



Irene Gomez-Bethke Papers.

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## United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321

August 12, 1988

Dear Proposal Review Team Volunteer:

Each agency which is applying for inclusion in the 1989 United Way Capital Campaign is being asked to recruit one board member to serve on a Proposal Review Team. This is an opportunity for you to gain a broader perspective on agency capital needs, which you can share with your own board. You will also be influencing the quality of the projects to be funded through the 1989 United Way Capital Campaign.

We estimate that reviewing proposals will involve approximately 6 hours of personal homework reading and rating proposals, and an additional 3-4 hours with the review team. You will be expected to rate about 6 proposals. You will then discuss your ratings with 5 other team members to arrive at a consensus score for each proposal. Please refer to the job description on page 19 and evaluation criteria on pages 20 and 21 of the Capital Project Workbook.

Although you will not be evaluating your own agency's proposal, it will be important for you to become familiar with the workbook and your agency's project before you begin the rating process.

An orientation meeting is scheduled for Wednesday, August 17, 1988, at 10:00 a.m. at the Hallie Q. Brown/Martin Luther King Center Club Room located at 270 North Kent Street for agency executives and Proposal Review Team members who are available at that time. Please confirm your attendance to Jennifer Snelson-Wells at the Capital Campaign office (291-8315). If you cannot attend this meeting, written information and Proposal Review Team briefings will adequately prepare you for the task.

Welcome aboard! This should be an exciting process!

Sincerely,

Mary E. Junck  
Co-Chairman

Charlton Dietz  
Co-Chairman

Capital Campaign Planning Committee  
United Way of the Saint Paul Area



## United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321

*FYI  
June*

DATE: August 5, 1988

TO: Marty Diaz  
Chief Legal Officer  
Centro Legal, Inc.

FROM: Genie Dixon, Vice President  
Fund Distribution

RE: Agency/Program Summary and 1989 Financial Profile

Enclosed are your copies of the Agency/Program Summary and the 1989 Financial Profile. Please review them and contact your staff liaison, before August 19, with any questions or revisions.

In the section labeled "Items for Fall Conference", if there are items identified or if questions remain that need clarification before September, please contact your staff liaison to clarify the need for or timing of your fall conference.

Listed below is the date your review committee will be meeting in September.

DATE: September 15, 1988

TIME: 1:00 - 1:45 p.m.

Review your "Volunteer/Agency Workbook" (page 10) for timing for the remainder of the process.

If you need any further information, please contact your staff liaison.

Thank you.

GD/lbp

Enclosures

**DRAFT**

CENTRO LEGAL, INC  
Program Review Summary

I. GUIDELINES/CONCERNS:

The agency mission has not been updated since 1985. It needs to be reexamined in light of changes taking place in the agency.

Except for the Community Education program, the target population is well defined, problem statements are specific, and services are not available in any significant manner elsewhere, especially for family cases. Measures of results are in place for two programs and the client evaluation survey, which is sent at the close of the case, has been redesigned.

The number of clients has increased. Word of mouth and community education may be generating more clients than are manageable. Greater utilization of computer resources makes it possible to obtain better information.

The Community Education program contains no measurable results and appears, because of the expanded use of radio and cable TV promotion, to generate organizational recognition as much as providing legal community education.

The current director has taken significant steps to improve management and is acting on the recommendations of an independent study done by a management consultant. The agency is making an honest and substantial effort to turn things around, but we need to monitor to see that financial controls are adequate and in place.

II. PROGRAM: Family and Other Law

Target Population:

Limited English speaking Hispanics; low to middle income.

Results/Outcomes:

Reasonable resolution of family and general legal problems.

Primary Program Result Area:

Reduce the incidence and damaging effects of intra-family abuse and neglect.

Current United Way Funding: \$ 3,708  
% of Program Income: 14.23

1989 United Way Request: \$ 3,819  
% of Program Income: 41.9

PROGRAM: Immigration Law

Target Population:

Limited English speaking Hispanics; low to middle income.

Results/Outcomes:

Reasonable resolution of immigration and legalization legal problems.



Primary Program Result Area:

Facilitate resettlement of refugees and dislocated persons.

|                                       |                                    |
|---------------------------------------|------------------------------------|
| Current United Way Funding: \$ 14,298 | 1989 United Way Request: \$ 15,162 |
| % of Program Income: 14.4             | % of Program Income: 42.8          |

PROGRAM: Community Education

Target Population:

Limited English speaking Hispanics; low to middle income.

Results/Outcomes:

Basic comprehension of legal resources available in the community.

Primary Program Result Area:

Facilitate resettlement of refugees and dislocated persons.

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Current United Way Funding: \$ 3,708 | 1989 United Way Request: \$ 3,819 |
| % of Program Income: 14.2            | % of Program Income: 41.9         |

III. ITEMS FOR FALL CONFERENCE: September 15, 1988 1:00 - 1:45 PM

1. Community Education: Please discuss and provide examples of the content of the seminars, TV and radio programs, and newspaper articles. What are the implications for the agency if United Way shifted its funding of the Community Education Program into the Family Law and/or Immigration Law programs? Note: The intent is not to reduce overall United Way funding into the agency.
2. Please review progress in reducing the agency's obligation to IRS for back taxes and the origin of the funds to pay this obligation.
3. The Review Committee finds it necessary to receive the agency audit before a final commitment of United Way funds for 1989 is made. This means an absolute deadline of November 11, 1988 for receipt of audit. Can the agency meet this deadline?
4. What are the executive director's plans for continued employment with this agency?

## AGENCY-CENTRO LEGAL, INC.

|   | 1985<br>AUDIT | 1986<br>AUDIT | 1987<br>AUDIT | 1988<br>REVISED<br>BUDGET | 1989<br>PROPOSED<br>BUDGET | DOLLAR<br>CHANGE |
|---|---------------|---------------|---------------|---------------------------|----------------------------|------------------|
| TOTAL ASSETS (EXCLUDING ENDOWMENT)                                |               |               |               |                           |                            |                  |
| CURRENT FUNDS & LAND, BUILDING & EQUIP FUND                       | 58,370        |               |               |                           |                            |                  |
| INCOME: CURRENT FUNDS (RESTRICTED & UNRESTRICTED)                 |               |               |               |                           |                            |                  |
| CONTRIBUTIONS   | 86,968        | 0             | 0             | 22,149                    | 20,000                     | 2,149-           |
| ALLOCATIONS FROM OTHER U.W.'S                                     | 0             | 0             | 0             | 30,016                    | 30,916                     | 900              |
| U. W. ST. PAUL ALLOCATION   | 0             | 0             | 0             | 21,714                    | 22,800                     | 1,086            |
| GOVERNMENT GRANTS & FEES  | 0             | 0             | 0             | 62,300                    | 60,812                     | 1,488-           |
| PROGRAM SERVICE FEES  | 41,702        | 0             | 0             | 98,575                    | 77,726                     | 20,849-          |
| OTHER REVENUE   | 0             | 0             | 0             | 4,250                     | 800                        | 3,450-           |
| TOTAL (CURRENT FUND) REVENUE/SUPPORT<br>(EXCLUDING NON-CASH)      | 128,670       | 0             | 0             | 239,004                   | 213,054                    | 25,950-          |
| U. W. ST. PAUL ALLOCATION   | 0             | 0             | 0             | 21,714                    | 22,800                     |                  |
| PERCENT UNITED WAY OF TOTAL                                       | .0            | .0            | .0            | 9.1                       | 10.7                       |                  |
| TOTAL (CURRENT FUND) EXPENSES (EXC. DEPRECIATIO                   | 117,787       | 0             | 0             | 239,204                   | 213,054                    | 26,150-          |
| SUPPORT SRVC COST   | 33,380        | 0             | 0             | 32,344                    | 24,517                     | 7,827-           |
| PROGRAM COST  | 84,407        | 0             | 0             | 206,860                   | 188,537                    | 18,323-          |
| SUPPORT TO PARENT ORGANIZATION                                    | 0             | 0             | 0             | 0                         | 0                          | 0                |
| EXCESS/DEFICIT  | 10,883        | 0             | 0             | 200-                      | 0                          |                  |
| CURRENT FUND BALANCE END OF YEAR<br>(RESTRICTED AND UNRESTRICTED) | 404           | 0             | 0             | 0                         |                            |                  |
| MONTHS OF OPERATING SURPLUS                                       | .0            | .0            | .0            | .0                        |                            |                  |

## AGENCY-CENTRO LEGAL, INC.

|  | 1985<br>AUDIT |          | 1986<br>AUDIT |          | 1987<br>AUDIT |          | 1988<br>REVISED<br>BUDGET |          | 1989<br>PROPOSED<br>BUDGET |
|--|---------------|----------|---------------|----------|---------------|----------|---------------------------|----------|----------------------------|
|  | % OF<br>TOTAL | %<br>CHG | % OF<br>TOTAL | %<br>CHG | % OF<br>TOTAL | %<br>CHG | % OF<br>TOTAL             | %<br>CHG | % OF<br>TOTAL              |
| INCOME: CURRENT FUNDS (RESTRICTED & UNRESTRICTED)            |               |          |               |          |               |          |                           |          |                            |
| CONTRIBUTIONS  | 67.6          | 100.0-   | .0            | .0       | .0            | 100.0    | 9.3                       | 9.7-     | 9.4                        |
| ALLOCATIONS FROM OTHER U.W.'S                                | .0            | .0       | .0            | .0       | .0            | 100.0    | 12.6                      | 3.0      | 14.5                       |
| U. W. ST. PAUL ALLOCATION                                    | .0            | .0       | .0            | .0       | .0            | 100.0    | 9.1                       | 5.0      | 10.7                       |
| GOVERNMENT GRANTS & FEES                                     | .0            | .0       | .0            | .0       | .0            | 100.0    | 26.1                      | 2.4-     | 28.5                       |
| PROGRAM SERVICE FEES   | 32.4          | 100.0-   | .0            | .0       | .0            | 100.0    | 41.2                      | 21.2-    | 36.5                       |
| OTHER REVENUE  | .0            | .0       | .0            | .0       | .0            | 100.0    | 1.8                       | 81.2-    | .4                         |
| TOTAL (CURRENT FUND) REVENUE/SUPPORT<br>(EXCLUDING NON-CASH) |               | 100.0-   |               | .0       |               | 100.0    |                           | 10.9-    |                            |
| TOTAL (CURRENT FUND) EXPENSES (EXC. DEPRECIATION)            |               |          |               |          |               |          |                           |          |                            |
| SUPPORT SRVC COST  | 28.3          | 100.0-   | .0            | .0       | .0            | 100.0    | 13.5                      | 24.2-    | 11.5                       |
| PROGRAM COST   | 71.7          | 100.0-   | .0            | .0       | .0            | 100.0    | 86.5                      | 8.9-     | 88.5                       |
| SUPPORT TO PARENT ORGANIZATION                               | .0            | .0       | .0            | .0       | .0            | .0       | .0                        | .0       | .0                         |
| TOTAL EXPENSE  |               | 100.0-   |               | 10.6     |               | 100.0    |                           | 10.9-    |                            |

7/13/87

UNITED WAY OF SAINT PAUL  
1988 PROPOSED PROGRAM BUDGET FORM C

☐ New Program  
☒ Currently Funded by United Way

AGENCY NAME CENTRO LEGAL, INC.  
PROGRAM NAME PROYECTO JUSTICIA - BILINGUAL COMMUNITY EDUCATION

| A. ACCOUNT   | 19 87<br>REVISED<br>BUDGET<br>COL. A | % OF<br>TOTAL<br>COL. B | 1988<br>PROPOSED<br>BUDGET<br>COL. C | % OF<br>TOTAL<br>COL. D | \$<br>CHANGE<br>COL. E | % INC.<br>(DEC.)<br>COL. F |
|--|--------------------------------------|-------------------------|--------------------------------------|-------------------------|------------------------|----------------------------|
| <b>SUPPORT/REVENUE:</b>                                      |                                      |                         |                                      |                         |                        |                            |
| <u>United Way of St. Paul</u>                                | \$ 3,708.                            | 12 %                    | \$ 6,300.                            | 25 %                    | \$ 2,592.              | 69 %                       |
| Other United Ways  |                                      |                         |                                      |                         |                        |                            |
| Contributions/Special Events                                 |                                      |                         |                                      |                         |                        |                            |
| Foundation Grants  | 18,020.                              | 57                      |                                      |                         | (18,020.)              | (100)                      |
| Govt. Fees & Grants  | 315                                  | 1                       | 7,085.                               | 28                      | 6,770.                 | 2149                       |
| Membership Dues  |                                      |                         |                                      |                         |                        |                            |
| Program Service Fees   | 4,312.                               | 14                      | 6,674.                               | 26                      | 2,362.                 | 55                         |
| Other Program Revenue  | 61                                   | -                       | 60                                   | -                       | (1.)                   | -                          |
| Not Directly Identified Income<br>Prorated to this Program   | 5,054.                               | 16                      | 5,278.                               | 21                      | 224.                   | 4                          |
| <b>TOTAL PROGRAM SUPPORT/REVENUE</b>                         | <b>\$ 31,470.</b>                    | <b>100 %</b>            | <b>\$ 25,397.</b>                    | <b>100 %</b>            | <b>\$ ( 6,073.)</b>    | <b>(19)%</b>               |
| <b>EXPENSES:</b>   |                                      |                         |                                      |                         |                        |                            |
| Salaries, Benefits & Taxes                                   | \$ 21,103.                           | 67 %                    | \$ 15,879.                           | 62 %                    | \$ ( 5,224.)           | (25)%                      |
| Other Program Expenses                                       | 5,313.                               | 17                      | 4,240.                               | 17                      | ( 1,073.)              | (20)                       |
| Supporting Service Costs<br>Prorated to this Program         | 5,054.                               | 16                      | 5,278.                               | 21                      | 224.                   | 4                          |
| <b>TOTAL PROGRAM EXPENSES (Ex-<br/>cluding Depreciation)</b> | <b>\$ 31,470.</b>                    | <b>100 %</b>            | <b>\$ 25,397.</b>                    | <b>100 %</b>            | <b>\$ ( 6,073.)</b>    | <b>(19)%</b>               |

B. ANALYSIS OF UNITED WAY REQUEST for currently funded programs only.

a. 19 87 United Way Allocation \$ 3,708. 12 %  
(current year)

Increase Needed to:

b. MAINTAIN PROGRAM (at same level) 2,592. 69 %  
See instructions

b.1. REPLACE FUNDING  
See instructions  
\$ 2,444.

c. EXPAND PROGRAM (add program services) \_\_\_\_\_ %  
See instructions

OR:

d. FUNDING REDUCED ( \_\_\_\_\_ ) \_\_\_\_\_ %  
See instructions

TOTAL PROGRAM REQUEST  
FROM UNITED WAY  
(a + b + c - d)

\$ 6,300. 69 %

C. Detailed Explanation of All Significant Changes: We are requesting an increase in funding 69% over 1987 levels for our program services to residents in our area. This increase reflects a maintenance request of 4% and an replacement request of 65%. This increase reflects our efforts to reduce the amount of Foundation support needed to augment revenue allocated to our program efforts.

D. Number of Employee Full Time Equivalents (FTE's)  
Assigned to Program:

19 87 19 88  
\*N/A .5

Job Titles of New Position(s):  
\*Not reported in 1987 see Immigration Legal  
Service Form C.

E. Summarize how outcomes/activities will change for the entire program:

Proposed year level: We plan to use law clerks and paralegals to be responsible for coordinating our community legal education efforts. Additionally we will concentrate on increasing the number of clients for our legal services from the people that attend the community education sessions.

7/13/87

UNITED WAY OF SAINT PAUL  
1988 PROPOSED PROGRAM BUDGET FORM C

☐ New Program

☒ Currently Funded by United Way

AGENCY NAME CENTRO LEGAL, INC.  
PROGRAM NAME PROYECTO JUSTICIA - IMMIGRATION LEGAL SERVICES

| A. ACCOUNT   | 1987<br>REVISED<br>BUDGET<br>COL. A | % OF<br>TOTAL<br>COL. B | 1988<br>PROPOSED<br>BUDGET<br>COL. C | % OF<br>TOTAL<br>COL. D | \$<br>CHANGE<br>COL. E | % INC.<br>(DEC.)<br>COL. F |
|--|-------------------------------------|-------------------------|--------------------------------------|-------------------------|------------------------|----------------------------|
| <b>SUPPORT/REVENUE:</b>                                      |                                     |                         |                                      |                         |                        |                            |
| <u>United Way of St. Paul</u>                                | \$ 13,184.                          | 12 %                    | \$ 22,400.                           | 18 %                    | \$ 9,216.              | 70 %                       |
| Other United Ways  |                                     |                         |                                      |                         |                        |                            |
| Contributions/Special Events                                 |                                     |                         | 29,057.                              | 23                      | 29,057.                | -                          |
| Foundation Grants  | 64,070.                             | 57                      |                                      |                         | (64,070.)              | (100)                      |
| Govt. Fees & Grants  | 1,120.                              | 1                       | 25,190.                              | 20                      | 24,070.                | 2149                       |
| Membership Dues  |                                     |                         |                                      |                         |                        |                            |
| Program Service Fees   | 15,331.                             | 14                      | 30,542.                              | 24                      | 15,211.                | 99                         |
| Other Program Revenue  | 218.                                | -                       | 214.                                 | -                       | (4.)                   | (2)                        |
| Not Directly Identified Income<br>Prorated to this Program   | 17,970.                             | 16                      | 18,765.                              | 15                      | 795.                   | 4                          |
| <b>TOTAL PROGRAM SUPPORT/REVENUE</b>                         | <b>\$ 111,893.</b>                  | <b>100 %</b>            | <b>\$ 126,168.</b>                   | <b>100 %</b>            | <b>\$ 14,275.</b>      | <b>13 %</b>                |
| <b>EXPENSES:</b>   |                                     |                         |                                      |                         |                        |                            |
| Salaries, Benefits & Taxes                                   | \$ 75,032.                          | 67 %                    | \$ 84,302.                           | 67 %                    | \$ 9,270.              | 12 %                       |
| Other Program Expenses                                       | 18,891.                             | 17                      | 23,101.                              | 18                      | 4,210.                 | 22                         |
| Supporting Service Costs<br>Prorated to this Program         | 17,970.                             | 16                      | 18,765.                              | 15                      | 795.                   | 4                          |
| <b>TOTAL PROGRAM EXPENSES (Ex-<br/>cluding Depreciation)</b> | <b>\$ 111,893.</b>                  | <b>100 %</b>            | <b>\$ 126,168.</b>                   | <b>100 %</b>            | <b>\$ 14,275.</b>      | <b>13 %</b>                |

B. ANALYSIS OF UNITED WAY REQUEST for currently funded programs only.

a. 1987 United Way Allocation \$ 13,184. 12 %  
(current year)

Increase Needed to:

b. MAINTAIN PROGRAM (at same level) 9,216. 69 %

See instructions  
b.1. REPLACE FUNDING  
See instructions  
\$ 8,689.

c. EXPAND PROGRAM (add program services) \_\_\_\_\_  
See instructions

OR:

d. FUNDING REDUCED (\_\_\_\_\_) \_\_\_\_\_  
See instructions

TOTAL PROGRAM REQUEST  
FROM UNITED WAY  
(a + b + c - d)

\$ 22,400. 69 %

C. Detailed Explanation of All Significant Changes: We are requesting an increase in funding (69%) over 1987 levels for our program services to residents of our service area. This increase reflects a maintenance request of 4% and a replacement request of 65%. This increase reflects our efforts to reduce the amount of Foundation support needed to augment revenue allocated to our program efforts.

D. Number of Employee Full Time Equivalents (FTE's)  
Assigned to Program:

1987  
\*3

1988  
2  
\*\*1

Job Titles of New Position(s):

\*\*Staff Attorney assigned to Legalization Proj.  
\* Reflects total staff assigned in 1987.

E. Summarize how outcomes/activities will change for the entire program:

Proposed year level: Our outcome and activities will concentrate on increasing the level of client resolution to their legal problems. Additionally due to the new legalization effort, we anticipate an increase in the number of clients seeking assistance. This would include those that are eligible for legalization as well as those that will not qualify due to federal restrictions and guidelines.



7/13/87

UNITED WAY OF SAINT PAUL  
1988 PROPOSED PROGRAM BUDGET FORM C

☐ New Program  
☒ Currently Funded by United Way

AGENCY NAME CENTRO LEGAL, INC.  
PROGRAM NAME PROYECTO JUSTICIA - FAMILY AND OTHER LEGAL SERVICES

| A. ACCOUNT   | 1987<br>REVISED<br>BUDGET<br>COL. A | % OF<br>TOTAL<br>COL. B | 1988<br>PROPOSED<br>BUDGET<br>COL. C | % OF<br>TOTAL<br>COL. D | \$<br>CHANGE<br>COL. E | % INC.<br>(DEC.)<br>COL. F |
|--|-------------------------------------|-------------------------|--------------------------------------|-------------------------|------------------------|----------------------------|
| <b>SUPPORT/REVENUE:</b>                                      |                                     |                         |                                      |                         |                        |                            |
| <u>United Way of St. Paul</u>                                | \$ 3,708.                           | 12 %                    | \$ 6,300.                            | 25 %                    | \$ 2,592.              | 69 %                       |
| Other United Ways  |                                     |                         |                                      |                         |                        |                            |
| Contributions/Special Events                                 |                                     |                         |                                      |                         |                        |                            |
| Foundation Grants  | 18,020.                             | 57                      | -0-                                  |                         | (18,020.)              | (100)                      |
| Govt. Fees & Grants  | 315.                                | 1                       | 7,084.                               | 28                      | 6,769.                 | 2149                       |
| Membership Dues  |                                     |                         |                                      |                         |                        |                            |
| Program Service Fees   | 4,312.                              | 14                      | 6,674.                               | 26                      | 2,362.                 | 55                         |
| Other Program Revenue  | 61                                  | -                       | 60                                   | -                       | (1.)                   | -                          |
| Not Directly Identified Income<br>Prorated to this Program   | 5,054.                              | 16                      | 5,278.                               | 21                      | 224.                   | 4                          |
| <b>TOTAL PROGRAM SUPPORT/REVENUE</b>                         | <b>\$ 31,470.</b>                   | <b>100 %</b>            | <b>\$ 25,396.</b>                    | <b>100 %</b>            | <b>\$ (6,074.)</b>     | <b>(19) %</b>              |
| <b>EXPENSES:</b>   |                                     |                         |                                      |                         |                        |                            |
| Salaries, Benefits & Taxes                                   | \$ 21,103.                          | 67 %                    | \$ 15,878.                           | 62 %                    | \$ (5,225.)            | (25) %                     |
| Other Program Expenses                                       | 5,313.                              | 17                      | 4,240.                               | 17                      | (1,073.)               | (20)                       |
| Supporting Service Costs<br>Prorated to this Program         | 5,054.                              | 16                      | 5,278.                               | 21                      | 224.                   | 4                          |
| <b>TOTAL PROGRAM EXPENSES (Ex-<br/>cluding Depreciation)</b> | <b>\$ 31,470.</b>                   | <b>100 %</b>            | <b>\$ 25,396.</b>                    | <b>100 %</b>            | <b>\$ (6,074.)</b>     | <b>19 %</b>                |

B. ANALYSIS OF UNITED WAY REQUEST for currently funded programs only.

a. 1987 United Way Allocation \$ 3,708. 12 %  
(current year)

Increase Needed to:

b. MAINTAIN PROGRAM (at same level) 2,592. 69 %

See instructions

b.1. REPLACE FUNDING

See instructions

\$ 2,444.

c. EXPAND PROGRAM (add program services)                        
See instructions

OR:

d. FUNDING REDUCED (            )             
See instructions

TOTAL PROGRAM REQUEST  
FROM UNITED WAY  
(a + b + c - d)

\$ 6,300. 69 %

C. Detailed Explanation of All Significant Changes: We are requesting an increase in funding (69%) over 1987 levels for our program services to residents of our service area. This increase reflects a maintenance request of 4% and an replacement request of 65%. This increase reflects our efforts to reduce the amount of Foundation support needed to augment revenue allocated to our program efforts.

D. Number of Employee Full Time Equivalents (FTE's)  
Assigned to Program:

1987 \*N/A 1988 .5

Job Titles of New Position(s):  
\*Not reported 1987 see Immigration Legal Services Form C.

E. Summarize how outcomes/activities will change for the entire program:

Proposed year level: Our emphasis will be on increasing the level of reasonable resolution for the target populations. We expect to decrease the amount of staff time needed due to the nature of the case type, (i.e., O/C Open/close less than 3 hours of service per case. However, our service level should remain relatively stable over the course of the program year.



## United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321

November 22, 1988

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\* Charlton Dietz  
\* Elizabeth M. Kiernat

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\* Executive Committee

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

c/o 4649 Decatur Avenue North

New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

The Board of Directors of the United Way of the Saint Paul Area has approved the recommendations of the Fund Distribution Committee that Centro Legal, Inc. receive the following program allocations in 1989:

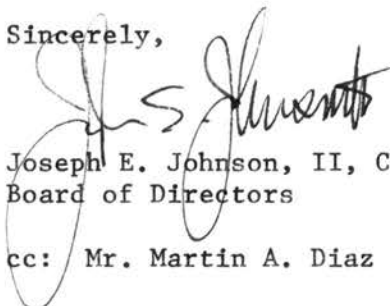
| <u>Program</u>                               | <u>Amount</u> |
|--|---------------|
| Proyecto Justicia: Community Legal Education | \$ 0          |
| Proyecto Justicia: Family/Other Law          | 4,650         |
| Proyecto Justicia: Immigration Law           | <u>17,930</u> |
| Total Allocation                             | \$ 22,580     |

Continued funding for the final six months of 1989 is contingent upon the agency demonstrating to the Review Committee that the progress toward fiscal responsibility begun in 1988 under the current administration is continuing and can be maintained under the anticipated new leadership.

Payment of this allocation will be made to your agency in twelve equal monthly payments.

The support of your agency throughout the campaign is appreciated very much. We look forward to working in partnership with you and your agency in 1989 as we continue to serve the health and human service needs of our community.

Sincerely,

  
Joseph E. Johnson, II, Chairperson  
Board of Directors

cc: Mr. Martin A. Diaz





## United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321

### 1988 Officers

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\* Charlton Dietz

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\* Nyals H. Kittel

Caroline Larsen

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\* Barbara L. Schmidt

\* Kenneth E. Schoen

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David J. Speer

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John T. Thoemke

\* Jose Trejo

Eugene M. Warlich

Linda L. White

Albert F. Zettlemoyer

\* Executive Committee

December 2, 1988

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

c/o 4649 Decateur Avenue North

New Hope, Minnesota 55428

Dear Ms. Bethke:

The United Way Review Committee which reviewed your agency's programs commends the current executive director on the significant improvements begun under his administration. The Committee requests that close communication, in writing, be maintained with United Way volunteer and staff liaisons regarding continued progress in the following matters:

- pay down of the remaining obligation to the IRS and others.
- the schedule, agenda, minutes, and preparatory materials for future Finance Committee meetings.
- the schedule, selection criteria, job description for, and progress, in selecting a new executive.
- the minutes or outcome of the Board or annual meeting at which the Board officers are elected for 1989.

In addition, the Review Committee wishes to meet with agency representatives in May 1989 to review the financial situation and meet the new executive if he/she has been hired. Funding for the final 6 months of 1989 is contingent on the Review Committee's satisfaction that progress has continued and will be maintained under the new leadership.

Sincerely,

Paul L. Snyder, Chairperson  
Legal & Citizen Opportunity Services

FD060m

cc: Mr. Martin A. Diaz

# 1988 AFFILIATED AGENCIES

|   |   |
|---|---|
| American Cancer Society,<br>Minnesota Division, Inc.  | International Institute of Minnesota  |
| American Diabetes Association,<br>Minnesota Affiliate   | Jewish Community Center of the Greater St. Paul Area                        |
| American Heart Association,<br>Minnesota Affiliate  | Jewish Family Service of St. Paul   |
| American Red Cross,<br>St. Paul Chapter   | Jewish Vocational Service   |
| Arthritis Foundation,<br>Minnesota Chapter, Inc.  | Lao Family Community of Minnesota, Inc.                                     |
| Association for Retarded Citizens, St. Paul   | Legal Assistance of Washington County, Inc.                                 |
| Association for Retarded Citizens, Suburban   | Lutheran Social Service of Minnesota  |
| Big Brothers/Big Sisters of Greater St. Paul, Inc.  | Management Assistance Project   |
| Boy Scouts of America, Indianhead Council   | Mental Health Association of Minnesota, Inc.                                |
| Capitol Community Services, Inc.  | Merriam Park Community Center, Inc.   |
| Catholic Charities, Archdiocese<br>of St. Paul and Minneapolis  | Merriek Community Services  |
| Centro Legal, Inc.  | Midway Hospital Center for Domestic Abuse                                   |
| Charities Review Council of Minnesota, Inc.   | Midwest Special Services, Inc.  |
| Chicanos, Latinos, Unidos en Servicio (CLUES)   | Minnesota Association for Children and Adults<br>with Learning Disabilities |
| Children's Home Society of Minnesota  | Minnesota Citizen's Council on Crime and Justice                            |
| Chrysalis, A Center for Women   | Minnesota Foundation for Better Hearing and Speech                          |
| Community Action Council, Inc.  | Model Cities Health Center  |
| Courage Center  | Neighborhood House Association  |
| Cystic Fibrosis Foundation  | Neighborhood Justice Center, Inc.   |
| Dakota Area Resources and Transportation for Seniors<br>(DARTS)   | Neighbors Acting Together   |
| Eastside Coalition  | Neighbors, Inc.   |
| Emergency Fund Service, Inc.  | Owoboppe Rehabilitation Industries, Inc.                                    |
| Epilepsy Foundation of Minnesota  | St. Paul American Indian Center, Inc.                                       |
| Episcopal Community Services, Inc.  | St. Paul Council of Camp Fire   |
| Family Service of Greater St. Paul  | St. Paul Intervention Project   |
| Family Violence Network   | St. Paul Society for the Blind  |
| First Call for Help™<br>In the East Metro Area<br><i>Operated by the American Red Cross,<br/>St. Paul Chapter</i> | St. Paul Urban Indian Health Board  |
| GENESIS II for Women, Inc.  | St. Paul Urban League   |
| Girl Scout Council of St. Croix Valley  | St. Paul Youth Service Bureau, Inc.   |
| Guadalupe Area Project, Inc.  | St. Paul YWCA   |
| Hallie Q. Brown Community Center, Inc.  | The Salvation Army  |
| Hispanos en Minnesota   | Sisters Care  |
| Inner City Youth League, Inc.   | Southern Minnesota Regional Legal Services, Inc.                            |
| Institute on Black Chemical Abuse   | SPRC, Inc.  |
|   | Summit-University Teen Center   |
|   | Voluntary Action Center of the St. Paul Area                                |
|   | West Seventh Community Center, Inc.   |
|   | Women's Advocates, Inc.   |
|   | YES/NEON  |
|   | YMCA of Greater St. Paul  |



# CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

179 E. ROBIE ST.  
ST. PAUL, MN 55107  
(612) 291-0110

EDMUNDO D. LIJO  
Attorney at Law

PHILLIPS F. GONZALEZ GONZALEZ  
Attorney at Law

2929 4TH AVE. SO. SUITE L  
MINNEAPOLIS, MN 55408  
(612) 825-5503

KARIM EL-GHAZZAWY  
Chief Legal Officer

AMAYA MAURA  
Paralegal

Reply to: Mpls. Office

January 8, 1990

Charmaine Chapman, President  
United Way of St. Paul  
333 Sibley Street  
St. Paul, Minnesota 55101-6074

Re: Centro Legal's Support of the  
Neighborhood Justice Center

Dear Ms. Chapman:

This letter is written to express Centro Legal's full support of the Neighborhood Justice Center and the criminal defense work they do on behalf of the minority community in Ramsey County.

The Neighborhood Justice Center fills an important niche in the provision of legal services to the minority community. By virtue of their staff composition they are innately sensitive to the needs of their clients. They are able to gain the respect and trust of their clients because of their cultural sensitivity-a fundamental prerequisite to ensure competent and able representation.

Members of the minority community facing criminal charges feel vulnerable and are often wary of the system. For this reason, the public defender system often fails to meet their particular needs.

The Neighborhood Justice Center has earned a well deserved reputation for quality legal representation, and their attorneys are respected by the private bar, clients, and the judges in Ramsey County.



United Way of St. Paul  
January 8, 1990  
Page 2

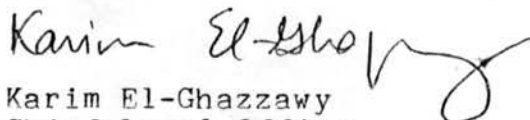
Centro legal provides civil legal representation to Hispanics and other low income persons in Hennepin and Ramsey Counties. A large part of our practice involves immigration law. Clients facing immigration problems often have civil and criminal legal problems stemming from their immigration cases. Centro Legal often refers clients to the Neighborhood Justice Center to address criminal matters which may adversely affect their immigration status.

Centro Legal has historically worked closely with the Neighborhood Justice Center and at times we share mutual clients. The Neighborhood Justice Center has consistently cooperated with our agency to provide assistance, whenever possible, to our clients. We have found their attorneys and paralegals to be committed, conscientious and consistently helpful.

Although our agencies fulfill different roles, we are all committed to improving the judicial system's response to minority and low income clients. Centro Legal is pleased, once again, to extend its full support to the continued work of the Neighborhood Justice Center.

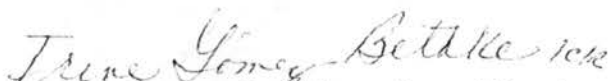
In this era of tightening resources, we especially urge continued financial support for the Neighborhood Justice Center from the St. Paul United Way.

Sincerely,



Karim El-Ghazzawy  
Chief Legal Office

KEG/cr .

  
Irene Gomez-Bethke, President  
Board of Directors

IGB/cr

cc: Salvador Rosas, Esq.



# United Way of the Saint Paul Area

333 Sibley Street • Saint Paul, Minnesota 55101 • (612) 291-8321

## 1985 Officers

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George R. Shandorf  
Richard L. Shepley  
Mrs. Harold J. Slawik  
Elizabeth Tiffany  
Jerrol M. Tostrud  
Jose Trejo  
Eugene M. Warlich

\*Executive Committee

November 21, 1985

Ms. Irene Gomez-Bethke  
President  
Centro Legal, Inc.  
4649 Decateur Avenue North  
New Hope, MN 55428

Dear Ms. Gomez-Bethke:

Following extensive review of Centro Legal, Inc. and its programs by volunteers from the community, \$20,000 has been approved for 1986 by the United Way of the Saint Paul Area Board of Directors.

This allocation is intended for a one year grant to support bilingual, legal representation for Hispanic clients in the areas of immigration, family law, and other civil matters. You and your executive director will be receiving a letter in the near future reflecting the panel's specific comments and suggestions regarding the operations of your agency and program.

On behalf of the United Way of the Saint Paul Area Board of Directors and the Admissions & Allocations Committee, we wish to thank the members of your board and staff for your cooperation and participation in the allocations process. If there are any questions about the allocation please contact your staff liaison.

Sincerely,

*Bob Haugan*  
Robert E. Haugan, President  
United Way of the Saint Paul Area

REH/k

cc: Donn J. Vargas

## 1985 PARTICIPATING MEMBER AGENCIES

|   |   |
|---|---|
| American Cancer Society,<br>Minnesota Division, Inc.  | Jewish Family Service of St. Paul   |
| American Diabetes Association,<br>Minnesota Affiliate, Inc.   | Jewish Vocational Service (COPE Division)                                   |
| American Heart Association,<br>Minnesota Affiliate  | Lao Family Community of Minnesota, Inc.                                     |
| American Red Cross,<br>St. Paul Area Chapter  | Legal Assistance of Dakota County, Ltd.                                     |
| Arthritis Foundation,<br>Minnesota Chapter  | Legal Assistance of Washington County, Inc.                                 |
| Association for Retarded Citizens/Dakota County   | Lutheran Social Service of Minnesota  |
| Association for Retarded Citizens/St. Paul  | The Management Assistance Project, Inc.                                     |
| Big Brothers/Big Sisters of Greater St. Paul, Inc.  | Mental Health Association of Minnesota                                      |
| Capitol Community Services, Inc.  | Merriam Park Community Center, Inc.   |
| Catholic Charities of the Archdiocese<br>of St. Paul and Minneapolis                                  | Merrick Community Center - Dayton's Bluff<br>Human Services                 |
| Chicanos/Latinos Unidos en Servicios (CLUES)  | Midwest Special Services, Inc.  |
| Children's Home Society of Minnesota  | Minnesota Association for Children and Adults<br>with Learning Disabilities |
| Community Action Council, Inc.  | Minnesota Charities Review Council, Inc.                                    |
| Courage Center  | Minnesota Citizens Council on Crime and Justice                             |
| Cystic Fibrosis Foundation,<br>Minnesota Chapter  | Minnesota Foundation for Better Hearing<br>and Speech (MFBHS)               |
| D.A.R.T.S.  | Minnesota Institute on Black Chemical Abuse                                 |
| Emergency Fund Service, Inc./<br>Greater St. Paul Community Foodbank                                  | National Ataxia Foundation  |
| Epilepsy Foundation of Minnesota  | Neighborhood House Association  |
| Family Service of Greater Saint Paul  | Neighbors, Inc.   |
| Family Violence Network   | Owobopte Rehabilitation Industries, Inc.                                    |
| Frogtown Community Association, Inc.  | St. Paul American Indian Center, Inc.                                       |
| Genesis II for Women, Inc.  | St. Paul YMCA   |
| Girl Scout Council of St. Croix Valley  | St. Paul Council of Campfire  |
| Gaudalupe Area Project, Inc. (GAP)  | St. Paul Rehabilitation Center, Inc.  |
| Hallie Q. Brown Community Center, Inc.  | St. Paul Society for the Blind, Inc.  |
| Hispanos en Minnesota   | St. Paul Urban Indian Health Board  |
| Home Health Plus-Home Services Association  | St. Paul Urban League   |
| Indianhead Council, Boy Scouts of America   | St. Paul YWCA   |
| Information & Referral Center<br><i>Operated by the American Red Cross,<br/>St. Paul Area Chapter</i> | Southern Minnesota Regional Legal<br>Services, Inc.                         |
| Inner City Youth League   | Summit-University Teen Center, Inc.   |
| International Institute of Minnesota  | The Salvation Army  |
| Jewish Community Center of St. Paul   | Voluntary Action Center of the St. Paul Area                                |
|   | West Seventh Community Center, Inc.   |
|   | Women's Advocates   |
|   | Y.E.S., Inc.  |



# United Way of the Saint Paul Area

333 Sibley Street • Saint Paul, Minnesota 55101 • (612) 291-8321

## 1985 Officers

### President

\*Robert E. Haugan

### Vice Presidents

\*Richard L. Kastner  
\*Elizabeth M. Kiernat  
\*F.T. Weyerhaeuser

### Treasurer

\*Thomas J. Winkel

### Secretary

\*Robert L. Bullard

### Campaign Chairman

\*Richard A. Klingen

### Executive Vice President

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Elizabeth Tiffany  
Jerrold M. Tostrud  
Jose Trejo  
Eugene M. Warlich

\*Executive Committee

December 16, 1985

Ms. Irene Gomez-Bethke  
President  
Centro Legal, Inc.  
4649 Decateur Avenue North  
New Hope, MN 55428

Dear Ms. Gomez-Bethke:

As follow-up to your allocations letter, I feel it is important to share with you the comments, recommendations and observations that came out of this year's review process.

The New Funding Committee wants to be assured that the funding provided by the St. Paul United Way is for the St. Paul office, and urges that the objectives for 1986 reflect clearly what results can be expected in St. Paul as a consequence of the funding.

United Way funds will be disbursed on a 1/12th basis on the 15th of each month. Before the first disbursement can be made, the United Way must have a copy of the agency's 501(c)(3) IRS status letter. If a new position is to be created, the United Way should be informed of the date of employment, the salary, and the details of the job description.

Other documents that will be needed are:

Agency By-Laws;  
Personnel Policies;  
Affirmative Action Plan;  
Roster of 1986 agency board members and their business affiliation;  
1986 board meeting minutes; and  
1986 quarterly financial reports.

United Way staff will be in touch with the agency's executive director after the first of the year to respond to any questions and follow-up on any of the comments.



## 1985 PARTICIPATING MEMBER AGENCIES

|   |   |
|---|---|
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| American Diabetes Association,<br>Minnesota Affiliate, Inc.   | Jewish Vocational Service (COPE Division)                                   |
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| Community Action Council, Inc.  | Minnesota Charities Review Council, Inc.                                    |
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| Emergency Fund Service, Inc./<br>Greater St. Paul Community Foodbank                                  | National Ataxia Foundation  |
| Epilepsy Foundation of Minnesota  | Neighborhood House Association  |
| Family Service of Greater Saint Paul  | Neighbors, Inc.   |
| Family Violence Network   | Owobopte Rehabilitation Industries, Inc.                                    |
| Frogtown Community Association, Inc.  | St. Paul American Indian Center, Inc.                                       |
| Genesis II for Women, Inc.  | St. Paul YMCA   |
| Girl Scout Council of St. Croix Valley  | St. Paul Council of Campfire  |
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| International Institute of Minnesota  | The Salvation Army  |
| Jewish Community Center of St. Paul   | Voluntary Action Center of the St. Paul Area                                |
|   | West Seventh Community Center, Inc.   |
|   | Women's Advocates   |
|   | Y.E.S., Inc.  |

December 16, 1985  
Ms. Irene Gomez-Bethke  
Page 2

The volunteers and staff of your agency are to be thanked for the time and effort made to educate the volunteer panel liaisons. It is only through their cooperation that the citizen review process can be successful.

Best wishes for a productive 1986!

Sincerely,

A handwritten signature in cursive script that reads "Ed Bruno".

Ed Bruno, Chairperson  
New Funding Committee

EB/k

cc Donn J. Vargas



**United Way  
of the Saint Paul Area**

166 East Fourth Street  
St. Paul, MN 55101-1448  
612/291-8321

5 March 1990

Ms. Irene Gomez-Bethke  
President  
Centro Legal, Inc.  
4649 Decateur Avenue North  
New Hope, MN 55428

Dear Ms. Gomez-Bethke:

The future of human services in the Saint Paul Area is being shaped by accelerating changes in the community's needs, by shifts in traditional sources of funding, by changes in what donors value and expect, and by increasing competition for already scarce dollars.

In response to these conditions, the United Way of the Saint Paul Area's Strategic Plan calls for a funding system that places increased emphasis on directing resources to address community needs and effective community problem solving efforts. This system, known as our Targeted Funding process, moves the United Way from an approach of funding agencies and programs to a system that is based on the goals and results of specific services. The foundation of the system rests on defining the most effective use of United Way resources in order to achieve specific and targeted goals. This innovative strategy was formulated through input from donors, agencies and United Way volunteers. As we begin to enter the second year of operating within Targeted Funding, we are continuing to tailor this system to reflect community need and constituency desires.

The United Way funding process is volunteer-driven, with over 250 people involved in the planning and funding stages. As a volunteer, I feel it is important for leaders of funded agencies to dialogue with United Way volunteers about Targeted Funding and the changes it may produce. To accomplish this goal, we are inviting volunteers and staff from each agency to join us in an information and dialogue session. Each meeting will be limited to representatives from 3 to 4 agencies. Hopefully, we will have the opportunity to meet with board members from each agency by October, 1990.

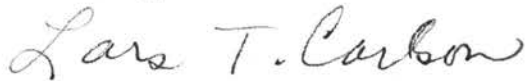
You, as Chief Volunteer Officer, and another board member, along with your Chief Professional Officer are invited to join us in one of our first meetings. This will provide you with an opportunity to discuss Targeted Funding and ask questions about the United Way and its role in our community.

Irene Gomez-Bethke  
5 March 1990  
Page 2

Attached is a schedule of meeting dates and times. Please coordinate your agency's first and second choice of dates and call Dorothy Rodewald at 291-8352 to select your preference for meeting time. Since space will be limited, we hope you will call as soon as possible to get your preference of dates.

We thank you for your volunteer service to the community and welcome the opportunity to meet with you.

Sincerely,

A handwritten signature in cursive script that reads "Lars T. Carlson".

Lars T. Carlson, Chairperson  
Fund Distribution Committee

LTC/sal

Attachment

c: Karim El-Ghazzawy, Executive Director

### UNITED WAY AGENCY VOLUNTEER MEETING SCHEDULE

Please select two dates from the choices below that fit the schedules of your Chief Volunteer and Chief Professional Officers and call Dorothy Rodewald (291-8352) to schedule a time. Spaces are limited and slots will be filled on a first-come, first-served basis.

| <u>DAY</u> | <u>DATE</u> | <u>TIME</u>    | <u>LOCATION</u>   |
|------------|-------------|----------------|---|
| Thursday   | March 22    | 3:30-5:30 p.m. | Jewish Community Center<br>Room 107<br>1375 St. Paul Avenue<br>St. Paul             |
| Thursday   | March 29    | 3:30-5:30 p.m. | Girl Scout Council<br>Meeting Room 3<br>400 South Robert Street<br>St. Paul         |
| Wednesday  | April 4     | 3:30-5:30 p.m. | Community Action Council<br>Conference Room C<br>14451 County Road 11<br>Burnsville |
| Tuesday    | April 10    | 7:30-9:30 a.m. | International Institute<br>Ciskels Room<br>1694 Como Avenue<br>St. Paul             |
| Wednesday  | April 11    | 3:30-5:30 p.m. | Hallie Q. Brown Comm. Ctr.<br>Library<br>270 North Kent Street<br>St. Paul          |
| Thursday   | April 19    | 7:30-9:30 a.m. | YMCA-(Downtown Skyway)<br>Board Room 2<br>194 East Sixth Street<br>St. Paul         |
| Friday     | April 27    | 7:30-9:30 a.m. | Girl Scout Council<br>Meeting Room 3<br>400 South Robert Street<br>St. Paul         |

mtgdates:dr2



# United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321



## 1987 Officers

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John T. Thoenke

\*Jose Trejo

Eugene M. Warlich

\*F. T. Weyerhaeuser

Linda White

\*Thomas J. Winkel

\*Executive Committee

November 24, 1987

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

c/o 4649 Decatur Avenue North

New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

The Board of Directors of the United Way of the Saint Paul Area has approved the recommendations of the Fund Distribution Committee that Centro Legal, Inc. receive the following program allocations in 1988:

| Program                                      | Amount        |
|--|---------------|
| Proyecto Justicia: Community Legal Education | \$ 3,708      |
| Proyecto Justicia: Family/Other Law          | 3,708         |
| Proyecto Justicia: Immigration Law           | <u>14,298</u> |
| Total Allocation                             | \$ 21,714     |

Payment of this allocation will be made to your agency in twelve equal monthly payments.

The support of your agency throughout the campaign is appreciated very much. We look forward to working in partnership with you and your agency in 1988 as we continue to serve the health and human service needs of our community.

Sincerely,

*Reatha Clark King*

Reatha Clark King, Chairperson  
Board of Directors

cc: Mr. Donn Vargas





# United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321

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November 24, 1987

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

c/o 4649 Decatur Avenue North

New Hope, Minnesota 55428

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The support of your agency throughout the campaign is appreciated very much. We look forward to working in partnership with you and your agency in 1988 as we continue to serve the health and human service needs of our community.

Sincerely,

*Reatha C. King*

Reatha Clark King, Chairperson  
Board of Directors

cc: Mr. Donn Vargas





# 1987 AFFILIATED AGENCIES

American Cancer Society,  
Minnesota Division, Inc.

American Diabetes Association,  
Minnesota Affiliate, Inc.

American Heart Association,  
Minnesota Affiliate, Inc.

American Red Cross,  
St. Paul Area Chapter

Arthritis Foundation,  
Minnesota Chapter, Inc.

Association for Retarded Citizens/St. Paul

Association for Retarded Citizens/Suburban

Big Brothers/Big Sisters of Greater St. Paul, Inc.

Boy Scouts of America, Indianhead Council

Capitol Community Services, Inc.

Catholic Charities of the Archdiocese  
of St. Paul and Minneapolis

Centro Legal, Inc.

Charities Review Council of Minnesota, Inc.

Chicanos Latinos Unidos en Servicios, Inc. (CLUES)

Children's Home Society of Minnesota, Inc.

Chrysalis, A Center for Women

Community Action Council, Inc.

Courage Center

Cystic Fibrosis Foundation, Minnesota Chapter

D.A.R.T.S., Inc.  
(Dakota Area Resources and Transportation for Seniors)

Emergency Fund Service, Inc./  
Greater St. Paul Community Foodbank

Epilepsy Foundation of Minnesota, Inc.

Episcopal Community Services (PAT)

Family Service of Greater St. Paul

Family Violence Network

First Call for Help™  
In The East Metro Area  
*Operated by the American Red Cross,  
St. Paul Area Chapter*

Frogtown Community Association, Inc.

GENESIS II for Women, Inc.

Girl Scout Council of St. Croix Valley

Guadalupe Area Project, Inc. (GAP)

Hallie Q. Brown Community Center, Inc.

Hispanos en Minnesota

Home Health Plus

Inner City Youth League, Inc.

International Institute of Minnesota

Jewish Community Center of St. Paul

Jewish Family Service of St. Paul

Jewish Vocational Service

Lao Family Community of Minnesota, Inc.

Legal Assistance of Washington County, Inc.

Lutheran Social Service of Minnesota

Management Assistance Project for Nonprofits, Inc.

Mental Health Association of Minnesota, Inc.

Merriam Park Community Center, Inc.

Merrick Community Services

Midway Hospital Center for Domestic Abuse

Midwest Special Services, Inc.

Minnesota Association for Children and Adults  
with Learning Disabilities

Minnesota Citizen's Council on Crime and Justice

Minnesota Foundation for Better Hearing  
and Speech (MFBHS)

Minnesota Institute on Black Chemical Abuse (MIBCA)

Neighborhood House Association

Neighborhood Justice Center, Inc.

Neighbors, Inc.

Owobopte Rehabilitation Industries, Inc.

St. Paul American Indian Center, Inc.

Saint Paul Council of Camp Fire, Inc.

St. Paul Intervention Project

Saint Paul Rehabilitation Center, Inc.

St. Paul Society for the Blind, Inc.

St. Paul Urban League

St. Paul Youth Service Bureau, Inc.

St. Paul YWCA

The Salvation Army

Southern Minnesota Regional Legal Services, Inc.

Summit-University Teen Center, Inc.

Voluntary Action Center of the St. Paul Area, Inc.

West Seventh Community Center, Inc.

Women's Advocates, Inc.

YES/NEON, Inc.

YMCA of Greater Saint Paul



# United Way of the Saint Paul Area

333 Sibley • St. Paul, MN 55101-1674 • (612) 291-8321

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Richard L. Shepley  
Mrs. Harold J. Slawik  
John Thoenke  
Jose Trejo  
Eugene M. Warlich  
Linda White  
\*Executive Committee

December 12, 1986



Ms. Irene Gomez-Bethke  
President  
Centro Legal, Inc.  
4649 Decateur Avenue North  
New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

As follow-up to your allocations letter, I feel it is important to share with you the comments, recommendations and observations that came out of this year's review process.

As the United Way moves to program funding, agencies will need to define more specifically the program(s) for which they are requesting funds. The agency's presentation to the Review Committee focused on the need for funding for immigration services. The program proposal objectives and data should be organized and presented to reflect this. It may be desirable to define services in two or more programs. The agency should work with the United Way staff on this.

As you know the United Way was unable to meet the agency's funding request. The volunteer liaisons will be following up on what effect the allocation has on the number of clients served. Finally, the agency needs to identify the ethnicity of the primary client, that is, the person for whom service is actually provided, not the person who contacts the agency on behalf of someone else.

United Way staff will be in touch with the agency's executive director after the first of the year to respond to any questions and follow-up on any of the comments.

Ms. Irene Gomez-Bethke

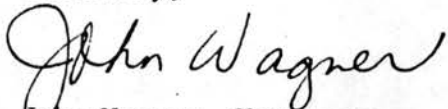
Page 2

December 12, 1986

The volunteers and staff of your agency are to be thanked for the time and effort made to educate the volunteer liaisons. It is only through their cooperation that the citizen review process can be successful.

Best wishes for a productive 1987!

Sincerely,

A handwritten signature in cursive script that reads "John Wagner". The signature is written in dark ink and is positioned above the printed name and title.

John Wagner, Chairperson  
Legal Program Focus Committee

JW/k

cc Donn J. Vargas



## United Way of the Saint Paul Area

333 Sibley • St. Paul, MN 55101-1674 • (612) 291-8321

November 20, 1986

### 1986 Officers

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Richard L. Shepley  
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John Thoenke  
Jose Trejo  
\*Diane M. Warlich  
White  
\*Executive Committee

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

4649 Decateur Avenue North

New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

The United Way of the Saint Paul Area Board of Directors has approved the recommendation of the Fund Distribution Committee that Centro Legal, Inc. receive the following program allocation.

| <u>Program</u>        | <u>Amount</u> |
|-----------------------|---------------|
| Projecto Justicia     | \$ 20,600     |
| Total 1987 allocation | \$ 20,600     |

To signify acceptance of this 1987 United Way allocation and the "Basic Conditions for United Way Funding," please return a copy of the enclosed document signed by your volunteer board chairperson and chief professional officer before January 1, 1987.

On behalf of the hundreds of United Way contributors, thanks for the fine service you provide in our community through your agency's programs.

On behalf of the hundreds of United Way volunteers who worked to raise the money, thanks for the support of your agency throughout the campaign.

On behalf of the hundreds of United Way volunteers who review programs and recommend funding, thanks for your cooperation in the fund distribution process.

We look forward to working with you and your agency in 1987. In partnership we can continue serving the health and human service needs of our community.

Sincerely,

  
F. T. Weyerhaeuser, President  
United Way Board of Directors

Enclosure

cc Donn J. Vargas



# United Way of the Saint Paul Area

333 Sibley Street • St. Paul, MN 55101-1674 • (612) 291-8321

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\* Elizabeth M. Kiernat  
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### Secretary

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### Chairperson

#### Annual Campaign

\* Gordon Lindquist

### Chairperson

#### Capital Campaign

Allen F. Jacobson

### President

\* Charmaine S. Chapman

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Barry Glaser  
\* Virginia Greenman  
Beverly Hall  
B. C. Hart  
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\* David J. Speer  
Kathleen A. Stack  
C. A. Stockton  
John T. Thoenke  
\* Jose Trejo  
Albert F. Zettlemoyer  
\* Executive Committee

November 30, 1989

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

c/o 4649 Decatur Avenue North

New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

The Board of Directors of the United Way of the Saint Paul Area has approved the recommendations of the Fund Distribution Committee for directing resources to address community problems in 1990. We have moved from an allocations process that funded agencies to one that targets dollars to programs addressing specific community needs in six broad goal areas.

Currently funded programs that are producing results and working to achieve United Way's funding goals were reinvested in at the 1989 base level. This reinvestment demonstrates our commitment to supporting a broad array of quality services for our community. Following reinvestment, volunteers made difficult decisions in distributing remaining dollars to programs which address specific targeted needs in each goal area. We believe that, through this process, resources have been allocated in ways that will have a significant impact on the community's ability to address problems effectively.

Centro Legal, Inc. will receive the following program allocation(s) in 1990:

| <u>Program</u>                      | <u>Amount</u> |
|-------------------------------------|---------------|
| Proyecto Justicia: Family/Other Law | \$ 5,650      |
| Proyecto Justicia: Immigration Law  | <u>17,930</u> |
| Total Allocation                    | \$ 23,580     |

The allocation will be made in 12 equal monthly payments.

In addition to the allocations for specific programs, \$70,000 has been set aside for Agency Capacity Building One-Time Grants (see enclosed Request for Proposals). We urge you to consider submitting a proposal for a portion of these funds.

# 1989 AFFILIATED AGENCIES

|  |   |
|--|---|
| American Cancer Society,<br>Minnesota Division, Inc.                   | Jewish Family Service of St. Paul   |
| American Diabetes Association,<br>Minnesota Affiliate, Inc.            | Jewish Vocational Service   |
| American Heart Association,<br>Minnesota Affiliate, Inc.               | Lao Family Community of Minnesota, Inc.                                     |
| American Red Cross,<br>St. Paul Area Chapter                           | Legal Assistance of Washington County, Inc.                                 |
| Arthritis Foundation,<br>Minnesota Chapter, Inc.                       | Lutheran Social Service of Minnesota  |
| Association for Retarded Citizens, Saint Paul                          | Management Assistance Project   |
| Association for Retarded Citizens, Suburban                            | Mental Health Association of Minnesota, Inc.                                |
| Big Brothers/Big Sisters of Greater St. Paul, Inc.                     | Merriam Park Community Center, Inc.   |
| Boy Scouts of America, Indianhead Council                              | Merrick Community Services  |
| Capitol Community Services, Inc.                                       | Midway Hospital Center for Domestic Abuse                                   |
| Catholic Charities of the Archdiocese<br>of Saint Paul and Minneapolis | Midwest Special Services, Inc.  |
| Centro Legal, Inc.   | Minnesota Association for Children and Adults<br>with Learning Disabilities |
| Charities Review Council of Minnesota, Inc.                            | Minnesota Citizens Council on Crime and Justice                             |
| Chicanos Latinos Unidos En Servicio (CLUES)                            | Minnesota Foundation for Better Hearing and Speech                          |
| Children's Home Society of Minnesota                                   | Model Cities Health Center, Inc.  |
| Chrysalis, A Center for Women  | Neighborhood House Association  |
| Community Action Council, Inc.   | Neighborhood Justice Center, Inc.   |
| Courage Center   | Neighbors, Inc.   |
| Cystic Fibrosis Foundation   | Owobopte Rehabilitation Industries, Inc.                                    |
| Dakota Area Resources and Transportation for Seniors<br>(DARTS)        | Resources for Child Caring, Inc.  |
| Emergency Fund Service, Inc.   | St. Paul American Indian Center, Inc.                                       |
| Epilepsy Foundation of Minnesota                                       | St. Paul Council of Camp Fire, Inc.   |
| Episcopal Community Services, Inc.                                     | St. Paul Intervention Project   |
| Family Service of Greater Saint Paul                                   | St. Paul Society for the Blind  |
| Family Violence Network  | St. Paul Urban Indian Health Board  |
| First Call for Help  | St. Paul Urban League   |
| GENESIS II for Women, Inc.   | St. Paul Youth Service Bureau, Inc.   |
| Girl Scout Council of St. Croix Valley                                 | St. Paul YWCA   |
| Guadalupe Area Project, Inc.   | The Salvation Army  |
| Hallie Q. Brown Community Center, Inc.                                 | Scott-Carver-Dakota Community Action Agency                                 |
| Hispanos en Minnesota  | Sisters Care  |
| Inner City Youth League, Inc.  | South Communities Counseling Services                                       |
| Institute on Black Chemical Abuse                                      | Southern Minnesota Regional Legal Services, Inc.                            |
| International Institute of Minnesota                                   | SPRC, Inc.  |
| Jewish Community Center of the Greater St. Paul Area                   | Summit-University Teen Center, Inc.   |
|  | Voluntary Action Center of the St. Paul Area, Inc.                          |
|  | West Seventh Community Center, Inc.   |
|  | Women's Advocates, Inc.   |
|  | YES/NEON  |
|  | YMCA of Greater Saint Paul  |

November 30, 1989

Page 2

On behalf of the thousands of United Way contributors and volunteers, I would like to thank your agency for your cooperation throughout the campaign and for the service you provide through your programs. We look forward to working in partnership with you and your agency in 1990 as together we seek to meet the community's health and human service needs.

Sincerely,



Andrew P. Czajkowski, Chairperson  
Board of Directors

cc: Mr. Karim El-Ghazzawy





## United Way of the Saint Paul Area

333 Sibley • St. Paul, MN 55101-1674 • (612) 291-8321

November 20, 1986

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Eugene M. Warlich  
Linda White

\*Executive Committee

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

4649 Decateur Avenue North

New Hope, Minnesota 55428

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| <u>Program</u>        | <u>Amount</u> |
|-----------------------|---------------|
| Projecto Justicia     | \$ 20,600     |
| Total 1987 allocation | \$ 20,600     |

To signify acceptance of this 1987 United Way allocation and the "Basic Conditions for United Way Funding," please return a copy of the enclosed document signed by your volunteer board chairperson and chief professional officer before January 1, 1987.

On behalf of the hundreds of United Way contributors, thanks for the fine service you provide in our community through your agency's programs.

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On behalf of the hundreds of United Way volunteers who review programs and recommend funding, thanks for your cooperation in the fund distribution process.

We look forward to working with you and your agency in 1987. In partnership we can continue serving the health and human service needs of our community.

Sincerely,

  
F. T. Weyerhaeuser, President  
United Way Board of Directors

Enclosure

cc Donn J. Vargas

## 1986 PARTICIPATING MEMBER AGENCIES

- |  |   |
|--|---|
| American Cancer Society,<br>Minnesota Division, Inc.   | International Institute of Minnesota  |
| American Diabetes Association<br>Minnesota Affiliate, Inc.   | Jewish Community Center of St. Paul   |
| American Heart Association,<br>Minnesota Affiliate, Inc.   | Jewish Family Service of St. Paul   |
| American Red Cross,<br>St. Paul Area Chapter   | Jewish Vocational Service (COPE Division)                                   |
| Arthritis Foundation,<br>Minnesota Chapter   | Lao Family Community of Minnesota, Inc.                                     |
| Association for Retarded Citizens of<br>Dakota County, Inc.  | Legal Assistance of Washington County, Inc.                                 |
| Association for Retarded Citizens of<br>St. Paul, Inc.   | Lutheran Social Service of Minnesota  |
| Big Brothers/Big Sisters of Greater St. Paul, Inc.   | Management Assistance Project for Nonprofits, Inc.                          |
| Boy Scouts of America, Indianhead Council  | Mental Health Association of Minnesota, Inc.                                |
| Capitol Community Services, Inc.   | Merriam Park Community Center, Inc.   |
| Catholic Charities of the Archdiocese<br>of St. Paul and Minneapolis   | Merrick Community Services  |
| Centro Legal, Inc.   | Midway Hospital Center for Domestic Abuse                                   |
| Charities Review Council of Minnesota, Inc.  | Midwest Special Services, Inc.  |
| Chicanos Latinos Unidos en Servicios, Inc. (CLUES)   | Minnesota Association for Children and Adults<br>with Learning Disabilities |
| Children's Home Society of Minnesota   | Minnesota Citizen's Council on Crime and Justice                            |
| Community Action Council, Inc.   | Minnesota Foundation for Better Hearing<br>and Speech (MFBHS)               |
| Courage Center   | Minnesota Institute on Black Chemical Abuse (MIBCA)                         |
| Cystic Fibrosis Foundation, Minnesota Chapter  | Neighborhood House Association  |
| D.A.R.T.S.<br>(Dakota Area Referral and Transportation for Seniors)  | Neighborhood Justice Center, Inc.   |
| Emergency Fund Service, Inc./<br>Greater St. Paul Community Foodbank   | Neighbors, Inc.   |
| Epilepsy Foundation of Minnesota   | Owobopte Rehabilitation Industries, Inc.                                    |
| Family Service of Greater St. Paul   | St. Paul American Indian Center, Inc.                                       |
| Family Violence Network  | St. Paul Area YMCA  |
| First Call for Help™<br>In The East Metro Area<br><i>Operated by the American Red Cross,<br/>St. Paul Area Chapter</i> | Saint Paul Council of Camp Fire, Inc.                                       |
| Frogtown Community Association, Inc.   | Saint Paul Intervention Project   |
| GENESIS II for Women, Inc.   | St. Paul Rehabilitation Center, Inc.  |
| Girl Scout Council of St. Croix Valley   | St. Paul Society for the Blind, Inc.  |
| Guadalupe Area Project, Inc. (GAP)   | St. Paul Urban League   |
| Hallie Q. Brown Community Center, Inc.   | St. Paul Youth Service Bureau, Inc.   |
| Hispanos en Minnesota  | St. Paul YWCA   |
| Home Health Plus   | Southern Minnesota Regional Legal Services, Inc.                            |
| Inner City Youth League, Inc.  | Summit-University Teen Center, Inc.   |
|  | The Salvation Army  |
|  | Voluntary Action Center of the St. Paul Area, Inc.                          |
|  | West Seventh Community Center, Inc.   |
|  | Women's Advocates, Inc.   |
|  | Y.E.S., Inc.  |

BASIC CONDITIONS FOR UNITED WAY FUNDING

Agencies seeking new or continued funding through the United Way must comply with or agree to the following 10 conditions.

1. Be Incorporated, Not-for-Profit and I.R.S. Tax Exempt

Agencies receiving United Way dollars must be not-for-profit organizations that have been declared tax exempt by the Internal Revenue Service and have a 501(c)(3) status. In addition, each agency must annually submit a properly signed "Affidavit of Compliance" with the charitable regulations of the State of Minnesota.

2. Offer Health or Human Service Programs in Targeted Areas

The Emphases Statement of the United Way of the Saint Paul Area provides guidance about program result areas and special focus programs to which it will target its funds.

3. Provide Community Service Based on Documented Need(s)

The agency/program request should be based upon an identifiable current need, demand, or problem in the community within United Way target and service areas. Services which are supported by United Way dollars should be clearly defined and their impact documented by the organization applying for or receiving funds. Services should be targeted toward an identifiable population and/or geographic locale within the east metropolitan service area of the United Way.

4. Be Non-Discriminatory

Discrimination by race, creed, color, sex, age, or religion is prohibited. Each organization receiving United Way dollars must have an up-to-date non-discrimination policy.

5. Have Active, Rotating Volunteer Leadership that Represents Diverse Elements of the Community

The agency's board of directors or governing body should consist of volunteers who participate in the policy-making processes, represent the diverse elements of the community, periodically rotate off the board on a planned basis and meet, at least, quarterly. Members of the volunteer governance structure should not receive financial remuneration from the program(s) or service(s) they oversee.

6. Have Sound Financial and Program Management

It is critical for United Way support that there is demonstrated ability to manage the programs and services in accordance with generally accepted accounting procedures, e.g., American Institute of Certified Public Accountants (AICPA) Guide. The organization must provide copies of its annual audit on an accrual basis using an independent certified public accountant or accounting firm.

7. Agree to Support and Cooperate with the United Way

The relationship between the United Way and agencies should be one of partnership. This partnership revolves around cooperative efforts in fund raising, community problem solving, communications, and fund distribution.

8. Agree to Provide Timely Financial and Program Information

Agencies share the responsibility of being accountable to the community for the expenditure of voluntary dollars. Periodic and timely reporting of financial and program data to the United Way concerning operating costs, revenues, reserves, and service statistics will help to assure credibility with the contributing public.

9. Agree to Inform the United Way about Major Expansion or Reduction in Program, Services, Facilities, or Staff

In order to effectively support programs in targeted areas, the United Way needs to be notified of any major expansion or reduction of programs or services. Discussion or negotiation on how to best manage such major changes is highly desirable but the United Way should not be expected to assume any financial responsibility for those changes.

10. Agree to Obtain Prior Approval from the United Way before Engaging in Supplemental Voluntary Fund Raising Support

Efforts by agencies to develop voluntary sources of revenue should be carried out in such a manner as to assure that:

- The United Way giving base in the community will not be adversely affected;
- Agency financing efforts are consistent with mutually agreed upon policies between the United Way and the agency; and
- The United Way is fully informed and supports, in advance, major financing efforts undertaken by the agency.

Approved by the United Way of the  
Saint Paul Area Board of Directors  
March 27, 1986

\_\_\_\_\_  
AGENCY NAME

\_\_\_\_\_  
(Volunteer Board Chairperson) (Date)

\_\_\_\_\_  
(Chief Professional Officer) (Date)



# United Way of the Saint Paul Area

333 Sibley • St. Paul, MN 55101-1674 • (612) 291-8321

November 20, 1986

## 1986 Officers

### President

\*F. T. Weyerhaeuser

### First Vice President

\*Richard L. Kastner  
\*Elizabeth M. Kiernat  
\*Reatha Clark King, Ph.D.

### Treasurer

\*Thomas J. Winkel

### Secretary

\*Robert L. Bullard

### Campaign Chairman

\*James W. Reagan

### Executive Vice President

\*Joseph V. Haggerty

## Board of Directors

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Carter G. Bishop  
\*Coleman Bloomfield  
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Kathleen M. Gretsches  
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\*Dale S. Hanson  
B. C. Hart  
Rose Herrera Hamerlinck  
\*Robert E. Haugan  
Hank Imm  
Richard D. Ives  
Allen F. Jacobson  
\*Joseph E. Johnson, II  
Mary E. Junc  
\*Nyals H. Kittel  
Merrill M. Kuller  
\*Donald W. Larson  
Roger J. Lehman  
A. Patrick Leighton  
Rabbi Leigh D. Lerner  
\*Katherine V. Lilly  
David G. McDonell  
\*Kathleen M. McLaughlin  
Meredith L. McManus  
Nancy Mueller  
Galen T. Pate  
William R. Peterson  
\*Thomas N. Ransom  
Lola Reed  
Steven G. Rothmeier  
Susan Sands  
\*Barbara L. Schmidt  
Jerry G. Scribner  
Luz Maria Serrano  
George R. Shandorf  
Richard L. Shepley  
Mrs. Harold J. Slawik  
John Thoenke  
Jose Trejo  
Eugene M. Warlich  
Linda White

\*Executive Committee

Ms. Irene Gomez-Bethke  
President  
Centro Legal, Inc.  
4649 Decateur Avenue North  
New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

The United Way of the Saint Paul Area Board of Directors has approved the recommendation of the Fund Distribution Committee that Centro Legal, Inc. receive the following program allocation.

| <u>Program</u>        | <u>Amount</u> |
|-----------------------|---------------|
| Projecto Justicia     | \$ 20,600     |
| Total 1987 allocation | \$ 20,600     |

To signify acceptance of this 1987 United Way allocation and the "Basic Conditions for United Way Funding," please return a copy of the enclosed document signed by your volunteer board chairperson and chief professional officer before January 1, 1987.

On behalf of the hundreds of United Way contributors, thanks for the fine service you provide in our community through your agency's programs.

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On behalf of the hundreds of United Way volunteers who review programs and recommend funding, thanks for your cooperation in the fund distribution process.

We look forward to working with you and your agency in 1987. In partnership we can continue serving the health and human service needs of our community.

Sincerely,

*F. T. Weyerhaeuser*  
F. T. Weyerhaeuser, President  
United Way Board of Directors

Enclosure

cc Donn J. Vargas





# United Way of the Saint Paul Area

333 Sibley • St. Paul, MN 55101-1674 • (612) 291-8321



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Richard L. Shepley  
Mrs. Harold J. Slawik  
John Thoenke  
Jose Trejo  
Eugene M. Warlich  
Linda White

\*Executive Committee

December 12, 1986

Ms. Irene Gomez-Bethke  
President  
Centro Legal, Inc.  
4649 Decateur Avenue North  
New Hope, Minnesota 55428

30

Dear Ms. Gomez-Bethke:

As follow-up to your allocations letter, I feel it is important to share with you the comments, recommendations and observations that came out of this year's review process.

As the United Way moves to program funding, agencies will need to define more specifically the program(s) for which they are requesting funds. The agency's presentation to the Review Committee focused on the need for funding for immigration services. The program proposal objectives and data should be organized and presented to reflect this. It may be desirable to define services in two or more programs. The agency should work with the United Way staff on this.

As you know the United Way was unable to meet the agency's funding request. The volunteer liaisons will be following up on what effect the allocation has on the number of clients served. Finally, the agency needs to identify the ethnicity of the primary client, that is, the person for whom service is actually provided, not the person who contacts the agency on behalf of someone else.

United Way staff will be in touch with the agency's executive director after the first of the year to respond to any questions and follow-up on any of the comments.

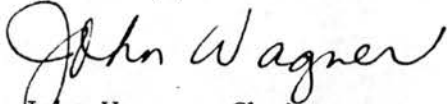


Ms. Irene Gomez-Bethke  
Page 2  
December 12, 1986

The volunteers and staff of your agency are to be thanked for the time and effort made to educate the volunteer liaisons. It is only through their cooperation that the citizen review process can be successful.

Best wishes for a productive 1987!

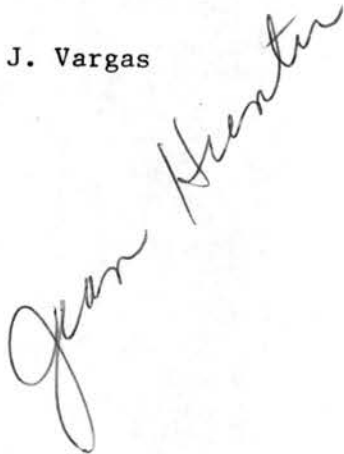
Sincerely,



John Wagner, Chairperson  
Legal Program Focus Committee

JW/k

cc Donn J. Vargas





## United Way of the Saint Paul Area

333 Sibley Street • Saint Paul, Minnesota 55101 • (612) 291-8321

DATE: August 8, 1986

TO: Chief Executive Officer of United Way Affiliated Agencies

FROM: Luke Anderson, Vice President  
Fund Distribution

RE: Agency/Program Summary and 1987 Fiscal Analysis

---

Enclosed is the draft of the Agency/Program Summary and 1987 Fiscal Analysis for your agency. Please review and comment. Copies have also been sent to your volunteer liaison team and review committee chairperson for their comments. The Summary is the basis for the fall conference. Along with liaison input and program proposals and budgets, your response to the agenda items is the basis for committee recommendations.

Please review the Summary and Fiscal Analysis and:

- complete any needed information,
- correct any inaccurate information,
- note any comments, and
- RETURN THEM BY ~~AUGUST 22~~, 1986.

SEPT. 9

If the Summary and Fiscal Analysis are NOT returned, we will assume you agree that the statements and figures accurately reflect your agency and its program(s) and you agree with the fall conference agenda.

If you have any questions or need further information, please contact your staff liaison. Confirmation of the fall conference schedule will be mailed next week.

LA:dr

Enclosures

## CENTRO LEGAL

### Agency/Program Review Summary

#### I. Guidelines/Concerns:

Last year's panel wished to be assured that United Way funding is for the St. Paul office. Client data, as provided for the three county area show a total of 480 clients in 1986 while 1985 (pre-United Way funding) reports show 344 clients. There is an additional professional staff reported in 1986 as opposed to 1985.

The panel also requested that objectives clearly reflect the results that can be expected in St. Paul as a consequence of funding. The liaison believes that the agency still needs to formulate more clearly its objectives, performance measures, quality factors and program assessment. The 1985 audit has not been received.

Liaisons current concerns are as follows:

Agency is on provisional status. What is its unique service? What are its management controls?

Continued funding and expansion of client services. Minimal targeting.

Liaisons make the following comments regarding the guidelines:

Board: Good representation, actively involved, especially in actual administration, decision making and planning. May need to delegate more.

Long Range Planning and Mission: Not clear that there is a formal mission statement. Planning is done, but it could be more systematic. Develop a Southeast Asian representative program. Encourage pro-bono assistance from Immigration Lawyers Association and preventative legal counseling.

Staff Policies: Board is conducting a thorough review of policies. Need to establish accountability criteria. Well trained staff. Great responsibility at all levels. Performance appraisal yet to be discussed.

Facilities and Resources: Good location - accessible and appropriate. Space is too limited. Tight budget limits availability of supplies.

Marketing and Outreach: Much is accomplished for the target population by the location, but non-English speaking, especially immigrants, could be targeted more. Could do more community outreach.

Data Management: Case closing sheet collects basic statistical data on each client. Considering different reporting requirements of various funders.

Agency Evaluation: Informally through board review and client feedback. It would not be possible to provide license or certification by an independent evaluator.

AGENCY-CENTRO LEGAL, INC.

|   | 1983<br>AUDIT | 1984<br>AUDIT | 1985<br>AUDIT | 1986<br>REVISED<br>BUDGET | 1987<br>PROPOSED<br>BUDGET | DOLLAR<br>CHANGE |
|---|---------------|---------------|---------------|---------------------------|----------------------------|------------------|
| TOTAL ASSETS (EXCLUDING ENDOWMENT)                                |               |               |               |                           |                            |                  |
| CURRENT FUNDS & LAND, BUILDING & EQUIP. FUND                      | 18,872        | 30,844        | 66,086        |                           |                            |                  |
| INCOME: CURRENT FUNDS (RESTRICTED & UNRESTRICTED)                 |               |               |               |                           |                            |                  |
| CONTRIBUTION/SPECIAL EVENTS                                       | 95,676        | 96,331        | 0             | 42,740                    | 51,504                     | 8,764            |
| LEGACIES & BEQUESTS   | 0             | 0             | 0             | 0                         | 0                          | 0                |
| FOUNDATION GRANTS   | 0             | 0             | 0             | 0                         | 0                          | 0                |
| ALLOCATIONS FROM OTHER U.W.'S                                     | 0             | 0             | 0             | 28,484                    | 30,193                     | 1,709            |
| U. W. ST. PAUL ALLOCATION   | 0             | 0             | 0             | 20,000                    | 30,000                     | 10,000           |
| GOVERNMENT GRANTS & FEES  | 0             | 0             | 0             | 20,000                    | 30,000                     | 10,000           |
| MEMBERSHIP DUES   | 0             | 0             | 0             | 0                         | 0                          | 0                |
| PROGRAM SERVICE FEES  | 9,899         | 7,737         | 0             | 54,250                    | 54,500                     | 250              |
| SALES TO PUBLIC/MEMBERS   | 0             | 0             | 0             | 0                         | 0                          | 0                |
| OTHER INVESTMENT INCOME   | 317           | 132           | 0             | 0                         | 1,000                      | 1,000            |
| OTHER REVENUE   | 0             | 0             | 0             | 2,000                     | 2,000                      | 0                |
| TOTAL (CURRENT FUND) REVENUE/SUPPORT<br>(EXCLUDING NON-CASH)      | 105,892       | 104,200       | 0             | 167,474                   | 199,197                    | 31,723           |
| U. W. ST. PAUL ALLOCATION   | 0             | 0             | 0             | 20,000                    | 30,000                     |                  |
| PERCENT UNITED WAY OF TOTAL                                       | .0            | .0            | .0            | 11.9                      | 15.1                       |                  |
| TOTAL (CURRENT FUND) EXPENSES (EXC. DEPRECIATION)                 | 110,221       | 95,261        | 0             | 167,474                   | 199,197                    | 31,723           |
| REPORT SPEC COST  | 9,476         | 33,289        | 0             | 70,339                    | 77,686                     | 7,347            |
| PROGRAM COST  | 100,745       | 61,972        | 0             | 97,135                    | 121,511                    | 24,376           |
| SUPPORT TO PARENT ORGANIZATION                                    | 0             | 0             | 0             | 0                         | 0                          | 0                |
| EXCESS/DEFICIT  | 4,329-        | 8,939         | 0             | 0                         | 0                          |                  |
| CURRENT FUND BALANCE END OF YEAR<br>(RESTRICTED AND UNRESTRICTED) | 4,329-        | 713-          | 0             |                           |                            |                  |
| MONTHS OF OPERATING SURPLUS                                       | .5            | .0            | .0            |                           |                            |                  |

NOTE: 1985 audit not received.

AGENCY-CENTRO LEGAL, INC.

|  | 1983<br>AUDIT |          | 1984<br>AUDIT |          | 1985<br>AUDIT |          | 1986<br>REVISED<br>BUDGET |          | 1987<br>PROPOSED<br>BUDGET |
|--|---------------|----------|---------------|----------|---------------|----------|---------------------------|----------|----------------------------|
|  | % OF<br>TOTAL | %<br>CHG | % OF<br>TOTAL | %<br>CHG | % OF<br>TOTAL | %<br>CHG | % OF<br>TOTAL             | %<br>CHG | % OF<br>TOTAL              |
| INCOME: CURRENT FUNDS (RESTRICTED & UNRESTRICTED)            |               |          |               |          |               |          |                           |          |                            |
| CONTRIBUTION/SPECIAL EVENTS                                  | 90.4          | .7       | 92.5          | 100.0-   | .0            | 100.0    | 25.5                      | 20.5     | 25.9                       |
| LEGACIES & REQUESTS  | .0            | .0       | .0            | .0       | .0            | .0       | .0                        | .0       | .0                         |
| FOUNDATION GRANTS  | .0            | .0       | .0            | .0       | .0            | .0       | .0                        | .0       | .0                         |
| ALLOCATIONS FROM OTHER UNITS                                 | .0            | .0       | .0            | .0       | .0            | 100.0    | 17.0                      | 6.0      | 15.2                       |
| U. W. ST. PAUL ALLOCATION                                    | .0            | .0       | .0            | .0       | .0            | 100.0    | 11.9                      | 50.0     | 15.1                       |
| GOVERNMENT GRANTS & FEES                                     | .0            | .0       | .0            | .0       | .0            | 100.0    | 11.9                      | 50.0     | 15.1                       |
| MEMBERSHIP DUES  | .0            | .0       | .0            | .0       | .0            | .0       | .0                        | .0       | .0                         |
| PROGRAM SERVICE FEES   | 9.4           | 21.8-    | 7.4           | 100.0-   | .0            | 100.0    | 32.4                      | .5       | 27.4                       |
| SALES TO PUBLIC/MEMBERS                                      | .0            | .0       | .0            | .0       | .0            | .0       | .0                        | .0       | .0                         |
| OTHER INVESTMENT INCOME                                      | .3            | 58.4-    | .1            | 100.0-   | .0            | .0       | .0                        | 100.0    | .5                         |
| OTHER REVENUE  | .0            | .0       | .0            | .0       | .0            | 100.0    | 1.2                       | .0       | 1.0                        |
| TOTAL (CURRENT FUND) REVENUE/SUPPORT<br>(EXCLUDING NON-CASH) |               | 1.6-     |               | 100.0-   |               | 100.0    |                           | 18.9     |                            |
| TOTAL (CURRENT FUND) EXPENSES (EXC. DEPRECIATION)            |               |          |               |          |               |          |                           |          |                            |
| SUPPORT SPAC COST  | 8.6           | 251.3    | 35.0          | 100.0-   | .0            | 100.0    | 42.0                      | 10.5     | 39.0                       |
| PROGRAM COST   | 91.4          | 38.5-    | 65.1          | 100.0-   | .0            | 100.0    | 58.0                      | 25.1     | 61.0                       |
| SUPPORT TO PARENT ORGANIZATION                               | .0            | 100.0    | .0            | .0       | .0            | .0       | .0                        | .0       | .0                         |
| TOTAL EXPENSE  |               | 13.6-    |               | 100.0-   |               | 100.0    |                           | 18.9     |                            |

UNITED WAY OF SAINT PAUL  
1987 PROPOSED PROGRAM BUDGET FORM C

AGENCY NAME CENTRO LEGAL, INC.  
PROGRAM NAME PROYECTO JUSTICIA

☐ New Program  
☒ Currently Funded by United Way

| A. ACCOUNT   | 1986<br>REVISED<br>BUDGET<br>COL. A | % OF<br>TOTAL<br>COL. B | 1987<br>PROPOSED<br>BUDGET<br>COL. C | % OF<br>TOTAL<br>COL. D | \$<br>CHANGE<br>COL. E | % INC.<br>(DEC.)<br>COL. F |
|--|-------------------------------------|-------------------------|--------------------------------------|-------------------------|------------------------|----------------------------|
| <b>SUPPORT/REVENUE:</b>                                      |                                     |                         |                                      |                         |                        |                            |
| <u>United Way of St. Paul</u>                                | \$ 20,000.                          | 12 %                    | \$ 30,000.                           | 15 %                    | \$ 10,000.             | 50 %                       |
| Other United Ways  | 28,484.                             | 17                      | 30,193.                              | 15                      | 1,709.                 | 6                          |
| Contributions/Special Events                                 |                                     |                         |                                      |                         |                        |                            |
| Foundation Grants  |                                     |                         |                                      |                         |                        |                            |
| Govt. Fees & Grants  | 17,500.                             | 10                      | 25,000.                              | 13                      | 7,500.                 | 43                         |
| Membership Dues  |                                     |                         |                                      |                         |                        |                            |
| Program Service Fees   | 31,151.                             | 19                      | 36,318.                              | 18                      | 5,167.                 | 16                         |
| Other Program Revenue  |                                     |                         |                                      |                         |                        |                            |
| Not Directly Identified Income<br>Prorated to this Program   | 70,339.                             | 42                      | 77,686.                              | 39                      | 7,347.                 | 10                         |
| <b>TOTAL PROGRAM SUPPORT/REVENUE</b>                         | <b>\$ 167,474.</b>                  | <b>100 %</b>            | <b>\$ 199,197.</b>                   | <b>100 %</b>            | <b>\$ 31,723.</b>      | <b>19 %</b>                |
| <b>EXPENSES:</b>   |                                     |                         |                                      |                         |                        |                            |
| Salaries, Benefits & Taxes                                   | \$ 78,567.                          | 47 %                    | \$ 99,986.                           | 50 %                    | \$ 21,419.             | 27 %                       |
| Other Program Expenses                                       | 18,568.                             | 11                      | 21,525.                              | 11                      | 2,957.                 | 16                         |
| Supporting Service Costs<br>Prorated to this Program         | 70,339.                             | 42                      | 77,686.                              | 39                      | 7,347.                 | 10                         |
| <b>TOTAL PROGRAM EXPENSES (Ex-<br/>cluding Depreciation)</b> | <b>\$ 167,474.</b>                  | <b>100 %</b>            | <b>\$ 199,197.</b>                   | <b>100 %</b>            | <b>\$ 31,723.</b>      | <b>19 %</b>                |

**B. ANALYSIS OF UNITED WAY REQUEST for currently funded programs only.**

a. 1986 United Way Allocation \$ 20,000. 12 %  
(current year)

Increase Needed to:

b. MAINTAIN PROGRAM (at same level!)  
See instructions  
b.1. REPLACE FUNDING  
See instructions  
\$ \_\_\_\_\_

c. EXPAND PROGRAM (add program services)  
See instructions 10,000. 50 %

OR:

d. FUNDING REDUCED (\_\_\_\_\_) \_\_\_\_\_  
See instructions

**TOTAL PROGRAM REQUEST  
FROM UNITED WAY  
(a + b + c - d) \$ 30,000. 15 %**

C. Detailed Explanation of All Significant Changes: The most significant change projected in 1987 will be the use of law clerks to assist in the delivery of civil legal services to our target population. To better use limited resources, we plan to utilize part time 3rd year law students to provide case preparation and investigation for the staff attorneys prior to their appearances.

D. Number of Employee Full Time Equivalents (FTE's)

|                      |          |          |                                |
|----------------------|----------|----------|--------------------------------|
|                      | 1986     | 1987     | Job Titles of New Position(s): |
| Assigned to Program: | <u>1</u> | <u>2</u> | <u>LAW CLERKS (2)</u>          |

E. Summarize how outcomes/activities will change for the entire program:

Proposed year level: Through the use of law clerks, we anticipate an increase in the number of clients that our staff attorneys will be able to effectively provide assistance for. Additionally, the law clerks will be able to concentrate on developing and maintaining a community legal education program. Through the use of community education seminars the instances of requiring attorney assistance may be decrease or at a minimum de-mystified.





## United Way of the Saint Paul Area

333 Sibley Street • Saint Paul, Minnesota 55101 • (612) 291-8321

### C O N F I R M A T I O N

DATE: April 2, 1986  
TO: Donn Vargas  
Centro Legal  
FROM: Luke Anderson, Vice President  
Fund Distribution Division  
RE: Agency Site Visits

*Irene:  
For your info,  
you may wish to  
be present.*

*DDV*

Arrangements have been made for the Panel Review Committee members to visit your agency on:

DATE: Tuesday, June 3

TIME: 2:30 - 4:00 p.m.

The purpose of this visit is to orient the volunteers to the programs that your agency provides and to tour your facility. Please arrange to have at least one of your board members present during this panel visit.

A copy of the panel roster is enclosed. The back of the roster indicates which volunteers will be your agency liaisons. Only the members of the Review Committee to which your agency is assigned will be making the site visit.

If you have questions, please call your staff liaison.

Thank you.

LA:dr



United Way of the Saint Paul Area

PROVISIONAL PANEL

Cheryl Trombley, Chairperson 1988-2  
Executive Director  
MN Accounting Aid Society  
1885 University Avenue, #20  
St. Paul, MN 55104  
645-2461

Joseph C. Crawford 1988-1  
Superintendent  
Brady High School  
1200 Oakdale Avenue  
West St. Paul, MN 55118  
457-8791

Winston Ferguson 1988-1  
Winston Ferguson & Associates  
1301 Kenilworth Drive  
Woodbury, MN 55125  
731-3141

Michael J. Fratto 1988-1  
MN Dept. of Jobs & Training  
390 North Robert Street  
St. Paul, MN 55101  
296-3574

Sarah Hackett 1988-1  
410 Groveland Avenue, apt. 1705  
Minneapolis, MN 55403  
348-7552

Frances A. Jackson (Ms.) 1988-1  
Assistant Director  
Minnesota Alliance for Science  
313 Walter Library  
117 Pleasant St. S.E.  
Minneapolis, MN 55402  
376-2582

Richard A. Person 1988-1  
Project Manager  
Infrastructure Management Program  
St. Paul Public Works Department  
600 City Hall Annex  
St. Paul, MN 55102  
292-6122

Mary Probst 1988-2  
Attorney  
Doherty, Rumble & Butler  
E-1500 First Bank Building  
St. Paul, MN 55101  
291-9373, 292-9513 (H)

Ann Reichert 1988-2  
292 Jansa Drive  
Shoreview, MN 55112  
378-4606, 481-1109 (H)

William J. Roche 1988-1  
Partner  
McGladrey Hendrickson & Pullen  
1800 Town Square  
St. Paul, MN 55101  
222-8011

Rich Smith 1988-1  
MN Private College Council  
400 Sibley Street  
St. Paul, MN 55101  
228-9061

Bernie St. Peter 1988-2  
The Gillette Company  
Fifth at Broadway  
St. Paul, MN 55101  
292-2907

Isabelle Torres 1988-2  
Executive Director  
Casa de Esperanza  
P. O. Box 75177  
St. Paul, MN 55175  
772-1723

Annamaria Watrin 1988-1  
Grant Administrator  
Northwest Area Foundation  
W-975 First Bank Building  
St. Paul, MN 55101  
224-9635

Margo Wendorf 1988-1  
President  
Experienced Travel Consultants  
400 Sibley Street, Suite 80  
St. Paul, MN 55101  
224-0134

Arthur Werlein 1987-1  
4707 Sandra Lane  
White Bear Lake, MN 55110  
429-5723

Frances Ann Yoch 1988-1  
President  
Junior Lesague of St. Paul  
432 Summit Avenue  
St. Paul, MN 55102  
291-7377



# United Way of the Saint Paul Area

333 Sibley • St. Paul, MN 55101-1674 • (612) 291-8321

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Jerry G. Scribner

Luz Maria Serrano

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Linda White

\*Executive Committee

December 12, 1986

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

4649 Decateur Avenue North

New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

As follow-up to your allocations letter, I feel it is important to share with you the comments, recommendations and observations that came out of this year's review process.

As the United Way moves to program funding, agencies will need to define more specifically the program(s) for which they are requesting funds. The agency's presentation to the Review Committee focused on the need for funding for immigration services. The program proposal objectives and data should be organized and presented to reflect this. It may be desirable to define services in two or more programs. The agency should work with the United Way staff on this.

As you know the United Way was unable to meet the agency's funding request. The volunteer liaisons will be following up on what effect the allocation has on the number of clients served. Finally, the agency needs to identify the ethnicity of the primary client, that is, the person for whom service is actually provided, not the person who contacts the agency on behalf of someone else.

United Way staff will be in touch with the agency's executive director after the first of the year to respond to any questions and follow-up on any of the comments.

## 1986 PARTICIPATING MEMBER AGENCIES

|  |   |
|--|---|
| American Cancer Society,<br>Minnesota Division, Inc.   | International Institute of Minnesota  |
| American Diabetes Association<br>Minnesota Affiliate, Inc.   | Jewish Community Center of St. Paul   |
| American Heart Association,<br>Minnesota Affiliate, Inc.   | Jewish Family Service of St. Paul   |
| American Red Cross,<br>St. Paul Area Chapter   | Jewish Vocational Service (COPE Division)                                   |
| Arthritis Foundation,<br>Minnesota Chapter   | Lao Family Community of Minnesota, Inc.                                     |
| Association for Retarded Citizens of<br>Dakota County, Inc.  | Legal Assistance of Washington County, Inc.                                 |
| Association for Retarded Citizens of<br>St. Paul, Inc.   | Lutheran Social Service of Minnesota  |
| Big Brothers/Big Sisters of Greater St. Paul, Inc.   | Management Assistance Project for Nonprofits, Inc.                          |
| Boy Scouts of America, Indianhead Council  | Mental Health Association of Minnesota, Inc.                                |
| Capitol Community Services, Inc.   | Merriam Park Community Center, Inc.   |
| Catholic Charities of the Archdiocese<br>of St. Paul and Minneapolis   | Merrick Community Services  |
| Centro Legal, Inc.   | Midway Hospital Center for Domestic Abuse                                   |
| Charities Review Council of Minnesota, Inc.  | Midwest Special Services, Inc.  |
| Chicanos Latinos Unidos en Servicios, Inc. (CLUES)   | Minnesota Association for Children and Adults<br>with Learning Disabilities |
| Children's Home Society of Minnesota   | Minnesota Citizen's Council on Crime and Justice                            |
| Community Action Council, Inc.   | Minnesota Foundation for Better Hearing<br>and Speech (MFBHS)               |
| Courage Center   | Minnesota Institute on Black Chemical Abuse (MIBCA)                         |
| Cystic Fibrosis Foundation, Minnesota Chapter  | Neighborhood House Association  |
| D.A.R.T.S.<br>(Dakota Area Referral and Transportation for Seniors)  | Neighborhood Justice Center, Inc.   |
| Emergency Fund Service, Inc./<br>Greater St. Paul Community Foodbank   | Neighbors, Inc.   |
| Epilepsy Foundation of Minnesota   | Owobopte Rehabilitation Industries, Inc.                                    |
| Family Service of Greater St. Paul   | St. Paul American Indian Center, Inc.                                       |
| Family Violence Network  | St. Paul Area YMCA  |
| First Call for Help™<br>In The East Metro Area<br><i>Operated by the American Red Cross,<br/>St. Paul Area Chapter</i> | Saint Paul Council of Camp Fire, Inc.                                       |
| Frogtown Community Association, Inc.   | Saint Paul Intervention Project   |
| GENESIS II for Women, Inc.   | St. Paul Rehabilitation Center, Inc.  |
| Girl Scout Council of St. Croix Valley   | St. Paul Society for the Blind, Inc.  |
| Guadalupe Area Project, Inc. (GAP)   | St. Paul Urban League   |
| Hallie Q. Brown Community Center, Inc.   | St. Paul Youth Service Bureau, Inc.   |
| Hispanos en Minnesota  | St. Paul YWCA   |
| Home Health Plus   | Southern Minnesota Regional Legal Services, Inc.                            |
| Inner City Youth League, Inc.  | Summit-University Teen Center, Inc.   |
|  | The Salvation Army  |
|  | Voluntary Action Center of the St. Paul Area, Inc.                          |
|  | West Seventh Community Center, Inc.   |
|  | Women's Advocates, Inc.   |
|  | Y.E.S., Inc.  |

Ms. Irene Gomez-Bethke

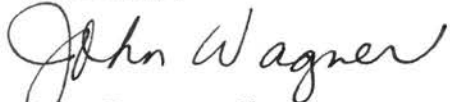
Page 2

December 12, 1986

The volunteers and staff of your agency are to be thanked for the time and effort made to educate the volunteer liaisons. It is only through their cooperation that the citizen review process can be successful.

Best wishes for a productive 1987!

Sincerely,

A handwritten signature in cursive script that reads "John Wagner". The signature is written in dark ink and is positioned above the printed name and title.

John Wagner, Chairperson  
Legal Program Focus Committee

JW/k

cc Donn J. Vargas





# United Way of the Saint Paul Area

166 Fourth Street East, Suite 100, St. Paul, MN 55101-1448

612/291-8321 FAX 612/291-8353

February 20, 1992

1991

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### President

Charmaine S. Chapman

Ms. Irene Gomez-Bethke

President

Centro Legal, Inc.

4649 Decateur Avenue North

New Hope, MN 55428

Dear Ms. Gomez-Bethke:

Over the past two years, the United Way has held meetings with agency volunteers and staff as a way to dialogue about how the United Way is implementing its Strategic Plan for meeting the community's human service needs. We have found the dialogue very helpful, both in clarifying and explaining the realities that we face in developing and directing resources to address community needs. Demand for services continue to escalate, while donors' values and expectations are changing and competition for scarce dollars is fierce.

As we move forward through the 1990's, we want the agencies we fund to share with us their perspectives on the dilemmas we face and the direction we are taking. Critical issues needing discussion are the United Way's commitment to being responsive to an increasingly diverse community and our need to be financially stable while assisting others to be the same. We want to provide you the opportunity to share your views and ideas about the challenges ahead of us and the ways in which we are approaching them.

Therefore, we invite the leadership from each agency receiving funds from United Way to join us in an information sharing and discussion session. Each meeting will be limited to representatives from four to five agencies. By mid-April we hope to have had the opportunity to meet with board members and directors from most of the agencies.

You, as Chief Volunteer Officer, another board member and your Chief Professional Officer are invited to join us in one of these sessions. Listed below is a schedule of meeting dates and times. Meeting location will be identified when you call with your choice of date.

|          |                |         |                |
|----------|----------------|---------|----------------|
| March 17 | 3:00-5:00 p.m. | April 2 | 7:30-9:30 a.m. |
| March 26 | 7:30-9:30 a.m. | April 6 | 3:00-5:00 p.m. |
| March 30 | 7:30-9:30 a.m. | April 7 | 3:00-5:00 p.m. |
| March 31 | 7:30-9:30 a.m. | April 8 | 3:00-5:00 p.m. |
| April 1  | 3:00-5:00 p.m. | April 9 | 7:30-9:30 a.m. |

\* Executive Committee

February 20, 1992  
Page 2

Please coordinate your agency's first and second choice of dates and call **Dorothy Rodewald at 291-8352** to select your preference. Since space will be limited, we hope you will call us as soon as possible.

We thank you for your volunteer service to the community and welcome the opportunity to meet with you.

Sincerely,



Elizabeth M. Kiernat, Chairperson Elect  
United Way Board of Directors

cc: Phillips F. Gonzalez Gonzalez

|  |  |   |  |                                 |  |               |                  |  |    |    |    |
|--|--|---|--|---------------------------------|--|---------------|------------------|--|----|----|----|
| (A)<br>AGENCY  | Centro Legal, Inc.   | RESULTS<br>(B) AREA   | 8. Facilitate resettlement and assist dislocated persons                                       | 1988 PROGRAM PROPOSAL           | (C) PROG.<br>LETTER  | I             | (D)<br>PROGRAM   | Proyecto Justicia - Family / Other Law |    |    |    |
| (E)<br>TARGET NEEDS<br>& POPULATION  | 1. Program provides civil law services to limited English speakers and minorities not eligible for legal services from federally funded legal aid programs.<br>2. Primary target population are Hispanics of any age or gender. Income levels are generally with in the low to middle income levels (working poor)<br>3. Clients generally reside in Ramsey, Washington and Dakota counties. Indications from clients are that limited English speakers are reluctant to seek legal service from programs not designed to meet their needs.<br>4. Data provided from state agencies substantiate the informal surveys conducted by legal services. |   |  | (F)<br>OTHER<br>INFORMATION     | #-The 1986 client demographics are estimated based on 61% of the client legal services were Family Law & other-law matters.<br>##-Accomplishments and corresponding client demographics are of people residing in Ramsey, Dakota and Washington counties.<br>###-1987 Accomplishments are projections based on 1st quarter statistics. Indications are final 1987 accomplishments will exceed estimated levels.<br>** - Staff delineation not reported in 1987 |               |                  |  |    |    |    |
| OUTCOME DATA   |  |   |  | ACTIVITY DATA                   |  |               |                  | (L)<br>CLIENT DEMOGRAPHICS             |    |    |    |
| (G) 1988<br>OUTCOME OBJECTIVES   | (H)<br>PERFORMANCE MEASURES  | (I) ACCOMPLISHMENTS<br>1987      1986   |  | (J) 1988<br>ACTIVITIES/SERVICES | (K) ACCOMPLISHMENTS<br>1987      1986  |               |                  |  |    |    |    |
| To ensure that the targeted populations will have a reasonable resolution of their legal problems in the area of Family law and General law matters. | Of 156 clients receiving representation, 90% will be carried to completion. Outcomes assessed using written criteria. Explanation will include why a case was won or lost and if the client was satisfied with the expressed desired outcome vs. the actual outcome.   | At year end approximately 156 people will have completed an intake and received or will still be receiving help from a family law attorney. | At year end 181 people completed an intake and received assistance from a family law attorney. | FAMILY LAW/ OTHER SERVICES      | FAMILY LAW   | FAMILY LAW    | Total Clients    | 87   86                                |    |    |    |
|  |  |   |  | Family Law                      | Pub. Bene. 4   | Pub. Bene. 8  | Gender           |  |    |    |    |
|  |  |   |  | Discrimination                  | Divorce 56   | Divorce 32    | Male             | 84                                     |    |    |    |
|  |  |   |  | Employee(er) Sanctions          | Custody 24   | Custody 18    | Female           | 72                                     |    |    |    |
|  |  |   |  | Consumer protection             | Paternity 4  | Paternity 1   | Ethnicity        |  |    |    |    |
|  |  |   |  |                                 | Support 16   | Support 17    | White            | 68                                     |    |    |    |
|  |  |   |  |                                 | O.F.P. 0   | O.F.P. 2      | Black            | 12                                     |    |    |    |
|  |  |   |  |                                 | Misc. Fam. 0   | Misc. Fam. 13 | Hispanic         | 68                                     |    |    |    |
|  |  |   |  |                                 | Visitation 4   | TOTAL 91      | Asian            | 8                                      |    |    |    |
|  |  |   |  |                                 |  |               | Native American  | 3                                      |    |    |    |
|  |  |   |  |                                 |  |               | Other            | 2                                      |    |    |    |
|  |  |   |  |                                 | Other  | OTHER         | Age              |  |    |    |    |
|  |  |   |  |                                 | Landlord 0   | Landlord 16   | 0 - 4            |  |    |    |    |
|  |  |   |  |                                 | Employment 4   | Employment 11 | 5 - 9            |  |    |    |    |
|  |  |   |  |                                 | Consumer 12  | Consumer 20   | 10 - 14          |  |    |    |    |
|  |  |   |  |                                 | Criminal 0   | Criminal 1    | 15 - 19          | 4                                      |    |    |    |
|  |  |   |  |                                 | Misc 12  | Misc. 23      | 20 - 34          | 40                                     |    |    |    |
|  |  |   |  |                                 | Tort 8   | Tort 13       | 35 - 54          | 52                                     |    |    |    |
|  |  |   |  |                                 | Housing 4  | Disc. 6       | 55 - 64          | 56                                     |    |    |    |
|  |  |   |  |                                 | Disc. 0  | Total 90      | 65 +             | 3                                      |    |    |    |
|  |  |   |  |                                 | TOTAL 156  |               | Household Income |  |    |    |    |
|  |  |   |  |                                 | (See F-##)   | (See F-#)     | Below 5,000      | 76                                     |    |    |    |
|  |  |   |  |                                 | (See F-###)  | (See F-##)    | 5,000 - 7,499    | 24                                     |    |    |    |
|  |  |   |  |                                 |  |               | 7,500 - 9,999    | 16                                     |    |    |    |
|  |  |   |  |                                 |  |               | 10,000 - 14,999  | 20                                     |    |    |    |
|  |  |   |  |                                 |  |               | 15,000 - 19,999  | 20                                     |    |    |    |
|  |  |   |  |                                 |  |               | 20,000 - 29,999  |  |    |    |    |
|  |  |   |  |                                 |  |               | 30,000 +         |  |    |    |    |
| (M)<br>QUALITY FACTORS   | All legal & support staff are bilingual (Spanish/English) to better serve Hispanic limited English speakers<br>Legal staff will continue to utilize C.L.E. programs & services to ensure that the best possible service will be available to all qualified clients.<br>Physical facilities are located within a neighborhood setting to allow for easy access to our services.<br>A trust element has been developed by the community to the degree that the community feels comfortable with our presence and knows that they will receive quality services.  |   |  | (N)<br>ON-GOING<br>ASSESSMENT   | 1. Civil legal needs of our target group has increased due to restricted govt. funding and the new Immigration Legalization bill.<br>2. Statistics are compiled monthly and our Program Committee meets regularly to review changing needs. When necessary program modifications are suggested<br>3. Staff training continues to increase service levels and effectiveness.  |               |                  | (O) STAFF                              | 88 | 87 | 86 |
|  |  |   |  |                                 | Professional #   | 1             |                  |  |    |    |    |
|  |  |   |  |                                 | FTE  | .5            |                  |  |    |    |    |
|  |  |   |  |                                 | Support #  | 1             |                  |  |    |    |    |
|  |  |   |  |                                 | FTE  | 33.33         |                  |  |    |    |    |
|  |  |   |  |                                 | Volunteer #  |               |                  |  |    |    |    |
|  |  |   |  |                                 | Hours  |               |                  |  |    |    |    |
|  |  |   |  |                                 | See F-**   |               |                  |  |    |    |    |



|   |  |  |   |                                      |  |               |                  |  |
|---|--|--|---|--------------------------------------|--|---------------|------------------|--|
| (A)<br>AGENCY   | Centro Legal, Inc.   | RESULTS<br>(B) AREA  | 8. Facilitate resettlement of Refugees and dis-located persons.                         | 1988 PROGRAM PROPOSAL                | (C) PROG.<br>LETTER  | J             | (D)<br>PROGRAM   | Proyecto Justicia-Community Legal Education. |
| (E)<br>TARGET NEEDS<br>& POPULATION   | Programs provides "bilingual (Spanish/English) legal education seminars to limited English speakers.<br>Primary target populations are Hispanics of any age or gender. Income levels are generally within the low to middle levels (working poor).<br>Clients generally reside in Ramsey, Washington and Dakota counties. Indications from clients are that limited English speakers are reluctant to seek legal services from programs not designed to meet their needs.<br>Data provided from state agencies substantiate the informal surveys conducted by legal services |  |   | (F)<br>OTHER<br>INFORMATION          | # - The 1986 client demographics are based on sign up sheets from the seminars held at various locations<br>## - Accomplishments and corresponding client demographics are of people residing in Ramsey, Dakota and Washington counties.<br>### - The 1987 accomplishments are projections based on anticipated attendance during the program period.<br>** - The staff delineation was not reported in 1987 |               |                  |  |
| OUTCOME DATA  |  |  |   | ACTIVITY DATA                        |  |               |                  | (L)<br>CLIENT DEMOGRAPHICS                   |
| (G) 1988<br>OUTCOME OBJECTIVES  | (H)<br>PERFORMANCE MEASURES  | (I) ACCOMPLISHMENTS  |   | (J) 1988<br>ACTIVITIES/SERVICES      | (K) ACCOMPLISHMENTS  |               |                  |  |
|   |  | 1987   | 1986  |                                      | 1987   | 1986          |                  |  |
| To ensure that the target populations will have a basic comprehension of legal resources available through the use of bilingual (Spanish/English) community legal education seminars. | A. Effectiveness of community legal education effort will be measured by monitoring requests in the community and by other organizations for "duplicate" events and/or additional written material.  | At year end 120 people will have attended a legal education seminar sponsored by Centro Legal. | At year end 75 people had attended a legal education seminar sponsored by Centro Legal. | Legal Education Seminars (Quarterly) | Seminars   | Seminars      | Total Clients    | 87 86  |
|   | B. Of 120 people attending a legal education seminar, 20% will seek legal assistance or referral to an alternate legal provider. These statistics will be determined by the use of sign up sheets, being crossed referenced during the client intake process.  |  |   |                                      | Legalization Information   | Family Law 30 | Immigration 50   | Gender                                       |
|   |  |  |   | Consumer Protection                  | Consumer 30  | Consumer 25   | Male             | 8  |
|   |  |  |   | Family Law                           | Legalization 30  | Total 75      | Female           | 112  |
|   |  |  |   | Discrimination (Housing/Employment)  | Discrimination 30  |               | Ethnicity        |  |
|   |  |  |   |                                      | Total 120  |               | White            | 8  |
|   |  |  |   |                                      |  |               | Black            |  |
|   |  |  |   |                                      |  |               | Hispanic         | 112  |
|   |  |  |   |                                      |  |               | Asian            |  |
|   |  |  |   |                                      |  |               | Native American  |  |
|   |  |  |   |                                      |  |               | Other            |  |
|   |  |  |   |                                      |  |               | Age              |  |
|   |  |  |   |                                      |  |               | 0 - 4            |  |
|   |  |  |   |                                      |  |               | 5 - 9            |  |
|   |  |  |   |                                      |  |               | 10 - 14          |  |
|   |  |  |   |                                      |  |               | 15 - 19          |  |
|   |  |  |   |                                      |  |               | 20 - 34          | 60   |
|   |  |  |   |                                      |  |               | 35 - 54          | 160  |
|   |  |  |   |                                      |  |               | 55 - 64          |  |
|   |  |  |   |                                      |  |               | 65 +             | 15   |
|   |  |  |   |                                      |  |               | Household Income |  |
|   |  |  |   |                                      |  |               | Below 5,000      |  |
|   |  |  |   |                                      |  |               | 5,000 - 7,499    | 60   |
|   |  |  |   |                                      |  |               | 7,500 - 9,999    | 60   |
|   |  |  |   |                                      |  |               | 10,000 - 14,999  |  |
|   |  |  |   |                                      |  |               | 15,000 - 19,999  |  |
|   |  |  |   |                                      |  |               | 20,000 - 29,999  |  |
|   |  |  |   |                                      |  |               | 30,000 +         |  |
| (M)<br>QUALITY FACTORS  | All legal and support staff are bilingual (Spanish/English) to better serve Hispanic limited English speakers.<br>Legal staff will continue to utilize C.L.E. programs and services to ensure that the best possible service will be available to all qualified clients.<br>Physical facilities are located within a neighborhood setting to allow for any access to our services.<br>A trust element has been developed by the community to the degree that the community feels comfortable without presence and knows that they will receive quality services.             |  |   | (N)<br>ON-GOING<br>ASSESSMENT        | 1. The need for legal education is determined by analyzing case statistics to identify a recurring legal problem.<br>2. The nature of the problem is analyzed to determine a more effective way of meeting the need (i.e., legal education seminar).<br>3. Client input is an important method of understanding community needs.   |               |                  |  |
|   |  |  |   |                                      | (O) STAFF  | 88            | 87               | 86   |
|   |  |  |   |                                      | Professional #   | 1             |                  |  |
|   |  |  |   |                                      | FTE  | .5            |                  |  |
|   |  |  |   |                                      | Support #  | 1             |                  |  |
|   |  |  |   |                                      | FTE  | 33.3          |                  |  |
|   |  |  |   |                                      | Volunteer #  |               |                  |  |
|   |  |  |   |                                      | Hours  |               |                  |  |
|   |  |  |   |                                      | See F-**   |               |                  |  |



## United Way of the Saint Paul Area

333 Sibley Street • Saint Paul, Minnesota 55101 • (612) 291-8321

COPY

DATE: September 4, 1987  
TO: Donn Vargas, Administrator  
Centro Legal, Inc.  
FROM: Cheryl Trombley, Chairperson  
Legal & Citizen Opportunity Services Panel - A  
RE: Fall Conference

Irene:  
This is your  
copy. I marked  
the Areas for  
discussion.

This is a reminder that the Review Committee Conference with  
representatives of your agency will take place on:

DSV

DATE: September 22, 1987  
TIME: 1:45 to 2:45 p.m.  
PLACE: United Way Office, Verhey Room  
333 Sibley Street, Suite 800  
St. Paul, Minnesota 55101

Enclosed is the final version of your Agency Summary and/or financial analysis if changes were needed. If no changes were made, please refer to the packet received the first part of August.

Your agency's time is tightly scheduled with other agencies. We ask you to be prompt so you will have the maximum use of your scheduled time for discussion with the review committee members.

Please fill in and return the enclosed card indicating the names of the representatives from your agency attending the conference.

Parking in the Sibley Building garage is limited and on a first-come, first-served basis. If the garage is full, alternative parking is available in the Galtier Plaza ramp (75¢/hour) with access on Fifth Street between Jackson and Sibley Streets.

lbp

Enclosures

CENTRO LEGAL, INC.  
Program Review Summary

- I. Guidelines/Concerns: All programs meet guidelines, however, statements of results/accomplishments need to be strengthened and be more specific. The agency has lost a little over \$100,000 in foundation grants resulting in a significant increase in the request from United Way for all programs.

II. Program: Immigration Law

Target Population: Hispanics, generally low income and working poor

Results/Outcomes: Immigrants and refugees of primarily Hispanic origin and language are ensured reasonable resolution of such legal problems as immigration, legalization, dissertation, temporary visas and naturalization.

Primary Program Result Area: Facilitate resettlement of refugees and dislocated persons.

Special Focus Area: none

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Current United Way Funding: \$13,184 | 1988 United Way Request: \$22,400 |
| % of Program Income: 12%             | % of Program Income: 18%          |

Program: Family/Other Law

Target Population: Hispanics, generally low income and working poor

Results/Outcomes: Limited English and other Hispanics are ensured a reasonable resolution of their legal problems such as divorce, custody and support, consumer, tort, employment and housing.

Primary Program Result Area: Legal

Special Focus Area: none

|                                     |                                  |
|-------------------------------------|----------------------------------|
| Current United Way Funding: \$3,708 | 1988 United Way Request: \$6,300 |
| % of Program Income: 12%            | % of Program Income: 25%         |



Program: Community Legal Education

Target Population:

Results/Outcomes: Limited English and other Hispanics are ensured a basic comprehension of available legal resources for legalization, consumer protection, family law and discrimination in housing and employment.

Primary Program Result Area: Legal

Special Focus Area: none

|                                     |                                  |
|-------------------------------------|----------------------------------|
| Current United Way Funding: \$3,708 | 1988 United Way Request: \$6,300 |
| % of Program Income: 12%            | % of Program Income: 25%         |

- III. Items for Fall Conference: The agency will discuss the implications of the loss of foundation grants on their request to the United Way.

UNITED WAY OF THE SAINT PAUL AREA  
19 87 PROPOSED FUNCTIONAL BUDGET - FORM A

AGENCY NAME CENTRO LEGAL, INC.

| A  | B  | C                 | D                                   | G                               |
|----|--|-------------------|-------------------------------------|---------------------------------|
|    | ACCOUNT DESCRIPTION                                    | TOTAL COLUMNS D+G | NOT DIRECTLY IDENTIFIED TO PROGRAMS | DIRECTLY IDENTIFIED TO PROGRAMS |
|    | SUPPORT/REVENUE  |                   |                                     |                                 |
| 1  | United Way of St. Paul                                 | 30,000.           | XXXXXXXXXXXXXXXXXXXX                | 30,000.                         |
| 2  | Other United Ways                                      | 30,193.           | -0-                                 | 30,193.                         |
| 3  | Contributions  | 51,504.           | 27,924.                             | 23,580.                         |
| 4  | Special Events   |                   |                                     |                                 |
| 5  | Foundation Grants                                      |                   |                                     |                                 |
| 6  | Legacies/Bequests (Non-Endowments)                     |                   |                                     |                                 |
| 7  | Govt Fees, Grants & Reimbursements                     | 30,000.           | 7,500.                              | 22,500.                         |
| 8  | Membership Dues  |                   |                                     |                                 |
| 9  | Program Service Fees (Non-Govt)                        | 54,500.           | 13,625.                             | 40,875.                         |
| 10 | Sales to Public & Members                              |                   |                                     |                                 |
| 11 | Investment Income                                      | 1,000.            | 250.                                | 750.                            |
| 12 | Other  | 2,000.            | 500.                                | 1,500.                          |
| 13 | SUBTOTAL   | 199,197.          | 49,799.                             | 149,398.                        |
| 14 | PRORATION OF INCOME NOT DIRECTLY IDENTIFIED TO PROGRAM |                   |                                     | 49,799.                         |
| 15 | TOTAL PROGRAM SUPPORT/REVENUE                          |                   |                                     | 199,197.                        |

| A  | B  | C                 | D   | E              | F            | G              |
|----|--|-------------------|---|----------------|--------------|----------------|
|    |  | TOTAL COLUMNS D+G | SUPPORTING SERVICE COSTS TOTAL (E+F) SUPPORTING | MGMT & GENERAL | FUND RAISING | TOTAL PROGRAMS |
|    | EXPENSES   |                   |   |                |              |                |
| 16 | Salaries   | 125,440.          | 31,360.   | 31,360.        |              | 94,080.        |
| 17 | Employee Benefits/Taxes                                  | 34,570.           | 8,642.  | 8,642.         |              | 25,928.        |
| 18 | Professional Fees/Contracts                              | 3,900.            | 975.  | 975.           |              | 2,925.         |
| 19 | Supplies/Tele/Printing/Postage                           | 13,000.           | 3,250.  | 3,250.         |              | 9,750.         |
| 20 | Occupancy  | 12,187.           | 3,047.  | 3,047.         |              | 9,140.         |
| 21 | Conf/Conv/Local Transportation                           | 2,000.            | 500.  | 500.           |              | 1,500.         |
| 22 | Specific Assistance to Individuals                       |                   |   |                |              |                |
| 23 | Equipment - Rental & Repair                              | 2,500.            | 625.  | 625.           |              | 1,875.         |
| 24 | Other (Exclude Depreciation)                             | 5,600.            | 1,400.  | 1,400.         |              | 4,200.         |
| 25 | Support to Parent/Affiliated Org.                        |                   |   |                |              |                |
| 26 | SUBTOTAL   | 199,197.          | 49,799.   | 49,799.        |              | 149,398.       |
| 27 | PRORATION OF SUPPORTING SERVICE COSTS                    |                   |   |                |              | 49,799.        |
| 28 | TOTAL PROGRAM COSTS without Depreciation or Amortization |                   |   |                |              | 199,197.       |
| 29 | Depreciation & Amortization Expense                      |                   |   |                |              | 1,000.         |
| 30 | Employee Full Time Equivalents                           | 7                 | 1.75  |                |              | 3.5            |

Describe method used to prorate Income Not Directly Identified to Program (line 14)  
The income was prorated based on a formula designating no more than 25% for  
Management and General.

| H              | I                                | J | K | L | M | N | O |                                |
|----------------|----------------------------------|---|---|---|---|---|---|--------------------------------|
| LEGAL SERVICES | UNITED WAY FUNDED PROGRAM TITLES |   |   |   |   |   |   | NON-UNITED WAY FUNDED PROGRAMS |
| 30,000.        |                                  |   |   |   |   |   |   | 1                              |
| 30,193.        |                                  |   |   |   |   |   |   | 2                              |
| 23,580.        |                                  |   |   |   |   |   |   | 3                              |
|                |                                  |   |   |   |   |   |   | 4                              |
|                |                                  |   |   |   |   |   |   | 5                              |
|                |                                  |   |   |   |   |   |   | 6                              |
| 22,500.        |                                  |   |   |   |   |   |   | 7                              |
| 40,875.        |                                  |   |   |   |   |   |   | 8                              |
|                |                                  |   |   |   |   |   |   | 9                              |
| 750.           |                                  |   |   |   |   |   |   | 10                             |
| 1,500.         |                                  |   |   |   |   |   |   | 11                             |
|                |                                  |   |   |   |   |   |   | 12                             |
| 149,398.       |                                  |   |   |   |   |   |   | 13                             |
| 49,799.        |                                  |   |   |   |   |   |   | 14                             |
| 199,197.       |                                  |   |   |   |   |   |   | 15                             |

|          |  |  |  |  |  |  |  |    |
|----------|--|--|--|--|--|--|--|----|
| 94,080.  |  |  |  |  |  |  |  | 16 |
| 25,928.  |  |  |  |  |  |  |  | 17 |
| 2,925.   |  |  |  |  |  |  |  | 18 |
| 9,750.   |  |  |  |  |  |  |  | 19 |
| 9,140.   |  |  |  |  |  |  |  | 20 |
| 1,500.   |  |  |  |  |  |  |  | 21 |
|          |  |  |  |  |  |  |  | 22 |
| 1,875.   |  |  |  |  |  |  |  | 23 |
| 4,200.   |  |  |  |  |  |  |  | 24 |
|          |  |  |  |  |  |  |  | 25 |
| 149,398. |  |  |  |  |  |  |  | 26 |
| 49,799.  |  |  |  |  |  |  |  | 27 |
| 199,197. |  |  |  |  |  |  |  | 28 |
|          |  |  |  |  |  |  |  | 29 |
| 2        |  |  |  |  |  |  |  | 30 |

Describe method used to prorate Supporting Service Costs (line 27)  
The support service costs were prorated based on the total FTE's assigned.



|  |   |   |  |  |   |  |   |  |   |                |   |                            |  |  |
|--|---|---|--|--|---|--|---|--|---|----------------|---|----------------------------|--|--|
| (A)<br>AGENCY  | CENTRO LEGAL, INC.  |   | (B)<br>EMPHASES  | 8. Facilitate resettlement and assist dislocated persons. ,10. Emer. Serv.         |   | 1987 PROGRAM PROPOSAL  |   | (C) PROG.<br>LETTER  | H | (D)<br>PROGRAM | PROYECTO JUSTICIA<br>(CIVIL LEGAL SERVICES)   |                            |  |  |
| (E)<br>TARGET NEEDS<br>& POPULATION  | 1. Programs address civil legal needs of limited English speakers & minorities not eligible for legal services from federally funded legal service programs.<br>2. Target population is primarily Hispanics of any age and gender. Income level is generally restricted to low & middle income levels.<br>3. This program will service individuals residing in Ramsey, Washington, and Dakota counties. Indications from clients are that limited English speakers are reluctant to seek legal services from programs not designed to meet their needs.<br>4. Data provided from state agencies substantiate the informal surveys conducted by legal service providers. |   |  |  | (F)<br>OTHER<br>INFORMATION   | #-The client demographic information category is being reviewed and modified to allow for a more accurate account of clients using our service.<br>*-Household income has been estimated<br>##-Statistics list only those residing east of the Mississippi River (i.e., Ramsey, Dakota and Washington counties).   |   |  |   |                |   |                            |  |  |
|  |   |   |  |  |   |  |   |  |   |                |   |                            |  |  |
| OUTCOME DATA   |   |   |  |  |   | ACTIVITY DATA  |   |  |   |                |   | (L)<br>CLIENT DEMOGRAPHICS |  |  |
| (G) 1987<br>OUTCOME OBJECTIVES   |   | (H)<br>PERFORMANCE MEASURES   | (I) ACCOMPLISHMENTS<br>1986      1985  |  | (J) 1987<br>ACTIVITIES/SERVICES   | (K) ACCOMPLISHMENTS<br>1986      1985  |   |  |   |                |   |                            |  |  |
| 1. To increase the number of Hispanic clients receiving quality legal representation by bilingual attorneys in areas of Immigration law.                           |   | 1. By the end of the 86 year, Centro Legal will have provided quality legal representation and advice to at least 50% more Hispanics in Immigration law matters than it did in the previous year. As assessed by clients intake documentation and statistical measures derived from the documents.  | 1. By 12-31, 1986, people will complete an intake and meet with an Imm. attorney.  | 1. Year end 183 people completed intake and met with a Imm. attorney.              | 1. LEGAL SERVICES FOR:<br>**Permanent residence through familial relationships.<br>**Suspension of Deportation.<br>**Deferred action status.<br>**Voluntary departure.<br>**Political Asylum.<br>**Derivative citizenship.      | 1. General      4<br>Deportation    44<br>Suspension    16<br>Asylum       20<br>Immed. Rel.    88<br>Citizenship    4<br>Temp. Visa     20<br>Total           196   | 1. General      51<br>Deportation    41<br>Suspension     6<br>Asylum       8<br>Immed. Rel.    26<br>Citizenship    40<br>Cuban Det.    2<br>Temp. Visa     9<br>Total           183   | Total Clients      480    344  |   |                |   |                            |  |  |
| 2. To increase the number of Hispanic clients receiving quality legal representation by bilingual attorneys, in areas of family law and other civil legal matters. |   | 2. By the end of 1986, Centro will have provided legal representation and advice to 50% more Hispanics in family law and other civil legal matters than in 1985. As assessed by intake documentation and statistical measures derived from the documentation.   | 2. By 12-31, 1986, people will complete an intake and meet with a family law attorney.   | 2. Year end 161 people completed intake sheets and met with a family law attorney. | 2. LEGAL SERVICES FOR:<br>*Child Custody.<br>*Child Support.<br>*Spousal maintenance.<br>*Exclusive Poss. of Shelter.<br>*Legal termination of marriage.<br>*Paternity.<br>*Support modification.<br>*Post dissolution matters. | 2. Divorce      44<br>Custody        20<br>Paternity       4<br>Support        32<br>OFFP           8<br>Misc. Family   20<br>Landlord//    44<br>Employment    16<br>Criminal       12<br>Consumer       4<br>Misc.           80<br>Total           284   | 2. Divorce      21<br>Custody        3<br>Paternity       2<br>Support        5<br>OFFP           2<br>Misc. Fam.     27<br>Landlord/      15<br>Pub. Ben.      1<br>Employment     9<br>Discrim.       8<br>Tort            2<br>Consumer       17<br>Misc.           47<br>Crim.           2<br>Total           161 | Gender<br>Male            302    217<br>Female          178    127   |   |                |   |                            |  |  |
| 3. To increase the Hispanic communities awareness and knowledge of major legal issues affecting their welfare, and the resources available to resolve problems.    |   | 3. By the end of 1986, Centro will have provided 4 seminars on legal issues impacting the Hispanic community. Attendance will be approximately 120 people as assessed by sign up sheets. Increased awareness of legal resources available to program participants will be determined by the use of an evaluation sheet and distribution of brochures listing resources. | 3. Services not previously provided but referrals from other Hispanic service providers demonstrate a great need for this type of program. |  | 3. QUARTERLY SEMINARS ON:<br>* Immigration procedures<br>* Consumer rights<br>* Family law<br>* Discrimination in housing and employment.   | 3. SERVICE NOT PREVIOUSLY REPORTED.  |   | Age<br>0 - 4<br>5 - 9<br>10 - 14<br>15 - 19<br>20 - 34<br>35 - 54<br>55 - 64<br>65 +<br>480    344   |   |                |   |                            |  |  |
|  |   |   |  |  |   |  |   | Household Income<br>Below 5,000<br>5,000 - 7,499<br>7,500 - 9,999<br>10,000 - 14,999<br>15,000 - 19,999<br>20,000 - 29,999<br>30,000 +<br>480    344 |   |                |   |                            |  |  |
|  |   |   |  |  |   |  |   | * SEE F.   |   |                |   |                            |  |  |
| (M)<br>QUALITY FACTORS   | * All legal staff and support staff are bilingual (Spanish/English) to better serve Hispanic limited English speakers.<br>* Legal staff are continually utilizing C.L.E. programs and services to ensure that the best possible service will be available to all qualified clients.<br>* Physical facilities are located within a neighborhood setting to allow for easy access to our services.<br>* A trust element has been developed by the community to the degree that the community feels comfortable with our presence and feel that they will receive a quality service.   |   |  |  | (N)<br>ON-GOING<br>ASSESSMENT   | 1. Civil legal needs of our target group will continue to increase with the continued demise of government funded serv.<br>2. The legal staff is in continuous contact with federal agencies and we have become a direct referral from gov. agencies.<br>3. Statistics are compiled monthly to review changing needs and allow for program modification where appropriate.<br>4. Staff training continues to increase legal staff effectiveness. |   |  |   |                | (O) STAFF      87    86    85   |                            |  |  |
|  |   |   |  |  |   |  |   |  |   |                | Professional#    3      1      0<br>FTE            2      1      0<br>Support #       1      1      0<br>FTE            .25    .25    0<br>Volunteer #     ---    ---    ---<br>Hours |                            |  |  |



|   |   |   |                     |   |                               |   |                     |  |                            |  |    |    |    |
|---|---|---|---------------------|---|-------------------------------|---|---------------------|--|----------------------------|--|----|----|----|
| (A)<br>AGENCY   | Centro Legal, Inc.  |   | RESULTS<br>(B) AREA | 8. Facilitate resettlement & assist dislocated persons<br>10. Help Ind & Fam. with Emerg. Services  | 1988 PROGRAM PROPOSAL         |   | (C) PROG.<br>LETTER | H  | (D)<br>PROGRAM             | Proyecto Justicia - Immigration Legal Services   |    |    |    |
| (E)<br>TARGET NEEDS<br>& POPULATION   | 1. Program provide s civil law services to limited English speakers & minorities not eligible for legal services from federally funded legal aid programs<br>2. Primary target populations are Hispanics of any age or gender. Income levels are generally within the low to middle levels (working poor).<br>3.. Clients generally reside in Ramsey, Washington and Dakota counties. Indications from client are that limited English speakers are reluctant to seek legal services from programs not designed to meet their needs.<br>4. Data provided from state agencies substantiate the informal surveys conducted by legal services. |   |                     |   | (F)<br>OTHER<br>INFORMATION   | #-The 1986 client demographics are estimated based on 38% of the client legal services were Immigration related matters.<br>##-Accomplishments and corresponding client demographics are of people residing in Ramsey, Dakota and Washington counties.<br>###-1987 accomplishments are projections based on 1st quarter statistics. Indications are that final 1987 accomplishments will exceed estimated levels.   |                     |  |                            |  |    |    |    |
| OUTCOME DATA  |   |   |                     |   | ACTIVITY DATA                 |   |                     |  | (L)<br>CLIENT DEMOGRAPHICS |  |    |    |    |
| (G) 1988<br>OUTCOME OBJECTIVES  |   | (H)<br>PERFORMANCE MEASURES   |                     | (I) ACCOMPLISHMENTS<br>1987      1986   |                               | (J) 1988<br>ACTIVITIES/SERVICES   |                     | (K) ACCOMPLISHMENTS<br>1987      1986  |                            |  |    |    |    |
| To ensure that the targeted populations will have a reasonable resolution of their legal problems in the area of Immigration and Legalization:- |   | of 100 clients receiving representation, 90% will be carried to completion. Outcomes will be assessed using written criteria. Explanations will include why a case was won or lost and if the client was satisfied with expresses desired outcome vs. actual outcome. |                     | At year end approximately 100 people will have completed an intake and will have received or will still be receiving help from an Immigration Attorney. |                               | At year end 112 people completed an intake and received assistance from an Immigration Attorney.  |                     | Immigration Legal Services Catagories:<br><br>Legalization or Registry      General Immig      20      Genral Immig      18<br>Familial Relationships      Deportation      12      Deportation      29<br>Voluntary Departure      Suspension      0      Suspension      6<br>Suspension of Deportation      Asylum      0      Asylum      11<br>Political Asylum      Immediate Rel.      20      Immediate Rel.      32<br>Naturalization      Citizenship      0      Citizenship      7<br>Derivative Citizenship      Temp Visas      12      Temp Visa      3<br>Deferred Action Status      Cuban Det.      0      Cuban Det.      6<br>Naturalization      8      TOTAL      112<br>Legalization      24<br>Registration      4<br>TOTAL      100<br>(See F-###)<br>(See F-###) |                            | Total Clients      100      112<br>Gender<br>Male      80      70<br>Female      20      42<br>Ethnicity<br>White      4      26<br>Black      8      8<br>Hispanic      72      74<br>Asian      8      2<br>Native American      2<br>Other      8<br>Age<br>0 - 4      1<br>5 - 9      1<br>10 - 14      4<br>15 - 19      40<br>20 - 34      12      110<br>35 - 54      40<br>55 - 64      4<br>65 +      1<br>Household Income<br>Below 5,000      64<br>5,000 - 7,499      78<br>7,500 - 9,999      20<br>10,000 - 14,999      34<br>15,000 - 19,999      16<br>20,000 - 29,999<br>30,000 + |    |    |    |
| IMMIGRATION REFORM ACT PROJECT - (NON UNITED WAY FUNDED)  |   | Of the approximately 60 clients receiving representation, 100% will be carried to completion. Successful outcomes will be determined by the clients receiving legal status within the Immigration Service confines.   |                     | At year end 60 clients will have completed an intake and will have initiated or completed the legalization process with the assistance of an atty.      |                               | Not previously reported.  |                     | Collection of the necessary documents and filing of the fees at the Immigration and Naturalization Services.<br><br>Legalizaiton      60<br>Total      60<br><br>(Family size is estimated at 5 bringing the average number of people served to 300 total)   |                            |  |    |    |    |
| (M)<br>QUALITY FACTORS  | All legal and support staff are bilingual (Spanish/English) to better serve Hispanic limited English speakers.<br>Legal staff will continue to utilize C.L.E. programs and services to ensure that the best possible service will be available to all qualified clients.<br>Physical facilities are located within a neighborhood setting to allow for easy access to our services.<br>A trust element has been developed by the community to the degree that the community feels comfortable with our pressence and knows that they will receive quality services.   |   |                     |   | (N)<br>ON-GOING<br>ASSESSMENT | 1. Civil Legal needs of our target group has increased due to restricted govt. funding and the new Immigration Legalizaiton bill<br>2. The legal staff is in continuous contact with federal agencies and the Centro Legal is a direct referral source for the INS<br>3. Statistics are compiled monthly and our Program Committee meets regularly to review changing needs. When necessary program modifications are suggested.<br>4. Staff training continues to increase service levels and effectiveness. |                     |  |                            | (O)<br>STAFF   | 88 | 87 | 86 |
|   |   |   |                     |   |                               | Professional #  | 2                   | ---  | ---                        |  |    |    |    |
|   |   |   |                     |   |                               | FTE   | 2                   | ---  | ---                        |  |    |    |    |
|   |   |   |                     |   |                               | Support #   | 1                   | ---  | ---                        |  |    |    |    |
|   |   |   |                     |   |                               | FTE   | 33.33               | ---  | ---                        |  |    |    |    |
|   |   |   |                     |   |                               | Volunteer #   | ---                 | ---  | ---                        |  |    |    |    |
|   |   |   |                     |   |                               | Hours   | ---                 | ---  | ---                        |  |    |    |    |
|   |   |   |                     |   |                               | See Below   | ---                 | ---  | ---                        |  |    |    |    |

Staff delineation not reported in 1987.



7/13/87

UNITED WAY OF THE SAINT PAUL AREA  
1988 PROPOSED FUNCTIONAL BUDGET - FORM A

AGENCY NAME CENTRO LEGAL, INC.

| A  | B  | C                 | D                                   | G                               |
|----|--|-------------------|-------------------------------------|---------------------------------|
|    | ACCOUNT DESCRIPTION                                    | TOTAL COLUMNS D+G | NOT DIRECTLY IDENTIFIED TO PROGRAMS | DIRECTLY IDENTIFIED TO PROGRAMS |
|    | SUPPORT/REVENUE  |                   |                                     |                                 |
| 1  | <b>United Way of St. Paul</b>                          | 35,000.           | XXXXXXXXXXXXXXXXXXXX                | 35,000.                         |
| 2  | Other United Ways                                      | 45,000.           |                                     | 45,000.                         |
| 3  | Contributions  | 54,584.           | 25,527.                             | 29,057.                         |
| 4  | Special Events   |                   |                                     |                                 |
| 5  | Foundation Grants                                      |                   |                                     |                                 |
| 6  | Legacies/Bequests (Non-Endowments)                     |                   |                                     |                                 |
| 7  | Govt Fees, Grants & Reimbursements                     | 83,779.           | 10,447.                             | 73,332.                         |
| 8  | Membership Dues  |                   |                                     |                                 |
| 9  | Program Service Fees (Non-Govt)                        | 54,359.           | 8,969.                              | 45,390.                         |
| 10 | Sales to Public & Members                              |                   |                                     |                                 |
| 11 | Investment Income                                      | 500.              | 83.                                 | 417.                            |
| 12 | Other  | 500.              | 83.                                 | 417.                            |
| 13 | SUBTOTAL   | 273,722.          | 45,109.                             | 228,613.                        |
| 14 | PRORATION OF INCOME NOT DIRECTLY IDENTIFIED TO PROGRAM |                   |                                     | 45,109.                         |
| 15 | TOTAL PROGRAM SUPPORT/REVENUE                          |                   |                                     | 273,722.                        |

| A  | B  | C                 | D   | E              | F            | G              |
|----|--|-------------------|---|----------------|--------------|----------------|
|    |  | TOTAL COLUMNS D+G | SUPPORTING SERVICE COSTS TOTAL (E+F) SUPPORTING | MGMT & GENERAL | FUND RAISING | TOTAL PROGRAMS |
|    | EXPENSES   |                   |   |                |              |                |
| 16 | Salaries   | 168,966.          | 27,825.   |                |              | 141,141.       |
| 17 | Employee Benefits/Taxes                                  | 44,479.           | 7,339.  |                |              | 37,140.        |
| 18 | Professional Fees/Contracts                              | 6,533.            | 1,078.  |                |              | 5,455.         |
| 19 | Supplies/Tele/Printing/Postage                           | 17,811.           | 2,939.  |                |              | 14,872.        |
| 20 | Occupancy  | 18,522.           | 3,056.  |                |              | 15,466.        |
| 21 | Conf/Conv/Local Transportation                           | 6,553.            | 1,081.  |                |              | 5,472.         |
| 22 | Specific Assistance to Individuals                       |                   |   |                |              |                |
| 23 | Equipment - Rental & Repair                              | 3,243.            | 535.  |                |              | 2,708.         |
| 24 | Other (Exclude Depreciation)                             | 7,615.            | 1,256.  |                |              | 6,359.         |
| 25 | Support to Parent/Affiliated Org.                        |                   |   |                |              |                |
| 26 | SUBTOTAL   | 273,722.          | 45,109.   |                |              | 288,613.       |
| 27 | PRORATION OF SUPPORTING SERVICE COSTS                    |                   |   |                |              | 45,109.        |
| 28 | TOTAL PROGRAM COSTS without Depreciation or Amortization |                   |   |                |              | 273,722.       |
| 29 | Depreciation & Amortization Expense                      |                   |   |                |              |                |
| 30 | Employee Full Time Equivalents                           | 8.5               | 1   |                |              | 7.5            |

Describe method used to prorate Income Not Directly Identified to Program (line 14)  
Based on percentage used to prorate supporting service costs.

| H          | I             | J           | K | L | M | N | O                                |    |
|------------|---------------|-------------|---|---|---|---|----------------------------------|----|
|            |               |             |   |   |   |   | UNITED WAY FUNDED PROGRAM TITLES |    |
| Immig. Law | Fam/Other Law | Comm. Educ. |   |   |   |   | NON-UNITED WAY FUNDED PROGRAMS   |    |
| 22,400.    | 6,300.        | 6,300.      |   |   |   |   |                                  | 1  |
| 29,057.    |               |             |   |   |   |   | 45,000.                          | 2  |
|            |               |             |   |   |   |   |                                  | 3  |
|            |               |             |   |   |   |   |                                  | 4  |
|            |               |             |   |   |   |   |                                  | 5  |
| 25,190.    | 7,084.        | 7,084.      |   |   |   |   | 33,973.                          | 6  |
| 30,542.    | 6,674.        | 6,674.      |   |   |   |   | 1,500.                           | 7  |
| 107.       | 30.           | 30.         |   |   |   |   | 250.                             | 8  |
| 107.       | 30.           | 30.         |   |   |   |   | 250.                             | 9  |
| 107,403.   | 20,118.       | 20,119.     |   |   |   |   | 80,973.                          | 10 |
| 18,765.    | 5,278.        | 5,278.      |   |   |   |   | 15,788.                          | 11 |
| 126,168.   | 25,396.       | 25,397.     |   |   |   |   | 96,761.                          | 12 |

|          |         |         |  |  |  |  |         |    |
|----------|---------|---------|--|--|--|--|---------|----|
| 68,910.  | 12,690. | 12,690. |  |  |  |  | 46,851. | 13 |
| 15,392.  | 3,188.  | 3,189.  |  |  |  |  | 15,371. | 14 |
| 1,911.   | 538.    | 537.    |  |  |  |  | 2,469.  | 15 |
| 7,144.   | 1,165.  | 1,166.  |  |  |  |  | 5,397.  | 16 |
| 6,041.   | 1,474.  | 1,474.  |  |  |  |  | 6,477.  | 17 |
| 4,405.   | 66.     | 65.     |  |  |  |  | 882.    | 18 |
|          |         |         |  |  |  |  |         | 19 |
| 1,082.   | 289.    | 289.    |  |  |  |  | 1,102.  | 20 |
| 2,518.   | 708.    | 709.    |  |  |  |  | 2,424.  | 21 |
|          |         |         |  |  |  |  |         | 22 |
| 107,403. | 29,118. | 10,119. |  |  |  |  | 80,973. | 23 |
| 18,765.  | 5,278.  | 5,278.  |  |  |  |  | 15,788. | 24 |
| 126,168. | 25,396. | 25,397. |  |  |  |  | 96,761. | 25 |
|          |         |         |  |  |  |  |         | 26 |
| 3        | .5      | .5      |  |  |  |  | 3.5     | 27 |

Describe method used to prorate Supporting Service Costs (line 27)  
Distributed by percentage of program costs to total costs on line 26.