, grade/middle/high schools, US Postal Carriers, Boy/Girl Scout Troops, Ruth Meiers Hospitality House, CFL Transport Inc., State Farm Insurance, Cottingham Insurance, The Salvation Army and several private donors. (26 regular donors and several individuals throughout the year)

Backpack for Kids – Developed in December 2006 to address the need for food for homeless children attending Bismarck Public Schools and Mandan Public Schools. 1,000 backpacks are distributed to 28 schools in Bismarck and Mandan each month during the school year. Partners include Bismarck and Mandan Public School Social Workers, Administrative Staff and Principals of local schools. Volunteers from Enable Inc., students from grade schools, teen volunteers, church groups, and other individuals from the community pack the backpacks with food. Monetary donations from churches, individuals, businesses, schools, organizations, grants, foundations and others support this project. (50 partners)

2. Community Needs Assessments

As a condition to receiving funding under the CSBG Act, each of the seven (7) CAAs is required to submit a community action plan to DCS. The community action plan includes a community needs assessment for the region to be served. The community needs assessment can be coordinated with other community needs assessments conducted for other programs. The Community Services Block Grant Certification, a copy of which can be found in Appendix C, addresses the need for needs assessment data to be submitted by each CAA. That document is signed by the Board Chairperson for each CAA.

Statewide and regional general needs assessments of low income needs have been conducted in 1996, 1998, 2003 and 2006 through the efforts of the North Dakota Community Action Partnership (the association of the 7 ND CAAs), DCS, and various other community partners. In 2000, a Low Income Food Needs Assessment was completed by NDCAP based on the variance in data from the 1996 and 1998 needs assessments, as there was a tremendous increase in the need for assistance with meeting food needs as reported by respondents to the 1998 survey. In 2001 a survey was completed that provided data on unemployment/ underemployment issues of low income residents of the state. This information was helpful as it documented the need for some of the CAAs to become more involved in employment related issues.

3. Tripartite Boards

Each eligible entity has in place a tripartite board to oversee the agency in carrying out their designated role in serving the low income population of the State of North Dakota. CAA board composition must be consistent with Section 676B(a) as required by the grant agreement between the DCS and each subgrantee. The make-up of the board is 1/3 elected public officials, or appointive public officials if sufficient elected officials are un-able to serve; not fewer than 1/3 of the members are persons chosen through a democratic selection process to assure that the members are representative of low income individuals and families in the neighborhood served and living in the neighborhood represented by the member; and the remainder are officials or members of business, industry, labor, religious, law enforcement, education or other major groups and interests in the community served. The specific requirement is stated in an attachment to the grant agreement: "Community Services Block Grant Certification," signed by the Board Chairperson of the subgrantee. (See Appendix C.)

The DCS includes a review of board composition, residency, tenure and attendance records as part of its subgrantee monitoring process. If, during subgrantee monitoring, it is determined that board composition does not satisfy the requirements of 676B(a), the monitoring report will cite the nature of non-compliance and prescribe corrective actions for the subgrantee. Failure to implement corrective actions would be grounds for suspension or termination of CSBG funding.

4. State Charity Tax Program

There is no State Charity Tax Program in existence in North Dakota.

5. Programmatic Assurances

A description of how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out.

a. Assurance 676(b)(1):

The Division of Community Services, on behalf of the State of North Dakota, will enter into grant agreements with seven (7) CAAs. Each grant agreement will refer to budgets and community action work plans for the CSBG subgrantee, setting specific performance goals for each CSBG-funded activity and agency reporting on national indicators. The performance goals for CSBG-funded activities will be expressed in terms of households served. Sub-grantees will be required to report quarterly on progress towards annual

CSBG performance goals, and annually on the national indicators and additional outcomes they have established for the grant year. The funding each CAA will receive through the CSBG American Recovery and Reinvestment Act (Recovery Act) will be used with the funding they will receive through the regular CSBG grants to enable them to serve more individuals and families who have been affected by the downturn of the economy.

Funds made available through the grant or allotment will be used:

- (1) *To support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low income individuals and families, to enable the families and individuals to:*
 - (i) *remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act):*

North Dakota's CSBG subgrantees are required to reserve a portion of the FY2014-2015 CSBG award to support self-sufficiency services, including the Self Reliance program. Self Reliance case managers at each agency assist clients in identifying the factors contributing to the client's need for assistance and support, and assist the client in devising and implementing a plan to alleviate the identified obstacles to self-sufficiency. Each Self Reliance case manager is certified as a Family Development Specialist through the National Resource Center for Family Centered Practice, University of Iowa School of Social Work. In addition, many of the CAAs have staff trained as group facilitators who use their training for facilitating group activities including the Steps to Economic and Personal Success (S.T.E.P.S.) Program and Keys to Innervations. Agency clients are able to access both the available individual case management as well as participate in group activities.

Some of the CAAs provide job readiness activities which also enhance the opportunity for clients to be exposed to job seeking and job preparation activities which helps to tie together the various components that can assist clients in becoming self-sufficient. Support to JACS and WICS clients is provided by some of the agencies as a follow-up to the Job Corps training they have completed.

The subgrantees also address self-sufficiency through other agency programs that address day care needs, housing issues, budgeting and money management, transportation, employment, emergency services, education, health, etc. Each agency has done extensive networking with other providers in their service areas to ensure that clients are informed about and referred to other programs in the region that would be available to the client to assist them in meeting their needs and helping them to become self-sufficient.

The CAAs all offer the Individual Development Account (IDA) program in an effort to help clients in saving money for the purchase of a home, for education, or for the start-up costs of a business. The seven CAAs in North Dakota and the four CAAs in South Dakota continue to work together through the Dakota Community Action Partnership (DCAP). This multi-state CAA Association was created in an effort to develop and/or expand IDA services in both states through the receipt of an AFI grant and a private foundation grant that provided the funds that could be used for matching purposes. The North Dakota Community Action Partnership (NDCAP), the association that was created to represent the seven CAAs in the state, hired a staff person to work with the Executive Director of NDCAP on IDEAS and asset development in the state. NDCAP and the CAAs worked with local legislators on crafting a bill requesting \$125,000 in state funds to be used as match for federal AFI funds and client savings in order to expand the IDA program. The Legislature passed the bill and that will result in 62 additional IDA slots in ND.

All of the regions of the State, offer the Commodity Supplemental Food Program to assist recipients in remaining in their own homes for as long as possible. The CAA in Region III has developed a program to provide computers and printers to low income families who would benefit from the equipment for educational programs for the parents and/or children in the home. This program enables youth and adult students to have access to computers to enhance their educational and vocational needs.

A few years ago, in an effort to strengthen the approach to self-sufficiency services provided through the CAAs, a year-long project was supported by the NDCAA to review and revise agency processes in the delivery of self-sufficiency services. A committee, represented by Self Reliance staff from each of the CAAs and the State CSBG Program Administrator, worked to integrate CAA services and strengthen communication between programs and agencies. The Self Sufficiency Project was based on ROMA standards that incorporate the intake, assessment, outcomes and scales for CAA services. Although the project has now been completed, the CAAs continue to utilize the concepts and approaches that were developed through this process.

(ii) *Secure and retain meaningful employment:*

The seven CAAs will continue to utilize CSBG funds to help low income persons secure and maintain gainful employment by providing employment referrals and information and collaboration between the CAAs and Job Service North Dakota to access job counseling, placement, summer youth employment and on-the-job training programs. Agencies are collaborating with other programs in their region that have supportive employment services, referring clients to those agencies as appropriate.

The CAAs offer the Steps to Economic and Personal Success (S.T.E.P.S.) Program, in part funded through CSBG, to assist people who have never been employed or for people who are no longer employed. The goal of the program is to move people from unemployment to employment and from dependence to independence. The LIHEAP program refers appropriate clients to S.T.E.P.S. and for case management services, with reimbursement provided through Oil Overcharge funds administered by DCS. In previous years, the CAA in Region VIII has collaborated with the Human Service Center to provide the Supportive Employment and Job Coach Programs. The CAA is now administering the Supportive Employment program, with job coaches provided by Community Options for Residential and Employment Services (CORES). The CAA has worked with the schools, Job Service, etc., to help provide opportunities for junior and senior high students to enhance their job skills and learn more about employment opportunities and how to prepare for the job market. Two of the CAAs play supporting roles to Foster Grandparent programs that are operating in their service areas. The programs provide nurturing to special needs school children as well as providing employment and personal enrichment opportunities for low income senior citizens who volunteer their time to the program. With the Shelter House in place in Region IV, the agency has attempted to strengthen programming opportunities for their low income clients. Several of the CAAs have become involved in the expansion of child care programs in order to meet the identified needs for additional facilities, extended hours and infant care.

The CAAs, through the CSBG Recovery Act funds and through their regular CSBG grants, have strengthened services in support of employment, helping clients with educational and training needs, transportation through car repairs, gas vouchers, taxi vouchers, bus tokens, etc. to help people do job search and obtain and obtain employment. CAAs also assist with day care needs, housing, food, clothing for work, etc., all in support of employment to help clients become as self-sufficient as possible.

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

Sufficient education and skills to help low income individuals and families strengthen their efforts to become self-sufficient are key issues that are addressed as CAA staff work with clients and other service providers. Self Reliance case managers and other CAA staff involved in the provision of self-sufficiency services help clients assess their educational and training strengths and deficiencies and develop personal development goals which include specific educational and work skill training objectives. In addition, CAA staff will continue to provide low income clients with information and referral to OJT, vocational education, GED and ABE programs. Coordination and collaboration of CSBG with Workforce Investment Act activities also will strengthen the emphasis of adequate education, literacy skills and work related skills by all partners and participants.

CAAs in Regions V, VI and VIII operate Head Start and/or Early Head Start programs which are aimed at overcoming learning disadvantages in children in low income households. Between the CSBG Recovery Act funds and regular CSBG funds, all of the CAAs are involved with some aspect of child care services to enable parents to obtain and retain employment and/or to get training or educational sessions to help them with them finding and/or keeping jobs. The CAA in Region V has established a wrap-around child care program with their Head Start and Early Head Start programs. Educational issues for the children, as well as the parents, are part of the assessment and support services provided by agencies and their collaborative partners.

Each of the CAAs is involved with various community efforts addressing education and literacy needs of individuals and families.

(iv) make better use of available income:

In FY2014 and FY2015, the CAAs will continue to provide information and services to low income individuals on making better use of available income. The CAAs are involved in varying degrees with providing consumer information, budget and credit counseling, money management, and consumer education. Since 2003 the CAAs have been involved with the Individual Development Account (IDA) Program which enables participants to save money, matched by federal and local funds, to purchase a home, start a business or return to school. Participants are excited about the opportunity to take part in this program and receive matching funds for what they have put in their account. As mentioned above, the seven CAAs in North Dakota and the four CAAs in South Dakota are working together on a shared IDA program under the joint-state CAA Association known as NDCAP. The pilot project was funded by a foundation grant, and that grant money provides the local match for the federal AFI funds that have been awarded. The current request for AFI funds has been submitted. If approved, the CAAs will use State general funds as match to the client and AFI funds. NDCAP was successful in the 2011 Legislative session to have their bill requesting \$125,000 in State funds be approved for the IDA program, which is a very positive outcome due to the difficulty for the agencies to secure local match for the program. The State matching funds will be administered through the ND Department of Commerce. Approval of the new AFI grant and the State matching funds, will create 62 additional IDA slots in the program. This will provide more clients with the opportunity to enroll and secure match for their savings, and help them to become more self-sufficient.

North Dakota also has maintained the expansion that took place a few years ago in the number of CAAs serving as VITA sites. Through that program the CAAs are helping low income people with tax preparation and improving their access to the Earned Income Tax Credit Program. The CAAs continue to look for additional funding that might assist them in their efforts.

Part of the Self Reliance/Self Sufficiency Project intake and assessment includes an assessment of resources, and a referral to other credit, budget or money management counseling when appropriate. Referrals are made, when appropriate, to other service providers who offer more in-depth budget

counseling or other financial information and education. Representative Payee services are provided by the CAAs in Region I, II, III, VII and VIII. The CAAs continue to look at the need for assistance, education and support in the area of client issues revolving around making better use of available income. The loss of jobs, reduced hours, etc., has affected many families that have never sought assistance before as they have enough income to get by and their salaries were above the eligibility guidelines for most helping programs. With some of the negative changes in the economy, many of those families are now seeking help, so the CAAs are increasing these types of services through the CSBG grants.

The increase of credit card use and abuse, low paying jobs, need for emergency services, welfare reform, payday loan services, etc., have all contributed to this issue becoming a common problem and thus there is an increased need for trained staff working with low income clients on issues involving financial matters. A number of CAA staff has attended various trainings on Consumer Protection, including identity theft, scams against consumers, credit card interest rates, payday loans, etc., in an effort to better assist them in working with their clients who have had problems with those issues.

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

The CAAs will continue to provide housing information, housing referrals and direct assistance to low income persons. CAA staff mediates landlord/tenant disputes, loan default situations and utility payment deferral negotiations. CAAs also provide HUD Housing Counseling services and assistance through housing rehabilitation and first-time homebuyer activities which are largely funded by the HOME program. Through the HOME Program and the CAAs receiving CHDO status, there is an increased involvement in housing issues and the development, rehabilitation and management of housing in all regions of the State. The two regional CHDO Specialist positions that were developed out of the CAAs have evolved into entities that work closely with the CAAs on the development of needed affordable housing throughout the state. Homebuyer Education sessions are a collaborative venture between the CAAs, North Dakota Housing Finance State agency, and local realtors, bankers, etc., in an effort to better educate consumers, including low income people, on the opportunities and options available for those interested in becoming homeowners. In addition to addressing the issue to better educate potential homeowners, this partnership has also increased the networking and knowledge base of those partners on the work of community action and the needs and issues of low income people. The CAAs work with the Regional Planning Councils on housing, infrastructure and economic development issues. The CAAs in Region II and Region VII are addressing substandard housing issues for those clients seeking first month's rent and security deposit assistance, in an effort to assure that the housing the agencies help the clients move into provides a safe and suitable environment for the family. The Region VII CAA participates with various other community organizations on Rebuilding Together (formerly Christmas in April) activities which addresses housing rehabilitation issues of low income individuals and families. The Region VII CAA administers statewide the Tri-State Help and the Shelter Plus Care programs. Tri-State Help provides stable housing through

rental assistance and access to services for low income persons living with HIV/AIDS. Shelter Plus Care provides rental assistance and targets homeless people who have a serious mental illness and/or chronic problems with alcohol or drugs and/or HIV/AIDS.

Red River Valley Community Action has expanded their role in working with the housing needs of low income people in their service area. They are working closely with the City of Grand Forks on the state's first home loan rehabilitation program that makes available low interest loans for eligible homeowners who have rehabilitation projects that need to be completed on their homes. For those who can't afford the low interest loans, the agency is working with a foundation in hopes of making grant programs available to very low income homeowners who need repairs and rehabilitation on their homes. In 2006 the agency built a supportive housing triplex next to their agency. This facility is seen as a transitional unit with some clients from the agency's homeless shelter being able to move into the triplex when they vacate the shelter.

Through the CSBG Recovery Act funds and regular CSBG funding, the CAAs are addressing housing and money management needs together by providing longer term rent/mortgage assistance to maintain the family in safe and affordable housing, while working with the family on money management activities to help them be able to maintain their housing.

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

Each CAA, in FY2014 and FY2015, will continue to maintain, as part of their annual CSBG-funded program, emergency food banks, loan funds and/or direct assistance. The CAAs also utilize CSBG funding to administer and/or support other programs with little or no administrative funding, including FEMA, HOME, TEFAP and other funding sources they receive which are directed to the emergency needs of low income clients. In addition to providing direct services to clients needing emergency assistance, the CAAs, through their networking, assist clients in accessing needed information and services from other service providers as needed. FEMA funds, Energy Share, CSBG and other private donations are used to provide and/or coordinate emergency services, including food, transportation, medical, energy, shelter assistance for displaced persons or families and safe homes for abused adults and children. The emergency assistance funds are used to provide short-term assistance to homeless and other low income clients in need. The effort focuses on meeting basic needs of these households utilizing community resources, and helping individuals and families look beyond the current emergency need to plan for the future so they can prevent or minimize additional emergency or crisis situations.

Self Reliance and other CAA staff are available to assist clients in devising long-term solutions to their situations. The CAAs have seen and continue to monitor increases in emergency service needs and clients due to a number of factors including increases in the cost of living, limited job opportunities, low paying jobs, lay-offs and welfare reform. The CAAs have strengthened their

efforts to make sure that client intakes and assessments are looking at the total picture of the client's situation and needs, instead of just meeting the identified emergency need for which the client is seeking assistance. This provides clients with more information on CAA services as well as other programs or resources that could assist them. This approach helps to better assess the needs in an effort to help the client look at and address barriers to self-sufficiency instead of a band-aid approach that only meets the current emergency need that brought them to the agency.

The CAAs in Region III and IV administer the Food Fellowship program, which is a food recovery program with the donated food distributed to individuals, families and other human service programs that serve low income people. The program meets nutritional needs and emergency needs, as well as serving as a model to enlist volunteers and as a marketing tool to increase awareness of the agency programs due to the positive response the program has seen since it was implemented. The CAAs became involved in the Supplemental Commodities Program in 2002 and are utilizing that program to target the nutritional needs of low income seniors and families. The CAA in Region III works with the two Indian Reservations in their area to strengthen the food pantry programs available to meet the food needs on the reservation. The State CSBG office has provided CSBG Discretionary and Community Food and Nutrition (CF&N) funds to NDCAP to support their efforts in the Sportsmen Against Hunger initiative which was developed to address food insecurity in ND. Through this initiative, hunters are encouraged to donate their deer to food processors in their communities so it can be processed, packaged and frozen for distribution to local food pantries. NDCAP is also working with the communities and various sportsmen's groups and agencies to seek ongoing support of this initiative. In 2005, CF&N funds were awarded to ND State University Extension for the development and distribution of a cookbook that the CAAs and Extension staff have used to demonstrate recipes and safe food handling techniques. The cookbook has a number of recipes that use USDA commodities and venison as main ingredients. This furthers our initiatives to address food insecurity and strengthen relationships between the low income food programs offered through NDSU Extension (EFNEP, FNP, and outreach by Extension staff) and the CAAs. The cookbooks have been reprinted and continue to be distributed.

A taskforce, Creating a Hunger-Free North Dakota (CHFND), has evolved out of an effort to look at strengthening the delivery of emergency foods through food pantries, soup kitchens, etc. Great Plains Food Bank, the State CSBG Office, NDCAP, NDSU Extension and the Human Nutrition Research Center started this project in the spring of 2007. The taskforce sought input from consumers, providers, agencies and the general public as to how the emergency food delivery system that is currently in place can be enhanced. All counties currently have access to emergency food items, but there are some issues that affect how the current system operates. ND is very rural, and sometimes transportation of the food to outlying communities can be difficult. Some communities have limited storage space available for shipments of food, so that is a consideration we are currently studying as we look at better coordination with other programs or organizations. In many of the rural communities the pantries are run by

volunteers who are getting older, and their ability to distribute the food is sometimes diminished. The taskforce used surveys and focus groups to gather information that was finalized into a report in 2008. In 2009 we are working with an expanded taskforce as we address the findings from the CHFND report. The taskforce includes a number of other partners including CAA staff, WIC staff, Public Health, Dieticians, etc. Great Plains Food Bank (GPFB) has addressed some of the findings regarding transportation issues by creating a Mobile Food Pantry that brings the GPFB food to some of the small, rural communities which increases the number of people served because many in those communities don't have reliable transportation to get to a Food Pantry several miles away.

These approaches are often bringing services to clients instead of clients having to struggle to find transportation to get to some of the services.

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

The CAAs continue to assist low income people in participating in community affairs by working to gain representation of low income interests on local advisory boards, by informing low income people of community activities and by expanding volunteer participation in community based service programs. The statewide needs assessments coordinated by NDCAP and the CAAs has provided the opportunity for low income people and service providers to provide input to help determine the needs of the low income population in the State. This information continues to be used by CAAs and other providers in better addressing needs, strengthening and enhancing services and helping low income individuals and families become more aware of available services. The surveys and focus groups that were done through the Creating a Hunger-Free North Dakota taskforce also elicited input from low income individuals and families as to their recommendations on needed changes for the emergency feeding programs in the state.

Local collaboration efforts with various CAAs brings the agency and staff into contact with various other community resources including law enforcement, housing authorities, religious organizations and other public and private partners. Some of the efforts that are currently taking place include the partnerships between the CAAs and the Juvenile Court systems which has led to Keys to Innervations sessions being offered to area youth. The Region VII CAA continues to partner with local law enforcement groups to support their Teen Court program which involves law enforcement making referrals of youth offenders to the program for hearings and sentencing by their peers. The Teen Court program has been successful in achieving increased knowledge and strengthened partnerships between the agencies, and a resource for better

addressing youth issues. Some of the CAAs continue to be involved with the Safe Communities Programs and Prevention Programs that operate throughout the state, however the primary coordination of those programs has just shifted to state staff instead of regional/non-profit staff. A number of community partners still work together on alcohol and drug issues and other community concerns, however. Through their efforts, individual services as well as community information and educational issues, are addressed through the network of providers in place. All of the CAAs work closely with local housing authorities in an effort to better serve low income individuals and families.

The Food Fellowship program, a food gleaning program in Regions III and IV, Supplemental Commodities Programs, VITA, housing programs, Homebuyer Education sessions, IDEAS, etc. serve as prime examples of CAA coordinated efforts through public and private grassroots partnerships. Through the CAA partnerships with others and the resulting community approaches that have been developed, less food is being wasted and that food is being distributed to people who are hungry. Low income people are receiving food supplies and other needed services provided through the community services network. The educational and informational sessions on drugs, alcohol, prevention issues, etc., are reaching the community, thus demonstrating the outreach provided by the CAAs. Volunteers from all walks of life are working together to make the programs work and expand through the word of mouth publicity that the agency receives because of the positive response for what they are doing, and the communities are becoming safer for all residents. The success of these programs is an example of programs that can be adapted to other communities to address similar needs.

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

In FY2014 and FY2015, the CAAs will continue their efforts to expand their networking activities in addressing youth issues. All of the CAAs are represented on various boards and committees which address community issues including youth. Since its inception, the CAAs have had a representative appointed by the Governor to serve on the WIA Youth Council. Currently the Executive Director of NDCAP is serving in that capacity. It has been helpful to the CAAs to maintain that link with the WIA Youth Council.

The Region II CAA is involved in the Minot Commission on Youth which addresses educational issues, resources and needs of youth and their families. The Region V CAA continues to operate a child care program and emergency childcare payments are made for families through Region IV when other resources are unavailable. Youth education programs and after-school needs are also addressed by some of the CAAs.

Sessions addressing self-concept, setting goals and developing plans for the future, etc., are a means to assist families in becoming better informed about opportunities to help them become self-sufficient. The Region II CAA operates a Summer Feeding program, which provides breakfast and lunch to low income children and their families. The Region VII CAA developed a Backpacks for Kids program in Bismarck that provides backpacks full of nutritious foods each Friday to homeless children so they have food available for the weekends when school is not in session. The CAA coordinates with Bismarck Public Schools to make this program available for elementary school age children. They are working with a Summer Feeding Program in Bismarck to enable them to continue the Backpacks program during the summer months. In the fall of 2009 the CAA expanded the Backpacks for Kids program into Mandan, Bismarck's sister city that is located 7 miles away and across the Missouri River. The Region VI CAA also started a Backpacks for Kids program in Jamestown. Both of these expansions of service have been made possible due to the CSBG Recovery Act funds that have been made available. However, both agencies have continued the programs in their regular CSBG grants after the end of the Recovery Act funding.

Educational efforts, including coordinating efforts to ensure that youth in school have access to needed school supplies, are able to participate in school and community educational and recreational activities, etc., are addressed by the CAAs and through their participation on community boards and in community meetings. The Region III CAA has supported youth activities through direct assistance offered to low income families to enable the youth to participate in educational, social and community activities. Through the efforts of the CAAs, individual services as well as community information and educational issues, are addressed through the network of providers in place.

(3) *To make more effective use of, and coordinate with, other programs (including State Welfare Reform efforts):*

Through their collaboration efforts, the CAAs and NDCAP continue to strengthen their coordination with other service providers serving low income individuals and families on local, regional and state levels. As roll-up TANF funds have become available in the past, the CAAs have submitted proposals and/or been funded to provide supportive services to State Welfare Reform efforts, including GED/basic educational programs and job retention activities. The linkages detailed in Section F, State Community Services Program Implementation, 1. Program Overview, b. Linkages, in the CSBG Narrative section of this plan documents numerous coordination and collaboration activities between the CAAs and other programs. The availability of programs and services to address unmet needs strengthens the service

delivery within the State. Working with other programs and entities throughout the service area strengthens the collaborative efforts of meeting the unmet needs of low income citizens, which benefits all providers and programs including State, Regional and County Social and Human Service programs involved in Welfare Reform efforts. NDCAP, CAA and DCS staff continue to maintain open communication with staff from the ND Department of Human Services and other state entities. The goal is to increase referrals between all levels of the programs, strengthen the relationships between programs and staff, and maximize the funding available to the State. These linkages enhance the activities of the state and the CAAs in helping low income people in becoming more self-sufficient and enhances their efforts to become employed or maintain their employment, better educated, financially solvent and more involved in their communities.

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

Each CAA will provide on an emergency basis for supplies and services, including nutritious food and related services to counteract conditions of starvation and malnutrition among low income individuals. As part of the FY2014 and FY2015 CSBG community action plan that each CAA submits to the State, the agencies will specifically outline the measures they have in place, including food pantries, other nutritional programs, information and referral mechanisms, linkages with other agencies, etc., that will enable them to address emergency food needs of low income people in their regions. The CSBG Certification, which is attached to the grant agreement between the DCS and each CSBG subgrantee, will also reference this Assurance. The Certification form is signed by the Chair of each CAA Board. A copy of that Certification form can be found in Appendix C of this State plan.

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

Each CAA, and the State, will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low income individuals and to avoid duplication of such services. Each agency has developed a current list of linkages which can be found in Section V, the Narrative State Plan beginning on page 30 of this plan. The CSBG Certification, which is attached to the grant agreement between the DCS and each CSBG subgrantee, will also reference this Assurance which is required of each subgrantee. The Certification form is signed by the Board Chair of each CAA board. A copy of that Certification form can be found in Appendix C of this State plan.

The State and the CAAs will cooperate with the provision of employment and training activities developed through statewide and local workforce investment systems under the Workforce Investment Act (WIA) of 1998. The CSBG State Office and the CAAs in the State were initially actively involved in WIA meetings and coordination of activities beginning in October of 1998 when the first meeting on WIA for partner agencies was held. CSBG, as a mandatory partner, participated in the Unified State Plan (USP) meetings and represented the CAAs and the CSBG State office. As a participating member, CSBG was included in the State memorandum of understanding when it was developed. CAAs and the State CSBG Program Manager were actively involved in providing service/program information to the initial computer based website that was developed to serve as a means to meet the One-Stop Service approach required by WIA. CAA programs, contact information, etc., were included in the website data to ensure that individuals were aware of and able to access the information. The website was an opportunity for all staff of involved agencies to become better informed of the services and programs available from various providers in an attempt to strengthen the collaborative opportunities to better serve clients. This coordinated effort was used to encourage coordination and eliminate duplication of efforts while also making a One-Stop Service approach more user friendly for individuals accessing needed services. The State CSBG Program Manager then served as an Advisory Board member for Project Share, a federally funded initiative grant coordinated by Job Service ND. This was a Faith-Based and Community-Based Organizations Outreach Grant to provide statewide outreach efforts to increase the participation of faith-based and community-based organizations in the delivery of One Stop services by WIA partners. Regional Job Service ND Coordinators followed up with faith-based and community-based providers to develop partnership agreements to strengthen the information and referral process across all organizations, and to simplify the access of One-Stop services by individuals in need of information and assistance. The grant was for a period of one year, and once it was completed, Job Service ND continued to serve as the anchor agency for this initiative and the "Network of Community Resources" website that was developed based on the partnership agreements that were developed. The MOU between partner agencies and the Workforce Development Council remains in place at this time.

DCS staff maintains contact with staff of the ND Department of Human Services to maintain open communication between DHS and DCS programs. The goal is to increase referrals between all levels of the programs, strengthen the relationships between programs and staff, and maximize the funding available to the State.

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

The CAAs also administer funds under the Federal Emergency Management Act (FEMA) and Energy Share of North Dakota, Inc. All expenditures of emergency energy assistance are coordinated with county social service boards, which administer emergency energy assistance under the Low Income Home Energy Assistance Program (LIHEAP). LIHEAP referrals are made to the CAAs for energy services as well as for case management services and other self-sufficiency services under the Self Reliance

Program. DCS staff maintain contact with staff of the ND Department of Human Services to maintain open communication between DHS and DCS programs. The goal is to increase referrals between all levels of the programs, strengthen the relationships between programs and staff, and maximize the funding available to the State. The CSBG Certification, which is attached to the grant agreement between the DCS and each CSBG subgrantee, also references this Assurance which is required of each subgrantee. The Certification form is signed by the Board Chair of each CAA board. A copy of that Certification form can be found in Appendix C of this State plan.

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

The State and eligible entities will continue to coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups and community organizations. CAAs continue to refer clients to other related programs as appropriate, and have continued their efforts to have other organizations, including religious organizations, charitable groups and community organizations, become more familiar with the CAA mission and how they can all work together to more effectively address low income issues and needs. CAAs work with local, public, private, religious, charitable and community groups to develop more efficient and effective services for low income persons. Each CAA has established linkages with a variety of partners in an effort to strengthen coordination, meet the needs of the low income population and increase collaboration. Each year there is an increase in the number and types of linkages each CAA has. As a result, there is increased communication, coordination and collaboration which ultimately benefit the clients and their families, the service providers and the community.

Due to the statewide disasters faced since 1993, and most seriously in 1997, several new partnerships have emerged with other entities including religious and charitable organizations. The State and the CAAs continue to strengthen those relationships. Welfare Re-form and Welfare-to-Work issues have also increased collaborative efforts. The role of NDCAP in working with other statewide providers in an effort to strengthen collaborative efforts for CAAs has resulted in positive benefits and opportunities with entities that have not always been aware of the role of community action. These activities, as well as WIA activities, have also increased collaboration opportunities with the Department of Human Services, Job Services and the Private Industry Council. Periodic statewide meetings have been held to strengthen ties with Head Start, Even Start and Ag Mediation. The Community Action Plan submitted by each CAA provides information on linkages that the agencies have with other providers and entities within their service area. That information is also made a part of the State CSBG Plan in Section V, the Narrative section which provides the Program Overview.

G. Fiscal Controls and Monitoring

1. State Program Monitoring

The State will comply with the federal requirements outlined in the CSBG Act, Section 678B(a), regarding monitoring of eligible entities in order to determine if the eligible entities meet the performance goals, administrative standards, financial management requirements and other State and Federal requirements. In complying with that requirement:

The State will complete a full onsite review of each eligible entity at least once during each three year period. The State is currently on a schedule of monitoring each CAA every other year unless they are considered a high risk entity that the State would consider in need of more frequent monitoring. Agencies defined as high risk are notified of the designation and a schedule of monitoring that will be done until the agency is no longer considered to be at risk.

- Should a current eligible entity cease to function, which would result in an unserved CSBG area in the State, the State would complete an onsite review of any newly designated eligible entity immediately after the completion of the first year in which they would receive funding through the CSBG act.
- Follow-up reviews, including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards and requirements established by the State would be made by the staff of DCS, the lead State agency for the CSBG.
- The State would complete other reviews as appropriate, including review of eligible entities with programs that have had other Federal, State or local grants, other than assistance provided under the CSBG, terminated for cause.

In addition to the monitoring by DCS, each CAA is subject to annual audits. The dates of the most recent DCS monitoring, and the last audit conducted and the period covered by the audit for each eligible entity is, as follows:

- Region II, Community Action Partnership
Last DCS CSBG monitoring visit: 06/19/2012 - 06/20/2012
Last audit: 9/14/12
Period covered by audit: 7/1/11 - 6/30/12
- Region III, Dakota Prairie Community Action Agency
Last DCS CSBG monitoring visit: 8/7/12 - 8/8/12
Last audit: 9/24/12
Period covered by audit: 7/1/11 - 6/30/12
- Region IV, Red River Valley Community Action
Last DCS CSBG monitoring visit: 9/11/12 - 9/12/12
Last audit: 11/29/12
Period covered by audit: 7/1/11 - 6/30/12

- Region V, Southeastern North Dakota Community Action Agency
Last DCS CSBG monitoring visit: 7/10/12 - 7/12/12
Last audit: 7/18/13
Period covered by audit: 1/1/12 - 12/31/12
- Region VI, Community Action Region VI
Last DCS CSBG monitoring visit: 07/24/13 – 07/25/13
Last audit: 4/18/13
Period covered by audit: 1/1/12 - 12/31/12
- Region VII, Community Action Program Region VII
Last DCS CSBG monitoring visit: 08/22/11 – 08/23/11
Last audit: 7/12/13
Period covered by audit: 1/1/12 - 12/31/12
- Regions I & VIII, Community Action Partnership
Last DCS CSBG monitoring visit: 5/22/12- 5/23/12
Last audit: 6/30/12
Period covered by audit: 1/1/11 - 12/31/11

In addition to annual audits, and the on-site monitoring by DCS, each CSBG subgrantee is subject to review of its quarterly financial status reports and annual reports by DCS.

2. Corrective Action, Termination and Reduction of Funding [676(b)(8), 676(c) & 678C]

If the State would determine that an eligible entity does not comply with the terms of an agreement or the State CSBG plan, fails to provide services under the CSBG or to meet appropriate standards, goals and other requirements, including performance objectives, as required or established by the Federal or State levels, the State will comply with the requirements outlined in Section 678C of the CSBG Act regarding procedures to follow to terminate or reduce the funding of the eligible entity:

- a) inform the entity of the deficiency to be corrected;
- b) require the entity to correct the deficiency;
- c) offer training and technical assistance, if appropriate, to help correct the deficiency.

If the State provides training and technical assistance to help correct the deficiency, a report shall be sent to the Secretary of Health and Human Services or his designee, describing the training and technical assistance that was provided.

If the State determines that training and technical assistance are not appropriate, the State will submit a report to the Secretary explaining why it was determined that training and technical assistance were not appropriate.

Based on the seriousness of the deficiency and the situation that caused the deficiency, the State will allow the entity to develop and implement, within 60 days from the date in which the entity was informed of the deficiency, a quality improvement plan in order to correct the deficiency within a reasonable time period as determined by the State. Not later than 30 days after receiving the quality improvement plan from the entity, the State will review and either approve the proposed plan or notify the entity why the proposed plan cannot be approved.

If the plan cannot be approved, the State will provide the entity with a notice of the State's decision to terminate the designation of the entity, or reduce their funding under CSBG, unless the entity agrees to correct the deficiency. At that time the State will also provide the entity with the opportunity, within 10 days of receiving the written notice, to request a hearing on the record by the Director of DCS.

A determination to terminate the designation or reduce the funding of an eligible entity can be reviewed by the Secretary of the Department of Health and Human Services. The entity will be informed that they can request that the State notify the Secretary of the entity's request for a review of the State's decision to terminate or reduce the award, not later than 5 days prior to the effective date of termination. If a review by the Secretary has been requested, the State will not terminate the award until the review has been completed. The Secretary shall complete the review not later than 90 days after receiving the documentation from the State regarding the termination or reduction of funding. If the Secretary does not complete the review within the 90 days, the State's determination will become final at the end of the 90th day.

In the grant attachments to CSBG awards to eligible entities, reference is made to termination of funding. Those citations are in Part II, I and J- General Assistance Terms & Conditions and Part III, S - Programmatic Terms & Conditions for the Community Services Block Grant.

3. Fiscal Controls, Audits, and Withholding:

Assurance 678D(a)1 and 678D(a)(2): The DCS, as administering agency of the CSBG on behalf of the State of North Dakota, has established fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the CSBG Act. The DCS is responsible for fiscal control, accountability and proper disbursement of CSBG funds. The DCS requires all CSBG subgrantee accounting systems to meet the minimum requirements established by OMB Circular A-110. Each subgrantee is required to submit an annual audit of its operations to the DCS, prepared in accordance with the audit standards specified in OMB A-133.

In addition to annual audits, each CSBG subgrantee is subject to quarterly review of its financial status reports except an agency determined to be high risk will be subject to monthly review of its financial status reports. DCS will comply with the requirements of Section 678B(a) of the CSBG Act regarding monitoring requirements for eligible entities. The DCS is itself subject to a biennial A-133 audit as part of North Dakota's Office of Management and Budget. A copy of the audit is submitted to the Secretary, Department of Health and Human Services, to the State Legislature, and, at no charge, it will be made available to any eligible entity that was the subject of the audit. The last single audit of federal programs within the North Dakota Department of Commerce was completed by the North Dakota Office of the State Auditor in March of 2013 for the periods of 2010 through 2012.

The fiscal and program requirements, including State and Federal Assurances, are included in attachments to the contracts between the CAAs and the State for carrying out the CSBG program activities. The grant attachments are Part II - General Assistance Terms & Conditions, Part III - Programmatic Terms & Conditions for the Community Services Block Grant and Appendix C, Community Services Block Grant Certification. In addition, the CSBG Application Guide provides additional information and requirements to the CAAs for meeting the CSBG program and financial requirements.

- a. *Assurance 676(b)(7): The State will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act.*

The State will make itself available to enable and cooperate with any Federal investigations that would be undertaken in accordance with Section 678 of the CSBG Act. The CSBG Certification attached to the grant agreement between the DCS and CSBG sub-grantees similarly requires their cooperation and participation in any such State or Federal investigation. The Certification form is signed by the Board Chair of each CAA board. A copy of that Certification form can be found in Appendix C of this State Plan.

- b. *Assurance 676(b)(8): Any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under the community services block grant program will not have its funding terminated, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b) of the Act.*

The grant agreement between the DCS and its CSBG subgrantees stipulates that present or future funding will not be terminated unless, after prior notice and an opportunity for a hearing on the record, the State determines that cause exists for termination. The grant agreement acknowledges that termination will be subject to review by the Secretary of the Department of Health and Human Services. The reference to this is included in the grant attachments to CSBG awards to eligible entities, in Part II, I - General Assistance Terms & Conditions and Part III, S - Programmatic Terms & Conditions for the Community Services Block Grant. The same procedures would be followed for a reduction in CSBG funding below the proportional share of funding the eligible entity received in the previous fiscal year. The State initially utilizes its CSBG funding formula, when the formula is revised due to updated census data, to determine agency funding and the agency proportion of funding based on the federal award received by the State. In subsequent grant years, the state will use that proportional share as the basis for future funding to ensure that the agencies receive the same proportional share of the CSBG award as they received the previous year.

In making a determination of a termination, the term “cause” includes the material failure of an eligible entity to comply with the terms of its agreement and community action plan to provide services under the CSBG Act. In making a determination of a funding reduction, the term “cause” includes a statewide redistribution of funds under

the CSBG Act to respond to the results of the most recently available census or other appropriate data; the establishment of a new eligible entity; severe economic dislocation; and the failure of the eligible entity to comply with the terms of its agreement to provide services under the CSBG Act.

- c. *Assurance 676(b)(10): The State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.*

To ensure compliance with the CSBG Act, the State requires that each CAA, as part of the CSBG application process, provide a description of the procedures the agency has in place to ensure that a low income individual, community organization, or religious organization, or representative of low income individuals that considers its organization, or low income individuals, to be inadequately represented on the agency board, can petition for adequate representation on the Board. Each CAA has reviewed agency bylaws, revising them as necessary, to ensure compliance with this provision. A copy of the bylaws section addressing this requirement is provided to DCS with the agency community action plan. The CSBG Certification attached to the grant agreement between the DCS and CSBG subgrantees similarly addresses this compliance issue in that document. The Certification form is signed by the Board Chair of each CAA board. A copy of that Certification form can be found in Appendix C of this State Plan.

H. Accountability and Reporting Requirements

1. Results Oriented Management and Accountability:

Assurance 676(b)(12): The State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.

The State and the CAAs continue to meet the requirement that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System. Each CAA, as part of their community action plan since FY1997, has developed outcomes under the Results Oriented Management and Accountability (ROMA) system. Annual reporting on the outcome measures has been provided to the State for tabulation and reporting purposes, and that information has been included in the annual CSBG/IS Report that is completed by DCS. The CSBG Certification, which is attached to the grant agreement between the DCS and each CSBG subgrantee, also references this Assurance which is required of each subgrantee. The Certification form is signed by the Chair of each CAA Board. A copy of that Certification form can be found in Appendix C of this State plan.

Prior to the outcome requirement in the CSBG Act, North Dakota had developed outcomes for the Self Reliance Program which is a statewide self-sufficiency program provided by the seven CAAs in the state. The seven Self Reliance Supervisors and the state CSBG

Program Manager were involved in the process. The outcomes were tested by gathering data on them for the last two quarters of the 1996 grant year (7/1/96 - 12/31/96). The outcomes covered the categories of employment/economic security, job readiness, education, financial, personal/family, client services, staff training, program funding and community relations.

The information gained through that process was used to determine the success of our efforts in developing realistic outcomes for the Self Reliance Program, with that information being available to help us further refine the outcomes, and to develop additional outcomes for other agency programs. We began reporting on additional agency outcomes in the 1997 grant year.

A joint effort between NDCAP, the CAAs and the State CSBG office resulted in the revamping of statewide outcomes due to our attempt to include more agency programs under the self-sufficiency umbrella that came about as part of the Self Sufficiency Project supported by NDCAP. As a result, the specific statewide Self Reliance outcomes that had been reported on in the past were eliminated as of 2002 in order to ensure broader involvement from other CAA programs included in the statewide outcome reporting. In addition, for clients involved in more intensive self-sufficiency services, scales and out-comes relating to client progress were developed. Reporting on outcomes for FY2002 and FY2003 consisted of agency data on statewide outcomes as well as each CAA continuing to develop and report on outcomes for specific agency programs that provided them with data to better illustrate the work of their agencies. It was hoped that by broadening the programs/services included under the self-sufficiency outcomes, outcome data would better reflect the CSBG network with which the CAAs are involved.

ND began reporting using the National Performance Indicators in 2004. With the move to reporting using the National Indicators, the CAAs elected to discontinue using the original self-sufficiency surveys and scales that were originally used to gather outcome data. Some staff, however, continues to utilize those tools in their work with individual clients.

A large portion of the development and reporting of outcomes through CSBG has been possible due to the joint training approach through NDCAP and the State CSBG office. This partnership resulted in individual agency trainings being completed in 2002, surveying of additional training needs, and the development of additional training with each of the CAAs in 2003. Part of the 2003 training included basics on the OCS plan to develop ROMA reporting based on national indicators to strengthen the accountability of the CSBG. We made site visits to provide agency training on National Indicators in 2004, and periodically as needed. In June of 2009 trainings were held with CAA staff regarding the revised National Performance Indicators for 2009 and 2010, to help agencies and staff determine which programs/services will be used to track the additional data.

In addition to CAA staff training, we also provide Board training for each of the CAA Boards to provide them with a review of the CSBG law, CAA Board roles and responsibilities, ROMA, outcomes and National Indicators. We brought this training to each CAA as part of a regular Board meeting in 2012 and 2013.

a. North Dakota CAAs National Indicator Reporting:

We continue to utilize the ROMA concepts of reporting under the National Goals using the measures to promote self-sufficiency, family stability and community revitalization. In 2004 and 2005 I met with staff from each agency to review all the programs/services they provide in order to determine the National Performance Indicators they should utilize for reporting. Since then, we have been available to meet with agency staff when they have requested follow-up visits. In June 2009 we met with key staff from all of the CAAs to review the revised National Performance Indicators for FY2009 and 2010 which incorporate services provided under the CSSB ARRA grant in addition to the regular CSBG grant.

The following is a summary of the National Performance Indicators reporting that was done in 2012 by North Dakota. The reporting that will be done in on the National Indicators beginning in 2013 will utilize the revised National Indicators. Complete reporting on the National Indicators for FY2012 can be found in the North Dakota 2012 Annual Report/CSBG/IS.

Goal 1 - Low income people become more self-sufficient.

National Indicators: Employment, Employment Supports, Economic Asset Enhancement & Utilization	# of Agencies Reporting	Number of Participants Achieving
1.1A Unemployed & obtained a job	7	131
1.1B Employed & maintained a job for at least 90 days	5	272
1.1C Employed and obtained an increase in employment income and/or benefits	7	51
1.2A Obtained skills/competencies required for employment	7	57
1.2B Completed ABE/GED & received a certificate or diploma	5	13
1.2C Completed post-secondary education program & obtained a certificate or diploma	6	28
1.2D Enrolled children in before or after school programs	4	101
1.2E Obtained child care or care for other dependent	6	324
1.2F Obtained reliable transportation &/or driver's license to obtain or maintain employment	7	370
1.2G Obtained health care services for self or family in support of employment stability to gain or retain employment	6	964
1.2H. Obtained safe and affordable housing in support of family stability to gain or retain employment	7	687
1.2I Obtained food assistance in support of family stability to gain or retain employment	7	3024
1.2J Obtained non-emergency LIHEAP energy assistance	2	78
1.2K Obtained non-emergency WX energy assistance	5	885

1.2L	Obtained other non-emergency energy assistance	1	8
1.3	Participants in tax preparation programs who identify Federal or State tax credits - Aggregated amount of credits: \$1,168,959.	6	727
1.3 Other	Participants qualifying for the renters or homeowners tax credits - Aggregated amount: \$5,623	28	26
1.3 Other	Participants having increased energy efficiency in their homes due to the Weatherization blower door tests and resulting changes made in the home - Aggregated amount: \$38,936	105	82

Goal 2 - The conditions in which low income people live are improved.

National Indicators: Community Improvement, Revitalization & Quality of Life		# of Agencies Reporting	# of Projects or Initiatives	# of Opportunities
2.1B	Accessible living wage jobs created or saved from reduction in the community	1	1	1
2.1C	Safe & affordable housing units preserved or improved	3	4	138
2.1D	Accessible safe & affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activities or advocacy	7	27	1,457
2.1E	Accessible safe and affordable healthcare services/ facilities for low income people created or saved from reduction or elimination	2	4	49
2.1F	Accessible safe & affordable childcare created or saved from reduction or elimination	2	4	408
2.1G	Accessible “before” & “after” school program placement opportunities created or saved from reduction or elimination	2	2	113
2.1H	Accessible new or expanded transportation resources or those that are saved from reduction or elimination	2	5	534
2.1I	Accessible or increased educational & training placement opportunities available for low income people	5	9	50
2.2A	Increases in community assets as a result of a change in law, regulation or policy, which results in the improvements of quality of life and assets	6	11	60
2.2B	Increase in the availability or preservation of community facilities	2	4	4
2.2C	Increase in the availability or preservation of community services to improve public health & safety	3	11	45
2.3A	Number of community members mobilized by Community Action that participate in community	7	2902	
2.3B	Number of volunteer hours donated to the agency	7	53,316	
2.4A	Jobs created at least in part by ARRA funds	2	3	
2.4B	Jobs saved at least in part by ARRA funds	1	2	

Goal 3 - Low income people own a stake in their community.

National Indicators: Civic Investment & Community Empowerment		# of Agencies Reporting	Total
3.1	Total number of volunteer hours donated by low-income individuals to Community Action	7	43,786
3.2A	Low income people participating in governing boards/councils	6	93
3.2B	Low income people acquiring businesses in their community	6	8
3.2C	Low income people, with help of community action, purchasing homes	7	36
3.2D	Low income people engaged in non-governance community activities	3	113

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

National Indicators Partnerships		# of Agencies Reporting	Total Partnerships	# of Partnerships that were with Faith-Based Groups
4.1	Number of organizations the CAAs work with to promote family & community outcomes	7	1987	1647

Goal 5 - Agencies increase their capacity to achieve results.

National Indicators: Resources		# of Agencies Reporting	Resources in Agency
5.1	Number of Certified Community Action Professionals		
5.1	Number of Roma Trainers	1	1
5.1	Number of Family Development Trainers		
5.1	Number of Child Development Trainers		
5.1	Number of Staff attending training	7	333
5.1	Number of board members attending training	7	67
5.1	Hours of staff in training	7	10,926
5.1	Hours of board members in training	7	343

Goal 6 - Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Indicators: Independent Living	# of Agencies Reporting	Vulnerable Individuals Living Independently
6.1A Senior Citizens	7	4100
6.1B Individuals with Disabilities	7	2200

National Indicators Emergency Assistance	# of Agencies Reporting	Number of Households Receiving
6.2A Food	7	25,413
6.2B Emergency fuel or utility payments funded by LIHEAP or public funds and private funds	7	2,708
6.2C Emergency Rent or Mortgage	6	1,638
6.2D Emergency car or home repairs	6	357
6.2E Emergency temporary shelter	4	153
6.2F Emergency medical care	5	300
6.2G Emergency protection from violence		
6.2H Emergency legal assistance	2	21
6.2I Emergency transportation	6	2094
6.2J Emergency disaster relief	0	0
6.2K Emergency clothing	5	2,065

National Indicators Child & Family Development	# of Agencies Reporting	Number of Participants Achieving
6.3 Infants & Children (I&C)		
1. I&C obtain age appropriate immunizations, medical & dental care	3	985
2. I&C health & physical development are improved due to adequate nutrition	5	4959
3. Children participate in pre-school activities to develop school readiness skills	3	938
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1 st grade	3	574

6.3 Youth		
2. Youth improve social/emotional development	3	298
3. Youth avoid risk-taking behavior for a defined period of time	2	98
4. Youth have reduced involvement with criminal justice system	1	97
5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs	1	1
6.3 Adult		
1. Parents & other adults learn & exhibit improved parenting skills	4	1516
2. Parents & other adults learn & exhibit improved family functioning skills	4	965
6.4A Enrolled children in before and after school programs	1	0
6.4B Obtained care for child or other dependents	2	87
6.4C Obtained access to reliable transportation	3	10
6.4D Obtained health care services for themselves or family members	4	350
6.4E Obtained and/or maintained safe and affordable housing	6	495
6.4F Obtained food assistance	6	2644
6.4G Obtained non-emergency LIHEAP energy assistance	4	2
6.4H Obtained non-emergency WX energy assistance	6	777
6.4I Obtained other non-emergency energy assistance	2	161
6.5A Food Boxes	5	12,336
6.5B Pounds of food	7	3,715,131
6.5C Units of clothing	5	544
6.5D Rides provided	6	7654
6.5E Information referral calls	6	21,083

2. Annual Report: Section 678E (a) (2)

a. Performance Objectives

Each local CAA develops its own plan for the use of CSBG funds. As part of that plan, Annual Performance Objectives are established for various activities in an agency's work plan. Progress towards these annual performance goals is reported to DCS on a quarterly basis. Table III summarizes the annual performance objectives, and progress reported towards achieving the objective, as reported at the end of the 4th quarter of the 2012 CSBG program year.

b. Program Accomplishment and Activities

TABLE III ANNUAL PERFORMANCE OBJECTIVES AND PROGRESS THROUGH THE FOURTH QUARTER (12/31/2012) BY HOUSEHOLDS SERVED			
Activity	Annual Objective	Progress Through 12/31/12	Percent Of Objective
Employment Assistance	747	437	59%
Education	2,921	4,167	143%
Income Management	3,685	4,766	130%
Housing	4,695	4,407	94%
Emergency Assistance Aid	12,373	11,441	92%
Nutrition	39,906	31,085	78%
Self Sufficiency	1,071	837	78%
Linkages	5,971	5,750	96%
Health	2,063	1,556	75%

Table III indicates that by the end of the fourth quarter, overall the state's CAAs are on schedule or ahead in meeting the performance goals established in their annual CSBG work plans.

North Dakota will submit the Annual CSBG Report for FY2013 by March 31, 2014, the date specified in the Office of Community Services Transmittal No. 133 which provided the directions for the FY2014-2015 CSBG State Plan Applications. The State will comply with the reporting dates specified for the FY2014 and FY2015 Annual Reports and the requirement of providing the outlined components in the Annual Report.

The Annual Report for FY2012 was submitted to the National Association for State Community Service Providers and the Office of Community Services in March of 2013.

c. Comparison of Planned and Actual Expenditures for Prior Fiscal Year

1. Planned Distribution of Funds to eligible entities vs. Actual Expenditures

PLANNED VS. ACTUAL DISTRIBUTIONS TO CAAs FOR FY2013			
Region	% of Allocation	Planned Pass-through Allocation	Actual Pass-through Allocation
II	13.50%	400,194	400,194
III	12.03%	356,617	356,617
IV	13.26%	393,079	393,079
V	18.40%	545,449	545,449
VI	10.47%	310,372	310,372
VII	16.84%	499,204	499,204
VIII & I	15.50%	459,482	459,482
TOTALS	100.00%	2,964,397	2,964,397

2. Planned Distribution of Funds for Discretionary Purposes vs. Actual Expenditures

PLANNED VS. ACTUAL DISCRETIONARY EXPENDITURES FOR FY2012	
Planned	Actual
300,581	230,612

3. Planned Use of Funds for State Administration

PLANNED VS. ACTUAL STATE ADMINISTRATION EXPENDITURES FOR FY2010	
Planned	Actual
184,258	123,686

d. Profile of Participants Served

In 2012, the state of North Dakota was able to help 21,467 low income individuals in 11,386 households through a variety of programs supported by CSBG. The reported data indicates that the typical CAA client:

- 6,122 - Children 17 years or younger
- 6,362 – People with disabilities
- 4,630 - Seniors
- 7242 – Lacked Health Insurance
- 6,993 – Received employment/work support
- 9,374 – Males
- 12,093 – Females

e. CSBG Program Services

Category of Service	Number of Agencies	CSBG Funds
Employment	7	\$99,075
Education	7	464,314
Income Management	7	275,525
Housing	7	608,690
Emergency Services	7	480,744
Nutrition	7	481,842
Linkages	7	113,478
Self Sufficiency	7	568,014
Health	7	73,400
Other		
Total		\$3,155,712

f. Training and Technical Assistance Provided by the State

The North Dakota Division of Community Services (DCS) in partnership with the North Dakota Community Action Partnership conducted board training at all seven Community Action Agencies. These trainings focused on board responsibilities, accountability, oversight, and community engagement.

The DCS provided funding for Community Action Agency staff to attend Family Development Specialist Certification training. This course teaches Family Centered Practice principles for Family Development to improve family functioning and economic independence.

The DCS also provided partial funding for a Tracker Support staff person for the seven Community Action Agencies in North Dakota. This support person provides ongoing technical assistance for the data collection program. This Tracker Support staff person can/will provide group training or one on one training as needed by Community Action Agencies.

APPENDICES

APPENDIX A

**Legislative Public Hearing - FY2014 & FY2015
Community Services Block Grant
January 18, 2013
Senate Appropriations Committee**

**PUBLIC NOTICE
BLOCK GRANT HEARINGS
STATE OF NORTH DAKOTA**

A public notice by the 63rd Legislative Assembly of North Dakota of public hearings on the proposed use of federal block grant funds available to the state.

Senator Ray Holmberg, Chairman, Senate Appropriations Committee, has scheduled the following hearing at the State Capitol on the proposed use for federal fiscal years 2014 and 2015 of federal funds available to the state under the following grant program:

**COMMUNITY SERVICES BLOCK GRANT
Senate Bill No. 2018 - Friday, January 18, 2013, 8:30 a.m.
Harvest Room - Senate Appropriations
Senator Ray Holmberg, Chairman**

The community services block grant, administered by the Division of Community Services, provides funds for services and activities for the poor, particularly the elderly, homeless individuals, and migrants. Services include housing, health, nutritious food, and self-sufficiency. It is anticipated North Dakota will receive \$7.0 million in federal funds under this program to be used from October 1, 2013, through September 30, 2015.

This hearing is held to meet federal requirements for legislative hearings, including testimony and written or oral comments from any interested persons regarding the use of funds.

The proposed use and distribution plan for this block grant and a summary of the plan will be available for public inspection at the Legislative Council, State Capitol, Bismarck, ND 58505 prior to the scheduled meeting.

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 Fargo, ND 58102
 Fax (701) 280-0946
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PUBLIC NOTICE

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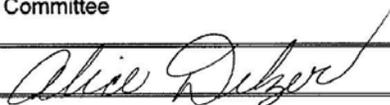
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2013 SENATE STANDING COMMITTEE MINUTES

Senate Appropriations Committee
Harvest Room, State Capitol

SB 2018
01-18-2013
Job # 17405

Conference Committee

Committee Clerk Signature 

Explanation or reason for introduction of bill/resolution:

A Bill for the appropriation for the Department of Commerce

Minutes:

See attached testimony

Chairman Holmberg called the committee to order on Friday, January 18, 2013 at 8:30 am In reference to SB 2018. Roll call was taken. All committee members were present. Tammy R. Dolan, OMB and Adam Mathiak, Legislative Council were also present. On this particular bill we have a subcommittee and **the subcommittee consists of Senators Grindberg, Holmberg and Robinson.** We have a lot of folks here today and Vice Chairman Grindberg is going to have the gavel for this budget.

Alan Anderson, Commissioner of the ND Department of Commerce: I would like to provide an overview first. I'd like to thank you for this opportunity to be before you today. I'm supporting SB 2018 and essentially our budget for the Department of Commerce. See Testimony attached # 1-A. I'd also like to take just a brief opportunity to thank everybody in the audience. I see many partners out there and the successes that have occurred in North Dakota are due in a large part to them. Back in 2001 you saw fit to make commerce, and it was the combination of three departments at that particular time: Economic Development Finance, Tourism and Department of Community Services. That's also the time that you created the division of Workforce. There was a lot of foresight in that for several reasons because who would have thought of the great changes that we've seen over the last decade. The vision of Department of Commerce is to improve quality of life for the people of ND. Sounds great! Many state agencies do share that same vision. What makes us unique is our focus to attract, expand, and retain wealth. He continued with his written testimony.(8.12)

He went on to talk about their budget needs beginning on page 2 of testimony. See Spread Sheet #1-B. One other thing that you did ask for and it is a critical change for us is the changes or potential changes in federal funding to our department. So we will talk about that. Ideally we want to keep what's working and we also want to come up with some new ways in where we go from here. (16.44)

Senator Holmberg: I have a question on section 26. Is there a requirement in section 26 that funding that is there is utilized by agencies or groups that are under the Board of Higher Education? Is it forbidden or is it allowed? In other words, can that money be utilized, any

of that 1m or 4m, can it go to any group that is under the authority of the Board of Education?

Alan Anderson: I'm not sure on that and I think we're going to have a very lengthy discussion from Al Palmer. I could ask him now.

Senator Holmberg: No, we'll do that when he makes his presentation because I as a member of the subcommittee want to be sure I know exactly where this money can go and where it can't go.

Alan Anderson: The million dollars was for just getting that designation as one of the 6 and the other 4 is really for operating the air space and so Mr. Palmer would be the expert on that. When you look at some of that, those numbers, it's like \$119.00 that we bring in versus every dollar that we spent. Not only is it important on the tourism side it's also important from the workforce side. So we've got that in there as a program. And that brings us right into the Workforce Development Division. We see an increase of \$5.7M there. Part of that is increase in our Workforce Enhancement Grants, which has been working very well. \$600,000 additional for operation intern, but the biggest and largest one there and sometimes controversial is that one-time \$5M program for child care facilities. Some of the things that we've seen is a lot of the immigrants into North Dakota, the new folks coming our work force under the age of 35 is increasing dramatically. And those that are under 35 happen to be in child bearing years and it's put a tremendous strain on child care facilities throughout, not only western North Dakota but all of North Dakota. (20.40)

Senator Holmberg: That's one of the interesting struggles that the legislature has regarding the child care component in here, although every study I have seen that comes from industry and what is needed out there, one of the key factors, particularly if you are looking at rural North Dakota is a lack of available child care. It's interesting, and as you know because you were here last time, it's always a struggle within the legislature as to how that is addressed and should it be addressed here or should it be, as we had last time, in extension.

Alan Anderson: One of the beauties of the program that we've got and we've tested we do have some people from the land department too, who helped in the piloting of this program, but it's these grants would be for political subdivisions, so it's really empowering the local communities to address and work through a lot of the challenging issue with the child care (22.10) There will be more discussion on that with some of division heads. He continued on with the chart: (23.52)

Senator Robinson: Just briefly, the criteria, on the \$11.8M, the flood impacted grants and loans. The intention behind that money and is it earmarked already. Where are we at with that?

Alan Anderson: I'll defer some of those questions to Paul Glovek, Community Services who has that. I can tell you, that portion \$11.8M was designated for Ward County, not Minot, and it can include buy-backs of homes and things like that but he can go into a lot more detail on that as well.

Senator Holmberg: Your definition on page 8, section 27, this has to do with Base retention grant programs, \$1.5M that are available only for air force basis. Is your definition of that language include Air National Guard as an air force base?

Alan Anderson: It does. The thought on that was it's just retention, it's really making sure that we provide appropriate information to the federal government to educate them on why the bases in North Dakota supply such a strong benefit, not only to the state but to the federal government and so the intent, even though it's not written in there was three \$500,000 grants, one for Minot, one for Grand Forks, one for Fargo at Air National Guard. (25.39)

Senator Holmberg: The language should be clearer. Because it isn't clear when you read it you assume, there are two air forces basis, that's different, maybe air force facilities, or better language can be put in there. I have no problem with the \$5.5M but I think we should be clear.

Alan Anderson: We can correct that. I'll close. One of the things we are requesting carry over authority for- those requested or listed below that the APUC Ag products Utilization, Discretionary, Technology-based Entrepreneurship Grants; USS North Dakota and ABM Site. The reason that we do that is we take our accountability very seriously. We want that in place and we don't fund all of the projects until they're complete and we've seen all of the invoices and things that have come in. So that's why we tend to have some that carry over each biennium. I would encourage you to review testimony as well as take a look at the site selection magazine of the state that was the result of their efforts. Tracy Finneman, Senior Marketing and Development Manager, and Sandy McMerty, our Senior Communications and Emerging Technologies Manager are available for any questions. (they submitted a letter in the testimony). This concludes my overview.(28.25)

Senator Mathern: asked why they don't have a greater emphasis in areas of our state where there's dramatic need. He mentioned the 4 reservations

Alan Anderson: Right now we have \$100,000 designated on that. That's really more the economic development side. What we've been trying to do is essentially what you indicated. How do we tap into that workforce? How do we truly make a difference there? In the last couple of weeks Beth Zander and myself met, that's the Workforce Development Director, met with the 5 tribal colleges and entered in on a lot of those same discussions on how we might make a difference in not only the training but also good communication between those areas.

Senator Mathern: Where is it in your budget that demonstrates an actual investment on the part of Commerce into those areas beyond the discussions? The numbers demonstrate action.

Alan Anderson: We don't have specific one-time dollars identified in our budget for that. What I would tell you is that we do continue to work very closely and we use a lot of our ongoing staff to work through any ideas that come forward to try to make a difference. One of the ones that was, I believe significant even in this last biennium was trying to reach out to get the Native American business leaders to own, to be mentors, to help youth on the

reservation. To look for, whether it's entrepreneurship, if they want to stay on the reservation or rather it's job skills, what kind of training, whether it's tribal colleges or our other two year colleges to try to take advantage of what's going on in North Dakota today because I do believe that we do have an opportunity now to make a difference now that we haven't had in the past. I don't disagree with you. I don't have a specific dollar program set aside for it.

Senator Wanzek: There are political subdivisions that qualify for the child care grants. Could you explain in detail what are the qualifying parameters that are necessary for a political subdivision to get a child care grant.

Alan Anderson: The idea for the \$5M is they're grants to political subdivisions. The thought process on that is really from a business model. We've been unable to make a difference in child care over the last several biennium. We're very short and it's been complicated by significant growth, not only in population but in particular areas of the state. He continued his testimony regarding child care

Senator Wanzek: If some local child care providers have a unique or novel idea that would benefit the community they could go to their local leaders and present their ideas.

Alan Anderson: That is the idea. It's have the community solve that issue rather than someone in Bismarck.(35.24)

Wally Goulet, Vice President and General Counsel for National Information Solutions Cooperative in Mandan, also Chairman of the North Dakota Economic Development Foundation: Thank-you for this opportunity to meet with you this morning and I will give you just a brief over-view of the Economic Development Foundation as well as some of the information on 2020 & Beyond. He testified in support of SB 2018 and provided Testimony attached # 1.C (See attached testimony) He talked about Child care, affordable housing, 2020 & Beyond & ND Economic Development Foundation We make a report to the Industry, Business and Labor, the Department as to how these measures are going so that's how we are going to help work 2020 into the State's Economic Development Plan. (46.04)

Vice Chairman Bowman: had questions regarding the tax issues and expansion and businesses coming in to ND, how do we attract them to come?

Wally Goulet: referred his question to Bill Shalhoob

Bill Shalhoob, Chairman of the Tourism Alliance Partnership (TAP) It's on the list. Honestly when you look at the Foundation, the economic activity there, I'm not sure it's at the top because they look at place, opportunity, and look at those kinds of things. As you go down the list they certainly look at the tax structure in the state, they look at our workers compensation rates, they look at all the things that go on there, it's on our list, it's important. It may or may not be a deal breaker for somebody coming here given the, if all other things being equal, does it become an issue, it can. In all honesty it's not on the top of the list but it's on the list.

Paul Govig, Director of the Division of Community Services: (48.59) All of you should have received a packet an Executive Summary is the 1st sheet and the second part is

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proposed use of 2014-2015 Block Grant Funds. Testimony attached # 1-D; Tab - Community. During the legislative session the Community Services Block Grant Program(CSBG) Testimony attached #2 requires a public hearing and so we incorporate that requirement into this meeting.

Senator Holmberg: (49.38) I have a motion that needs to be made. The motion paper that Allen Knudson gave me is this: See attachment #2-A.

For Senate Appropriations Committee Minutes

"It was moved by Senator Robinson, seconded by Senator Krebsbach and carried that the information, including summaries, minutes, and Testimony received during the community services block grant hearing, be provided to the legislative leadership and members of the House Appropriations Committee and upon request to other interested persons to help them analyze the portion of the Department of Commerce's budget request involving the community services block grant revenues and that copies of such information be kept in the Senate Appropriations Committee files for future reference".

For Senate Journal

Mr. President: On Friday, January 18, 2013, the Senate Appropriations Committee held a hearing on the community services block grant moneys anticipated by the Department of Commerce during the period beginning October 1, 2013, and ending September 30, 2015. If any member of the Legislative Assembly desires copies of the minutes and testimony presented to the Senate Appropriations Committee during the block grant hearing, the Senate Appropriations Committee Clerk will make copies available to you. I inform you about the availability of the information at this time since your approval or disapproval of the appropriation for the Department of Commerce includes the legislative action regarding the use of the federal block grant funds.

Chairman Grindberg called for a voice vote, all in favor say aye, motion passed.

Paul Govig: I just want to mention a few things about the Community Services Block Grant. And that is that it includes education, employment, income management, adequate housing and emergency needs, nutrition, self-sufficiency and health services. In 2011 more than 24,000 individuals from over 12,800 low income families received at least one Community Action Agency service or participated in at least one program provided by the Community Action Agencies. Of the people served 5,255 were seniors, 6,913 were children, 6,594 were people that lacked health insurance and 3,167 had some form of disability. And so they are some of our most vulnerable citizens in our state. With that I would ask that you open up the hearing for any public comments on The Community Services Block Grant Funding Plan.

Chairman Grindberg: (52.06) asked if anyone in the audience would like to comment. He told Mr. Govig to continue and it's reflected no one came forward.

Paul Govig: Alan touched on our budget in his testimony and I just wanted to mention one thing about that. Our appropriation request is just under \$69M. In comparison to last biennium there is a big difference but it had to do with the funds that were projected to go to Minot. See pie chart in his testimony **(56.46)**

Senator Robinson: Before we leave the pie graphs how confident are you that the federal funds will be there given the heavy reliance we have on federal funds in your division?

Paul Govig: Typically, for us over the years when the economy is good on the national scale it means we'll have funding for those programs. Obviously, we all know what is going on in Washington now so we do expect there will be some cuts, how much, it's hard to guess but as an example one program where we get approximately \$3M to \$4M a year we're expecting a cut of about 8% and that's the Community Development Block Grant Program. About 8% is what we are hearing, that wouldn't be surprising on some of the other programs if that happens. My guess is that there will be reductions but they won't do away with the programs. In some ways we are readjusting to that already but we will have to take that into account. It's something we will have to work into our strategic plan.**(58.09)**

Senator Robinson: The budget we are talking about here, how does that compare to the federal fiscal budget?

Paul Govig: What's difficult for us is we make the best estimate that we can come up with, that we'll think we'll get. The one thing that ends up happening is we're never quite on, we should be close. He moved to the Office of Renewable Energy (see page 3 of testimony) **(1.00.02)** Self-Sufficiency Program and the final program is the Technical Assistance and Admin. He ended his portion of testimony. **(102.04)**

Sara Otte Coleman, Director of Tourism, Division of Department of Commerce: **(1.02.10 - 1.08.58)** testified in favor of SB 2018 and provided Testimony attached # 1-E Tab-Tourism. Her comments include the statement that the Tourism Division works to invest in marketing programs which attract new business from out-of-state visitors and retain residents' travel dollars by encouraging them to travel in-state. They did receive an international Award for two of their television ads. She gave results of their efforts and discussed a few program highlights listed in her testimony and addressed the Governor's budget which includes additional dollars for tourism marketing and infrastructure development. She mentioned the new travel website that will be launched this spring. She stated while our primary efforts focus on advertising in leisure travel the industry serves all types of travelers. So that question always gets asked, business versus leisure and a lot of the partners in the room from Convention and Visitors Bureaus and Tourism businesses rely heavily on the business travel and may promote that. Public relations efforts enhance North Dakota's image. **(1.08.58)**

Senator Holmberg: On leisure travelers, what are the five big destinations?

Sara: We do not release statistics specific to the attractions and the numbers of folks that they attract because we collect those numbers directly from the individual entity. We don't have a mechanism so they are collected a little bit differently so we don't release those but I can give you the idea of what the top five normally are. Theodore Roosevelt National Park

normally is the number 1 attraction throughout the state. We also see really strong numbers at our venues throughout the state so example the Fargo Dome had a very strong year, post season football play has a lot to do with that, but also a lot of activities that attract out-of-staters and they can track those through ticket master and some of those methods. The Alerus Center, The Fargo Dome, the Bismarck Civic Center, all of those are very big attractions as well. And then at some of our larger major museums and state parks that are normally on that top 5 list. Whether it's the North Dakota Heritage Center, the National Buffalo Museum does very well in Jamestown as well as some of the other museums across the state. The Norsk Hostfest is also on that list as well as the State Fair and Medora Musical. Those are on the top ten as well. (1.10.31)

Senator Carlisle: Do you still have that small grant program for small business, goes up to \$24,000 but there was an application process, is that in your budget again and for how much and what is the max amount?

Sara: We still have that. We have 4 different grant programs. The one that you're referring to is the one we call the Expansion Grant Program and it goes up to \$24,000. It's a matching grant to expand tourism businesses. So we invest \$100,000 every year It's a partner program that we do with Economic Development and Finance Division. I'll jump to grants now since we are talking about the grants. (1.11.24) We also have a Marketing matching grants and Event matching grants that will continue as well and then he large Infrastructure Grant Program that you awarded us \$750,000 for last biennium was very successful as well. There is additional dollars in that program going forward. See testimony for further details regarding grants.

She went back to outdoor marketing. It continues to be a big focus. We know that's the number 1 reason people come to North Dakota for is for outdoors. She continued on with her written testimony (1.12.44) Her testimony continued regarding Tourism Development in Demand. The most growth they have seen is in hotel development. She also talked about the Partner Collaboration which is in her testimony. (1.17.19)

Mark Nisbet, Centers of Excellence Commission Chairman: testified in favor of SB 2018 and provided testimony attached #1-F. I will be providing information concerning the results of the Centers of Excellence and Research Excellence program, the monitoring of the current centers and the proposed Research North Dakota program. He continued on with his testimony and asked for the committee's support for the Research North Dakota proposal in SB 2018. (1.26.17)

Dr. Phyllis Johnson UND Vice President for Research & Economic Development. Testified in support of SB 2018 and provided Testimony attached # 1-G (1.26.53) I will give you a little history of our participation in the Centers of Excellence Program and to indicate our support for the Research North Dakota Proposal She stated our work with the Centers of Excellence is an important part of UND's overall research program. (1.28.40) She gave a few success stories such as funding for the Center of Excellence for Unmanned Aircraft and the partnering they have done with NDSU and North Dakota companies, and stated in her testimony that North Dakota is now well positioned to be one of the six national test sites to be designated this year by the Federal Aviation Administration. She also listed several others that are in her written testimony. She stated that UND supports the proposed appropriation for Research North Dakota. (1.35.39)

Dennis Anderson, Associate Vice President for NDSU provided Testimony attached # 1-H entitled Research North Dakota Grant Program. I am in the Office of Research, Creative Activities and Technology Transfer (RCATT) and one of my roles is to work closely with the private sector to establish and manage large research and development projects, particularly those funded through the Centers of Excellence and Centers of Research Excellence Program. I report to Dr. Philip Boudjouk, Vice President of RCATT. He was unable to be here today and sends his regrets and best regards. He asked that I represent him in favor of SB 2018. **(1.31.52)** NDSU is very excited about Research ND program. We work closely together with the private sector. He talked about their work that they do with Bobcapt, Caterpillar, Marvin Windows and other manufacturers. **(1.48.28)** He continued with his testimony stating the grant program is important for us to help the private sector.**(1.51.31**

Senator Wanzenk: Recently Kansas wheat growers had contacted me if ND wheat growers would be interested in being a partner and participating in an effort to identify bio that would provide nutrient, I assume, this is the kind of help that would be provided for something like that?

Dennis Anderson: I would expect so but I believe Dr. Ken Grafton may be able to answer that question.

Al Palmer, UAS Airspace Integration Team: testified in support of SB 2018 and provided written testimony # 1-H. **(1.54.26)** it was testified earlier keeping ND as a leader in aviation. Unmanned Aircraft. ND is well positioned to lead the way. Why ND? We have unencumbered air space, we have Grand Forks, Customs, NDSU and others that are currently working on research on unmanned aircraft. ND is going to lead that way. He continued his testimony. **(2.04.30)**

Vice Chairman Bowman: asked if the unmanned aircraft are run by computers. He was told yes. Do you need to hire a computer operator to run them not a pilot?

Al Palmer: The office of navel research is talking to us about how best to define, I am pilot by trade, you need pilots to fly these things, but there could be a different type of skill set. When you take a look at satellites and how we fly satellites, well maybe there is a compromise between unmanned aircraft and a satellite

Senator Holmberg: the explosion in the Grand Forks area of the unmanned vehicles. There are 6 Global Hawks now and there are the predators up there and it takes a big crew, I believe the Air Force requires them to be a certified pilot, is that correct? He was told yes. And then they have a number of other technicians, if you ever get up and look at the computer banks that they have, and by the way, it is suggested that the facilities out at the Grand Forks air force base, with those computer banks being inside rather than in a little trailer because they have the space up there. It is phenomenal and amazing if you ever get the opportunity to visit. It blows you away. You think oh, there is a Global Hawk over Afghanistan that we are running out of the Grand Forks Air Force Base.

Al Palmer: (2.06.39) You are absolutely right. When you take a look at this here is very many people behind them making this happen so lots of opportunities for job growth in the

operations. In order to be selected you have to have a business plan. This has to be sustainable. The FFA is not supporting it financially so we have to do that within the state so it's very important that the state stands up and does this. We are the leaders. That did not happen overnight and without your support. We need to hire national test site director and staff and set up an infrastructure to complete this process. We are hoping you will support the unmanned sites. **(2.10.31)**

Senator Holmberg: I will ask the legislative council, but Tammy can add in, how is the \$4M going to be shown on our books, is it money that was appropriated and therefore it is there? If the test site does not occur, the money sits there and then at the end of the biennium it goes back or is it money that, it does not go into the University System, the answer is, the money comes back?

Tammy R. Dolan : The money would sit there if the designation is received, it would then be officially appropriated and could be spent out of that fund. If any unexpended funds would stay, they would just stay in that fund. She was asked if they would ever come back to the state. The \$4M is a contingent appropriation from the SIFF fund and so if they aren't needed they would stay in that fund.

Chairman Holmberg: They would show on the books as being expended until the end of the biennium. He was told they would show up on the books as being appropriated or reserved for that fund or for that purpose.

Vice Chairman Bowman had questions about the return on our investment.

Al Palmer: You want to see a return on your investment. Once we have been designated as a national test site that is going to bring other businesses, to ND. That will grow. GFAB currently working with large industries, all of these want to be associated with this national test site. Also I see it as opportunities to protect our environment. We can use small uas's. We will be more effective in what we are trying to do.

Senator Holmberg: And it is also true that the air force component, the Global Hawks, they keep growing monthly , are well paying jobs and pay taxes in North Dakota. They are well paying jobs.

Al Palmer: You are absolutely right. I can supply you the salaries for unmanned aircrafts.

Senator Mathern: What is the difference in the environmental impact of the unmanned and manned aircraft?

Al Palmer: I don't think there is a significant impact for unmanned aircraft. These small units use small motors or very efficient small engines. **(2.15.06)**

Beth Zander, Director of Workforce Development Division of the Department of Commerce. Testimony attached # 1-1. She talked about the 3 attachments in the Workforce tab in the Workforce Section. They include Strategic plan for workforce development. We have developed the North Dakota Workforce Leadership Team see attachment entitled STRENGTHENING OUR WORKFORCE (A) the next is the Electronic

Portfolio Pilot Project Executive Summary (B) we engaged in a pilot project to try and see how we could utilize electronic portfolios in North Dakota. The third sheet is the Workforce Enhancement Grant Program 2011-2013 biennium. (C)(2.18.44) she then talked about the Workforce Enhancement grants and funds being requested for Operation Intern. (2.20.42)

Senator Robinson asked for an overview concerning Operation Intern , where the intern has been placed, the numbers that have continued with employment of those firms that they are interning with to the subcommittee. He was told yes, that information will be provided.

Senator Holmberg: When you keep saying for additional, it is in the executive budget, so you are asking for support for what is in the executive budget not for more money. He was told yes.

Beth Zander: continued her testimony (2.22.12)

Senator Warner had questions regarding housing and whether their department has been seeking to provide temporary housing.

Beth: I haven't thought of doing that but we could build that into our program.

Paul Lucy Director Division of Economic Development & Finance: testified in favor of SB 2018 and presented written test I-J. (2.24.38) most of the changes are in Agricultural Products Utilization Commission (APUC) (2.27.34)

Justin Dever, Manager of Office of Innovation and Entrepreneurship, ND Department of Commerce: testified in favor of SB 2018 and provided Testimony attached #1-K. He talked about Innovate North Dakota. (2.30.37)

Paul Govek, Director, the Division of Community Services testified in favor of SB 2018 and provided Testimony attached # 1-L which explains the funding the Department provides to some of their partners. (2.30.49 - 2.31.32)

Chairman Grindberg: We will move into the period of public testimony regarding this bill.

Terri Thiel, Executive Director of the Dickinson Convention & Visitors Bureau (CVB) testified in favor of SB 2018 and provided written testimony # 3 requesting the committee to support the governor's proposed budget for the ND Tourism Division and also ask that they include an additional \$.5M for Marketing and research and additional \$3.7M for large infrastructure grants. (2.34.50)

Bill Shalhoob, Chairman of Tourism Alliance Partnership (TAP) testified in favor of SB 2018 and provided Testimony attached # 4.(2.34.55) would like to support the governor's budget for tourism and the grants. I am also here on behalf of Randy Peterson and the **Greater North Dakota Chamber**. We've been a part of 2020 and we were charged with getting the job done through our organization and I am very proud to be part of that. We support the initiatives in there as part of the Chamber. We are also supporting Operation Intern Workforce Enhancement Grants, the Child Care Facility program and finally Research ND. Number 1 and 2 is child care. (2.38.02)

Letters in support of SB 2018 and charts included in Mr. Shalhoob's testimony are as follows:

1. State Spending Summary - Tourism Division Budget History per Biennium
2. International Peace Garden - Doug Hevenor, CEO
3. Buffalo City, Jamestown, ND - Nina Sneider, Executive Director
4. Theodore Roosevelt Medora Foundation- Randy Hatzenbuhler, President
5. Harvey CVB - Nicolle Weissman, CVB Director
6. ND REC's - Dennis Hill, Executive vice president and general manager
7. Devils Lake Tourism - Suzie Kenner, Executive Director
8. Fargo-Moorhead CVB - Charley Johnson, President/CEO
9. Greater Grand Forks CVB - Julie Rygg, Executive Director
10. Destination Marketing Association of ND - Sheri Grossman, President
11. Bismarck-Mandan CVB - Terry Harzinski, Executive Director
12. Norsk Hostfest - David Retten, President
13. State Historical Society
14. Minot - Wendy Howe
15. Lewis & Clark Fort Mandan Foundation, David Borlaug, President

Senator Robinson expressed concern regarding there may be too many hotels being constructed in the near future.

Bill Shalhoob: A lot is already under construction. We're are trying to get a head of what might be a problem, western ND was the number 1 hotel opportunity in the US. When people look at opportunity they look from what they are. The dip has been as high 78% statewide down to 75% now. Most hotels can function at 60%. There is room in there. Hotel rates are about \$107 to \$112 statewide. There are patches still over \$120 or \$140, so there's room there. The short answer is we probably can't anticipate that because everyone is going to believe their product is going to be able to survive in the market place. **(2.40.00)**

Chairman Grindberg One conversation with Mr. Peterson at the State Chamber, my census there is an interest to move Beyond 2020 into the next biennium with some key initiatives: childcare, health care, I expect we are going to want to understand the thoughts that are behind that as we get into our subcommittee work.

Bill Shalhoob That is correct and we do have long-term concerns for child care. We have to find a model understanding the difficulties where we can allow child care, the private sector child care to flourish to fill the demand. The health care is another area, we are hearing from hospitals, 22 of 26, critical care facilities in ND are not making cash flow and that's a big number. We talked about 20 20 and maybe we can arrive to reverse that trend, critical care as we grow is going to become an area we're all going to be concerned about those of us that are aging rapidly even more so. Those two subjects a discussion would be very useful. **(2.41.57)**

Cal Klewin, Economic Development Association of ND (EDND) testified in favor of SB 2018 and provided Testimony attached # 5. His testimony states EDND is the voice of the state's economic development community and provides networking for its 80 members. Our

mission is to increase economic opportunities for residents of the state. (2.43.23) He also passed out testimony # 6- Grand Forks Region Economic Development , Keith Lund, vice President , written testimony in support of SB 2018 and encourages a Do Pass.

KayCee Lindsey, Divide County and City of Crosby testified in favor of SB 2018 and provided Testimony attached # 7. She is here in support of the Child Care Facility Grant Program. Her testimony shares the need they have for child care in her area. It is a big issue. Her biggest concern is that a \$5,000,000 budget is not going to be sufficient for the amount of daycare that is needed statewide. She would encourage the committee to increase that number as well as maintaining the cap, and also adding a cap of \$400,000 for facilities that are becoming centers. (2.46.40)

Senator Carlisle: How do you envision the flow of money for the grant program?

KayCee: It's going really help enhance our community and all of our communities statewide. It's a big issue the larger amounts of money available, it's an economic issue, it's not just daycare shortage, it's trying to find people to fill jobs.

Senator Carlisle: Is it hard dollars that go to her entity and do they pay back or build a structure but stop and use their own, how does that work?

Paul Govek: It would be for hard assets. So far what the governor is proposing is that it's buildings and mortar and so the operations of the facility would be up to the community or a different organization.

KayCee In our community we have a daycare director working on her center licensed facility so our city would lease the facility to the nonprofit day care. (2.48.35)

Ashley Alderson, Executive Director of the Bowman County Development Corporation provided Testimony attached # 8 and testified in favor of SB 2018 but also stated the dollars allocated is inadequate as arranged. She shared that her facility was donated, they still have trouble making cash flow. She sees the need for child care programs. (2.52.23)

Senator Mathern you noted even with the capital asset, you have trouble to make it financially. Why? What is the financial situation?

Ashley: It certainly isn't because parents are not paying their fair share. I can tell you personally having two children in child care that we pay our fair share and are faced with fee increases day by day and it is a struggle for parents to look at their own financial situation to see if they can cover the mortgage and keep a child in day care. What I see staff costs are a huge part of that negative cash flow, it's a high turnover rate. With what's happening in western ND there is a number of other opportunities that are higher paying. (2.53.47)

Senator Mathern: What do you pay at this child care center and what does a staff person get for a salary?

Ashley: We're just going to a fee increase in the next months and we'll be about for 1 child, it's \$130 - \$140.00 a week. I pay about \$30 a day per child. A staff person gets barely over minimum wage. They don't have the same staff before they moved into this facility there is constant turnover.

Senator Krebsbach: When you said you had support from private centers are they having difficulty in operations? Are they finding themselves short to pay their help and food, etc.?

Ashley: The child care facility I speak of is our largest, the rest are private, in-home type of facilities. it's a different situation for them. This is the only one that has staff.

Senator Robinson: asked if it was \$30.00 a day per child. He was told yes, but it will go up in April. He was told there is a lot of turnover.

Ashley: I do also want to support the planning initiative piece in the Department of Commerce budget. Larger cities have their planning official but smaller communities have a difficult time to keep up. Testimony attached # 9.

Senator O'Connell: We all want our children to be safe but do you feel that some of the rules, regulations and paper work have gone over the cliff?

Ashley: Regarding child care she stated she could not be sure about that without looking into it further. (2.59.01)

Blake Crosby, Business Center Manager for ND Child Care Resource and Referral testified in favor of SB 2018 and provided Testimony attached # 10. He expressed great concern regarding the childcare problem. He stated we need to have access to affordable child care Thank you for the concern you have expressed over the last bienniums having to do with the child care situation. (3.02.08)

Senator Mathern: asked what is needed to solve the problem.

Blake The wage situation is a floating target. That floating target coming from the Fargo area is moving into the Fargo area. Last week I stopped at McDonalds in Jamestown Big sign in the entryway- help wanted, I talked to the manager and said Tell me about this help wanted. They start people at \$8.50 an hour, \$500.00 signing bonus, free medical, vision, dental, and 401K. That's what we are competing against statewide and in the western part we are competing with salaries of \$15- \$16. We are probably getting to the point where we could be looking at \$12 to \$15M to offset that wage differential between what they can earn outside the child care industry.(3.03.47)

Senator Robinson We need affordable child care. We also need to be concerned about quality and accessibility. He was told they all go together.

Vice Chairman Bowman asked they ever considered a sliding fee scale.

Blake: Yes, that has been a topic of conversation. We've tried to look at every possible scenario that would assist with cash flowing a child care business and that includes sliding

fee scale, or income qualification because I absolutely agree that we need to adjust to all the persons that work and live in that community. We can't set up the cash flow just for those people who are making \$100,000 to 150,000 when we have highway patrolmen and local police and local city workers who are not making that sort of salary. (3.05.47)

Eric Veidel, Center for Innovation in Grand Forks, ND testified in favor of SB 2018 on the program Inovate ND as it relates to that kind of development and listed several examples of successful businesses that have just recently been established and their accomplishments. (3.09.28)

Charlie Johnson President of the Fargo Moorhead CVS here in support of the tourism division's request for increased funding in SB 2018. He stated he was not here for funding for Fargo, but rather it goes to the state. Fargo works very closely to the state regarding tourism. (3.11.27)

Julie Kuennen, Executive Director of the IDEA Center in Bismarck here to show our support for SB 2018. (3.12.36)

Mike Haugen, Fargo Chamber Military Affairs Committee testified in favor of SB 2018 I rise in support of the governor's budget that puts a limited amount of funds to the air base cities, Fargo, Grand Forks and Minot. The air force has made it publically known that they are seeking a round of base reduction and closures, (BRAC) and that will probably happen in 2015 and to do that needs Senate approval in Congress. It appears they are going to get that. Now is the time for these communities that have air bases to plan for that action so I request that you grant the budget request from the governor.

Chairman Grindberg Should this committee work on a statewide strategy and encourage all three communities to work on behalf of each other statewide?

Mike: The taskforce mind which was established when we were facing BRAC in 2005 was designed for that purpose. What can we learn from the 2005 planning session and what we did there is vital.

Senator Krebsbach the last time there was some dollars given to the bases there was no matching, this time there is a matching and I am wondering if that's a fair thing at this time when we are facing BRAC reduction?

Mike: I know that the communities of GF and Fargo have hired consultants in Washington. I believe Minot has also. We have talked back and forth with military committee members and we agree It is fair we get some state money, but the community needs to have some involvement we in Fargo having a matched funds is appropriate.

Testimonies submitted after the hearing in support of SB 2018 were:

1. Doug Rembold, Vice president, ITND
2. Tracy Potter, Executive Director, Fort Abraham Lincoln Foundation

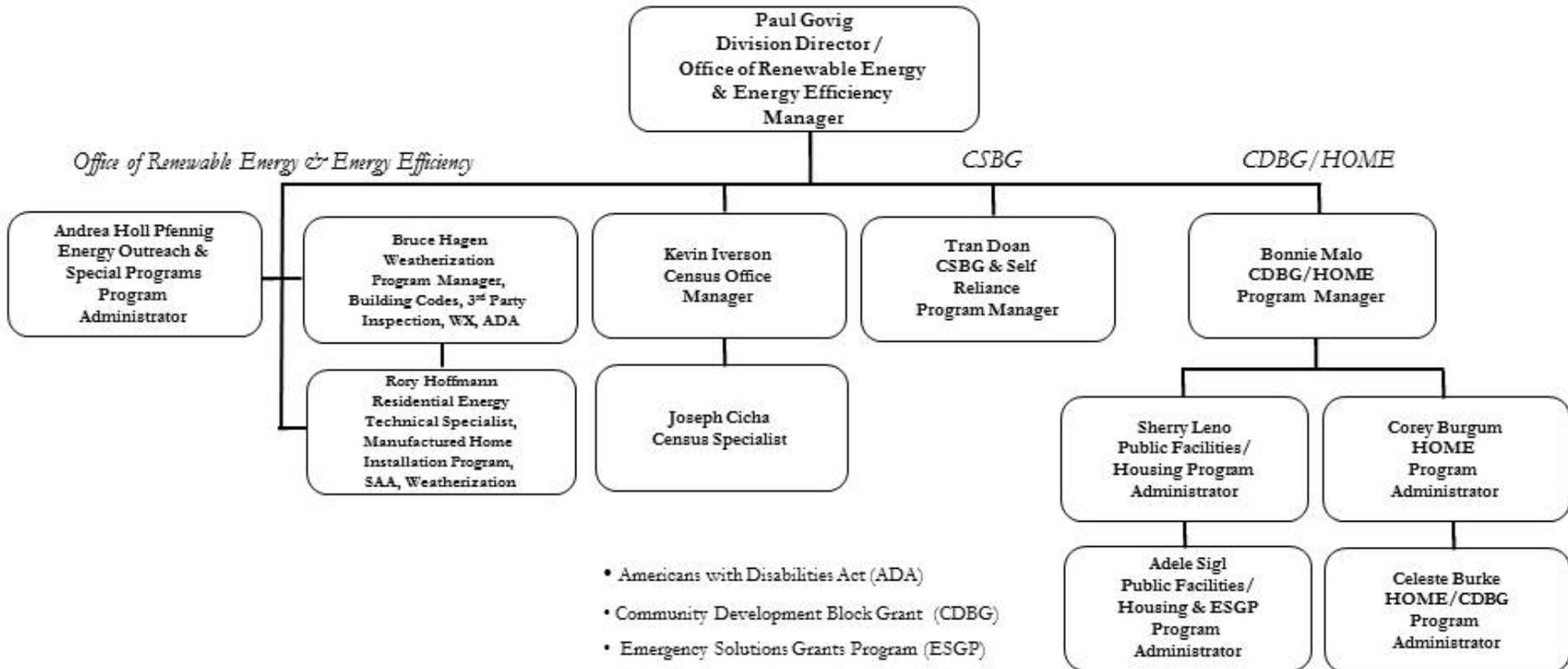
Chairman Grindberg: Add my thanks to AI and his team. It's been fun to watch commerce evolve. We are adjourned.



IN THIS SECTION:

- Paul Govig's Testimony
- Division Budget Charts
 - Funding Source
 - Line Item
 - Program Area

Division of Community Services Organizational Chart



- Americans with Disabilities Act (ADA)
- Community Development Block Grant (CDBG)
- Emergency Solutions Grants Program (ESGP)
- Home Investment Partnership Program (HOME)
- State Administrative Agency for Manufactured Homes (SAA)
- Community Service Block Grant (CSBG)

DEPARTMENT OF COMMERCE TESTIMONY ON SB 2018
JANUARY 18, 2013, 8:30 A.M.
SENATE APPROPRIATIONS COMMITTEE
HARVEST ROOM
SENATOR RAY HOLMBERG, CHAIRMAN

PAUL GOVIG – DIRECTOR OF THE DIVISION OF COMMUNITY SERVICES

Good morning Mr. Chairman and members of the committee. I'm Paul Govig, Director of the Division of Community Services.

The Community Services Block Grant (CSBG) program requires a public hearing and so we incorporate that requirement into this meeting. The CSBG program's primary purpose is to assist communities to implement locally designed anti-poverty programs. The CSBG program, delivered through the 7 state-wide Community Actions agencies, provides various services including Head Start, Weatherization, commodity food distribution, Energy Share and housing programs to low income households and persons.

We, in cooperation with the Community Action Agencies, prepare a funding plan for the U.S. Dept. of Health and Human Services and this plan requires a hearing. Therefore, Mr. Chairman, would you please open up the hearing for any public comments on the Community Services Block funding plan.

We expect the program to be funded in the range of \$3.2 million in each of the next 2 years.

The total appropriation request for the biennium for the Division of Community Services is \$60,937,404. In the 2011-2013 biennium, the division's budget was just under \$329 million. We received spending authority of \$235 million during the 2011 Special Legislative Session in anticipation of federal Community Development Block Grant Disaster Recovery funding. The actual amount of funding that was received from the federal government was \$11.7 million.

I'd like to refer you to the pie charts I've included in your handouts. The first chart is the "Funding Request by Funding Source".

- 97% consists of federal or special funds.
- 3% or \$2,042,710 comes from the general fund. Last biennium, the general fund request was \$3.9 million.

The second chart, "Funding Request by Line Item", shows where the dollars will be spent.

- 9 out of every 10 dollars we receive will in turn be provided to local organizations in your communities (city/county governments, Community Action Agencies and Regional Councils).
- 4.9% will be used for salaries and wages.
- 2.3% will be used for operating expenses.

The third pie chart is the "Funding Request by Program Area" describes what we will do with the money in the next biennium. The Division of Community Services consists of four different program areas:

- 1) Community Development
- 2) Office of Renewable Energy and Energy Efficiency
- 3) Self-Sufficiency
- 4) Technical Assistance and Admin.

The Community Development Block Grant (CDBG) program normally invests from \$15 to \$25 million in development projects during a biennium. In calendar year 2012, the program provided \$1,800,000 for 7 economic development projects, \$2,500,000 for 10 housing projects, \$2,700,000 for 30 public facility projects and \$5,100,000 for disaster/flood recovery. The following are a few examples of the diverse type of community projects we get involved with all across the state:

- \$600,000 for infrastructure development for Horsch Anderson facility near Mapleton.
- \$777,000 to Legacy at Central Plaza. This project involves the conversion of the former junior high into 44 one and two bedroom affordable housing units in Williston.
- \$70,000 to Hebron for lagoon sludge removal.
- \$49,000 to Rolette for courthouse improvements.
- \$14,000 to Fort Ransom for a flood improvement study.

The HOME Investment Partnership program is a federal affordable housing block grant the Department of Commerce receives from the U.S. Department of Housing and Urban Development (HUD). The state of North Dakota receives approximately \$3 million annually. These funds are used to provide affordable housing opportunities to low-income persons, those at or below 80% of the median family income.

The HOME program provides financial assistance for:

- Development of affordable multifamily housing projects;
- Single-family housing rehabilitation for low-income homeowners;
- Security deposit assistance; and
- Down payment and closing cost assistance for low-income home buyers.

Recent examples of some HOME projects include:

- Provided \$285,000 to Williston Senior apartments for a 40 unit affordable housing development in Williston.
- Provided \$333,641 to Prairie Hills Townhomes for a 36 unit affordable housing development in Dickinson.
- Provided \$700,000 to Washington Townhomes for a 32 unit affordable housing development in Minot.

It should be pointed out that the Governor has included in SB 2018, an additional \$193,215 to fund operating expenses for the program for the biennium. The additional operating funds are needed because of federal reductions to the program and the fact that the affordable housing real estate transactions continue to get more and more complex and therefore require more and more staff time to successfully develop and complete.

The Office of Renewable Energy and Energy Efficiency is also involved in a wide range of activities throughout the state. Some recent examples of activities include:

- Last year, 949 homes occupied by low income families received weatherization assistance and 307 homes received furnace repair.
- The state received approximately \$9.6 million (stimulus dollars) from the Department of Energy for the Energy Efficiency and Conservation Block Grant program (EECBG). Most of the funds were used for energy efficiency upgrades to local government buildings. 101 communities or counties received funds to enhance the energy efficiency of their buildings. The largest grant was \$389,230 for New Salem and the smallest grant was \$6,497 for Zap. The average grant was just over \$92,000.

The Governor has proposed that .5% of the funds that are transferred to the Resources Trust Fund be provided as grants to political subdivisions to improve the energy efficiency of non-federal public buildings. The Office of Renewable Energy and Energy Efficiency has delivered similar programs in the past like the Local Government Energy Conservation program and the Energy Efficiency Conservation Block Grant program previously mentioned. Reducing energy costs and/or operating costs is important to units of local governments and so considerable demand still exists for energy efficiency upgrades to local government buildings.

The Self Sufficiency program area includes the Community Service Block Grant program which has previously discussed and our homeless prevention programs. We provided over \$1,000,000 during the last biennium to 27 homeless shelters, including shelters in Bismarck, Dickinson, Fargo and Grand Forks. On any given night, the shelters serve approximately 1,000 men, women and children.

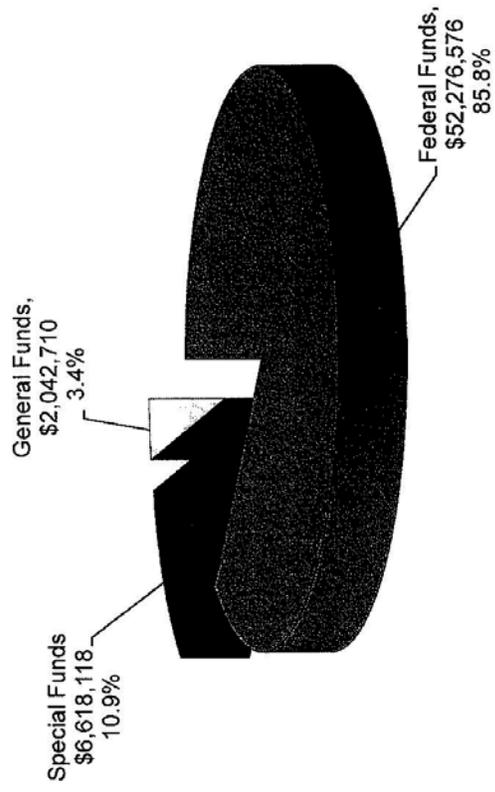
The final program area is the Technical Assistance and Admin. This includes the Renaissance Zone program which we manage. The purpose of the program is to revitalize communities in our state and encourage development through income and property tax exemptions. We now have 55 cities with zones. Besides Lehr, Lansford and Ryder, all of you are from communities with Renaissance Zones. 1,178 Renaissance Zone projects have been approved and 925 have been completed.

This program area also includes the manufactured home installation program. The program was implemented in 2006. The purpose of the program is to ensure the proper installation of manufactured homes; thereby, reducing problems with the new homes. Manufactured homes have been and will continue to be part of the solution to the extremely tight housing market in the 17 oil and gas producing counties. We have 3 individuals that are involved with this program and they have been working very hard to deliver this program in a timely and efficient manner.

In closing I'd just like to acknowledge that we would not be able to do our job without the hard work and dedication of the 8 Regional Councils and the 7 Community Action Agencies. These organizations are valuable partners of ours and provide excellent service to a wide range of clients all across the state.

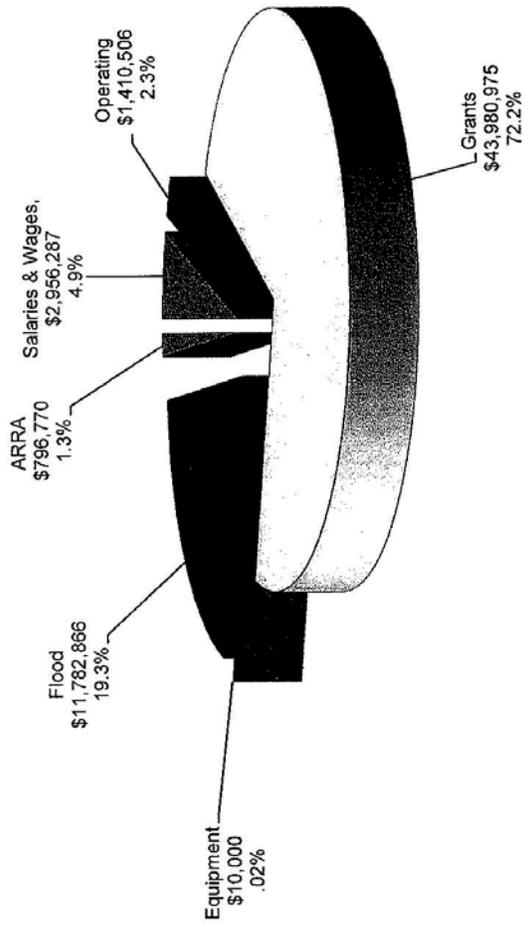
All the Division of Community Services programs are geared to improving the quality of life for the people of North Dakota; thereby, supporting the efforts of the Department of Commerce to make North Dakota a great place to live, work and be in business.

Division of Community Services 2013 - 2015 Funding Request by Funding Source

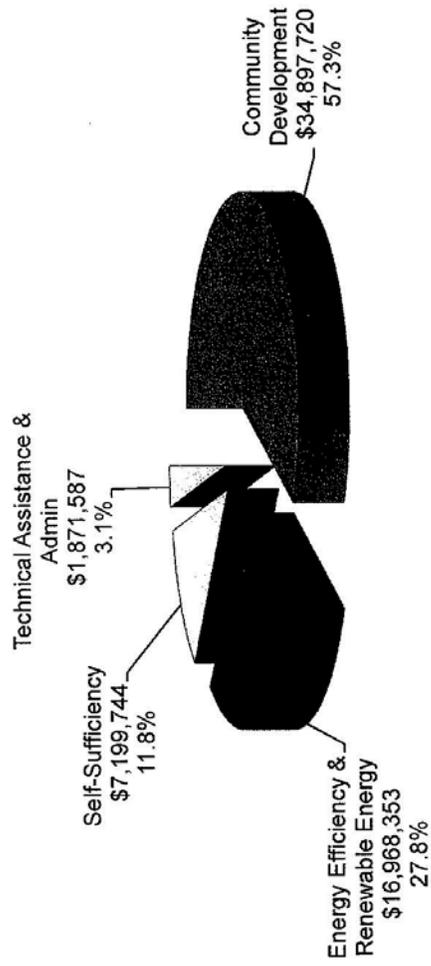


Division of Community Services 2013 - 2015

Funding Request by Line Item



Division of Community Services 2013 - 2015 Funding Request by Program Area



**Sixty-third Legislative Assembly of North Dakota
In Regular Session Commencing Tuesday, January 8, 2013**

SENATE CONCURRENT RESOLUTION NO. 4001
(Legislative Management)
(Budget Section)

A concurrent resolution authorizing the Budget Section of the Legislative Management to hold the required legislative hearings on state plans for the receipt and expenditure of new or revised block grants passed by Congress.

WHEREAS, the Congress of the United States enacted the Omnibus Budget Reconciliation Act of 1981 creating the community services block grant program; and

WHEREAS, the Legislative Assembly is required to conduct public hearings; and

WHEREAS, the Appropriations Committees have met the public hearing requirement for community services block grant moneys expected for the next biennium by the Department of Commerce; and

WHEREAS, the Sixty-third Legislative Assembly cannot hold public hearings on revisions to current block grants or additional block grants that may be approved by Congress after the recess or adjournment of the Legislative Assembly; and

WHEREAS, the Legislative Assembly will not meet in regular session during 2014, and thus its public hearing responsibility for grants not approved by the Sixty-third Legislative Assembly must be delegated to a legislative entity;

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE OF NORTH DAKOTA, THE HOUSE OF REPRESENTATIVES CONCURRING THEREIN:

That the Department of Commerce appropriation bill enacted by the Legislative Assembly is the Legislative Assembly's approval of and contains directions regarding the use of community services block grant moneys for the period ending September 30, 2015; and

BE IT FURTHER RESOLVED, that the Budget Section of the Legislative Management may hold the public legislative hearings required for the receipt of additional block grants or other federal moneys under the Omnibus Budget Reconciliation Act of 1981 or other relevant federal statutes; and

BE IT FURTHER RESOLVED, that the authority granted by this resolution is in effect during the period from the recess or adjournment of the Sixty-third Legislative Assembly through September 30, 2015, and the Budget Section may provide public notice and hold the hearings authorized by this resolution using the methods and procedures it deems appropriate.

APPENDIX B

**Public Hearing - FY2014 and FY2015
Community Services Block Grant
Draft State Plan
August 16, 2013, 1:00 p.m. CDT
Icelandic Room - ND Department of Commerce
Century Center
1600 East Century Avenue, Suite 2
Bismarck, ND 58503**

Notice of Public Hearing

Public law 97-35, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.

The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 1:00 PM (CDT) in the Icelandic Room at the North Dakota Department of Commerce, located in the Century Center, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

Copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership office prior to the public hearing. The draft document can also be reviewed on the Division of Community Services' Website at <http://www.communityservices.nd.gov> after August 1. Written comments on the plan will be accepted at DCS until 5:00 PM (CDT), August 16, 2013.

Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Tran Doan of the North Dakota Department of Commerce, Division of Community Services, 1600 East Century Avenue, Suite 2, PO Box 2057, Bismarck, ND 58502-2057; phone (701) 328-5300; fax (701) 328-5320; or email tdoan@nd.gov.

From: Leier, Joleen M.
Sent: Monday, July 22, 2013 2:27 PM
To: 'Bismarck Tribune'; 'Devils Lake Journal'; 'Dickinson Press'; 'Grand Forks Herald'; 'Jamestown Sun'; 'Minot Daily News'; 'The Daily News'; 'The Forum'; 'Valley City Times-Record'; 'Williston Daily Herald'
Subject: CSBG Legal Notice
Importance: High

I would like the attached Legal Notice to be run for publication in the legal section of your newspaper for **one day by August 1, 2013**.
I have attached the legal notice in Word format for your convenience. Also, please send the Affidavit of Publication and a tear sheet to the following contact:

Michelle Halone
ND Department of Commerce
Division of Community Services
PO Box 2057
Bismarck, ND 58502-2057

Please **email me the date of publication in your newspaper**. If you have any questions, please call me at [701-328-2469](tel:701-328-2469). Thanks!

Joleen Leier
Administrative Assistant
ND Department of Commerce
Phone: 701.328.2469
Fax: 701-328-5320
joleier@nd.gov

2014-2015
CSBG Public Hearing Notice
(Publish by August 1, 2013)

Devils Lake Journal - 7/29/13
Bismarck Tribune - 7/27/13
Grand Forks Herald - 7/27/13
The Forum (Fargo) - 7/29/13
Minot Daily News - 7/30/13
Jamestown Sun - 7/27/13
The Daily News (Wahpeton) - 7/30/13
Williston Daily Herald - 7/26/13
Valley City Times-Record - 7/26/13
Dickinson Press – 7/28/13

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA.

County of Ramsey

No. 274

Straight Matter Lines 37
 First Time Line Rate 182 30.34
 Subsequent Line Rates
 Tabulated Lines
 First Time Line Rate
 Subsequent Line Rates
 Column Inches
 First Time Inch Rates
 Subsequent Inch Rates

being first duly sworn, on oath says:

That she is the Advertising Clerk of the DEVILS LAKE JOURNAL

publishers of the Devils Lake Journal, a daily newspaper of general circulation printed and published in the City of Devils Lake, in said County and State and has been during the time hereinafter mentioned, and that advertisement of

Notice of Public Hearing a printed copy of which is hereto annexed, was printed and published in every copy of 1 issues of said newspaper, for a period of 7-29 13 consecutive day to-wit:

and that the full amount of the fee for the publication of the annexed notice inures solely to the benefit of the publishers of said newspaper; that no agreement or understanding for a division thereof has been made with any other person and that no part thereof has been agreed to be paid to any person whomsoever and the amount of said fee is \$ 30.34

Publication Fee \$ 30.34

Received Payment -----

That said newspaper was, at the time of the aforesaid publication, qualified in accordance with the law of the State of North Dakota to do legal printing in said County and State.

Subscribed and sworn to before me this 10th day of August 2013

KATHY SVIDAL
 Notary Public
 State of North Dakota
 Commission Expires June 13, 2019

Deb Toso
Kathy Svidal
 Notary Public, Devils Lake, N. D.

NOTICE OF PUBLIC HEARING
 Public law 97-35, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.
 The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 3:00 PM (CDD) in the Icelandic Room at the North Dakota Department of Commerce located at the Century Center, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.
 Copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership prior to the public hearing. The draft document can also be reviewed on the Division of Community Services' website at <http://www.communityservices.nd.gov> after August 13. Written comments on the plan will be accepted at DCS until 5:00 PM (CDD) August 16, 2013.
 Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Tran Doan of the North Dakota Department of Commerce, Division of Community Services, 1600 East Century Avenue, Suite 2, PO Box 2057, Bismarck, ND 58502-2057, phone (701) 328-5300, fax (701) 328-5320, or email tdoan@nd.gov
 (c7-29)

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Toll free 800-472-2273

ND DEPT OF COMMERCE
MICHELLE HALONE
PO BOX 2057
BISMARCK ND 58502-2057

Customer: 60006232
Phone: (701) 328-5300
Date: 07/27/2013

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Table with columns: Date, Order #, Type, Order Amt. Row: 07/27/13, 20670022, INV, 31.59

Amount Paid: CK #:

CREDIT CARD PAYMENT (circle one)



Card #:
Exp Date:
Signature:
Credit card users: Fax to 701-223-6584

Cash Amt

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Table with columns: Date, Date, Times Run, Description, Lines, Class Code, Order Amt, Net Amt Due. Row: 07/27/13, 07/27/13, 1, 609706/Omnibus Budget Bismarck Tribune PO:Public Hearing, 39.00, Legals, 31.59, 31.59

Affidavit of Publication
State of North Dakota) SS County of Burleigh
Before me, a Notary Public for the State of North Dakota personally appeared CK, who being duly sworn, deposes and says that he (she) is the Clerk of Bismarck Tribune Co., and that the publication(s) were made through the Bismarck Tribune on the following dates: 7/27. Signed: MORGAN DOLL, Notary Public. Sworn and subscribed to before me this 27th day of July, 2013.

Notice of Public Hearing
Public law 97-35, as amended, Subtitle B of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015. The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 1:00 PM (CDT) in the Icelandic Room at the North Dakota Department of Commerce, located in the Century Center, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503. Copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership office prior to the public hearing. The draft document can also be reviewed on the Division of Community Services' Website at http://www.communityservices.nd.gov after August 1. Written comments on the plan will be accepted at DCS until 5:00 PM (CDT), August 16, 2013. Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Fran Doan of the North Dakota Department of Commerce, Division of Community Services, 1600 East Century Avenue, Suite 2, PO Box 2057, Bismarck, ND 58502-2057; phone (701) 328-5300; fax (701) 328-5320; or email fdoan@nd.gov. 7/27 - 609706

MORGAN DOLL
Notary Public
State of North Dakota
My Commission Expires Jan. 26, 2017

Please return invoice or put order number on check. Thank You.
Remarks
Total Due: 31.59

Bismarck Tribune
www.bismarcktribune.com
PO BOX 4001
LaCrosse, WI 54602-4001

COPY

Terms: PAYMENT IS DUE UPON RECEIPT OF INVOICE

11 RECEIVED

AUG - 1 2013

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA }
COUNTY OF GRAND FORKS } SS.

DEPT. OF COMMERCE

Wicky Straub
first duly sworn, on oath says:

That she is { } a representative of the GRAND FORKS HERALD, INC.,

publisher of the Grand Forks Herald, Morning Edition, a daily newspaper of general circulation, printed and published in the City of Grand Forks, in said County and State, and has been during the time hereinafter mentioned, and that the advertisement of

Notice of Public Hearing
a printed copy of which is hereto annexed, was printed and published in every copy of the following issues of said newspaper, for a period of _____ time (s) to wit:

1127 Yr. 13 _____ Yr. _____
_____ Yr. _____ Yr. _____
_____ Yr. _____ Yr. _____
_____ Yr. _____ Yr. _____

and that the full amount of the fee for the publication of the annexed notice inures solely to the benefit of the publishers of said newspaper; that no agreement or understanding for a division thereof has been made with any other person and that no part thereof has been agreed to be paid to any person whomsoever and the amount of said fee is \$ 30.42;

That said newspaper was, at the time of the aforesaid publication, the duly elected and qualified Official Newspaper within said County, and qualified in accordance with the law of the State of North Dakota to do legal printing in said County and State.

Subscribed and sworn to before me this 27 day of

July A.D. 2013
[Signature]
Notary Public, Grand Forks, ND

Notice of Public Hearing
Public Law 97-35, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.
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Revised July 27, 2013

Publication Fee \$ 30.42

39 lines 219549

JAY EKREN
NOTARY PUBLIC
State of North Dakota
My Commission Expires December 20, 2016

COPY



**AFFIDAVIT OF PUBLICATION
1749389
STATE OF NORTH DAKOTA,
COUNTY OF CASS**

COPY

Notice of Public Hearing
Public law 57-35, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.
The public is hereby notified that a public hearing has been scheduled for Friday,
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Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Tran Doan of the North Dakota Department of Commerce, Division of Community Services, 1600 East Century Avenue, Suite 2, PO Box 2057, Bismarck, ND 58502-2057; phone (701) 328-5300; fax (701) 328-5320; or email tdoan@nd.gov (July 29, 2013) 1749389

.....
Shelley Blilie of said County and state, being first duly sworn, on oath says: That *THE FORUM* is a daily newspaper of general circulation printed and published in the City of Fargo, in said County and State by FORUM COMMUNICATIONS COMPANY, and that *THE FORUM* is the duly elected, qualified and acting official newspaper in and for Cass County according to the provisions of the statute covering official newspapers, and that I am the clerk of the publisher of *THE FORUM*, and during all of such time covering the publication of this notice have occupied such position on said newspaper, and have personal knowledge of all the facts stated in this affidavit; and that the advertisement headed **Notice Of Public Hearing** a printed copy of which is hereunto attached, was printed and published in said newspaper one time to wit:
July 29th, 2013.

Shelley Blilie
.....
Subscribed and sworn to before me this
30 day of July, 2013
Jessica L. Hastings
.....
Notary Public, Cass Co., N.D.

PUBLICATION FEES
41...lines straight
1....time.....\$31.16
Total.....\$31.16

My commission expires.....

JESSICA L. HASTINGS
Notary Public
State of North Dakota
My Commission Expires May 6, 2015

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STATE OF NORTH DAKOTA

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JUL 31 2013

SS.

DEPT. OF COMMERCE

County of Ward

JANELL BLOWERS

of said

County and State, being first duly sworn, on oath says: That the **MINOT DAILY NEWS** is a daily newspaper of general circulation, printed and published in the City of Minot, in said County and State. That the **MINOT DAILY NEWS** now is and during all times in the foregoing affidavit mentioned has been a newspaper qualified to do legal printing, in accordance with the Statutes of the State of North Dakota, and that I am clerk of the **MINOT DAILY NEWS** and during all such time covering the publication of this notice have occupied such position on said newspaper, and have personal knowledge of all the facts stated in this affidavit; and that the advertisement headed

AUGUST 16, 2013 DRAFT FY 2014-2015
STATE PLAN HEARING

a printed copy of which is hereunto attached was printed and published in said newspaper

ONE times to-wit:

JULY 30, 2013

Janel Blowers, Clerk.

Subscribed and sworn to before me this 30th Day of July 2013

Shannon Grater

Notary Public, Ward Co, N.D.

D31370

Notice of Public Hearing
Public law 97-35, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, the administering agency to hold a public hearing to receive comments on the State's plan for the biennial Community Services Block Grant funds during Fiscal Years 2014 and 2015.
The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 1:00 PM (CDT) in the Icelandic Room at the North Dakota Department of Commerce (located in the Century Center, 1800 East Century Avenue, Suite 2, Bismarck, ND 58503) copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership office prior to the public hearing. The draft document can also be reviewed on the Division of Community Services Website at <http://www.communityservices.nd.gov> after August 1. Written comments on the plan will be accepted at DCS until 5:00 PM (CDT), August 16, 2013.

Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Tran Doan of the North Dakota Department of Commerce, Division of Community Services, 1800 East Century Avenue, Suite 2, PO Box 12057, Bismarck, ND 58502-2057; phone (701) 328-5300; fax (701) 328-5320; or email tdoan@nd.gov (July 30, 2013)

PUBLICATION FEES

No. Lines 58

Times ONE \$ 31.32

58 ST LINES x .54 = \$31.32

SHANNON GRATER
Notary Public
State of North Dakota
My Commission Expires December 8, 2015

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Affidavit of Publication

STATE OF NORTH DAKOTA]

]ss

County of Stutsman

COPY

I, Robyn McDonald, being first duly sworn, on my oath, say that I am the public notice clerk of The Jamestown Sun, a daily newspaper of general circulation, published in the city of Jamestown, in said county and state, and that the advertisement headed:

Omnibus Budget

Notice of Public Hearing
Public law 97-35, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.

_____ copy of which is here annexed, was published in the regular and entire issue of _____ newspaper during the period and time of publication, and that the notice was _____ ed in the newspaper proper, and not in a supplement, for

The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 1:00 PM (GDT) in the Icelandic Room at the North Dakota Department of Commerce, located in the Century Center, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503. Copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership office prior to the public hearing. The draft document can also be reviewed on the Division of Community Services' Website at <http://www.communityservices.nd.gov> after August 1. Written comments on the plan will be accepted at DCS until 5:00 PM (CDT), August 16, 2013. Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Fran Doan of the North Dakota Department of Commerce, Division of Community Services, 1600 East Century Avenue, Suite 2, PO Box 2087, Bismarck, ND 58502-2057; phone (701) 328-5300; fax (701) 328-5320; or email fd@nd.gov. July 27, 2013

_____ 1 _____ Consecutive day[s] starting _____ 27 July 2013 to wit:

_____ Line Matter _____ 49 @ .79 _____ n Inches _____ @ \$8.00

_____ publication \$ 38.71 July 27, 2013

_____ Supplement Publication \$ _____, 2013

_____ Supplement Publication \$ _____, 2013

_____ Supplement Publication \$ _____, 2013

Total Cost of Public Notice \$ 38.71

Robyn McDonald

Subscribed and sworn to before me this 30th Day of July A.D. 2013

[Seal] Kathy Hilgemann

Notary Public, State of North Dakota

KATHY HILGEMANN
Notary Public
State of North Dakota
My Commission Expires September 1, 2015
County of Stutsman

STATE OF NORTH DAKOTA)
COUNTY OF RICHLAND) ss.

AFFIDAVIT OF PUBLICATION

PATRICIA C. ANDEEN being first
duly sworn, deposes and says: That (he) (she) is the Agent to the Publisher of the
WAHPETON DAILY NEWS newspaper printed and published five days a week in the
County of Richland, State of North Dakota, and of general circulation in the city of
Wahpeton, County of Richland, State of North Dakota and elsewhere, and the here-
to attached

The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 1:00 PM (CDT) in the 1005th Room at the North Dakota Department of Commerce, located in the Century Center, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503. Copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership Office prior to the public hearing. The draft document can also be reviewed on the Division of Community Services Website at <http://www.nd.gov>. Written comments on the Plan will be accepted at DCS until 5:00 PM (CDT) August 16, 2013. Alternative formats are available upon request. Should anyone require auxiliary aids or accommodations, please contact: Trent Doorn of the North Dakota Department of Commerce, Division of Community Services, 1600 East Century Avenue, Suite 2, PO Box 2057, Bismarck, ND 58502-2057, phone (701) 328-5300; fax (701) 328-5320; or email tdoorn@nd.gov. Large Print versions of the State Plan are available on the State's website at www.nd.gov. The State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.

NOTICE OF PUBLIC HEARING
COMMUNITY SERVICES
BLOCK GRANT FUNDS
FISCAL YRS 2014-2015

was printed and published correctly in the regular and entire issue of said WAHPETON
DAILY NEWS for ¹ issues, that the first was
made on the 30th day of JULY 20¹³
and the last publication thereof was made on the 30th day of
JULY 20¹³ that said publication
was made on each of the following dates, to wit:
07/30/13

Request of
ND DEPT. OF COMMERCE
WAHPETON DAILY NEWS
By *Patricia C. Andeen*

Subscribed sworn to before me this 30th day of JULY
13
20

Kenneth P. Hutz

KENNETH P. HUTZ
Notary Public
State of North Dakota
My Commission Expires Aug. 20, 2015
Notary Public in and for the County of Richland, State of North Dakota

My Commission Expires: 8-20-15

RECEIVED
AUG - 2 2013

DEPT. OF COMMERCE

COPY

Affidavit of Publication

State of North Dakota)
:ss.
County of Williams)

Mitzi Moe being first
duly sworn, deposes and says: That (he) (she) is the Agent to
the Publisher of the WILLISTON HERALD a newspaper printed
and published six days a week in the county of Williams, State
of North Dakota, and of general circulation in the city of
Williston, County of Williams, State of North Dakota and
elsewhere, and the hereto attached.

**Notice of Public Hearing Concerning
Public Law 97-35**

COPIES

was printed and published correctly in the regular and
entire issue of said WILLISTON HERALD FOR 1
issues, that the first was made on the 26th day of
July 20 13 that said publication
was made on each of the following dates to wit:

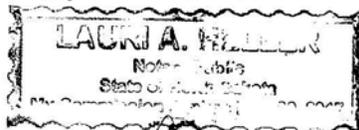
7/26/13

Request of

ND Department of Commerce

Williston Herald
www.willistonherald.com

By *[Signature]*
Subscribed sworn to before me this 26th day of
July 20 13



Lauri A. Heller

Notary Public in and for the County of Williams, State of
North Dakota

RECEIVED
JUL 31 2013
DEPT. OF COMMERCE

Legal Rate \$.83 per line or \$8.00 per column inch.

#1522 \$31.54

incorporated therein...
Public Law 97-35, as amended, Subtitle B,
of the Omnibus Budget Reconciliation Act,
Community Services Block Grant Program,
requires the administering agency to provide
public hearings to receive comments on the
State's plan for the use of Community Services
Block Grant funds during fiscal years
2014 and 2015.
The public hearing notice and public
hearing transcript shall be filed on or before
August 15, 2013 at 1:00 PM (CDT) in the file
located in the North Dakota Department
of Commerce, located in the Century Center,
1600 East Century Avenue, Suite 2, Bismarck,
North Dakota 58502.
Copies of the DRAFT FY 2014-2015 State
Plan will be provided at the North Dakota
Department of Commerce, Division of Commu-
nity Services, Community Action Agency
and the North Dakota Community Action
Partnership for the Community Action
Partnership. The draft document will also be posted on
the Governor's Community Services Website
at <http://www.communityservices.nd.gov>
after August 15, 2013. Any comments on the
plan will be accepted at 1:00 PM (CDT) through
August 16, 2013.
Alternative formats are available upon re-
quest. Should anyone require auxiliary aids
or services, or need additional information,
please contact Tran Doan of the North Da-
kota Department of Commerce, Division of
Community Services, 1600 East Century
Avenue, Suite 2, PO Box 2057, Bismarck, ND
58502-2057; phone (701) 328-5300; fax (701)
328-5300; or email tdoan@nd.gov.
(July 26, 2013)

AFFIDAVIT OF PUBLICATION

NUMBER 976

STATE OF: NORTH DAKOTA
COUNTY OF: BARNES

RECEIVED

AUG - 5 2013

DEPT. OF COMMERCE

Krystle Rowh of said County and State, being first duly sworn, on oath says: that VALLEY CITY TIMES-RECORD, a division of Horizon Publications Management, is a daily newspaper of general circulation printed and published in the City of Valley City in said County and State by the Horizon Publications Management and that I am the clerk of the publisher of the VALLEY CITY TIMES-RECORD and during all of such time covering the publication of this notice have occupied such position on said newspaper, and have personal knowledge of all the facts stated in this affidavit; and that the advertisement headed:

Notice Of Public Hearing: Omnibus Budget Reconciliation Act

A printed copy of which is hereunto attached, was printed and published in said newspaper 1 times to-wit:

First publication being made on: 07/26

Second publication being made on:

Final publication being made on:

COPY

(Signed) *Krystle Rowh*

Subscribed and sworn to me this 26th day of July, 2013.

Notary Public, Barnes County, North Dakota

(Signed) *Brenda Tompt*

My commission expires June 19th, 2016.

Publication Fee 56x.68 = \$ 38.08
Notary Fee \$ _____
Total \$ _____

Notice of Public Hearing
Public law 97-85, as amended, Subtitle B, of the Omnibus Budget Reconciliation Act, Community Services Block Grant Program, requires the administering agency to hold a public hearing to receive comments on the State's plan for the use of Community Services Block Grant funds during Fiscal Years 2014 and 2015.
The public is hereby notified that a public hearing has been scheduled for Friday, August 16, 2013 at 1:00 PM (CDT) in the Icelandic Room at the North Dakota Department of Commerce, located in the Century Center, 1800 East Century Avenue, Suite 2, Bismarck, ND 58503.
Copies of the DRAFT FY 2014-2015 State Plan will be on file at the North Dakota Department of Commerce, Division of Community Services, the Community Action Agencies, and the North Dakota Community Action Partnership office prior to the public hearing. The draft document can also be reviewed on the Division of Community Services Website at <http://www.communityservices.nd.gov> after August 1. Written comments on the plan will be accepted at BCS until 5:00 PM (CDT), August 16, 2013.
Alternative formats are available upon request. Should anyone require auxiliary aids or services, or need additional information, please contact Tran Doan of the North Dakota Department of Commerce, Division of Community Services, 1800 East Century Avenue, Suite 2, PO Box 2057, Bismarck, ND 58502-2057; phone (701) 328-5300; fax (701) 328-5320; or email tdoan@nd.gov.
(July 26, 2013)

BRENDA TOMPT
Notary Public
State of North Dakota
My commission expires June 19, 2016

Community Services Block Grant Public Hearing

North Dakota Department of Commerce
Icelandic Meeting Room
Bismarck, ND
Friday, August 16, 2013

Present:

Tran Doan, Department of Commerce, Division of Community Services
Joleen Leier, Department of Commerce
Diane Miller, Community Action Program Region VII, Inc.

Tran Doan, CSBG Program Manager from the North Dakota Department of Commerce opened the meeting at 1:00 pm CST.

Tran Doan: We have one person in attendance, Diane Miller from the Bismarck Community Action Program. Tran asked Brenda if she had a chance to review the Plan.

Diane Miller: Brenda Sather and I have discussed the new formula and the funding we will be receiving. We have had discussions about how we will manage with the reduction.

Tran Doan: We can always hope that Congress will do something and provide a little more money.

Tran Doan: We will keep the meeting open for a few more minutes.

Tran Doan: It is 1:15 p.m. and there have been no other attendees.

Tran Doan: The meeting was closed at 1:15 pm.

APPENDIX C

CSBG SUBGRANTEE ASSURANCES FY2014 AND FY2015

COMMUNITY SERVICES BLOCK GRANT CERTIFICATION

Each of the eligible entities must submit to DCS with their FY 2014 and 2015 CSBG application, a Community Services Block Grant Certification form signed by their Board Chairperson.

COMMUNITY SERVICES BLOCK GRANT CERTIFICATION

_____ hereby agrees:

(Name of Agency)

1. To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;
2. To provide activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to 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), to secure and retain meaningful employment, to attain an adequate education with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives, to make better use of available income, to obtain and maintain adequate housing and a suitable living environment, obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs including the need for health services, nutritious food, housing and employment related assistance, achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication, and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts and to make more effective use of and to coordinate with, other programs (including State welfare reform efforts).

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

3. To provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals (Section 676(b)(H));
4. To coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and to coordinate the provision of employment and training activities in communities with entities providing activities through statewide and local work-force investment systems under the Workforce Investment Act of 1998 (Section 676(b)5).
5. To encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community;
6. To maintain a broadly representative board which meets the requirements of the CSBG Act with the board selected by the funded agency. One-third of the members of the board must be elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting the one-third requirement. At least one-third of the members of the board must be chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served. The remainder of the members must be officials or members of business, industry, labor, religion, welfare, education, or other major groups and interests in the community. Procedures must be established which allow a low-income individual, community organization, or religious organization (or a representative of these groups) to petition for adequate representation on the board;
7. To meet program and fiscal requirements. Fiscal control and fund accounting procedures will be established as needed to assure proper dispersal of and accounting for federal funds paid to the State and delegated to the local agencies. All funds will be audited to determine the expenditures of amounts received under the Community Services Block Grant;
8. To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office, any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity.
9. To promote coordination between anti-poverty programs in each community where appropriate, and with emergency energy crisis intervention programs under Title XXVI of this Act (relating to low-income home energy assistance) conducted in such community (Section 676(b)(6));

10. To assure that no person shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity;
11. To permit and cooperate fully in any Federal investigation undertaken in accordance with Section 678D of the CSBG Act.
12. To provide, as a condition of receiving funding under the CSBG Act, a community action plan that includes:
 - a. A community needs assessment (including food needs);
 - b. A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
 - c. A description of how linkages will be developed to fill identified gaps in service through the provision of information, referral, case management, and follow-up consultations;
 - d. A description of how funding under the CSBG Act will be coordinated with other public and private resources; and
 - e. A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting (Section 676(b)(3)).
13. To comply with Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governmental by Federal grant, contract, loan or loan guarantee.
14. To the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations (Section 676(b)(9)).
15. To comply with the regulations, policies, guidelines, and requirements outlined by the Department of Health and Human Services for the implementation of the Community Services Block Grant in the State of North Dakota.

16. To participate in the Results Oriented Management and Accountability System..

17. Section 679. Operational Rule.

- a. "Religious Organizations Included as Non-governmental Providers. – For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other non-governmental organizations, religious organizations to provide the assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment of the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under this subtitle, on the basis that the organization has a religious character.
- b. Religious Character and Independence.
 - (1) In General. – A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.
 - (2) Additional Safeguards. – Neither the Federal Government nor a State or a local government shall require a religious organization--
 - (a) to alter its form of internal governance except (for purposes of administration of the Community Services Block Grant program) as provided in Section 676B; or
 - (b) to remove religious art, icons, scripture or other symbols; in order to be eligible to provide assistance under a program described in subsection (a)
 - (3) Employment Practices. – A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, program described in subsection a.
- c. Limitations on Use of Funds for Certain Purposes. – No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.
- d. Fiscal Accountability. –
 - (1) In General. – Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other non-governmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.

(2) Limited Audit. – Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

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

Name of Agency

Deputy Director

Date

APPENDIX D

**CSBG SUBGRANTEE GRANT AGREEMENT
FY2014 AND FY2015**

FINANCIAL AWARD

NORTH DAKOTA DEPARTMENT OF COMMERCE/DCS

SFN 4623 (05/02)

PART I BASIC INFORMATION & SIGNATORY SHEET			
<i>PROJECT TITLE</i>		<i>INSTRUMENT TYPE</i> <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement	
		<i>INSTRUMENT NUMBER</i>	
<i>RECIPIENT NAME AND ADDRESS</i>		<i>GRANTOR</i> ND Department of Commerce Division of Community Services 1600 E Century Avenue, Suite 2, PO Box 2057 Bismarck, ND 58502-2057 Phone: (701) 328-5300	
<i>RECIPIENT FEDERAL IDENTIFICATION NUMBER</i>		<i>BUDGET/PROJECT PERIOD</i>	<i>DATE</i>
<i>RECIPIENT TYPE</i> <input type="checkbox"/> State Government <input type="checkbox"/> Indian Tribal Government <input type="checkbox"/> Local Government <input type="checkbox"/> Individual <input type="checkbox"/> Education <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Hospital <input type="checkbox"/> Other Nonprofit Organizations <input type="checkbox"/> Other (Specify) _____		<i>FUNDING SOURCE</i> <input type="checkbox"/> Federal \$ _____ <input type="checkbox"/> State \$ _____ <input type="checkbox"/> Other \$ _____	
<i>FEDERAL AUTHORIZING LEGISLATION</i>		<i>TYPE OF AWARD</i> <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment No. _____	
<i>FEDERAL GRANT NUMBER</i>		<i>CFDA NUMBER</i>	
<i>ADMINISTERING AGENCY</i>		<i>PROJECT ADMINISTRATOR</i>	<i>TELEPHONE</i>
<i>PROCUREMENT METHOD (CONTRACTS)</i> <input type="checkbox"/> Formal Bid <input type="checkbox"/> Noncompetitive Negotiation <input type="checkbox"/> Small Purchase <input type="checkbox"/> Competitive Negotiation			
<i>FUNDING AUTHORIZATION</i>			
1. DCS Funds Awarded This Action		\$	0.00
2. DCS Carryover Funds Authorized		\$	0.00
3. DCS Previous Awards This Project Period		\$	0.00
4. DCS Previous Deauthorizations This Project Period		\$	0.00
5. Current DCS Funds Authorized		\$	0.00
6. Recipient Share of Budget		\$	0.00
7. Total Approved Budget		\$	0.00
<i>REMARKS</i>			
This award agreement is entered into by the <i>RECIPIENT</i> and <i>GRANTOR</i> specified above. The <i>RECIPIENT</i> agrees to implement the tasks delineated in this award and will comply with all incorporated and referenced terms and conditions. The award consists of this Signatory Sheet, the attached Terms and Conditions, the attached Budget, and incorporated or referenced Work Program or Application.			
<i>EVIDENCE OF RECIPIENT ACCEPTANCE</i>		<i>EVIDENCE OF GRANTOR ACCEPTANCE</i>	
<i>NAME</i>		<i>NAME</i> Paul T. Govig	
<i>TITLE</i>		<i>TITLE</i> Director	
<i>SIGNATURE</i> X	<i>DATE</i>	<i>SIGNATURE</i> X	<i>DATE</i>

PART II
GENERAL ASSISTANCE TERMS & CONDITIONS
7/29/13

- A. AVAILABILITY OF FEDERAL FUNDS - If disclosed on Part I, funds to be disbursed under this Award have been appropriated pursuant to the enabling federal legislation cited in Part I of this Award.
- B. STATE APPROPRIATION AUTHORITY - Funds authorized under this Award are subject to State Appropriation Authority.
- C. SCOPE OF WORK - All work and activities authorized by this Award will be performed in accordance with the terms and conditions and work program attached, described, or referenced in this agreement. In addition, if a work or grant proposal was submitted, all work will comply with that which was described and requested in the work proposal unless otherwise noted as changed.
- D. LIMITATIONS ON EXPENDITURES - The total cost of performing the tasks under this Award must not exceed the total funds authorized in Part I, Basic Information and Signatory Sheet, and will be limited to and in accordance with those delineated in the budget plan attached to this Award.
- E. AMENDMENTS AND MODIFICATIONS - When necessary, the Recipient may request changes in the scope of services to be provided in this Award to include changes in the attached budget. These requests must be made in writing and supported with appropriate documentation. Such changes must not be undertaken until incorporated by written amendments to this Award.
- F. RECORD RETENTION AND ACCESS - The DCS and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Recipient and of persons or organizations the Recipient may contract with which involve transactions related to this Award. The Recipient shall retain all documents, papers, records and books that are pertinent to this Award for a period of three (3) years following the submission of the final Financial Status Report or until all audit findings have been resolved, whichever is later unless otherwise stated in this agreement.
- G. SUBCONTRACTING - The Recipient shall not assign, transfer, or subcontract professional service responsibilities (excluding approved construction and rehabilitation services) covered under this Award without prior written approval of the DCS.
- H. PROHIBITION AGAINST PAYMENTS OF BONUS OR COMMISSION - The assistance provided under this Award shall not be used in the payment of any bonus or commission for the purpose of the preparation of and/or activities associated with obtaining approval of the work proposal.
- I. TERMINATION - The Recipient and the DCS may terminate this Award agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof and the cause for the termination. Unless otherwise noted in Part III of this award, the other party must receive such notice at least thirty (30) days before the effective date of termination. Cause for termination may include nonperformance of specified work activities and noncompliance with the terms and conditions of this Award. The DCS shall be liable only for work performed or services provided under this Award prior to the effective date of termination.

- J. DEFAULT - If the Recipient fails to comply with the terms of this Award or fails to use the Award for only those purposes set forth herein, the DCS may, unless otherwise noted in Part III of this award:
1. After notice to the Recipient, suspend the award and withhold further payment or prohibit the Recipient from incurring additional obligations of grant funds, pending corrective action by the Recipient.
 2. Terminate the Award in whole, or in part, at any time before the final award payment is made. The DCS shall promptly notify the Recipient in writing of the determination to terminate, the reason for such termination, and the effective date of the termination.
- K. NONDISCRIMINATION - The Recipient agrees that it will be subject to and will comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended by the Executive Orders 11375 and 12086, the Age Discrimination Act of 1975, and Title VIII of the Civil Rights Act of 1968. Under these acts, no person shall on the grounds of race, color, religion, sex, national origin or age be excluded from participation in, be denied the benefits or be otherwise subject to discrimination under this program.
- L. SECTION 504 - The Recipient agrees that it will be subject to and will comply with Section 504 of the Rehabilitation Act of 1973. Under this act no person shall solely by reason of disability be excluded from participation in, be denied the benefits of or be subjected to discrimination under this program.
- M. CODE OF CONDUCT - Recipients shall maintain a written code or standards of conduct which shall govern the performance of their officers, employees or agents engaged in the Award and administration of contracts supported by federal funds. No employee, officer or agent of the Recipient shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
1. The employee, officer or agent;
 2. Any member of his immediate family;
 3. His or her partner; or
 4. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The Recipient's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

To the extent permitted by state or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the Recipient's officers, employees, or agents, or by contractors or their agents.

PART III - PROGRAMMATIC TERMS AND CONDITIONS

(Community Services Block Grant)

- A. APPLICABLE STATUTES AND REGULATIONS - This Award shall be undertaken in accordance with the provisions of the Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L. 103-252; the FY 1996 CSBG Appropriation Legislation, P.L. 104-134; C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P.L. 105-285.
- B. REPORTING REQUIREMENTS - The Recipient will comply with the reporting requirements as provided under the guidance of the Grantor. Quarterly financial reports on CSBG expenditures must be submitted to the Division of Community Services by the 15th working day of the month following the reporting period. Agencies considered to be “high risk” may be required to submit reports more frequently than quarterly. DCS will notify the agency of additional reporting requirements. An agency may be considered “high risk” if the agency: has a history of poor performance; is not financially stable; has a management system that does not meet the standards prescribed in the OMB circulars; and has not conformed to the terms and conditions of a previous award or is not otherwise responsible.

Quarterly reports must include (due to the DCS by the 15th day of the following month):

1. Financial reports on all federal expenditures authorized by this Award.
2. A workplan summary listing planned and actual progress towards activity objectives. The primary performance objective must be an unduplicated count of the number of households served for each CSBG performance measure during the reporting period.

Final reports must include (due to the DCS by the last day of February):

1. A yearly financial report on all federal expenditures authorized by this Award.
2. A workplan summary showing the unduplicated count of households for each CSBG performance measure for the grant year.
3. CSBG Eligible Entities Annual Client Characteristics Report.
4. A narrative summary of the accomplishments of the CSBG program during the grant year, including examples of the types of assistance provided, a discussion of problems encountered, actions taken and recommendations for improvement of the CSBG program.
5. Outcome data for all of the outcomes the agency tracks.
6. An accounting of the breakdown of funds spent by the agency on administrative cost versus funds spent by the agency on the direct delivery of local services during the grant year.

7. Any additional data or information that OCS requires for the State's Annual Report. The Division of Community Services will notify the agency of additional requirements.
- C. METHOD OF PAYMENT - The Recipient will be provided cash advances to cover federal program costs. Cash requests shall be submitted by the Recipient according to the cash request schedule established by the Grantor. Cash requests shall be made with the submission of the Request for Funds form submitted on a bi-monthly basis. The request shall be for the amount which will be disbursed as close as possible to the date of receipt by the Recipient.
- D. FUNDS RECEIVED - Any funds received through this award which are improperly spent are subject to the assessment of interest under 45 CFR Part 30.
- E. PLAN IMPLEMENTATION - Each recipient must implement the CSBG Community Action Plan as submitted to and approved by the Division of Community Services (DCS) in accordance with the State Community Services Block Grant policies and procedures as issued by the DCS and the federal assurances.
- F. FINANCIAL MANAGEMENT STANDARDS - The Recipient must comply with:
1. Office of Management and Budget Circular A-110, entitled "Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations"; and
 2. Office of Management and Budget Circular A-122, entitled "Cost Principles for Non-profit Organizations."
- G. MONITORING - The Recipient agrees that the Grantor may conduct monitoring and evaluation activities and will insure the cooperation of its employees and board members.
- H. AUDIT - The Recipient shall arrange for and submit to the Grantor an audit conforming to the requirements of OMB Circular A-133.
- I. TRANSFER OF FUNDS - Transfer of up to five percent of the total authorization is allowable between line items of the budget (i.e., salaries, equipment, supplies, etc.) without the written approval of the Grantor. Cumulative transfers during the project period may not exceed five percent of the total authorization without the written approval of the Grantor.
- J. UNOBLIGATED FUNDS - At the end of the Budget Period, all unobligated funds will be deobligated. A separate instrument must be issued by the Grantor in order to reauthorize any deobligated funds remaining from this Award.
- K. TRAVEL - Under this Award, out-of-state travel must be specifically approved by the Recipient's Board of Directors prior to the actual travel undertaken by the Recipient.
- L. BONDED EMPLOYEES - The Recipient shall notify the Grantor within ten (10) days of any changes in position of Executive Director or any other bonded agent of the Recipient organization.

- M. COMPLIANCE WITH LOCAL LAWS - The Recipient shall comply with all applicable laws, ordinances, and codes of the state and local governments in executing the activities associated with this Award.
- N. DAVIS-BACON ACT - The Recipient agrees to comply with the Davis-Bacon Act, as amended (40 U.S.C. a-et seq.), Section 2; June 13, 1934, as amended (48 stat. 948.40 U.S.C. 276(c)), popularly known as The Copeland Anti-Kickback Act.
- O. LIMITATION ON THE USE OF GRANTS FOR CONSTRUCTION - Recipients shall adhere to the Limitation on Use of Funds for Construction of Facilities outlined in Section 678F(a) of the Act unless a waiver has been received.
- P. ENVIRONMENTAL TOBACCO SMOKE - The recipient must comply with Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare and Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.
- Q. AMERICAN-MADE EQUIPMENT AND PRODUCTS - To the greatest extent practicable, all equipment and products purchased with funds made available in this award should be American-made.
- R. ADVERTISEMENTS, SOLICITATIONS - When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
- S. NONCOMPLIANCE, TERMINATION & REDUCTION OF FUNDING - If the State would determine that an eligible entity does not comply with the terms of an agreement or the State CSBG plan, to provide services under the CSBG or to meet appropriate standards, goals and other requirements, including performance objectives, as required or established by the Federal or State levels, the State will comply with the requirements outlined in Section 678C of the CSBG Act regarding procedures to follow to terminate or reduce the funding of the eligible entity:
- a) inform the entity of the deficiency to be corrected;
 - b) require the entity to correct the deficiency;
 - c) offer training and technical assistance, if appropriate, to help correct the deficiency.

If the State provides training and technical assistance to help correct the deficiency, a report shall be sent to the Secretary of Health and Human Services or his designee, describing the training and technical assistance that was provided.

If the State determines that training and technical assistance are not appropriate, the State will submit a report to the Secretary explaining why it was determined that training and technical assistance were not appropriate.

Based on the seriousness of the deficiency and the situation that caused the deficiency, the State will allow the entity to develop and implement, within 60 days from the date in which the entity was informed of the deficiency, a quality improvement plan in order to correct the deficiency within a reasonable time period as determined by the State. Not later than 30 days after receiving the quality improvement plan from the entity, the State will review and either approve the proposed plan or notify the entity why the proposed plan cannot be approved.

If the plan can not be approved, the State will provide the entity with a notice of the State's decision to terminate the designation of the entity, or reduce their funding under CSBG, unless the entity agrees to correct the deficiency. At that time the State will also provide the entity with the opportunity, within 10 days of receiving the written notice, to request a hearing on the record by the Director of DCS.

A determination to terminate the designation or reduce the funding of an eligible entity can be reviewed by the Secretary of the Department of Health and Human Services. The entity will be informed that they can request that the State notify the Secretary of the entity's request for a review of the State's decision to terminate or reduce the award, not later than 5 days prior to the effective date of termination. If a review by the Secretary has been requested, the State will not terminate the award until the review has been completed. The Secretary shall complete the review not later than 90 days after receiving the documentation from the State regarding the termination or reduction of funding. If the Secretary does not complete the review within the 90 days, the State's determination will become final at the end of the 90th day.

- T. PURCHASE OF EQUIPMENT - The Recipient must obtain grantor approval prior to the purchase of equipment with an acquisition price of more than \$5,000.
- U. RECORD RETENTION - All documents, papers, records and books that pertain to this Award must be retained for three years after the submission of the final Financial Status Report or until all audit findings have been resolved, whichever is later. This condition takes precedence over Part II Terms and Conditions F.

APPENDIX E

**ADMINISTRATIVE ASSURANCES/CERTIFICATIONS
COMMUNITY SERVICES BLOCK GRANT
FY2014 AND FY2015**

**ADMINISTRATIVE ASSURANCES/CERTIFICATIONS
FY2014 AND 2015 COMMUNITY SERVICES BLOCK GRANT**

1. Anti-Lobbying Certification - See Appendix E, page E-2.
2. Drug Free Workplace - See Appendix E, pages E-3 and E-4.
3. Debarment and Suspension Certification - See Appendix E, pages E-5 and E-6.
4. Environmental Tobacco Smoke (also known as the Pro-Children Act of 1994; P.L. 103-227) Certification - see Appendix E, page E-7. Each of the subgrantees for the FY2014 and FY2015 Community Services Block Grant must certify accordingly, also, on their Community Services Block Grant Certification form (see Appendix C, page C-3, Item 13).

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

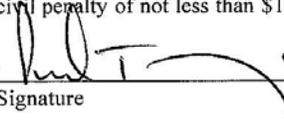
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

 8/20/13

Signature

Director, Division of Community Services

Title

ND Department of Commerce – Division Community Services

Organization

**U.S. Department of Health and Human Services
Certification Regarding Drug Free Workplace Requirements
Grantees Other Than Individuals**

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certificate. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identification must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios.)

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21USC812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "Direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

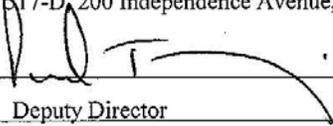
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance program; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or, (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (use attachments, if needed):

Place of Performance (Street address, City, County, State, ZIP Code)

Check *If there are workplaces on file that are not identified here.*

Sections 76.630(c) and (d)(2) and 76.635(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services the central receipt point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 617-D, 200 Independence Avenue, S.W., Washington, D.C. 20201.

Signature  Date 8/23/13
 Title Deputy Director
 Organization ND Department of Commerce - Division of Community Services

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal 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 entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 the covered transaction, 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..

9. 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.
10. Except for transactions authorized under paragraph 6 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 CFR part 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 may terminate this transaction for cause or default.

**Certification Regarding Debarment, Suspension, and Other
Responsibility Matters--Primary Covered Transactions**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant No _____

Signature  _____

Date 8/23/13

**CERTIFICATION
REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Signature  Date 8/23/13
Title Deputy Director
Organization ND Department of Commerce - Division of Community Services

TO: Community Services Block Grant Directors
WOULD YOU PLEASE COMPLETE THIS FORM ASAP AND RETURN IT TO:

DHHS/ACF/OCS
Division of State Assistance/CSBG Branch
370 L'Enfant Promenade S.W.
5th Floor, West Wing
Washington, DC 20447

COMMUNITY SERVICES BLOCK GRANT PROGRAM

North Dakota

STATE

North Dakota Department of Commerce – Division of Community Services
INDIAN TRIBE OR STATE ORGANIZATION

NAME OF OFFICIAL TO RECEIVE CSBG GRANT AWARD:

Paul T. Govig, Deputy Director

(Name & Title)

North Dakota Department of Commerce – Division of Community Services
(Indian Tribe/State Agency)

1600 East Century Avenue, Suite – PO Box 2057

(Mailing Address)

Bismarck, ND 58502-2057

(City, State, Zip Code)

701-328-2290 Telephone – 701-328-5320 Fax – tdoan@nd.gov

(Area Code, Telephone Number – Fax Number – Email Address)

CONTACT PERSON FOR CSBG ISSUES:

Tran Doan, Program Manager – North Dakota Department of Commerce – Division of Community Services
(Name, Title & Organization)

1600 East Century Avenue, Suite – PO Box 2057

(Street Address)

Bismarck, ND 58502-2057

(City, State, Zip Code)

701-328-2290 Telephone – 701-328-5320 Fax – tdoan@nd.gov

(Area Code, Telephone Number – Fax Number – Email Address)

CONTACT PERSON FOR AUDIT ISSUES:

Tran Doan, Program Manager – 701-328-2290

((Name, Title & Telephone Number))

EIN NUMBER 45-0309764

DATE August 22, 2013