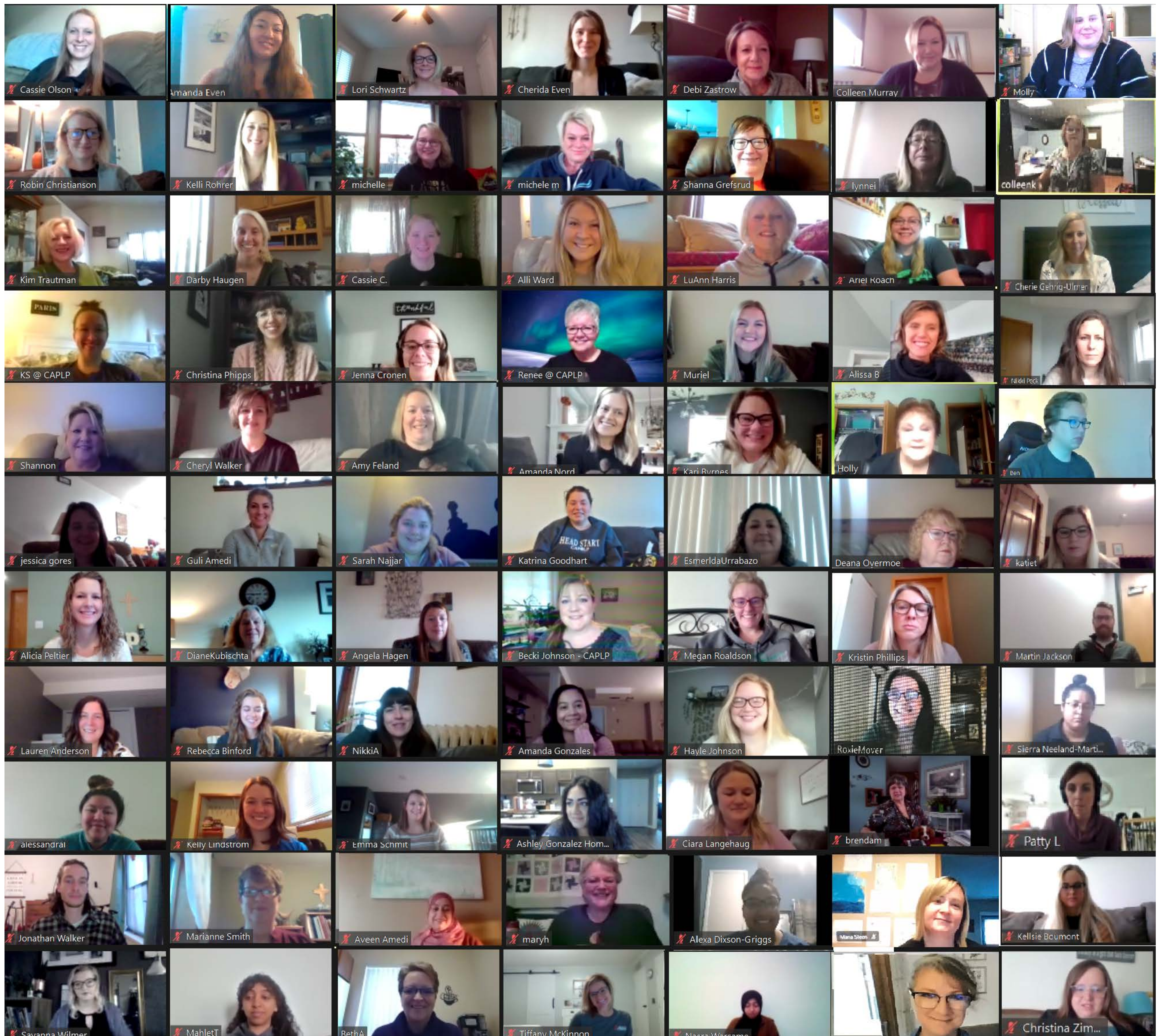


# CAPLP

Lakes & Prairies Community Action Partnership

## 2020 Annual Report





# CAPLP CONQUERS COVID-19

Maybe we didn't actually conquer the COVID-19 virus, but our team banded together and continued to safely serve those who need us most throughout one of the most challenging years in recent history. Behind-the-scenes, our Human Resources team went paperless, conducted interviews and onboarding remotely, and implemented a new software system to allow our team to seamlessly transition to working remotely. Each of our programs got creative and flexible with providing services. We implemented an over-the-phone intake



*CAPLP Team loading food boxes for delivery to seniors.*

system and started offering virtual programs and services. We received a record number of calls from families who have never sought services before due to job loss, cut hours, and school closures. Our Housing team was quick to provide phones to families who didn't have them so they could stay in contact and continue receiving the services they needed. Our Financial Fitness and Homebuyer Education classes are available virtually which has the bonus of helping families overcome barriers. Our Child Care Aware team mobilized to distribute bleach, hand sanitizer, and personal protective equipment (PPE) to early childhood educators who needed supplies for the health and safety of the



*Child Care Aware team delivering cleaning supplies and PPE to child care providers across NW Minnesota.*

children in their care. CAPLP partners, such as United Way Cass-Clay, stepped up to connect volunteers to our Nutritional Assistance Program for Seniors (NAPS). In 2020 CAPLP staff & volunteers delivered over 66,000 pounds of nutritious food to seniors across Clay County. Our Head Start team shifted to a virtual classroom but made sure to celebrate our graduates with a drive-thru celebration. Our Home-Based Head Start teachers got creative with projects kids could do at home with their parents and via virtual visits. Head Start Bus Drivers delivered food to ensure our Head Start children were not hungry. Career Connect lowered class sizes for social distancing so we could continue to link low-income families to skill training so they can obtain livable-wage careers.

Our Wellness Team instituted a morning virtual connect, Coffee and Conversation, to help team members build and maintain relationships with one another throughout the year. Sessions provided opportunities to stay engaged and learn about teammates from other divisions that don't generally interact. We could not be prouder of or more grateful for our amazing team.

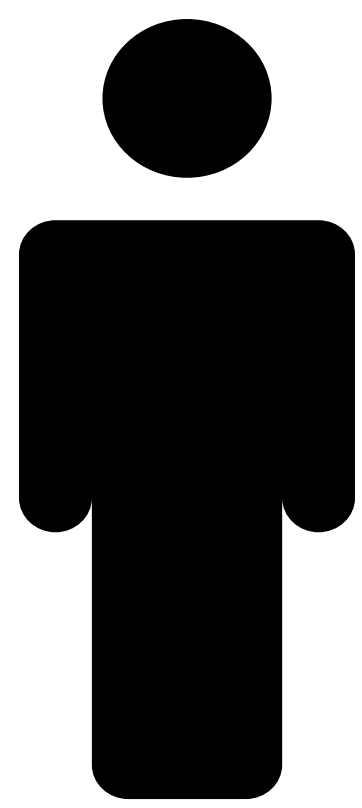


*One of our Head Start Bus Drivers delivers breakfast and lunch to Home-Based Head Start children.*

They were challenged greatly this year, but never stopped helping people and changing lives. They truly reaffirmed and lived our CAPLP Core Values. Our team never settles for the status quo and they certainly raised the bar repeatedly with each new challenge that arose for the families within our community this year. They were brave and did the right thing even when it wasn't easy. Our CAPLP team cared for each other by taking time to build relationships with those we serve, our community, and other CAPLP teammates. Above all, our CAPLP team proved that no matter the challenge, we will step up to help people help themselves and each other, focusing on those who need us most.



# 2020 By the Numbers



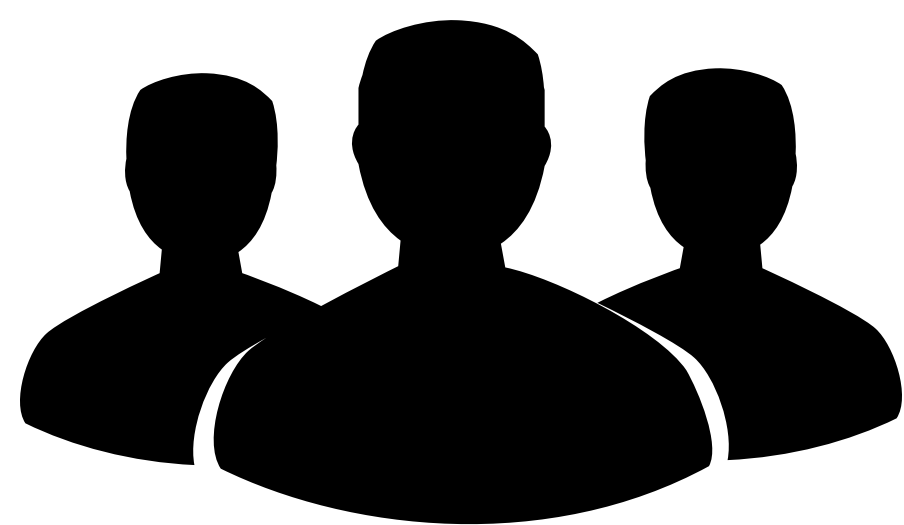
**Clients Served:** In 2020, our agency served 5,292 people including

- 893 Children
- 355 Senior Citizens
- 2,003 Child Care Providers



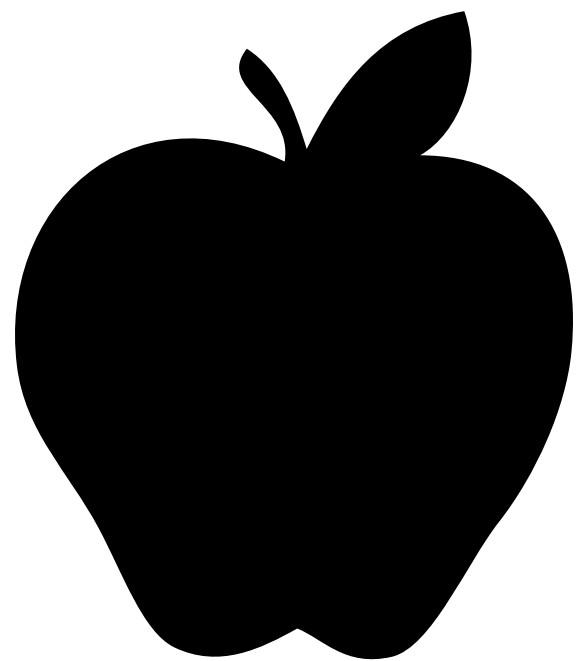
**Early Childhood Education:** Supports Early Childhood Educators & families in need of child care

- 438 Educators received critical supplies and Personal Protective Equipment to ensure they could keep serving children
- 564 Children received a child care subsidy to pay for care



**Community Engagement:** CAPLP believes in helping everyone who reaches out

- 18,132 Referrals were provided to help connect people to resources
- 1,538 People received education and access to voting



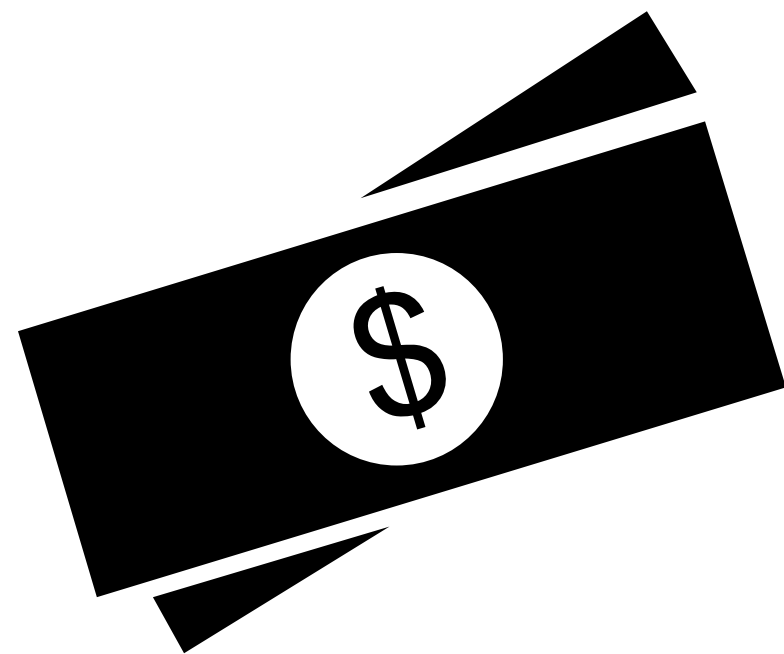
**Necessities:** CAPLP programs help people meet their needs

- 2,712 Individuals and families received food distribution and nutritional support
- 105 People received transportation services



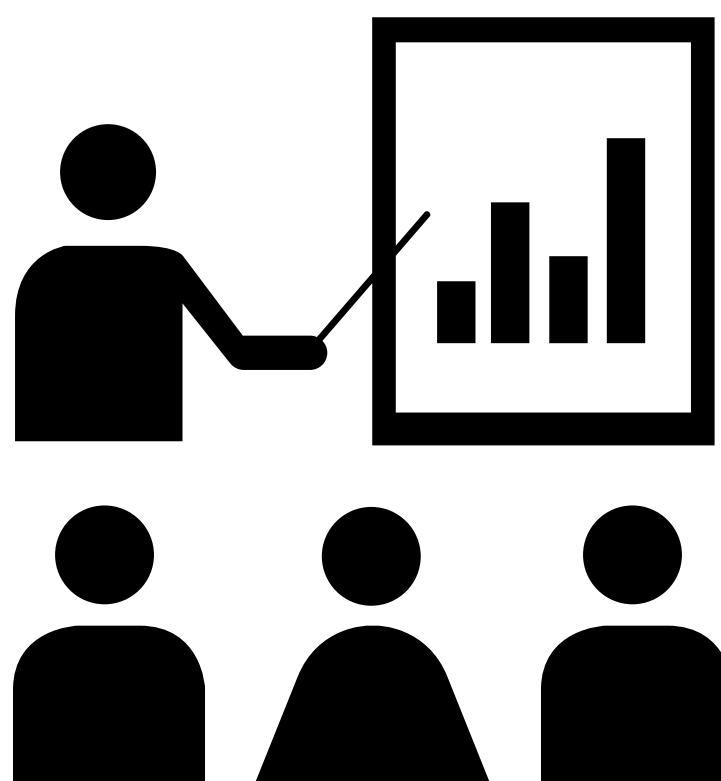
**Health:** CAPLP programs support healthy families

- 402 People accessed health insurance options counseling
- 451 Parents/caregivers improved their caregiving skills



**Economic Security:** Programs help families achieve financial success

- 626 Housing clients received financial coaching/counseling
- 614 Individuals & families received free tax preparation



**Staff Development:** CAPLP believes in investing in our team

- 6,596 Hours of capacity building activities were provided for our team
- 12 Staff are Certified Community Action Professionals (CCAPs)



# 2020 A Year in Review

We are proud of the amazing work that our entire team at CAPLP accomplishes every day to ensure that we achieve our mission to: ***“Eliminate poverty by empowering families and engaging communities.”*** Our organization provides services through three main divisions: Head Start, Housing, and Economic Empowerment. Within these divisions our team provides over 30 programs and services that work together toward our mission. While CAPLP has been doing this work since the War on Poverty began over 55 years ago, we continue to adapt and respond to the changing needs in the communities we serve.

Over the past year, CAPLP takes pride in persistently being an essential community partner in providing services to low-income families across Clay and Wilkin Counties in Minnesota. While we continue to provide essential community services such as Head Start, Child Care Aware, Affordable Housing, and VITA Tax Site, we also had to get creative with services this year. With the onset of COVID-19, CAPLP was quick to act and received over \$2 million in resource funds to provide relief and help to affected families and individuals. Throughout the year CAPLP has also expanded our Housing Program. We've increased our homeless outreach efforts where our team goes out into the community and visits institutions, shelters, and libraries to meet those in need wherever they are currently located. CAPLP has also expanded our Homework Starts With Home program which is focused on addressing homelessness and housing instability among students and their families. CAPLP now has Housing Advocates working within three schools in the Moorhead community. This allows for direct access and communication between families in need and those who can help.

Community Action was born out of the Civil Rights Movement to fight poverty at the local level. As an agency we believe in ***opening, to everyone, the opportunity for education and training, the opportunity to work, and the opportunity to live in decency and dignity.*** This past year, CAPLP has started a Diversity, Equity, & Inclusion Committee in order to develop and promote strategies and best practices within the realms of racial, social, sexual, and gender diversity. We look forward to contracting with a professional consultant in 2021 to strengthen our organizational culture specific to racial and social justice.

CAPLP continues to work toward our broad agency-wide goals that are outlined in our five-year Strategic Plan:

- 1. Individuals and families with low incomes are stable and achieve economic security.***
- 2. Communities where people with low incomes live are healthy and offer economic opportunity.***
- 3. People with low incomes are engaged and active in building opportunities.***
- 4. Increase agency capacity to support program operations.***

As we look toward 2021, we will complete a new Community Assessment that will guide a new Strategic Planning process and carry our organization into the next five years. Our team lives our vision each day by being a strong, responsive organization that provides hope and life changing opportunities for people to help themselves and each other. Thank you to each and every person that contributes their time, talents, and treasures to help us in our journey! You are truly ***helping people and changing lives.***

***Lori Schwartz, Executive Director***

***Laurie Drewlow, Board Chair***



# Program Highlight: Breckenridge Building



For over fifty years, CAPLP has served Wilkin County residents. While services have always been provided, CAPLP has relocated multiple times throughout the years and sought a permanent location to serve the community. The new building project started in 2018 when a board member noticed there was property for sale just across the street from the Wilkin County Courthouse. The location was perfect for serving the community and plans to build came shortly after. The construction of the building began in June 2020 and was completed at end of October 2020. The CAPLP team moved in on November 16, 2020.

CAPLP's new building houses Self-Sufficiency Advocates who work to help families and individuals overcome barriers to live their best life. Services include helping obtain and maintain housing, application assistance, resource navigation, landlord mediation, food insecurity assistance, help finding and maintaining transportation and communication options, MNsure insurance navigation, tax preparation, and assistance meeting basic needs (especially for those affected by COVID-19).

The new building also houses an Early Head Start Home Visitor. Head Start offers nurturing and supports for the healthy growth and development of each child in the context of family, culture, and community. CAPLP's Early Head Start works with pregnant moms and children from birth to age three. Home-Based services eliminate the transportation barrier and allow families to receive services in the comfort of their own homes. Currently, due to COVID-19, all visits are virtual and via telephone. Home-Based Early Head Start provides parenting resources, help with behaviors and sibling rivalries, learning supports, and assistance with ensuring basic needs are met within families. The new CAPLP building also features an additional office to house a community partner.



***Wilkin County is a designated food desert and there is only one food pantry located in the community, so CAPLP helped:***



**families receive  
grocery vouchers**



**51**  
**individuals &  
families receive  
free tax  
preparation**



**families receive match  
funds for the local  
farmer's market**



# Program Highlight: Housing



**Stressed. Anxious. Nervous.** These are generally emotions teens feel before a big game or an important exam at school. This is how Mike felt all the time when he was introduced to CAPLP. His stress was stemming from not knowing where he would live. From the outside, Mike seems like a normal high school kid – he has a part-time job and plays on the football team.

At age 17, Mike was living alone in an apartment. His family moved and left him behind. He was abandoned. Before leaving, his family told him he needed to find a place to stay because they put in the notice on the apartment and

he had to be out by the end of the month. It was the middle of winter and he didn't know what to do. He turned to his school's guidance counselor who referred him to CAPLP. Mike is part of CAPLP's Housing for Youth Program. With the help of the school, his coaches, his friends, and CAPLP, Mike moved into his own apartment. It was truly a team effort to get Mike all the household items he needed, and they even took him to stock up on groceries! CAPLP helped him get health insurance and put in an application with a community partner to help with transportation. Mike's car was too costly to repair, but he needed a vehicle to get to school and his job. He now has a reliable car and no longer needs to worry about transportation.

Mike is a hard worker and has big dreams! He hopes to play college football. He knows in order to make this dream a reality he needs to do well in school. Mike is balancing living on his own, his job, and he still manages to get good grades! We are so proud of the resilient and determined young man!

*CAPLP Housing Programs help people who are experiencing homelessness or are precariously housed to obtain & maintain safe, affordable housing. In 2020 CAPLP Affordable Housing Programs helped:*



formerly homeless households  
obtain safe & affordable  
housing



maintain housing  
stability & avoid  
homelessness  
through  
COVID-19 Housing  
Assistance Program



senior citizens maintain  
independent living



with homeless  
outreach services



households avoid eviction



# Program Highlight: Head Start Hero

Michele is a Head Start Hero! She was introduced to CAPLP when she enrolled her youngest daughter, Memri, in Early Head Start. At first, Michele was very nervous, but she quickly built a relationship with her Head Start Home Visitor and opened up about her past. Many people experience traumatic events, but Michele had lived with trauma her entire life. Michele was a victim of child abuse, experienced homelessness, and spent a lot of time in juvenile detention and jail due to her drug addiction. Her first-time doing meth was at the age of ten with her own father. She had her first child at a young age and lost custody of her son (who grew up thinking Michele was his sister). Michele later married and had three additional children but divorced due to family issues. Michele made the decision to change her life when her youngest daughter, Memri, was taken from her at birth due to having been born with drugs in her system. Michele worked extremely hard to become clean and completely turned her life around. She proved herself to be a fit mother and regained custody of Memri. Since the day Michele got her daughter back, she has made her life focus to have a healthy family that strives for positive relationships and education.



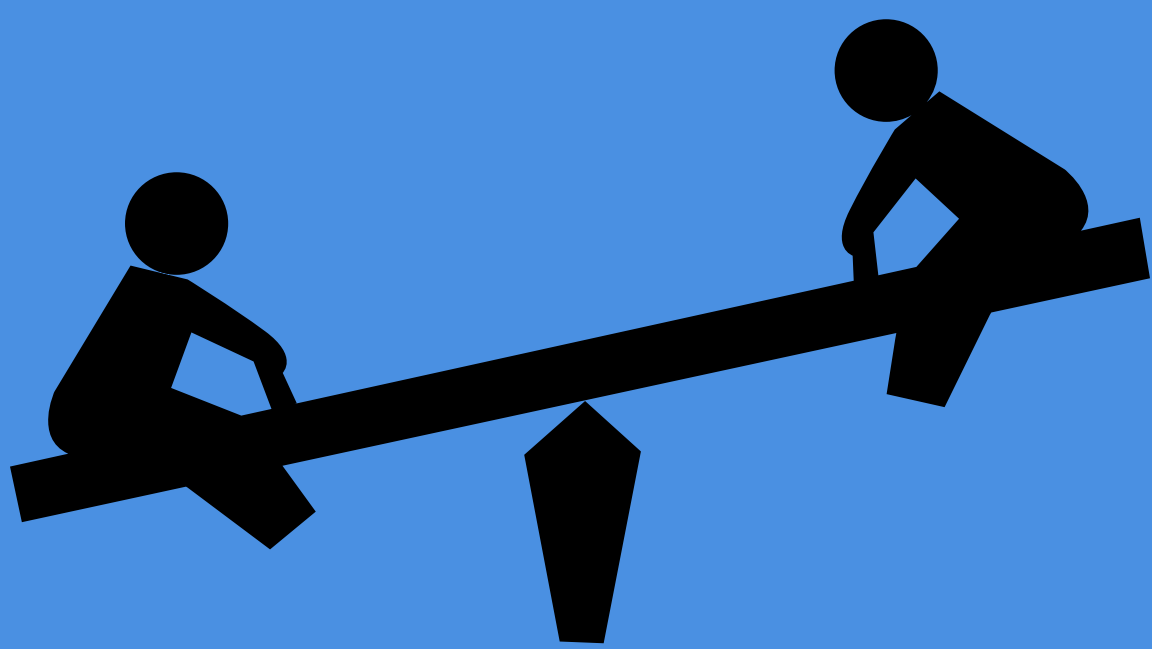
*Michele and Memri playing.*

Michele comes to Head Start Group Socializations, serves on our Head Start Policy Council as Treasurer, got a job, found childcare for Memri, and went to work. She was promoted at her job, continues to be very involved in Head Start, and signed Memri up for gymnastics to get more socialization with other children. Michele negotiated with her supervisor to make sure that she will always have each Tuesday off to have time for Memri’s Early Head Start Home Visit. It is so important to them and keeps Memri’s development on track. The joy and love Michele has for her children is apparent. They have an absolute blast with reading books, playing together, dancing and singing their made-up songs together! Michele is proof that you can do anything you want, no matter your past choices, if you are determined, work hard, and believe in yourself. She has overcome countless obstacles to build a better life for her family. Michele is truly a Head Start Hero.



*Michele enjoying time with her children.*

**Head Start & Early Head Start provide quality educational experiences at no cost to income eligible families. Services are provided to pregnant moms and children up to age five. Family support, health, and nutrition are incorporated into the program.**



**89%**

attendance for Head Start & Early Head Start throughout COVID-19

Our Head Start team completed



**5,346**

hours of training in 2020



**288**

children age 0-5 received Head Start services



# Program Highlight: Career Connect

Jarid was staying in treatment facility when he saw a flyer for the CAPLP Career Connect welding training. He had previously dabbled in welding as an artistic outlet, but really wanted to get certified. Jarid desperately wanted to change his life and he knew he needed a good job to accomplish his goal. He enrolled in the welding course and became a certified welder.

Jarid ended up back in jail. Due to his arrest, he was kicked out of the treatment facility and had nowhere to go when he was released from jail. He called his CAPLP Career Coach from jail and she got to work connecting him with services. Jarid was able to find a place to call home thanks to the Family Homeless Prevention and Assistance Program (FHPAP). He immediately began searching for a welding position. Jarid hadn't had his driver's license in 10 years, so he made sure to only apply to places he could walk to, so he'd be able to get to work each day. He did a lot of cold calls, filled out countless applications, and submitted his resume to many businesses near his home. Jarid started to lose hope. He said his Career Coach really had to push him to keep trying. She encouraged him to apply for positions further away from his home. Jarid was worried about how he'd get to work each day without his license, but his coach assured him they'd figure it out. She said she'd even drive him to work if it came down to that.

Jarid applied to a trailer manufacturer as a welder and was hired! The job was across town and his coach made good on her promise to help him with transportation. Jarid had to be to work at 5 or 6

a.m. which meant very early mornings for his Career Coach. For the first year of his job, CAPLP helped Jarid get to work. During this time, his coach helped him start the process of getting his driver's license back.

Just before COVID-19 struck our nation, Jarid successfully got his license! He received a car from our community partner, Fix it Forward, and was able to drive himself to work. The car and driver's license also allowed Jarid to rebuild his relationship with his 12-year-old son. His son lives out of town and Jarid struggled to find rides to visit. Now Jarid loves taking his son fishing and camping!

Due to COVID-19, Jarid was furloughed from his job three separate times. CAPLP was able to help Jarid stay caught up with his rent and utilities through our COVID-19 Housing Assistance Program. Now he has been employed for over 3 years! He is currently working on budgeting and even bought himself a motorcycle. Jarid wants to give back and will always give a ride to anyone who needs one. He also wants to help others find success.

***“When I found CAPLP I had nothing. They helped me get a place to live, become a certified welder, and get my driver's license back. Now I have a good job where I can pay the bills and I can take my son fishing. CAPLP changed my life.”***



*Jarid at work with his protective equipment.*



*Jarid & CAPLP Career Coach headed to work early in the morning.*



*Jarid receiving a car from Fix it Forward.*



# Program Highlight: Rainbow Bridge

Rainbow Bridge helps families maintain positive relationships throughout difficult times. Wally lost his father when he was 12 years old and had a tough childhood which led to drugs and gang activity. He was first arrested at 15 for drugs and was in and out of prison for nearly twenty years. Wally has also struggled with addiction for most of his life. When Wally was paroled in 2017, he had a new reason to turn his life around – he had a son. Wally wants nothing more than for his son, Gino, to have a better life than he has had. Gino's mother refused to let Wally see their child. Wally gained custodial custody of Gino in 2020 and setup services with Rainbow Bridge so Gino could visit with his mother. Unfortunately, after a few months, Wally was, once again, battling his addictions. During one of his son's appointments, he asked for help knowing that Gino deserved a better life. Gino was placed in foster care.



*Wally & Gino end each visit with a prayer.*

Wally has continued to be in Gino's life and be an involved parent while Gino has been in foster care. Wally had concerns about the care Gino was receiving and advocated to get him moved to a different foster home. Gino was moved to a new foster home a few months later. Throughout this tough time, Wally has maintained his relationship with Gino through visits at Rainbow Bridge. Our team picks Gino up from his foster home and drives him to visit his dad. They always greet each other with a great big hug and say a prayer before Gino leaves to go back to his foster home. Wally's determination to create a better life for Gino - along with his faith, meditation, and positive energy - helped him turn his life around. He

completed treatment, anger management, and parenting classes. Wally is working on himself so he can be there for his son. He passed his driver's test and now has his driver's license. He is doing everything in his power to ensure Gino's path is better than his and is working hard to regain custody and provide Gino the life he deserves.



*Wally & Gino enjoying time together.*



*Wally & Gino always greet one another with a big hug.*

***The CAPLP Rainbow Bridge Parenting Time Center provides a safe environment for the transfer of and/or visitation with children without contact between parental parties.***



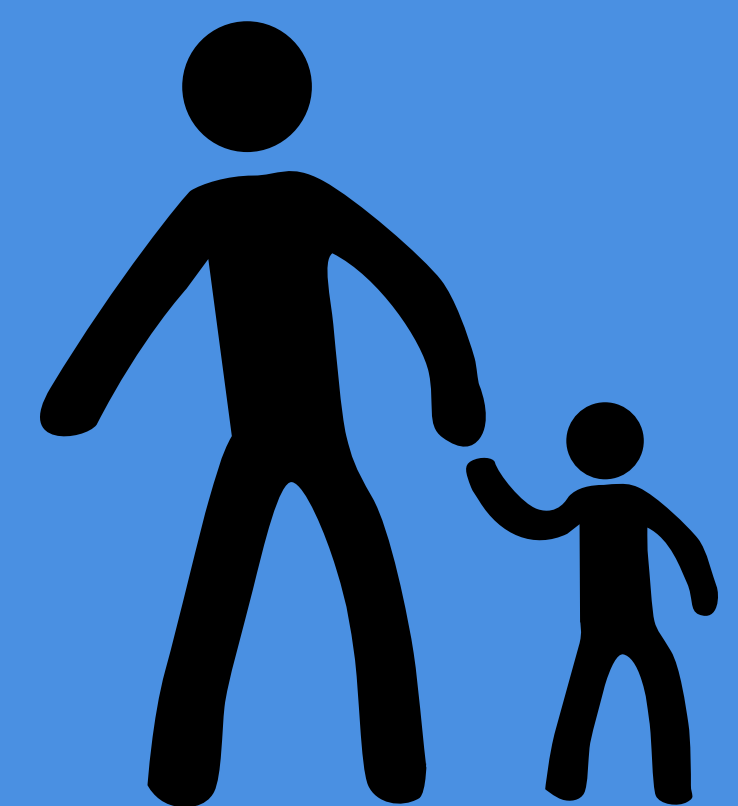
**80**

**new families  
completed intake for  
services**



**620**

**supervised  
visitations between  
children and parents**



**349**

**safe exchanges to keep  
children out of  
parental conflict**



# Awards & Recognitions



2020 Certified Community Action Professional  
Jennifer Beilke



2020 Certified Community Action Leadership Institute  
Amy Feland, Alli Ward



2020 Results Oriented Management & Accountability Implementers  
Alli Ward, Robin Christianson

## 2020 Service Award Recipients



Colleen Murray, 15 Years



Kelli Rohrer, 10 Years



Tammy Christensen, 5 Years



Amy Feland, 5 Years



Amanda Langseth, 5 Years



Alicia Peltier, 5 Years



Gulistan Amedi, 5 years



Cheryl Walker, 5 Years

**Thank you for sharing your time and talents with our team!**



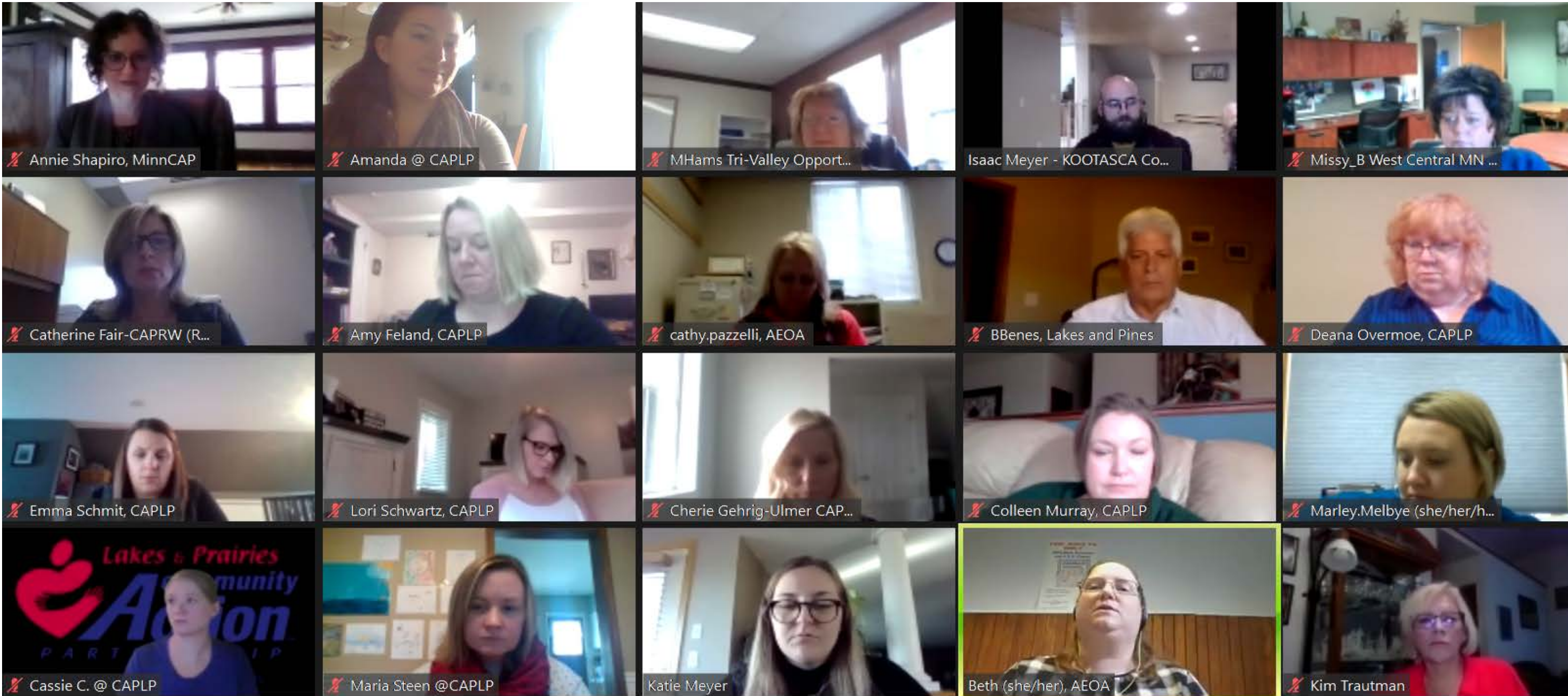
# 2020 Photos



Career Connect and Homebuyer Education graduate, James, after purchasing his first home.



Drive-Thru Head Start graduation.



Virtual meeting with Senator Tina Smith's office and Community Action Agencies across Minnesota.



Consumer Advisory Board Meeting.



Books donated to Head Start by a woman in our Senior Services Program who wanted to give back.



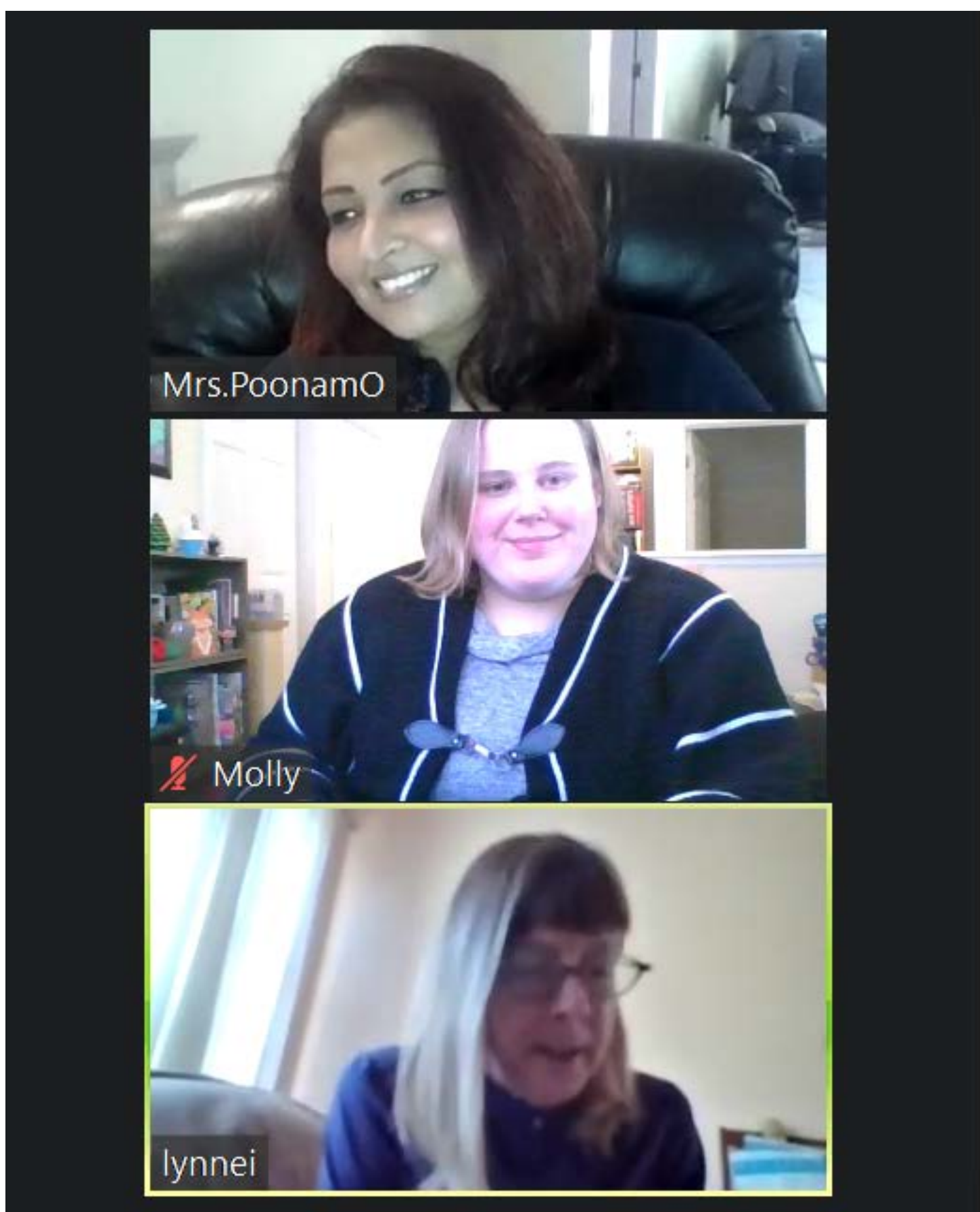
Moorhead Trinity Lutheran Church Cost & Joy Group delivered food and gifts for families in our CAPLP Housing Programs.



CAPLP Team helping deliver food boxes to seniors.



# 2020 Photos



Virtual Homebuyer Education class with volunteer guest speaker Poonam Budhiraja, a local real estate agent.



Volunteers from Blue Cross Blue Shield (organized by United Way Cass-Clay) loading food boxes to deliver to seniors with handwritten notes.



August Career Connect CNA class graduates who were all hired at a livable wage within 2 months.



Our Child Care Aware Team donated 73 backpacks filled with books and activities to kids in our Rainbow Bridge Program and at Churches United, a local homeless shelter.



CAPLP Drive-Thru Birthday Celebration.



Coffee & Conversation team connect photo share session.



# CAPLP Stays Connected



*Soup(er) Drive-Thru event to benefit United Way Cass-Clay.*



*Drive-Thru flu shot clinic for staff & board of directors.*



*CAPLP Drive-Thru Birthday Celebration.*

**We value connection and know how important it is to keep our team engaged. Throughout the COVID-19 pandemic, we got creative with how our team could continue to connect in a safe and healthy way. In addition to monthly informational and training sessions, we are proud to report our team stayed connected:**





# CAPLP TEAM



2019 CAPLP Staff Photo



CAPLP Leadership Team



2019 Board of Directors

## Board of Directors

Laurie Drewlow, Board Chair  
John Docken, Vice Chair  
Andrea Koczur, Treasurer  
Eloisa Pigeon, Secretary  
Renee Backlund  
Nicole Flick  
Jonathan Green  
Branigan Hamer  
James Hamer

Lyle Hovland  
Loren Ingebretsen  
Jenna Kahly  
Heather Keeler  
Sarah King  
Kristin Knorr  
Jenny Mongeau  
Chris Petersen  
Michelle Werner

## Leadership Team

Lori Schwartz, Executive Director  
Colleen Murray, Operations Director  
Brenda Montplaisir, Finance Director  
Kim Trautman, Human Resources Director  
Kristin Phillips, Head Start Director  
Emma Schmit, Housing Director  
Becki Johnson, Economic Empowerment Director

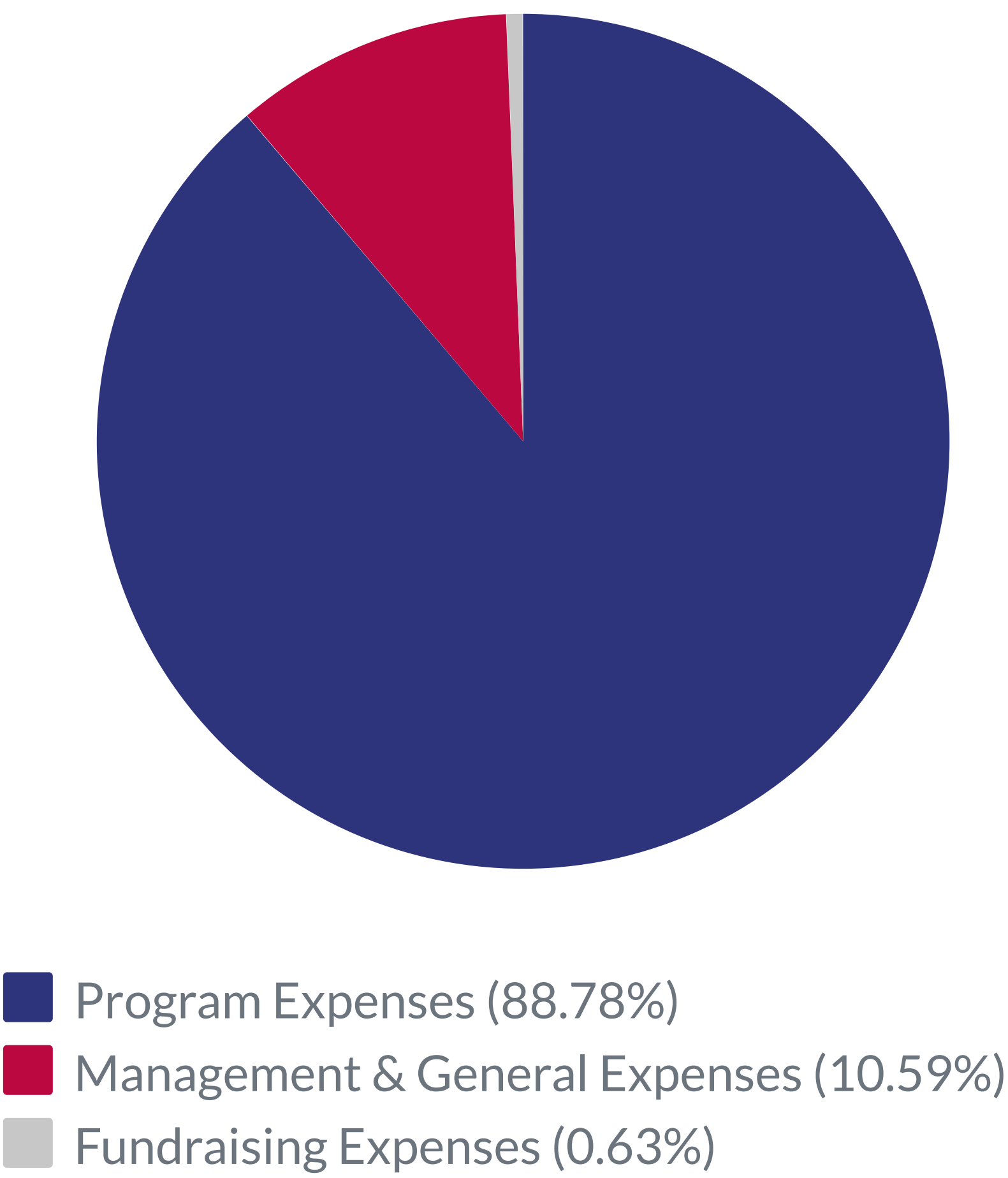


# Financial Report

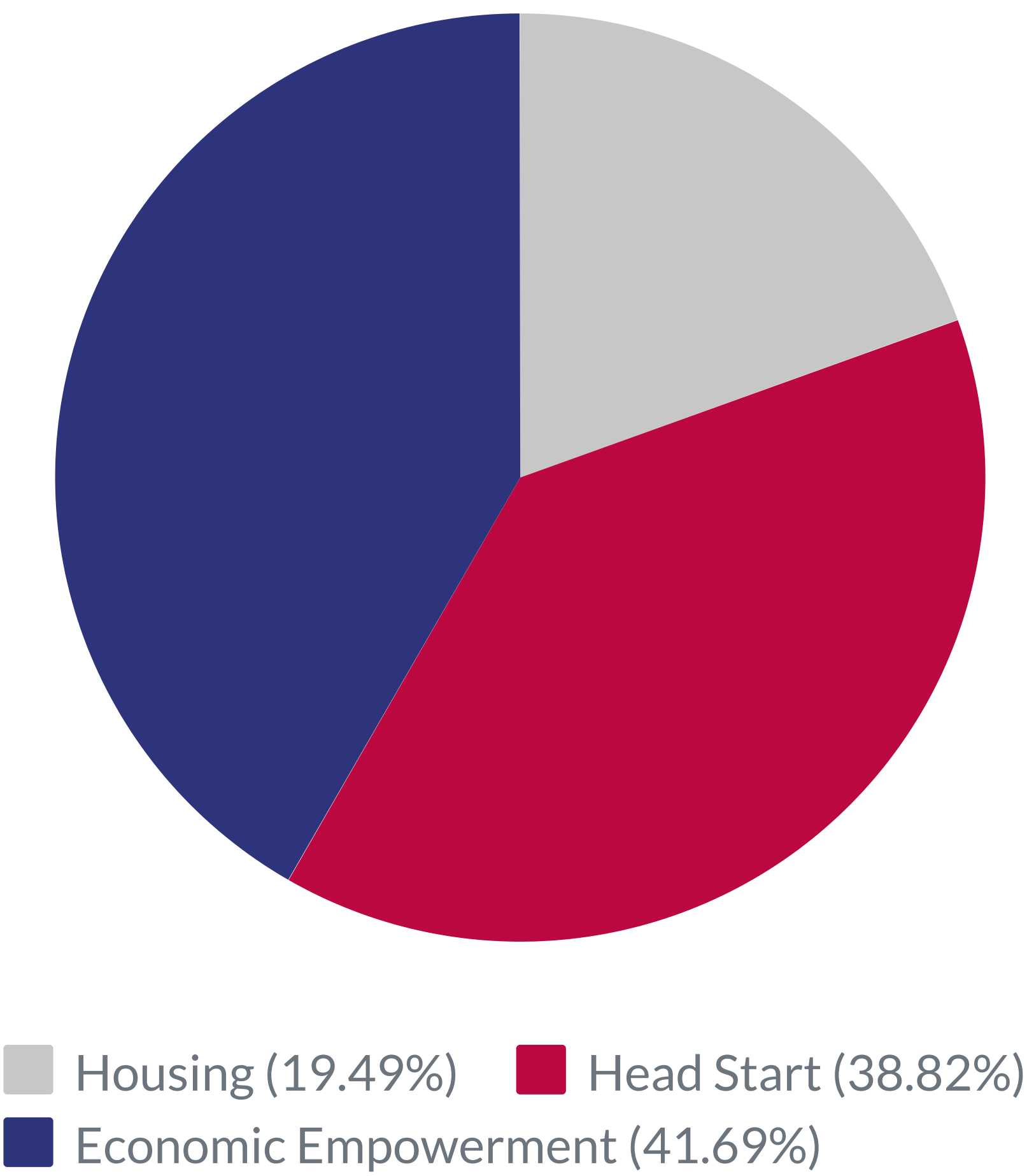
## LAKES & PRAIRIES CAP FINANCIAL REPORT FY 2019-2020

REVENUES						2019-2020		2018-2019		ASSETS						2019-2020		2018-2019			
Grant Revenue:																					
Federal						\$	4,909,387	\$	4,282,295	Cash and Cash Equivalents						850,913	302,533				
State of Minnesota							3,057,946		2,561,349	Restricted Cash - Unemployment Trust						55,291	51,739				
State of North Dakota							38,593		38,129	Investments						94,874	94,585				
Local Revenue							96,902		644,358	Due from Other Funds											
Foundations							610,809			Grants Receivable						546,921	759,879				
Contributions							92,893		92,270	Other Receivables						26,925	16,530				
In-Kind Contributions							-		-	Prepaid Expenses						56,527	56,603				
Charges for Services							475,837		371,171	Investments						87,541	86,286				
Reimbursements							28,513		25,580	Property & Equipment, Net						975,428	904,962				
Interest							3,075		5,150	CD's at Cost											
Gain (Loss) on Disposal of Fixed							-		(5,629)	Total Assets						\$ 2,694,420	\$ 2,273,117				
Total Revenues						\$	9,313,955	\$	8,014,673												
EXPENSES										LIABILITIES AND NET ASSETS											
Program Services										Current Maturities of Capital Lease						-	-				
Head Start							3,048,556		2,560,494	Current Maturities of Facility Loan						39,058	38,695				
Economic Empowerment							3,273,560		3,376,839	Due to Other Funds							724,796				
Housing							1,530,745		1,028,801	Accounts Payable						19,308	46,532				
Supportive Services							-		-	Accrued Payroll, Taxes and Related Benefits						233,210	203,040				
Management and general							936,698		948,862	Accrued Compensated Absences						265,224	237,619				
Fundraising							55,463		43,552	Refundable Advances						87,424	110,136				
										Total Current Liabilities						\$ 644,224	\$ 1,360,818				
Total Expenses										\$	8,845,022	\$	7,958,548	Long-Term Liabilities							
										Facility Loan, Less Current Marturies						411,150	466,983				
Change in Net Assets							468,933		56,125	Total Liabilities						\$ 1,055,374	\$ 1,827,801				
NET ASSETS BEGINNING OF YEAR										\$	1,170,112	\$	1,113,987	Net Assets							
										Without Donor Restrictions						1,395,501	1,170,112				
NET ASSETS END OF YEAR						\$	1,639,045	\$	1,170,112	Investment in Net Fixed Assets						243,544					
										Total Net Assets						\$ 1,639,045	\$ 1,170,112				
														Total Liabilities and Net Assets						\$ 2,694,419	\$ 2,997,913

2019-2020 Functional Expenses



2019-2020 Program Expenses





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# CONTACT US



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800-452-3646



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