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# COMMUNITY ACTION PARTNERSHIP OF ND BOARD MEMBER TRAINING

JANUARY 24, 2025



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OPPORTUNITY

COMMITMENT

EQUITY



HOPE

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.*

*The Promise of Community Action*



COMMUNITY

CARING

EXCELLENCE

INNOVATION

RESPECT

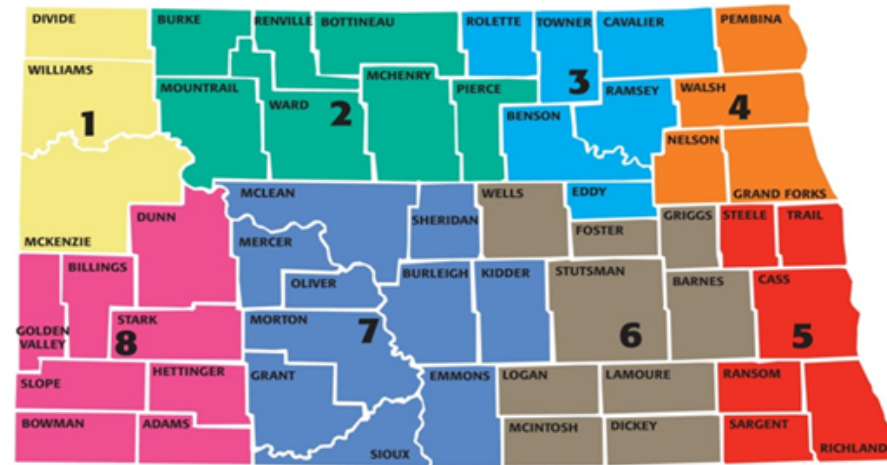
## TODAY'S AGENDA

**Quick Review of  
Board Roles and  
Responsibilities**

**Successes in  
2024 and  
Planning for 2025**

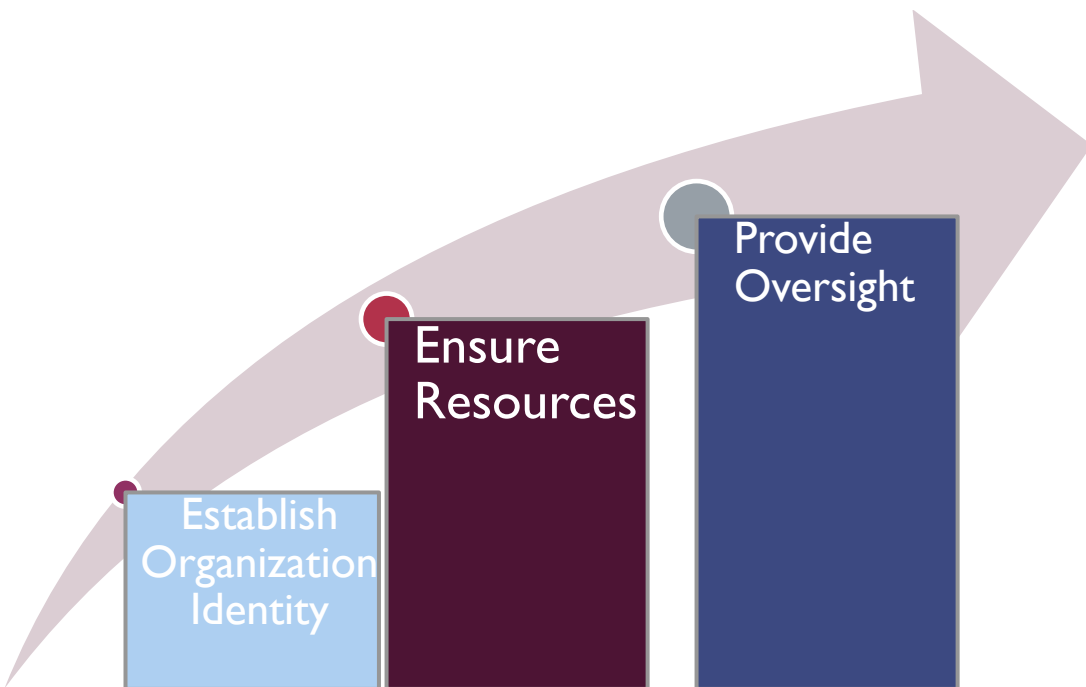
# COMMUNITY ACTION AGENCIES IN NORTH DAKOTA

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- Region 1 - Community Action Partnership - Williston/Dickinson
- Region 2 - Community Action Partnership - Minot
- Region 3 - Dakota Prairie Community Action - Devils Lake
- Region 4 - Red River Valley Community Action - Grand Forks
- Region 5 - Southeastern ND Community Action Agency - Fargo
- Region 6 - Community Action Program Region VI - Jamestown
- Region 7 - Community Action Program Region VII - Bismarck
- Region 8 - Community Action Partnership - Dickinson/Williston

# BOARD MEMBER ROLES AND RESPONSIBILITIES



Determine Mission
Ensure Effective Organizational Planning
Select, Support and Evaluate the Executive Director
Ensure the Board Operates Effectively and Efficiently
Advocacy and Ambassadorship
Ensure Compliance with Legal Obligations and Ethical Norms
Protect Assets and Provide Proper Financial Oversight
Monitor Program Performance and Impact

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# DUTY OF CARE, LOYALTY, AND OBEDIENCE



## DUTY OF CARE

Board members should fulfill their roles to the best of their abilities. This means proactively participating and



## DUTY OF LOYALTY

All activities should be done in the best interest of the organization, not in the best interest of individual board



## DUTY OF OBEDIENCE

The board should follow organizational rules as defined in the nonprofit's governance documents.

# WHY BOARD TRAININGS:

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We know this investment in leadership is important and trainings will help Board members gain the appropriate tools to assist them in the Board room.

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Board trainings ensure members are current on their roles and responsibilities and have confidence in their leadership abilities while lending their expertise and knowledge to our network.

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On-going training is vital and makes our CAA Boards informed, knowledgeable, and strong.



## 2025 TRAINING DATES

- January 24, 2025
- April 25, 2025
- July 25, 2025
- October 24, 2025
- 12:00 pm CT / 11:00 am MT
- [www.capnd.org](http://www.capnd.org)



# WHY BOARD TRAINING MATTERS: A STATE OFFICE PERSPECTIVE

The State Office values Board Member participation in these trainings for several reasons:

## 1. Ensuring Compliance & Accountability

- Board members play a key role in ensuring CSBG and Weatherization Federal funds are used correctly
- Boards influence agency direction which directly impact how Federal funds are spent
- Strong board engagement helps mitigate financial and programmatic risks

## 2. Strengthening Governance and Decision-Making

- Engaged and well-informed board members provide valuable insights and impactful contributions to strategic planning
- Strong governance ensures agency sustainability and prevents mismanagement of federal funds
- A well-trained board can align agency goals with statewide priorities for poverty reduction, housing stability, and workforce development

Explore these additional resources.

- [CAA Executive Director Evaluation](#)
- [ND Century Code Handout for Boards](#)
- [Tripartite Board Requirements\\_IM82](#)

### **CAPLAW: Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence**

This six-section toolkit is intended to assist boards and management in their collaborative efforts to build well-governed and effective Community Action Agencies (CAAs). The toolkit includes case scenarios and examples to help you understand and apply the principles discussed. And, many of the sections provide sample documents that CAAs can use as a starting point for developing their own policies.

The toolkit addresses how to:

- Conduct and maintain minutes for board meetings;
- Build financial capacity through hiring of skilled financial staff and effective audits;
- Prepare organization-wide budgets;
- Get the most out of financial statements;
- Address conflicts of interest; and
- Draft and implement effective whistleblower policies.

**Source:** [CAPLAW](#)

- [Preface: Compliance with CSBG Organizational Standards](#)
- [Section 1: Making Board Meetings Matter](#)
- [Section 2: Improving a CAA's Financial Capacity](#)
- [Section 3: Creating the Annual Operating Budget](#)
- [Section 4: Getting the Most Out of Your Financial Statements](#)
- [Section 5: Dealing with Conflicts of Interest](#)
- [Section 6: Adopting a Whistleblower Policy](#)
- [Addendum: Challenges and Solutions for Rural/Small CAAs](#)
- [Appendices](#)

**RESOURCES FOR  
BOARD MEMBERS**  
[WWW.CAPND.ORG](http://WWW.CAPND.ORG)

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## BUILDING ON 2024'S SUCCESS – LEADING FORWARD IN 2025!

Together, our statewide Community Action network achieved significant success in 2024, and board members played a crucial role in that progress!

Coming up in the next few slides - - highlights of these key initiatives!

- Supportive Services for Veteran Families (SSVF)
- Healthy Strategies and Whole Family
- HOME ARP
- Wx Outreach and Recruitment

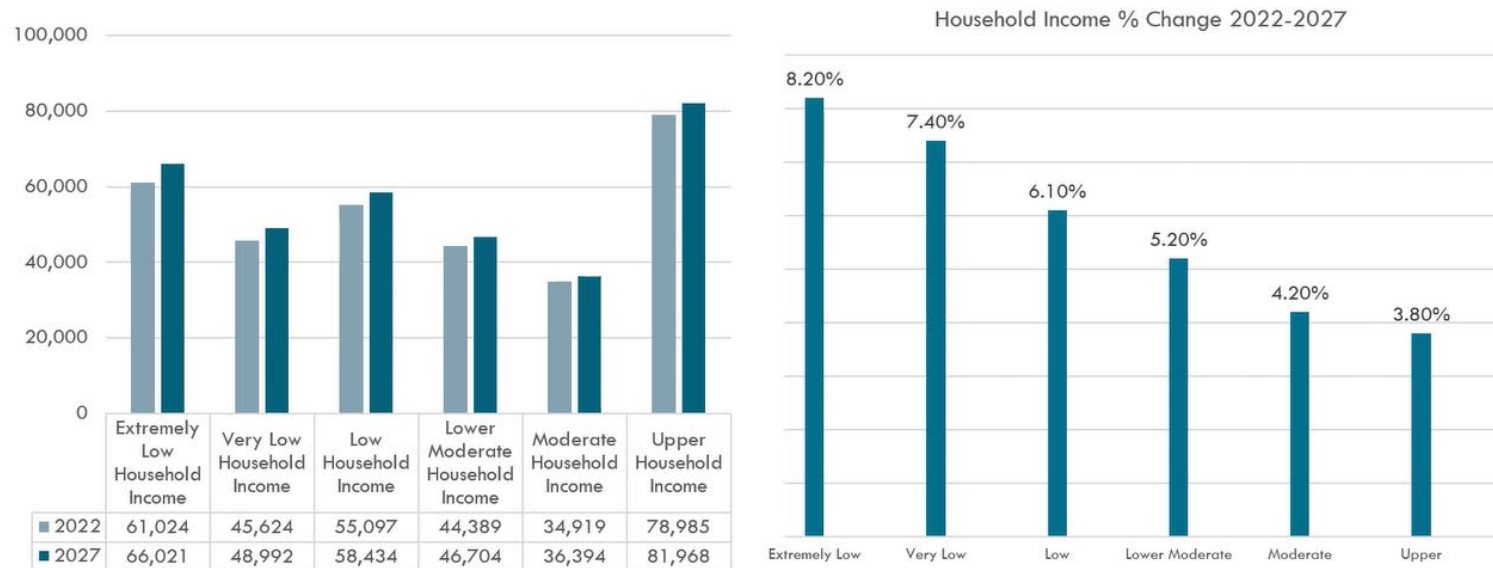
The Annual Update of the HHS Poverty Guidelines was published by HHS on January 17, 2025.  
<https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

HH SIZE	100%	125%	130%	150%	185%	200%
1	\$15,650	\$19,563	\$20,345	\$23,475	\$28,953	\$31,300
2	\$21,150	\$26,438	\$27,495	\$31,725	\$39,128	\$42,300
3	\$26,650	\$33,313	\$34,645	\$39,975	\$49,303	\$53,300
4	\$32,150	\$40,188	\$41,795	\$48,225	\$59,478	\$64,300
5	\$37,650	\$47,063	\$48,945	\$56,475	\$69,653	\$75,300
6	\$43,150	\$53,938	\$56,095	\$64,725	\$79,828	\$86,300
7	\$48,650	\$60,813	\$63,245	\$72,975	\$90,003	\$97,300
8	\$54,150	\$67,688	\$70,395	\$81,225	\$100,178	\$108,300
For each additional	\$5,500	\$6,875	\$7,150	\$8,250	\$10,175	\$11,000

# WHEN WE TALK ABOUT HOUSING, REMEMBER:

## HOUSEHOLD INCOME LEVELS IN ND

2022 and 2027 Projections

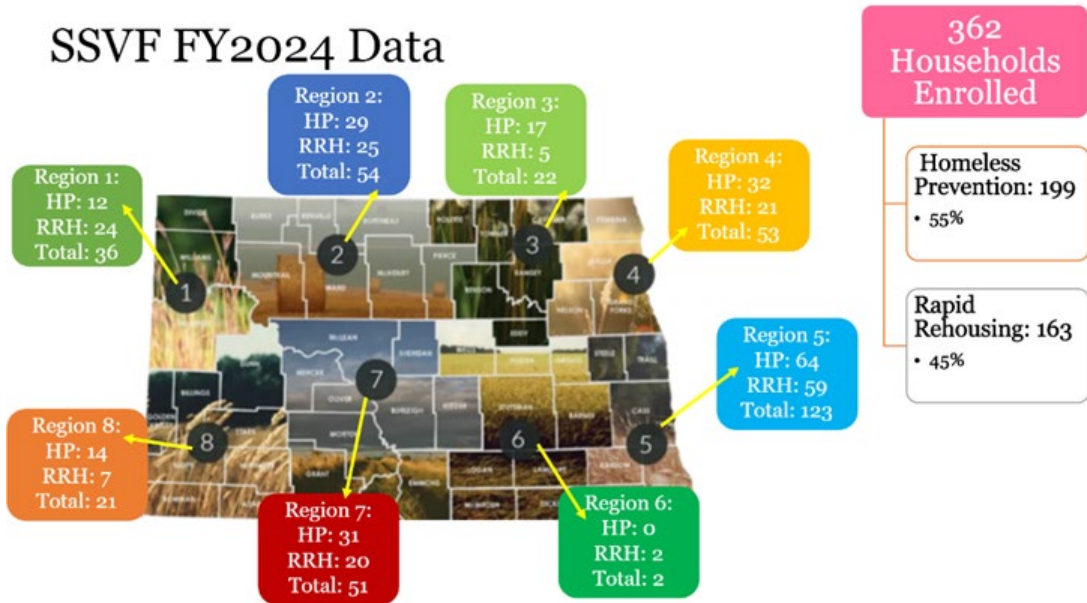


Source U.S. Census Bureau (2023a) and Center for Social Research 2024

# RENTAL AFFORDABILITY BY HOUSEHOLD INCOME, 2022

<b>Household Income Category</b>	<b>Income Limits based on the 2022 MFI of \$96,800 in North Dakota defined by HUD</b>	<b>Total Households that Meet the HUD Income Limit Thresholds</b>	<b>Affordable Monthly Housing Costs</b>
<b>Extremely Low</b>	Less than \$29,041	61,024	\$726
<b>Very Low</b>	\$29,041-\$48,400	45,624	\$726-\$1,210
<b>Low</b>	\$48,401-\$77,440	55,097	\$1,210-\$1,936
<b>Lower Moderate</b>	\$77,441-\$111,320	44,389	\$1,936-\$2,783
<b>Moderate</b>	\$111,321-\$135,520	34,919	\$3,388
<b>Upper</b>	\$135,521 or more	78,985	\$4,066

## SSVF FY2024 Data



## SSVF FY2024 Exit Destinations

**Total Exits: 208**

HP = 88 RRH = 120

CAPND SSVF GOAL: Exit **70%** of RRH Households to Permanent Housing Placements

Actual RRH Exits to Permanent Housing: **65%**

**Permanent Housing**

• HP: 63 RRH: 78 Total: 141 = 68%

**Temporary Housing**

• HP: 7 RRH: 15 Total: 22 = 11%

**Homeless Situation**

• HP: 10 RRH: 7 Total: 17 = 8%

**No Exit Interview Completed**

• HP: 8 RRH: 20 Total: 28 = 13%

# SSVF: PREVENTING HOMELESSNESS & BUILDING STABILITY FOR VETERANS

**Challenge:** A veteran in Williston was at risk of eviction due to rent arrears.

**Solution:** Enrolled in **SSVF**, which covered back rent and prevented eviction.

**Collaboration:** Worked with **Williston VSO** to apply for VA disability benefits.

**Employment Support:** Partnered with **Veterans Inc.** for job services and gas cards.

**Outcome:** The veteran now has two sources of income and maintains permanent housing.

 "Because of these efforts, this veteran has secured long-term housing and financial stability!"





# SSVF: PREVENTING HOMELESSNESS & BUILDING STABILITY FOR VETERANS

**Challenge:** While the Veteran was enrolled in SSVF, they were still struggling with no transportation, relied on co-workers or walked 1.5+ miles to work

**Goal:** Save enough money to purchase a car

**Solution:** Enroll in SSVF Shallow Subsidy and maintain employment

**Success:** After 2+ years of stable employment, Veteran saved enough to buy a car outright for over \$9K—no loans or fees!

**Collaboration:** Partnered with HUD-VASH caseworker to access regular medical care.

**Outcome:** Veteran now has reliable transportation for work and errands. He pays it forward by giving co-workers rides to work. Additionally, mental health needs are now addressed, and he follows a prescribed medical plan.

 **"Through perseverance, strategic support, and collaboration, this veteran not only achieved self-sufficiency by securing reliable transportation but is now giving back to others while maintaining stable employment and improved well-being."**



# WHOLE FAMILY PROGRAM OVERVIEW

**Empowers households to achieve greater stability and self-sufficiency**

## **Case Management Program**

**TFA:** Limited financial assistance available that **supports essential needs:** utilities, security deposits, childcare, transportation, employment-related costs, and housing expenses:

**TRANSFORMATIONAL VS TRANSACTIONAL**

**LONG TERM**      **SHORT TERM**

<u>TRANSACTIONAL COACHING</u>	<u>TRANSFORMATIONAL COACHING</u>
HELPS CLIENTS WITH SPECIFIC GOALS	HELPS CLIENTS WITH SPECIFIC GOALS
DOESN'T WORK ON THE UNDERLYING PURPOSE; WHY CLIENTS WANT SOMETHING	HELPS CLIENTS UNDERSTAND WHAT THEY TRULY WANT

LUISAZHOU.COM

## Social & Economic Mobility

- Financial assistance is needed, but financial assistance alone is not enough to help all families with attaining social and economic mobility.

## Serves the entire household

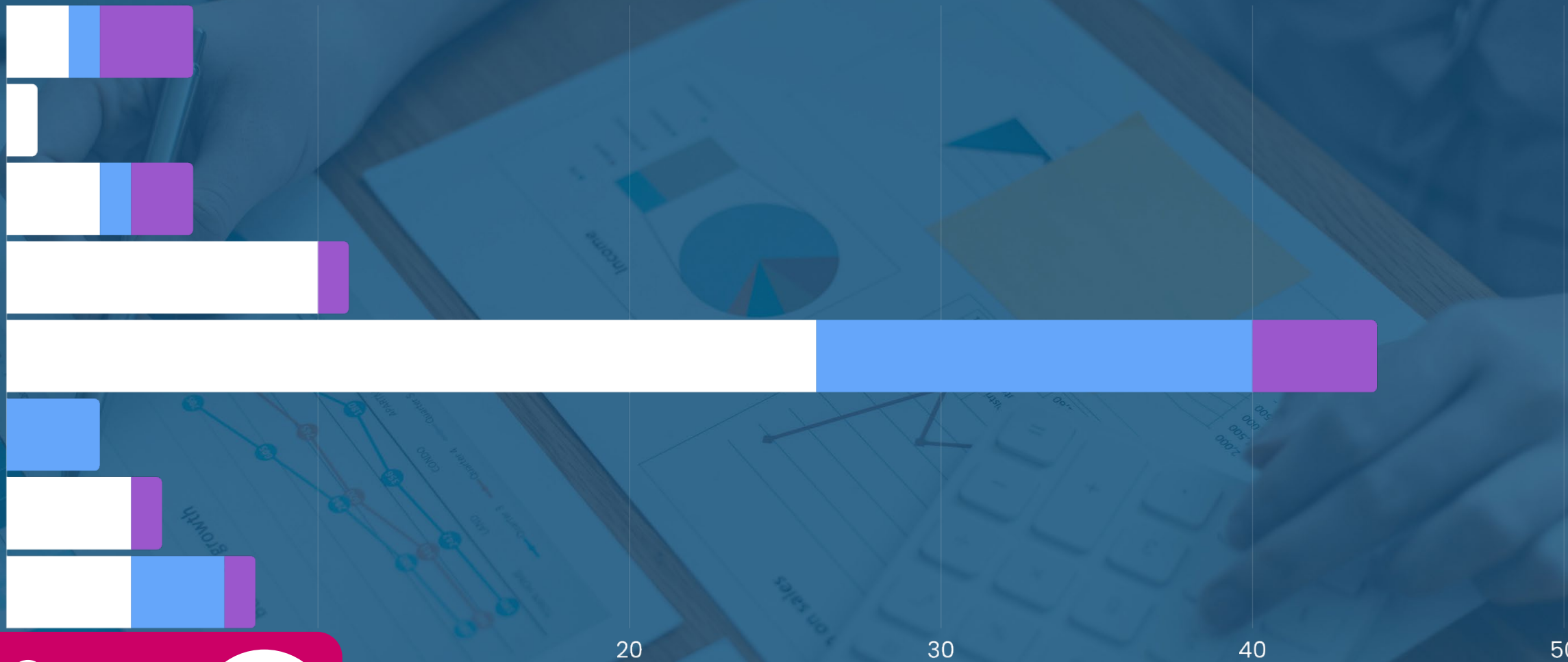
- A whole family approach is necessary to connect households to services that will fulfill the needs of the entire household – not just the parents or just the children, but both.

## Partnership vs. Punitive

- Whole Family Coaches walk alongside their clients to help them achieve their goals and help connect them to resources when appropriate. Coaches do not “punish” their clients, rather they partner together to work towards a common goal.

Open Closed-Successfully Closed-Unsuccessfully

Region 1  
Region 2  
Region 3  
Region 4  
Region 5  
Region 6  
Region 7  
Region 8



**Total Cases  
Statewide**

**86**





January 1 - October 31, 2024

# REGIONAL IMPACT: AUGUST - NOVEMBER 2024

## TFA Utilization

- Region 1 Funded hotel stays to provide temporary shelter for individuals experiencing homelessness.
- Region 2 Covered attorney fees for divorce proceedings, ensuring safety and well-being.
- Regions 3, 4, 7, 8 Prevented service disconnections for 7 households and funded 4 security deposits & 6 rental payments.
- Region 5 Funded CNA job training, driver's license reinstatements (2), car repairs (3), and transportation costs (7 households).

## TFA Impact on Housing Stability and Self-Sufficiency

-  **\*\*Housing Stability:\*\*** Prevented evictions & secured stable housing.
-  **\*\*Employment Support:\*\*** Job training, transportation assistance, and vehicle repairs.
-  **\*\*Utility Assistance:\*\*** Ensured households maintained essential services.
-  **\*\*Long-Term Economic Mobility:\*\*** Helping families work towards financial independence.

# REGIONAL IMPACT:AUGUST - NOVEMBER 2024

- Region 1:Funded hotel stays to provide temporary shelter for individuals experiencing homelessness.
- Region 2: Covered attorney fees for divorce proceedings, ensuring safety and well-being.
- Regions 3, 4, 7, 8: Prevented service disconnections for 7 households and funded 4 security deposits & 6 rental payments.
- Region 5: Funded CNA job training, driver's license reinstatements (2), car repairs (3), and transportation costs (7 households).

## **Additionally:**

- Financial Counseling was provided to 23 households
- Eviction Counseling was provided to 8 households
- Resource Navigation and Coordination was provided to 4 households.
- 10 households were able to obtain safe and affordable housing, 5 were able to avoid eviction, and 6 were able to maintain safe and affordable housing for 90 days.

# WHOLE FAMILY COACHING :A STORY OF RESILIENCE

🏠 Crisis: A single mother of two faced eviction due to income loss from health issues & transportation challenges.


✅ Solution: Program provided financial assistance to prevent eviction, ensuring housing stability.

💪 Impact: She addressed her health concerns, returned to full-time employment, and secured stable housing.


📊 Long-Term Success: She is now pursuing online certifications to increase her income and build financial security for her family.

# WHOLE FAMILY: OVERCOMING HOUSING & TRANSPORTATION BARRIERS




 **Crisis:** Facing an imminent eviction notice, the client struggled with a long commute that strained their budget, affecting basic needs like groceries and transportation.




 **Immediate Support:** Provided gas vouchers, groceries, and vehicle repairs, ensuring reliable transportation for work and essential errands.



 **Long-Term Stability:** With financial relief, the client applied for housing within Grand Forks, reducing commuting costs and improving financial sustainability.



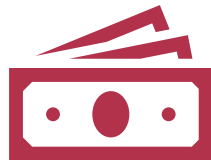
 **Impact:** The program stabilized the client's living situation and empowered them to take proactive steps toward a more affordable and secure future.



# KEY TAKEAWAYS: WHOLE FAMILY PROGRAM SUCCESS



✓ TFA directly impacted families by addressing urgent needs & long-term stability



✓ Collaboration ensured funds were distributed where needed most



✓ Investments in employment & housing stability promote long-term self-sufficiency



✓ Board member support strengthens the impact of these initiatives for the future



# HOME ARP Support Services

CAPND Program

2025-2027

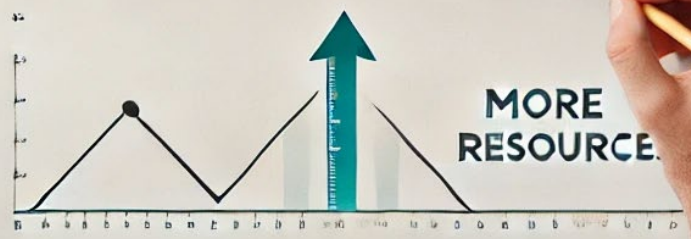
Thank you,  
NDHFA!

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**MORE  
RESOURCES**

**LESS  
PEOPLE**



# HOME ARP Program Overview

## **Overview:**

Qualified clients in the HOME ARP Supportive Services Program are eligible to receive rental assistance and other supportive financial assistance to aid in achieving housing stability.

## **Rental Assistance:**

### **1. Initial Rental Assistance:**

1. Clients who qualify for the program are eligible to receive up to three (3) months of rental assistance at the initial visit.

### **2. Extended Rental Assistance:**

1. Clients may qualify for additional rental assistance, on a graduated scale, for up to twelve (12) total months.
2. Continued rental assistance beyond the initial three months is contingent upon clients meeting specific program goals and demonstrating satisfactory progress as determined by program guidelines.

**Additional Supports:** In addition to rental assistance, clients may be eligible for the following types of financial assistance, subject to program guidelines and availability:

- **Security Deposit**
- **Rental Arrears**
- **First and Last Month's Rent**
- **Utilities & Utility Deposit**
- **Moving Expenses**

# Graduated Scale for Rental Assistance

Phase	Duration	Rental Assistance Coverage	Purpose	Goals to Achieve	Client Requirements
Initial Phase	Months 1-3	Up to 100% of Fair Market Rent (FMR) or actual rent, whichever is lower	Provides immediate stability, allowing clients to focus on goal establishment without housing cost burden	2-3 initial goals: Establish immediate stability (e.g., income, housing, healthcare)	Complete initial goal-setting and active case management
Second Phase	Months 4-6	Up to 75% of FMR or actual rent, whichever is lower	Begins transition to partial self-sufficiency, encouraging clients to build income stability	3-5 intermediate goals: Build medium-term stability (e.g., budgeting, job skills, community resources)	Demonstrate progress on primary goals (income, job training, budgeting)
Third Phase	Months 7-9	Up to 50% of FMR or actual rent, whichever is lower	Supports greater self-reliance by having clients take on more financial responsibility for housing	Continue achieving self-sufficiency milestones (employment, financial management)	Continue achieving self-sufficiency milestones (employment, financial management)
Final Phase	Months 10-12	Up to 25% of FMR or actual rent, whichever is lower	Prepares clients for full independence, aiming to assume full rent payments by the end of assistance	5-7 cumulative goals: Foster long-term self-sufficiency (e.g., steady employment, savings, support networks)	Demonstrate stability in income, housing, and resource engagement

# Region 5 – Walcott - BEFORE



# Region 5 – Walcott - AFTER





# Region 5 - Lisbon

**Boiler Before**



**Boiler After**



# Region 5 - Lisbon

## Water Heater Before



## Water Heater After



# Region 5 - Lisbon

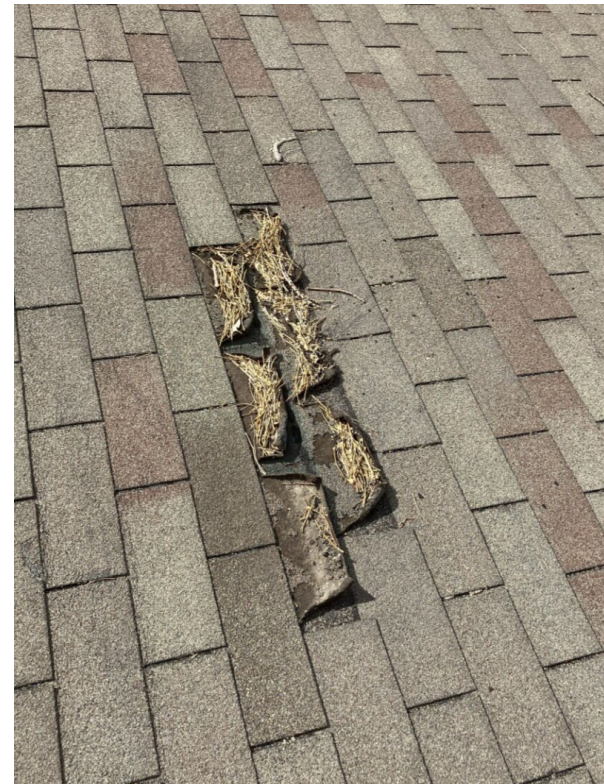
**Windows Before**



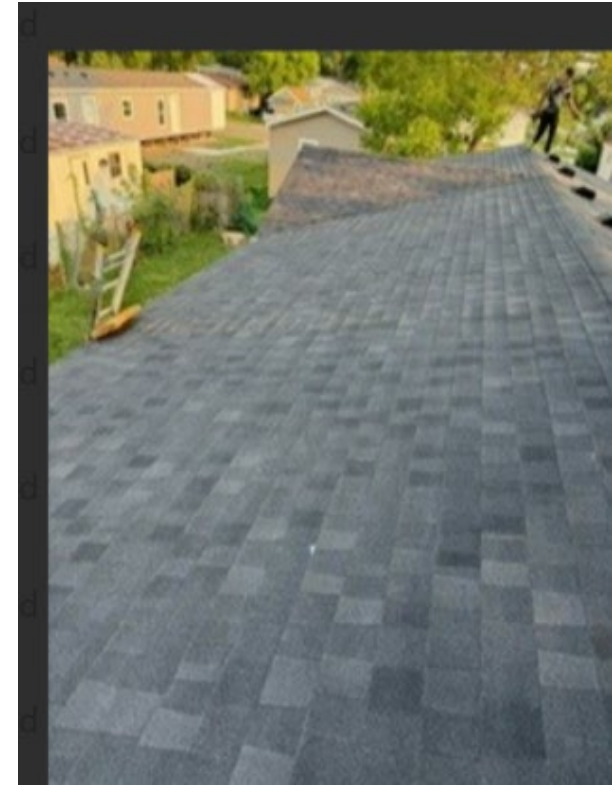
**Windows After**



# Region 5 – West Fargo - BEFORE



# Region 5 – West Fargo - AFTER





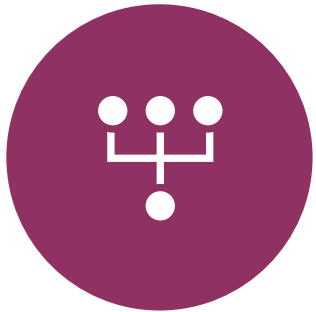
WEATHERIZATION

# What to Expect: Weatherization

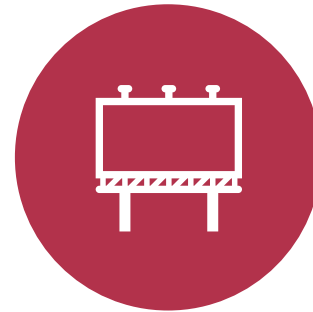


<https://youtu.be/yDXH4BoQVRs>

# EXCITING NEW STATEWIDE WX WORKFORCE OUTREACH INITIATIVE!



**Historic Partnership:** For the first time, ND DOC, NDDHHS LiHEAP, and CAPND have joined forces on a \$1M Wx workforce outreach initiative!



**Expanding Awareness:** We're using billboards, radio, print media, and social media to reach job seekers across North Dakota.



**Engaging Events:** Connecting directly with job seekers through job fairs, community outreach events, and workforce development programs.



**Building the Future:** This initiative is designed to strengthen CAPND's Weatherization workforce and create more opportunities for success!



### Earn while you learn!

Weatherization provides you with the training you need to start a career and move through your career path. The skills are transferable to many other industries if your career path sends you in a new direction.



### Steady, Ongoing Work with Competitive Pay and Benefits

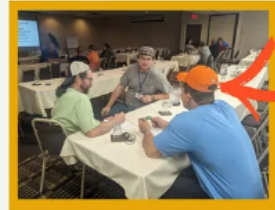
The Weatherization Program has been around for almost 50 years and work is steady year round. We offer competitive wages and valuable benefits.



### Help Your Community

Every day you are helping people in your community improve their health and safety as well as saving them money and reducing their energy usage.

## BENEFITS OF A CAREER IN WEATHERIZATION



## THE WEATHERIZATION WORKFORCE



**Weatherization Crew**  
Installs home energy saving upgrades.



**Quality Control Inspector**  
Ensures quality and completion of installed energy saving upgrades.



**Crew Leader**  
Supervises the installation of home energy saving upgrades.



**Client Intake Specialist**  
Confirms client eligibility for the program.



**Energy Auditor**  
Examines homes to identify energy saving upgrades.



**Program Director/Manager**  
Oversees program staff, planning, and performance.

### Learn More About Weatherization Careers

Choosing a career in weatherization sets you on a career pathway that can be administrative or technical depending on what you want to pursue. As a nationwide multibillion-dollar industry, the skills and experience you gain can move with you anywhere in the country. And the skills are transferable to so many other industries if your career pathway leads you in a new direction.

There are many jobs that exist within the Weatherization Assistance Program. Check out more about some of the main jobs at the links below.



## What is a Weatherization Crew Member/Technician?

Most people who enter the weatherization workforce start their career as a Weatherization Crew Member. This is an entry-level position for people interested in doing weatherization work on homes. Crew Members are the people who perform the home upgrades that result in the energy savings including installing insulation, replacing windows/doors, and more.



### Weatherization Crew

Entry level position for people interested in doing weatherization work on homes.

- EXPERIENCE WITH TOOLS
- BASIC MATH & BUILDING SCIENCE
- CUSTOMER SERVICE SKILLS
- POSITIVE ATTITUDE

To be successful in this role, we recommend having:

- Experience using basic hand and construction tools such as tape measures, drills, and saws
- Basic building science and math skills
- Ability to use a phone and basic computer processes;
- Customer service skills, because you will be working directly with clients, contractors and fellow staff members

And the number one skill we recommend having is a *positive attitude!* This work is important, but can be challenging, in closed spaces like attics and crawlspaces, and includes working with people who have difficulties with their health, safety, or finances.

[Return to Weatherization Careers Home](#)





# Advocacy And Ambassadorship



The CSBG Act requires partnerships are formed with, local law enforcement, local housing authorities, private foundations and other public and private partners.



Staff should help educate the community about your mission and the success of your organization.



Education and raising awareness about what your organization does is the best way to advocate for your organization and those they serve.



# WHY SHOULD BOARD MEMBERS CARE ABOUT LEGISLATION AND ADVOCACY?

## **\*\*Legislative Support Shapes Funding:\*\***

Government funding drives the success of CAA programs. Advocacy ensures that funding remains a priority at both the state and federal levels.

## **\*\*Impact on Local Communities:\*\***

Board members represent the communities they serve. Their engagement ensures programs are addressing real needs.

## **\*\*Strengthening Partnerships:\*\***

Legislative relationships help secure long-term investments and opportunities for collaboration.

## **\*\*Advocacy Can Influence Policy:\*\***

Board members can amplify the voices of those experiencing poverty, shaping policies that directly impact them.

# ADVOCACY AND LEGISLATION MOVING FORWARD IN 2025

## Federal Legislation

CSBG,  
Weatherization,  
Head Start

Congressional  
Hill Visits March  
11-14, 2025

## State Legislation

SSVF

Board Members  
Testimony and  
Support

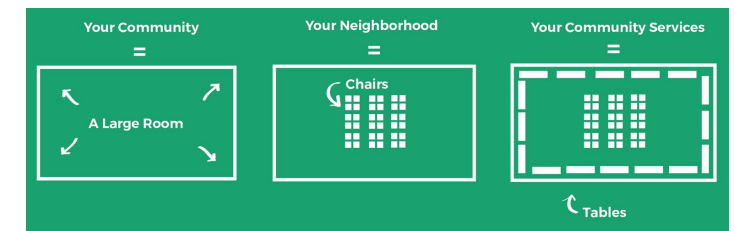
# HOW CAN BOARD MEMBERS HELP - JOIN NCAF!

## Key reminders:

- ✓ **Membership is free**—it only requires a quick, annual affirmation
  - ✓ It takes just a few moments to complete the membership form
  - ✓ NCAF is a vital partner that advocates for Community Action at the federal level, ensuring the work we do is recognized and supported in Washington, DC.
- 
- I strongly encourage you to not only sign up but also spread the word to your fellow Board members.
  - [www.ncaf.org/join-ncaf](http://www.ncaf.org/join-ncaf)
  - The more voices we have, the stronger our advocacy becomes!
  - Let's ensure Community Action in North Dakota is well-represented as we head into 2025

# POVERTY SIMULATIONS

- CAPND conducts poverty simulations to large groups for educational purposes
- Designed to help participants begin to understand what it might be like to live in a typical low-income family trying to survive from month-to-month.
- It is a simulation, not a game!
- The object is to sensitize participants to the realities faced by low-income people.
- Audiences for 2025:
  - Bismarck Public Schools
  - Wallhalla Public Schools
  - ND DHHS Eligibility Workers and Case Management staff (300+ participants)



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## TOPICS OF TRAINING FOR NEXT TIME!

- De-designation
- Succession Planning
- Poverty Stereotypes

## CONTACT INFORMATION

### **Ben Faul, State CSBG Program Administrator**

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