



Irene Gomez-Bethke Papers.

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STATUS REPORT

Completed to Date

We have studied the advanced notice of CETA title III section 303 regulations and the MMC proposal for 1978-1979. We have contacted various training programs to learn what will be feasible for us to develop. Control Data's Plato system and OJT appear to be the most promising. We are also revising the "Urban Survival" program proposal which was submitted by MIA to St. Paul CETA 2 years ago.

Tasks to be Completed

Program development and budget requirements are the major tasks to be completed. We are still waiting for the final revised 303 regulations to be published.

Tree Contro Project Status Report

1st Session to Date: The 1st group is now into its ninth month of employment. There are ten participants remaining in the program. Of the original 31 participants, ten have obtained employment, four are serving prison terms, three have relocated, four cannot be accounted for, and nine are still in the program.

Job contacts have been established with the Wright Tree Company. At this point, Wright Tree Company is the only one employing our trainees. Gene Olson, Vice President of the company recently called to inform us that our referrals were doing exemplary work and that they were interested in employing more of our trainees.

2nd Session to Date: After five weeks of instruction there remain 29 out of 31 still attending classes on a regular basis. Instructor reports have indicated that the majority are responding well to this type of training. About half the class have shown a knack and positive attitude toward this line of work.

There have been no major accidents reported thus far and class progress appears to be on schedule. They are about where we want them to be in the course curriculum and to date have learned safety procedure, equipment handling and some truck driving experience.

Budget: To date the Tree Control Budget is about where it should be. Line items are normal with no excessive spending in any particular area.

STATUS REPORT

Completed To Date:

We met with Mr. Ken Schiediger of the St. Mary's Outpatient Treatment Program to study the Alcoholics Anonymous module which the agency will be using for the formulation of its outpatient program. The format of the program as well as eligibility of the clients under Title XX has been established as a result of a meeting with Mr. Bob Speltz of the Ramsey County Welfare Department. Reimbursement for clients ineligible under Title XX has been investigated. A random survey as to the availability of bilingual services at area outpatient programs was done and confirmed that C.A.S.A. is the only bilingual chemical dependency service available. Data is being received from C.A.S.A. to document need.

Tasks To Be Completed:

The major areas to be completed are in the areas of finalizing C.A.S.A. data, fulfilling requirements under DPW 43 and the completion of proposed program development. All areas ^{Dept Public Welfare} to be completed are listed on the attached "Timeline".

The following program description and reimbursement proposal describes a central intake and intervention program focusing on the chemically dependent Latino. The program will provide for intervention and treatment referral and emphasize chemically free modalities and treatment.

There are a variety of outpatient treatment programs available to the chemically dependent ranging from traditional A.A. models to behavior modification and reality therapy. But none of these programs provide for the unique needs of the Latino client.

The chemically dependent Latino is in need of specialization of counseling services especially bilingual/bicultural. There are, at present, no outpatient treatment facilities with bilingual staff. The result is that Latino participation in outpatient treatment has been limited at best. This program proposal will build on the efforts of the agency's Outreach Program to establish an intake and referral system. The probability of Latino participation will be greatly increased.

Hispanos En Minnesota's chemical dependency component is currently funded by the Governor's Chemical Dependency Bill. These funds were originally for research and referral only. Because the agency was the only existing bilingual/bicultural chemical dependency service, counseling was added as a further service in response to increasing referrals from agencies unable to locate and/or provide/for Latino clients. Because of the lack of financial reimbursement for counseling services and the increasing number of referrals to the agency, the goal of this proposal is to seek monies for continued counseling and expansion to a licensed outpatient treatment program. One of the reasons the agency has not made this move previously was the lack of documented data as to the need for such a service and the corresponding lack of funding. But by

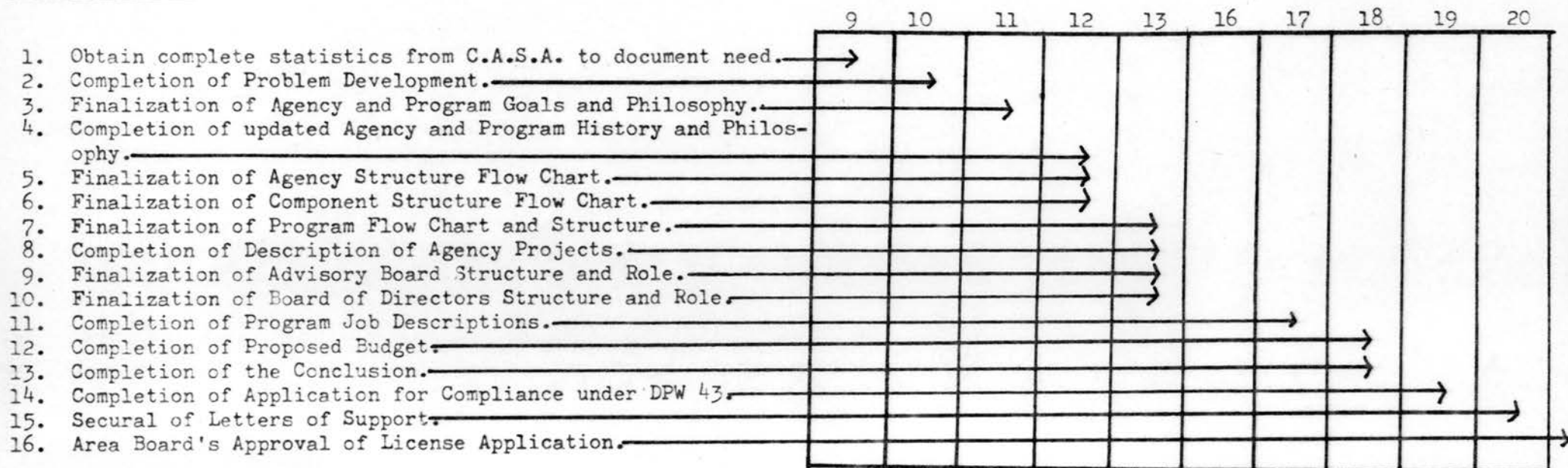
utilizing the existing research material accumulated by the agency under the Governor's Chemical Dependency Bill, and the referral system established under the same, it will become possible to establish the program and seek reimbursement for services. Thus, the agency will be able to aid both the Latino client and existing referral agencies including chemical dependency programs by providing the needed bilingual/bicultural services, not only by the proposed outpatient program, but by the evaluation and referral services inherent in the program.

The current effort by the chemical dependency component has only exposed the need for bilingual/bicultural chemical dependency services for the Latino client. But it is apparant that the agency must seek other funding if the potential clients identified through the Governor's Chemical Dependency Bill are to receive the needed treatment services and that funding can be Title XX. Also, the focusing of Title XX monies available to Latino clients with an existing bilingual/bicultural agency providing chemical dependency services will better provide for the realistic and capable provision of treatment to the Latino client.

TIMELINE

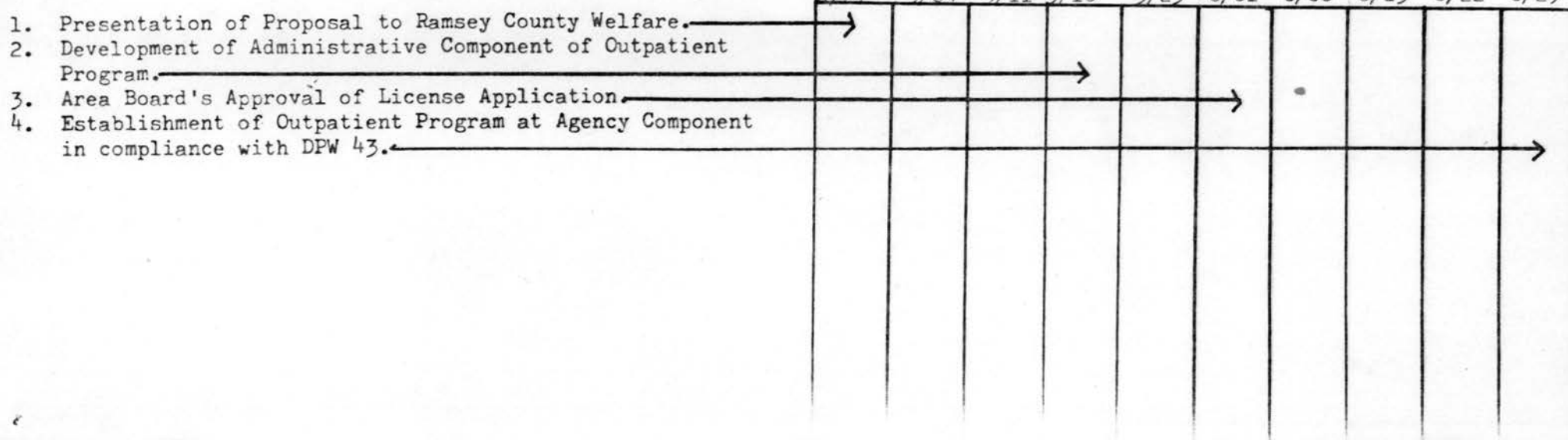
Immediate Goals:

April



Long-Range Goals:

4/23- 4/28- 5/05-5/12- 5/19- 5/26- 6/02- 6/09- 6/16- 6/23
4/27 5/04 5/11 5/18 5/25 6/01 6/08 6/15 6/22 6/29

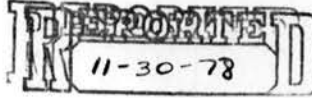


Tree Project

-9-

Dorothy 11-30-78

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. GRANT NUMBER 33562		2. INVOICE NUMBER 3
PROGRAM NAME AND ADDRESS Migrants In Action 1162 Selby Ave. St. Paul, Minnesota 55104	4. PAYEE NAME AND ADDRESS SAME 	5. REPORT PERIOD MONTH YEAR November 1978
6. TYPE OF PAYMENT REQUEST <input checked="" type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE		

A COMPUTATION OF SURPLUS (DEFICIT) CASH BALANCE FROM CURRENT MONTH AND AMOUNT OF REIMBURSEMENT DUE PROGRAM IF NO ADVANCE IS REQUESTED

1. CASH RECEIVED TO DATE (ENTER DATE)	11-30-78	\$ 148,868.76
2. CASH DISBURSED TO DATE (ENTER DATE)	11-30-78	157,023.54
3. SUB-TOTAL (LINE 1 - LINE 2)		8,154.78
4. CASH REQUESTED, NOT YET RECEIVED		-0-
5. SUB-TOTAL (LINE 3 + LINE 4)		8,154.78
6. CASH TO BE DISBURSED FROM DATE ON LINE 2 TO THE END OF THE MONTH		20,000.00
7. SURPLUS (DEFICIT) FROM CURRENT MONTH (LINE 5 - LINE 6) AMOUNT OF REIMBURSEMENT DUE PROGRAM		\$ 28,154.78

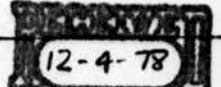
B COMPUTATION OF AMOUNT OF CASH ADVANCE FOR COMING MONTH

8. CASH WHICH WILL BE DISBURSED IN COMING MONTH OF		\$
9. SURPLUS (DEFICIT) FROM LINE 7		
10. AMOUNT OF CASH ADVANCE REQUESTED (LINE 8 - LINE 9)		\$ -0-

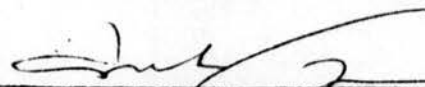
C SCHEDULE OF REQUESTED PAYMENTS

ENTER DATES OF MONTH ON WHICH CHECKS MUST BE RECEIVED AND AMOUNT FOR WHICH EACH CHECK SHOULD BE WRITTEN.

DATE	AMOUNT	DATE	AMOUNT
1.		4.	
2.		5.	
3.		6.	
TOTAL AMOUNT OF REQUESTED PAYMENTS		(LINE 7 IF REIMBURSEMENT) (LINE 10 IF ADVANCE)	\$ 28,154.78



D CERTIFICATION: "I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSES AND CONDITIONS OF THE GRANT."

TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL Dorothy J. Royston, Accounting Director	9. APPROVED BY (PROGRAM DIRECTOR'S SIGNATURE) 
SIGNATURE OF AUTHORIZED OFFICIAL	10. DATE REPORT SUBMITTED November 30, 1978

Subgrantee Name and Address Migrants In Action 1162 Selby Ave. St. Paul, Minnesota 55104	2. Title I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> VI <input type="checkbox"/> Program CT <input type="checkbox"/> OJT <input type="checkbox"/> PSE <input checked="" type="checkbox"/> WE <input type="checkbox"/> SC <input type="checkbox"/>	3. Grant Number 33562
		4. Start of Program Date October, 1978
		5. Report Period (Mo.) November 1978

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
ADMINISTRATIVE COSTS					
01. Salaries and Wages		10,189.88	27,006.76		
02. Fringe Benefits		1,176.77	5,292.95		
03. Travel		92.63	467.23		
04. Staff Training					
05. Office Supplies		28.22	679.78		
06. Purchased Equipment		24.88	214.38		
07. Rental Equipment					
08. Rent		-0-	125.00		
09. Utilities					
10. Custodial Services					
11. Insurance and Bonding		281.00	9,465.25		
12. Communications		143.05	188.83		
13. Other					
Administrative Totals		11,936.43	43,440.18		

ALLOWANCES

14. Enrollee Stipends					
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MONTHLY FINANCIAL REPORT

-12-

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
. WAGES FOR PARTICIPANTS					
15. Work Experience					
16. Other Paid Participation					
17. Public & Private Non-Profit OJT					
18. Subsidized Public Employment (PSE)		13,098.50	28,448.95		
Wage Totals		13,098.50	28,448.95		
. FRINGE BENEFITS FOR PARTICIPANTS					
19. Work Experience					
20. On-the-Job Training					
21. Subsidized Public Employment		796.34	74,852.41		
Fringe Benefit Totals		796.34	74,852.41		
. TRAINING COSTS					
01. Salaries and Wages		-0-	300.00		
02. Fringe Benefits					
03. Travel					
22. Tuition & Entrance Fees					
04. Private OJT Training Costs					
05. Consumable Supplies		181.45	914.52		
23. Books & Teacher Aids					
6. Equipment Purchased		142.32	370.34		
07. Equipment Rented or Leased		2,000.00	8,457.14		
13. Other					
Training Cost Totals		2,323.77	10,042.00		

MONTHLY FINANCIAL REPORT

-13-

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGE BALANCE
SERVICE TO CLIENTS					
01. Salaries and Wages					
02. Fringe Benefits					
03. Travel					
05. Consumable Supplies					
06. Purchased Equipment					
07. Rental Equipment					
24. Child Care					
25. Transportation					
26. Medical and Dental		- 0 -	240.00		
27. Legal					
28. Housing					
13. Other					
Service Totals		- 0 -	240.00		
PROGRAM TOTALS		16,218.35	113,583.36		

Grant Number

33562

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGE BALANC
CLASSROOM TRAINING					
1. Administration					
5. Training					
2. Allowances					
6. Services					
Classroom Training Totals					
ON-THE-JOB TRAINING					
1. Administration					
5. Training					
6. Services					
3. Wages					
4. Fringe Benefits					
On-the-Job Training Totals					
PUBLIC SERVICE EMPLOYMENT					
1. Administrative		11,936.43	43,440.18		
5. Training		2,323.77	10,042.00		
6. Services		-0-	240.00		
3. Wages		13,098.24	28,448.95		
4. Fringe Benefits		796.34	74,852.41		
Public Employment Totals					
GRAND TOTALS		28,154.78	157,023.54		

SCHEDULE A

Office Admn.

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

COMPUTATION OF WAGES FOR THE PERIOD 11-16-78 TO 11-30-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Executive Director	40	458.50	80	229.25	229.25
Deputy Director	40	539.50	80	269.75	269.75
Program Evaluator	"	350.00	"	175.00	175.00
Report Specialist	"	700.00	"	350.00	350.00
Program Coordinator	"	1,499.32	"	749.66	749.66
Accountant	"	291.74	"	145.87	145.87
Bookkeeper	"	163.50	"	81.75	81.75
Accounting Clerk	"	120.00	"	60.00	60.00

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL \$ 2,061.28
(column 6 only)

SCHEDULE B

CITY OF ST. PAUL

Office Admn.

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-15-78 TO 11-30-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
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1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>83.92</u>
MEDICAL (EMPLOYER'S SHARE)	<u> </u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u>IL.C. @ 4.5%</u>	<u>92.76</u>

2. Total Payments for other Fringe Benefits: \$ 176.

3. Total actual fringe benefits (line 1 and line 2) \$ 176.

SCHEDULE A

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

Site Admn.

COMPUTATION OF WAGES FOR THE PERIOD 11-20-78 TO 12-1-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
J. Hammer, Foreman	40	8.68	85	737.80	737.80
G. Hansen, Foreman	"	"	80	694.40	694.40
M. May, Groundsmen	"	7.76	40	310.40	310.40
W. May, Groundsmen	"	"	64	496.64	496.64
J. Verdeja, Foreman	"	8.68	80	694.40	694.40
D. White Eagle, Foreman	"	"	"	694.40	694.40
L. Carter, Payroll Clerk	"	4.71	80	376.80	376.80

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL \$ 4,004.84
(column 6 only)

SCHEDULE B

CITY OF ST. PAUL

Site. Admn.

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-20-78 TO 12-1-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
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1. Total payments for vacation, sick, holiday and other leave

\$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)

\$ -0-

FICA (EMPLOYER'S SHARE)

242.30

MEDICAL (EMPLOYER'S SHARE)

LIFE INSURANCE (EMPLOYER'S SHARE)

WORKMEN'S COMPENSATION

OTHER: U.C. @ 4.5%

180.22

2. Total Payments for other Fringe Benefits:

\$ 422.52

3. Total actual fringe benefits (line 1 and line 2)

\$ 422.52

SCHEDULE A

CITY OF SAINT PAUL

Site Admn.

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 11-6-78 TO 11-17-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
J. Hammer, Foreman	40	8.68	72	624.96	624.96
G. Hanson, Foreman	"	"	80	694.40	694.40
M. May, Groundsmen	"	7.76	88	682.88	682.88
W. May, Groundsmen	"	"	66	512.16	512.16
J. Verdeja, Foreman	"	8.68	80	694.40	694.40
D. White Eagle, Foreman	"	"	62	538.16	538.16
L. Carter, Payroll Clerk	"	4.71	80	376.80	376.80

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL
(column 6 only) \$ 4,123.76

SCHEDULE B

CITY OF ST. PAUL

Site Admn.

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-6 -78 TO 11-17-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disburse</u>
---------------------------	--	------------------------------	---------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0

PAYMENTS FOR OTHER FRINGE BENEFITS:

Mr. Laborers Fringe Benefit Fund (Penalty Charge)	\$ <u>142.39</u>
FICA (EMPLOYER'S SHARE)	<u>249.51</u>
MEDICAL (EMPLOYER'S SHARE)	<u> </u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u>U.C. @ 4.5%</u>	<u>185.57</u>

2. Total Payments for other Fringe Benefits: \$ 577.4

3. Total actual fringe benefits (line 1 and line 2) \$ 577.4

SCHEDULE A

CITY OF SAINT PAUL

Trainees

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 11-2-78 TO 11-15-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
L. Mueller	40	5.33	80	426.40	426.40
D. Nuer	"	5.58	"	446.40	446.40
D. Olson	"	5.33	"	426.40	426.40
L. Olson	"	"	"	426.40	426.40
R. Vallejo	"	"	"	426.40	426.40
M. Zubrian	"	"	"	426.40	426.40

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lesser of columns (3) and (5)

TOTAL \$ 7,098.24
(column 6 only)

SCHEDULE A

CITY OF SAINT PAUL

Trainees

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 11-2-78 TO 11-15-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
S. Aguliar	40	5.33	80	426.40	426.40
J. Balismo	"	"	"	426.40	426.40
J. Galvan	"	"	"	426.40	426.40
J. Hanson	"	"	"	426.40	426.40
R. Holland	"	"	48	255.84	255.84
K. Jackson	"	"	80	426.40	426.40
L. Jackson	"	"	40	213.20	213.20
E. Kadlec	"	"	"	213.20	213.20
E. Lafontaine	"	"	80	426.40	426.40
R. Lara	"	"	"	426.40	426.40
G. Maestras	"	"	"	426.40	426.40
R. Martinez	"	"	"	426.40	426.40

SCHEDULE B

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

Trainees

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-2-78 TO 11-15-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disburse</u>
---------------------------	--	------------------------------	---------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>433.30</u>
MEDICAL (EMPLOYER'S SHARE)	<u> </u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u> </u>	

2. Total Payments for other Fringe Benefits: \$ 433.30

3. Total actual fringe benefits (line 1 and line 2) \$ 433.30

SCHEDULE A

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

Trainees

COMPUTATION OF WAGES FOR THE PERIOD 11-16-78 TO 11-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
L. Olson	40	5.33	72	383.76	383.76
R. Vallejo	"	"	59	314.47	314.47
M. Zubrian	"	"	71	378.43	378.43
D. Neurer	"	"	80	446.40	446.40

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL \$ 6,000.26
(column 6 only)

SCHEDULE A

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

Trainees

COMPUTATION OF WAGES FOR THE PERIOD 11-16-78 TO 11-29-78

(1) Employee and Title	(2) Normal Work Week	(3) Budgeted Salary Monthly or Hourly	(4) Number of Hours Worked	(5)* Actual Wages Paid	(6)** Reimbursement Requested
J. Balismo	40	5.33	68	362.44	362.44
S. Aguliar	"	"	74	394.42	394.42
J. Galvan	"	"	56	298.48	298.48
J. Hanson	"	"	80	426.40	426.40
R. Holland	"	"	72	383.76	383.76
K. Jackson	"	"	80	426.40	426.40
L. Jackson	"	"	49	261.17	261.17
E. Lafontaine	"	"	38	202.54	202.54
R. Lara	"	"	55	293.15	293.15
G. Mastras	"	"	78	415.74	415.74
R. Martinez	"	"	62	330.46	330.46
L. Mueller	"	"	56	298.48	298.48
D. Olson	"	"	72	383.76	383.76

SCHEDULE B

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

Trainees

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-16-78 TO 11-29-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disburse</u>
---------------------------	--	------------------------------	---------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA) \$ -0-

FICA (EMPLOYER'S SHARE) 363.04

MEDICAL (EMPLOYER'S SHARE) _____

LIFE INSURANCE (EMPLOYER'S SHARE) _____

WORKMEN'S COMPENSATION _____

OTHER: _____

2. Total Payments for other Fringe Benefits: \$ 363.0

3. Total actual fringe benefits (line 1 and line 2) \$ 363.0

Tree Project

Frank

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. GRANT NUMBER 33562	2. INVOICE NUMBER 4
3. REPORT PERIOD MONTH December YEAR 1978	
6. TYPE OF PAYMENT REQUEST <input checked="" type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE	

PROGRAM NAME AND ADDRESS
Migrants In Action
1162 Selby Ave.
St. Paul, Minnesota 55104

4. PAYEE NAME AND ADDRESS
Same

A COMPUTATION OF SURPLUS (DEFICIT) CASH BALANCE FROM CURRENT MONTH AND AMOUNT OF REIMBURSEMENT DUE PROGRAM IF NO ADVANCE IS REQUESTED

1. CASH RECEIVED TO DATE (ENTER DATE)	12-11-78	\$	177,023.54
2. CASH DISBURSED TO DATE (ENTER DATE)	12-11-78		189,606.15
3. SUB-TOTAL (LINE 1 - LINE 2)			12,582.61
4. CASH REQUESTED, NOT YET RECEIVED			-0-
5. SUB-TOTAL (LINE 3 + LINE 4)			12,582.61
6. CASH TO BE DISBURSED FROM DATE ON LINE 2 TO THE END OF THE MONTH			20,000.00
7. SURPLUS (DEFICIT) FROM CURRENT MONTH (LINE 5 - LINE 6) AMOUNT OF REIMBURSEMENT DUE PROGRAM		\$	32,582.61

B COMPUTATION OF AMOUNT OF CASH ADVANCE FOR COMING MONTH

8. CASH WHICH WILL BE DISBURSED IN COMING MONTH OF		\$	
9. SURPLUS (DEFICIT) FROM LINE 7			
10. AMOUNT OF CASH ADVANCE REQUESTED (LINE 8 - LINE 9)		\$	-0-

C SCHEDULE OF REQUESTED PAYMENTS

ENTER DATES OF MONTH ON WHICH CHECKS MUST BE RECEIVED AND AMOUNT FOR WHICH EACH CHECK SHOULD BE WRITTEN.

DATE	AMOUNT	DATE	AMOUNT
1.		4.	
2.		5.	
3.		6.	
TOTAL AMOUNT OF REQUESTED PAYMENTS		(LINE 7 IF REIMBURSEMENT) (LINE 10 IF ADVANCE)	\$ 32,582.61

D CERTIFICATION: "I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSES AND CONDITIONS OF THE GRANT."

TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

Dorothy J. Royston, Accounting Director

9. APPROVED BY (PROGRAM DIRECTOR'S SIGNATURE)

[Signature]

SIGNATURE OF AUTHORIZED OFFICIAL

[Signature: Dorothy J. Royston]

10. DATE REPORT SUBMITTED

Subgrantee Name and Address Migrants In Action 1162 Selby Ave. St. Paul, Minnesota 55104	2. Title I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> VI <input type="checkbox"/> Program CT <input type="checkbox"/> OJT <input type="checkbox"/> PSE <input checked="" type="checkbox"/> WE <input type="checkbox"/> SC <input type="checkbox"/>	3. Grant Number 33562 4. Start of Program (Date) October 1978 5. Report Period (Month) December, 1978
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COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGE BALANCE
ADMINISTRATIVE COSTS					
01. Salaries and Wages		12,375.06	39,381.82		
02. Fringe Benefits		4,088.66	9,381.61		
03. Travel		-0-	462.23		
04. Staff Training		-0-	679.78		
05. Office Supplies		-0-	214.38		
06. Purchased Equipment		201.67	201.67		
07. Rental Equipment		250.00	325.00		
08. Rent					
09. Utilities					
10. Custodial Services					
11. Insurance and Bonding		250.00	9,715.25		
12. Communications		-0-	188.83		
13. Other					
Administrative Totals					

ALLOWANCES					
14. Enrollee Stipends		17,165.39	60,605.57		

MONTHLY FINANCIAL REPORT

-12-

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
WAGES FOR PARTICIPANTS					
15. Work Experience					
16. Other Paid Participation					
17. Public & Private Non-Profit OJT					
18. Subsidized Public Employment (PSE)		13,810.72	42,259.67		
Wage Totals		13,810.72	42,259.67		

FRINGE BENEFITS FOR PARTICIPANTS

19. Work Experience					
20. On-the-Job Training					
21. Subsidized Public Employment		1,606.50	76,458.91		
Fringe Benefit Totals		1,606.50	76,458.91		

TRAINING COSTS

1. Salaries and Wages		-0-	300.00		
2. Fringe Benefits					
3. Travel					
2. Tuition & Entrance Fees					
4. Private OJT Training Costs					
5. Consumable Supplies					
3. Books & Teacher Aids		-0-	914.52		
6. Equipment Purchased					
7. Equipment Rented or Leased		-0-	370.34		
3. Other		-0-	8,457.14		
Training Cost Totals		0	10,042.00		

MONTHLY FINANCIAL REPORT

-13-

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGE BALANC
SERVICE TO CLIENTS					
01. Salaries and Wages					
02. Fringe Benefits					
03. Travel					
05. Consumable Supplies					
06. Purchased Equipment					
07. Rental Equipment					
24. Child Care					
25. Transportation					
26. Medical and Dental					
27. Legal		-0-	240.00		
28. Housing					
13. Other					
Service Totals		-0-	240.00		

PROGRAM TOTALS		15,417.22	129,000.58		
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Grant Number

33562

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
CLASSROOM TRAINING					
1. Administration					
5. Training					
2. Allowances					
6. Services					
Classroom Training Totals					
ON-THE-JOB TRAINING					
1. Administration					
5. Training					
6. Services					
3. Wages					
4. Fringe Benefits					
On-the-Job Training Totals					
PUBLIC SERVICE EMPLOYMENT					
1. Administrative		12,165.39	60,605.57		
5. Training		-0-	10,042.00		
6. Services		-0-	240.00		
3. Wages		13,810.72	42,259.67		
4. Fringe Benefits		1,606.50	76,458.91		
Public Employment Totals					
GRAND TOTALS		32,582.61	189,606.15		

SCHEDULE A

CITY OF SAINT PAUL

Office Admin.

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 12-1-78 TO 12-31-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Executive Director	40	458.50	168	458.50	458.50
Program Evaluator	"	350.00	"	350.00	350.00
Report Specialist	"	700.00	"	700.00	700.00
Program Coordinator	"	1,499.32	"	1,499.32	1,499.32
Accountant	"	291.74	"	291.74	291.74
Bookkeeper	"	163.50	"	163.50	163.50
Accounting Clerk	"	120.00	"	120.00	120.00

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL
(column 6 only) \$ 3,583.06

SCHEDULE B

Administration

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 12-1-78 TO 12-31-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
---------------------------	--	------------------------------	----------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>59.50</u>
MEDICAL (EMPLOYER'S SHARE) (December)	<u>219.64</u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u>U.C. @ 4.5%</u>	<u>161.24</u>

2. Total Payments for other Fringe Benefits: \$ 440.38

3. Total actual fringe benefits (line 1 and line 2) \$ 440.38

SCHEDULE A

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

Site Admin.

COMPUTATION OF WAGES FOR THE PERIOD 12-4-78 TO 12-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
J. Hammer, Foreman	40	8.68	160	1,388.80	1,388.80
G. Hansen, Foreman	"	"	"	1,388.80	1,388.80
M. May Groundsmen	"	7.76	"	1,241.60	1,241.60
W. May Groundsmen	"	"	"	1,241.60	1,241.60
J. Verdeja, Foreman	"	8.68	"	1,388.80	1,388.80
D. White Eagle, Foreman	"	"	"	1,388.80	1,388.80
L. Carter, Payroll Clerk	"	4.71	"	753.60	753.60

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL \$ 8,792.00
(column 6 only)

SCHEDULE B

Site Administration

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 12-4-78 TO 12-29-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
---------------------------	--	------------------------------	----------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

MN. Laborers Fringe Benefits Fund (Nov.)	\$ <u>1,222.35</u>
FICA (EMPLOYER'S SHARE)	<u>532.00</u>
MEDICAL (EMPLOYER'S SHARE) (Dec.)	<u>106.29</u>
Mn. Laborers Fringe Benefits Fund (DEC)	<u>1,392.00</u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u>U.C. @ 4.5%</u>	<u>395.64</u>

2. Total Payments for other Fringe Benefits; \$ 3,648.28

3. Total actual fringe benefits (line 1 and line 2) \$ 3,648.28

SCHEDULE A

TRAINEES

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

COMPUTATION OF WAGES FOR THE PERIOD 12-4-78 TO 12-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
D. Olson	40	5.33	152	810.16	810.16
L. Olson	"	"	"	810.16	810.16
R. Vallejo	"	"	"	810.16	810.16
M. Zubrian	"	"	"	810.16	810.16

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL \$ 13,810.72
(column 6 only)

SCHEDULE A

TRAINEES

CITY OF SAINT PAUL

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 12-4-78 TO 12-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
S. Augilar	40	5.33	152	810.16	810.16
J. Balismo	"	"	"	810.16	810.16
J. Galvan	"	"	"	810.16	810.16
J. Hanson	"	"	"	810.16	810.16
R. Holland	"	"	"	810.16	810.16
K. Jackson	"	"	"	810.16	810.16
L. Jackson	"	"	"	810.16	810.16
E. Lafontaine	"	"	"	810.16	810.16
R. Lara	"	"	"	810.16	810.16
G. Mastras	"	"	"	810.16	810.16
R. Martinez	"	"	"	810.16	810.16
L. Mueller	"	"	"	810.16	810.16
D. Neurer	"	5.58	"	848.16	848.16

SCHEDULE B

Trainees

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 12-4-78 TO 12-29-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
D. Olson	5.33	8	42.64
L. Olson	"	"	42.64
R. Vallejo	"	"	42.64
M. Zubrian	"	"	42.64

1. Total payments for vacation, sick, holiday and other leave \$ 726.88

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>879.62</u>
MEDICAL (EMPLOYER'S SHARE)	<u> </u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u> </u>	

2. Total Payments for other Fringe Benefits: \$ 879.62

3. Total actual fringe benefits (line 1 and line 2) \$ 1,606.50

Trainees

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 12-4-78 TO 12-29-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
S. Aguliar	5.33	8	42.64
J. Balismo	"	"	42.64
J. Galvan	"	"	42.64
J. Hanson	"	"	42.64
R. Holland	"	"	42.64
K. Jackson	"	"	42.64
L. Jackson	"	"	42.64
E. Lafontaine	"	"	42.64
R. Lara	"	"	42.64
G. Mastras	"	"	42.64
R. Martinez	"	"	42.64
L. Mueller	"	"	42.64
D. Neurer	5.58	"	44.64

Tree Project

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. GRANT NUMBER

33562

2. INVOICE NUMBER

8

PROGRAM NAME AND ADDRESS

Migrants In Action

1162 Selby Avenue

St. Paul, Mn. 55104

4. PAYEE NAME AND ADDRESS

SAME

REPORTED
10-30-78

5. REPORT PERIOD

MONTH

September

YEAR

1978

6. TYPE OF PAYMENT REQUESTED

☒ REIMBURSEMENT☐ ADVANCE

COMPUTATION OF SURPLUS (DEFICIT) CASH BALANCE FROM CURRENT MONTH AND AMOUNT OF REIMBURSEMENT DUE PROGRAM IF NO ADVANCE IS REQUESTED

1. CASH RECEIVED TO DATE (ENTER DATE) 10-26-78	\$ 182,958.57
2. CASH DISBURSED TO DATE (ENTER DATE) 10-26-78	168,719.18
3. SUB-TOTAL (LINE 1 - LINE 2)	14,239.39
4. CASH REQUESTED, NOT YET RECEIVED	-0-
5. SUB-TOTAL (LINE 3 + LINE 4)	14,239.39
6. CASH TO BE DISBURSED FROM DATE ON LINE 2 TO THE END OF THE MONTH	20,000.00
7. SURPLUS (DEFICIT) FROM CURRENT MONTH (LINE 5 - LINE 6) AMOUNT OF REIMBURSEMENT DUE PROGRAM	\$ 5,760.61

COMPUTATION OF AMOUNT OF CASH ADVANCE FOR COMING MONTH

8. CASH WHICH WILL BE DISBURSED IN COMING MONTH OF	\$
9. SURPLUS (DEFICIT) FROM LINE 7	
10. AMOUNT OF CASH ADVANCE REQUESTED (LINE 8 - LINE 9)	\$ -0-

SCHEDULE OF REQUESTED PAYMENTS

ENTER DATES OF MONTH ON WHICH CHECKS MUST BE RECEIVED AND AMOUNT FOR WHICH EACH CHECK SHOULD BE WRITTEN.

DATE	AMOUNT	DATE	AMOUNT
		4.	
		5.	
		6.	
TOTAL AMOUNT OF REQUESTED PAYMENTS (LINE 7 IF REIMBURSEMENT) (LINE 10 IF ADVANCE)			\$ 5,760.61

RECEIVED
11-1-78

CERTIFICATION: "I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSES AND CONDITIONS OF THE GRANT."

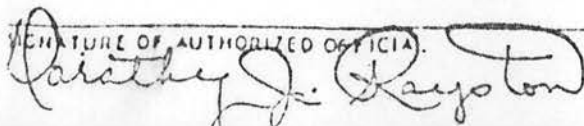
TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

Brothy J. Royston, Accounting Director

9. APPROVED BY (PROGRAM DIRECTOR'S SIGNATURE)



SIGNATURE OF AUTHORIZED OFFICIAL



10. DATE REPORT SUBMITTED

10-27-78

Subgrantee Name and Address	2. Title	3. Grant Number
	I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> VI <input type="checkbox"/>	33502
	Program	
	CT <input type="checkbox"/> OJT <input type="checkbox"/> PSE <input checked="" type="checkbox"/> WE <input type="checkbox"/>	4. Start of Program Date June 1, 1977
	SC <input type="checkbox"/>	5. Report Period (Mo. Yr) September, 1977

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
ADMINISTRATIVE COSTS					
1. Salaries and Wages	72,680	2,009.60	34,770.53		37,909.
2. Fringe Benefits	14,241	212.01	7,803.20		6,437.
3. Travel	375	-0-	397.41		(22.)
4. Staff Training					
5. Office Supplies	800	-0-	799.92		.08
6. Purchased Equipment	3,462	-0-	3,043.40		418.60
7. Rental Equipment	1,640	-0-	1,640.00		-0-
8. Rent	2,111	-0-	2,111.00		-0-
9. Utilities					
0. Custodial Services					
1. Insurance and Bonding	33,400	-0-	6,432.00		26,968.00
2. Communications	840	-0-	840.00		-0-
3. Other					
Administrative Totals	129,549	2,221.61	57,837.46		71,711.54

ALLOWANCES

4. Enrollee Stipends					
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Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
. WAGES FOR PARTICIPANTS					
15. Work Experience					
16. Other Paid Participation					
17. Public & Private Non-Profit OJT					
18. Subsidized Public Employment (PSE)	157,267	3,110.80	36,239.64		121,027.
Wage Totals	157,267	3,110.80	36,239.64		121,027.

. FRINGE BENEFITS FOR PARTICIPANTS

19. Work Experience					
20. On-the-Job Training					
21. Subsidized Public Employment	115,407	188.20	30,245.54		85,161.4
Fringe Benefit Totals	115,407	188.20	30,245.54		85,161.4

. TRAINING COSTS

01. Salaries and Wages	11,400	-0-	14,200.00		(2,800.00)
02. Fringe Benefits					
03. Travel					
22. Tuition & Entrance Fees					
04. Private OJT Training Costs					
05. Consumable Supplies	10,000	-0-	687.25		9,312.7
23. Books & Teacher Aids					
6. Equipment Purchased	36,527	-0-	21,673.69		14,853.
07. Equipment Rented or Leased	10,643	-0-	6,011.60		4,631.
13. Other	2,170	0	1,296.00		874.00
Training Cost Totals	70,740	-0-	43,868.54		26,871.

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
SERVICE TO CLIENTS					
1. Salaries and Wages					
2. Fringe Benefits					
3. Travel					
5. Consumable Supplies					
6. Purchased Equipment					
7. Rental Equipment					
4. Child Care					
5. Transportation					
6. Medical and Dental	1,000	240.00	528.00		472.00
7. Legal					
8. Housing					
3. Other					
Service Totals					

PROGRAM TOTALS	344,414	3,529.00	110,871.12		233,542.
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MONTHLY FINANCIAL REPORT

-14-

Grant Number

33462

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
CLASSROOM TRAINING					
Administration					
Training					
Allowances					
Services					
Classroom Training Totals					
ON-THE-JOB TRAINING					
Administration					
Training					
Services					
Wages					
Fringe Benefits					
On-the-Job Training Totals					
PUBLIC SERVICE EMPLOYMENT					
Administrative	129,549	2,221.61	57,837.46		71,711.00
Training	70,740	-0-	43,868.54		26,871.00
Services	1,000	240.00	528.00		472.00
Wages	157,267	3,110.80	36,239.64		121,027.00
Fringe Benefits	115,407	188.20	30,245.54		85,161.00
Public Employment Totals					
GRAND TOTALS	473,963	5,760.61	168,719.18		305,243.00

SCHEDULE A

CITY OF SAINT PAUL

Administration

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 10-25-78 TO 10-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
J. Hammer, Foreman	40	8.68	40	347.20	347.20
G. Hansen, Foreman	40	"	"	347.20	347.20
M. May, Groundsmen	"	7.76	"	310.40	310.40
W. May, Groundsmen	"	"	"	310.40	310.40
J. Verdeja, Foreman	"	8.68	"	347.20	347.20
D. White Eagle, Foreman	"	"	"	347.20	347.20

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL
(column 6 only) \$ 2,009.60

SCHEDULE B

Administration

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 10-25-78 TO 10-29-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
---------------------------	--	------------------------------	----------------------------

1. Total payments for vacation, sick, holiday and other leave

\$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)

\$ -0-

FICA (EMPLOYER'S SHARE)

121.58

MEDICAL (EMPLOYER'S SHARE)

LIFE INSURANCE (EMPLOYER'S SHARE)

WORKMEN'S COMPENSATION

 OTHER: U.C. @ 4.5%90.43

2. Total Payments for other Fringe Benefits:

\$ 212.01

3. Total actual fringe benefits (line 1 and line 2)

\$ 212.01

SCHEDULE A

(1)

TRAINEES

CITY OF SAINT PAUL

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 10-25-78 TO 10-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Maestras, G.	40	4.08	40	163.20	163.20
Martinez, R.	"	"	"	163.20	163.20
Nueller, L..	"	"	"	163.20	163.20
Neurer, D.	"	4.33	"	173.20	173.20
Olson, D.	"	4.08	"	163.20	163.20
Olson, L.	"	"	"	163.20	163.20
Vallejo, R.	"	"	"	163.20	163.20
Zubrian, M.	"	"	"	163.20	163.20

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL \$ 3,110.80
(column 6 only)

SCHEDULE A

(2)

TRAINEES

CITY OF SAINT PAUL

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 10-25-78 TO 10-29-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursemen Requested</u>
S. Aguilar	40	4.08	40	163.20	163.20
J. Balsimo	"	"	"	163.20	163.20
A. Cardona	"	"	"	163.20	163.20
J. Galvan	"	"	"	163.20	163.20
J. Hanson	"	"	"	163.20	163.20
R. Holland	"	"	"	163.20	163.20
K. Jackson	"	"	"	163.20	163.20
L. Jackson	"	"	"	163.20	163.20
E. Kadlec	"	"	"	163.20	163.20
E. Lafontaine	"	"	"	163.20	163.20
R. Lara	"	"	"	163.20	163.20

SCHEDULE B

TRAINEES

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 10-25-78 TO 10-29-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
---------------------------	--	------------------------------	----------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>188.20</u>
MEDICAL (EMPLOYER'S SHARE)	<u>-0-</u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u>-0-</u>
WORKMEN'S COMPENSATION	<u>-0-</u>
OTHER: _____	

2. Total Payments for other Fringe Benefits: \$ 188.20

3. Total actual fringe benefits (line 1 and line 2) \$ 188.20

BLUE-FINANCE ACCTG
CANARY-VENDOR ADVICE
WHITE-ENCUMBERING
GREEN-PURCHASING
PINK-DEPT. ACCTG
G'ROD- PREPARING OFFICE

CITY OF SAINT PAUL
DEPARTMENT OF FINANCE AND MANAGEMENT SERVICES
City Hall, Saint Paul, Minnesota 55102

V- 77554

PAY VOUCHER

CHARGE TO DEPARTMENT Community Services
DIVISION* Manpower Programs
AUTHORITY

DATE October 31, 1978

PAYMENT NO.

FILE NO.

ACCOUNT CODE
SEE BELOW

P V
A E
Y N
T D
O R

Migrants In Action

REFER NO. 1

REFER NO. 2

VENDOR NO.

Reimbursement for CETA Project employees for the period of
September 1978.

Administration	\$2,221.61	33562-547-103
Wges	3,110.80	33562-547-303
Fringe Benefits	188.20	33562-547-403
Services	<u>240.00</u>	33562-547-603
Total Amount Due	\$5,760.61	

\$5,760.61

FOR PROPER USE OF THIS FORM OBTAIN INSTRUCTION SHEET FROM PURCHASING
OR ACCOUNTING DIVISION.

PAY THIS AMOUNT

EXEMPT FROM PAYMENT OF MINN. SALES TAX, MINN. STATUTE 297A.01 TO 297A.44

\$5,760.61

AMOUNT OF CONTRACT	<u>\$473,963.00</u>
PRIOR PAYMENTS	<u>182,958.57</u>
THIS PAYMENT	<u>5,760.61</u>
TOTAL PAYMENTS	<u>188,719.18</u>
BALANCE DUE ON CONTRACT	<u>285,243.82</u>

PURCHASING AGENTS APPROVAL
AS TO PURCHASING REQUIREMENTS

BY: _____

I HEREBY CERTIFY THAT GOODS HAVE BEEN RECEIVED IN
GOOD ORDER, INSPECTED, AND CHECKED AS TO QUALITY
AND QUANTITY AS SPECIFIED IN THIS ORDER

DATE RECEIVED October 30 19 78

BY

APPROVED FOR PAYMENT

DEPARTMENT HEAD

BY

L.M. Herrick

I HEREBY CERTIFY THAT THERE ARE FUNDS
AVAILABLE TO PAY THIS ORDER

FINANCE DIVISION

By

VENDOR ADVICE

FINAL AUDIT Approval

By

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. GRANT NUMBER

33562

2. INVOICE NUMBER

6

PROGRAM NAME AND ADDRESS

Migrants In Action

1162 Selby Ave.

St. Paul, Minnesota 55104

4. PAYEE NAME AND ADDRESS

Same

REPORTED
9-20-78

5. REPORT PERIOD

MONTH

9-20-78

YEAR

6. TYPE OF PAYMENT REQUESTED

☒ REIMBURSEMENT☐ ADVANCE

A COMPUTATION OF SURPLUS (DEFICIT) CASH BALANCE FROM CURRENT MONTH AND AMOUNT OF REIMBURSEMENT DUE PROGRAM IF NO ADVANCE IS REQUESTED

1. CASH RECEIVED TO DATE (ENTER DATE) 9-20-78	\$ 110,995.03
2. CASH DISBURSED TO DATE (ENTER DATE) 9-20-78	108,474.28
3. SUB-TOTAL (LINE 1 - LINE 2)	2,520.75
4. CASH REQUESTED, NOT YET RECEIVED	-0-
5. SUB-TOTAL (LINE 3 + LINE 4)	2,520.75
6. CASH TO BE DISBURSED FROM DATE ON LINE 2 TO THE END OF THE MONTH *	20,000.00
7. SURPLUS (DEFICIT) FROM CURRENT MONTH (LINE 5 - LINE 6) AMOUNT OF REIMBURSEMENT DUE PROGRAM	\$ 17,479.25

B COMPUTATION OF AMOUNT OF CASH ADVANCE FOR COMING MONTH

8. CASH WHICH WILL BE DISBURSED IN COMING MONTH OF	\$
9. SURPLUS (DEFICIT) FROM LINE 7	
10. AMOUNT OF CASH ADVANCE REQUESTED (LINE 8 - LINE 9)	\$ -0-

C SCHEDULE OF REQUESTED PAYMENTS

ENTER DATES OF MONTH ON WHICH CHECKS MUST BE RECEIVED
AND AMOUNT FOR WHICH EACH CHECK SHOULD BE WRITTEN.

DATE	AMOUNT	DATE	AMOUNT
1.		4.	
2.		5.	
3.		6.	
TOTAL AMOUNT OF REQUESTED PAYMENTS		(LINE 7 IF REIMBURSEMENT) (LINE 10 IF ADVANCE)	\$ 17,479.25

D CERTIFICATION: "I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSES AND CONDITIONS OF THE GRANT."

TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

Dorothy J. Royston, Fiscal Officer

9. APPROVED BY (PROGRAM DIRECTOR'S SIGNATURE)

8. SIGNATURE OF AUTHORIZED OFFICIAL

10. DATE REPORT SUBMITTED

September 20, 1978

MONTHLY FINANCIAL REPORT

-11-

Subgrantee Name and Address Migrants In Action 1162 Selby Ave. St. Paul, Minnesota 55104	2. Title I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> VI <input type="checkbox"/> Program CT <input type="checkbox"/> OJT <input type="checkbox"/> PSE <input checked="" type="checkbox"/> WE <input type="checkbox"/> SC <input type="checkbox"/>	3. Grant Number 33562
		4. Start of Program Date June 1, 1978
		5. Report Period (Mo. Yr.) September 20, 1978

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
. ADMINISTRATIVE COSTS					
01. Salaries and Wages	72,680	6,265.92	23,681.90		48,998.10
02. Fringe Benefits	14,241	2,343.06	4,756.01		9,484.99
03. Travel	375	117.15	245.50		129.50
04. Staff Training					
05. Office Supplies	800	26.88	788.12		11.88
06. Purchased Equipment	3,462	-0-	2,831.00		631.00
07. Rental Equipment	1,640	-0-	1,425.01		214.99
08. Rent	2,111	-0-	1,583.25		527.75
09. Utilities					
10. Custodial Services					
11. Insurance and Bonding	33,400	10.00	11.00		33,389.00
12. Communications	840	-0-	638.72		201.28
13. Other					
Administrative Totals	129,549	8,763.01	35,960.51		93,588.49

. ALLOWANCES

14. Enrollee Stipends					
-----------------------	--	--	--	--	--

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
. WAGES FOR PARTICIPANTS					
15. Work Experience					
16. Other Paid Participation					
17. Public & Private Non-Profit OJT					
18. Subsidized Public (PSE) Employment	157,267	7,031.52	26,320.05		130,946.95
Wage Totals	157,267	7,031.52	26,320.05		130,946.95

. FRINGE BENEFITS FOR PARTICIPANTS

19. Work Experience					
20. On-the-Job Training					
21. Subsidized Public Employment	115,407	1,610.04	28,597.85		86,809.15
Fringe Benefit Totals	115,407	1,610.04	28,597.85		86,809.15

. TRAINING COSTS

01. Salaries and Wages	11,400	-0-	1,800.00		9,600.00
02. Fringe Benefits					
03. Travel					
22. Tuition & Entrance Fees					
04. Private OJT Training Costs					
05. Consumable Supplies	10,000	74.68	299.83		9,700.17
23. Books & Teacher Aids					
6. Equipment Purchased	36,527	-0-	15,208.04		21,318.96
07. Equipment Rented or Leased	10,643	-0-	-0-		10,643.00
13. Other	2,170	-0-	-0-		2,170.00
Training Cost Totals	20,740	74.68	17,307.87		53,432.13

Grant Number

33562

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
. SERVICE TO CLIENTS					
01. Salaries and Wages					
02. Fringe Benefits					
03. Travel					
05. Consumable Supplies					
06. Purchased Equipment					
07. Rental Equipment					
24. Child Care					
25. Transportation					
26. Medical and Dental	1,000	-0-	288.00		712.00
27. Legal					
28. Housing					
13. Other					
Service Totals	1,000	-0-	288.00		712.00

PROGRAM TOTALS	344,414	8,716.24	72,513.77		271,900.
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MONTHLY FINANCIAL REPORT

-14-

Grant Number 33562

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGET BALANCE
. CLASSROOM TRAINING					
1. Administration					
5. Training					
2. Allowances					
6. Services					
Classroom Training Totals					
. ON-THE-JOB TRAINING					
.. Administration					
5. Training					
6. Services					
3. Wages					
4. Fringe Benefits					
On-the-Job Training Totals					
. PUBLIC SERVICE EMPLOYMENT					
1. Administrative	129,549	8,263.01	35,960.51		93,588.49
5. Training	70,740	74.68	17,307.87		53,432.13
6. Services	1,000	-0-	288.00		712.00
3. Wages	157,267	7,031.52	26,320.05		130,946.95
4. Fringe Benefits	115,407	1,610.04	28,597.85		86,809.15
Public Employment Totals					
GRAND TOTALS	473,963	17,479.25	108,474.28		365,488.72

SCHEDULE A

(1)

Administration

CITY OF SAINT PAUL

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 8-28-78 TO 9-15-78

(1) Employee and Title	(2) Normal Work Week	(3) Budgeted Salary Monthly or Hourly	(4) Number of Hours Worked	(5)* Actual Wages Paid	(6)** Reimbursement Requested
Executive Director	40	458.50	80	229.25	229.25
Deputy Director	"	539.50	"	269.75	269.75
Program Evaluator	"	350.00	"	175.00	175.00
Report Specialist	"	700.00	"	350.00	350.00
Accountant	"	291.75	"	145.87	145.87
Bookkeeper	"	163.50	"	81.75	81.75
Accounting Clerk	"	120.00	"	60.00	60.00
Flores, R.- P.rogram Coordinator	"	1,499.32	"	749.66	749.66
Hammer, J.- Foreman	"	8.68	"	694.40	694.40
Hansen, G.-Foreman	"	8.68	"	694.40	694.40
May, M.-Groundsmen	"	7.76	86	667.36	667.36
May, W.-Groundsmen	"	7.76	80	620.80	620.80

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lessor of columns (3) and (5)

TOTAL
(column 6 only) \$ 6,265.92

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 8-28-78 TO 9-15-78

Administration

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Verdeja, J.-Foreman	40	8.68	96	833.28	833.28
White Eagle, D.-Foreman	"	8.68	80	694.40	694.40

SCHEDULE B

Administration

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 8-28-78 TO 9-15-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
---------------------------	--	------------------------------	----------------------------

1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

Fringe Benefit Fund	\$ <u>1,682.00</u>
FICA (EMPLOYER'S SHARE)	<u>379.09</u>
MEDICAL (EMPLOYER'S SHARE)	<u> </u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u>U.C. @ 4.5%</u>	<u>281.97</u>

2. Total Payments for other Fringe Benefits: \$ 2,343.06

3. Total actual fringe benefits (line 1 and line 2) \$ 2,343.06

SCHEDULE A

(1)

CITY OF SAINT PAUL

Trainees

SUBGRANTEE Migrants In ActionCOMPUTATION OF WAGES FOR THE PERIOD 8-28-78 TO 9-8-78

(1) Employee and Title	(2) Normal Work Week	(3) Budgeted Salary Monthly or Hourly	(4) Number of Hours Worked	(5)* Actual Wages Paid	(6)** Reimbursement Requested
Aguilar, S.	40	4.08	72	326.40	293.76
Balsimo, J.	"	"	72	326.40	293.76
Cardona, A.	"	"	72	326.40	293.76
Galvan, J.	"	"	64	293.76	261.12
Hanson, Joel	"	"	72	326.40	293.76
Holland R.	"	"	64	293.76	261.12
Jackson, K.	"	"	72	326.40	293.76
Jackson, L.	"	"	64	293.76	261.12
Neurer, D.	"	4.33	72	346.40	311.76
Johnson, K.	"	4.08	72	326.40	293.76
Kadlec, E.	"	"	64	293.76	261.12
Lafontaine, E.	"	"	88	391.68	359.04

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lesser of columns (3) and (5)

TOTAL
(column 6 only)\$ 7,031.52

SUBGRANTEE Migrants In Action

Trainees

COMPUTATION OF WAGES FOR THE PERIOD 8-28-78 TO 9-8-78

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursemen Requested</u>
Lara, R.	40	4.08	80	359.04	326.40
Maestras, G.	"	"	72	326.40	293.76
Martinez, A.	"	"	72	326.40	293.76
Martinez, K.	"	"	72	326.40	293.76
Martinez, R.	"	"	64	293.76	261.12
Mueller, L.	"	"	80	359.04	326.40
Olson, D.	"	"	64	293.76	261.12
Olson, L.	"	"	88	391.68	359.04
Scott, J.	"	"	7	28.56	28.56
Tate, M.	"	"	56	261.12	228.48
Vallejo, R.	"	"	72	326.40	293.76
Zubiran, M.	"	"	72	326.40	293.76
Emerfall, D.	"	"	72	326.40	293.76

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 8-28-78 TO 9-8-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
---------------------------	--	------------------------------	----------------------------

See Attached Sheet

1. Total payments for vacation, sick, holiday and other leave	\$ <u>785.36</u>
---	------------------

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>472.92</u>
MEDICAL (EMPLOYER'S SHARE)	<u> </u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u> </u>
WORKMEN'S COMPENSATION	<u> </u>
OTHER: <u>U.C. @ 4.5%</u>	<u>351.76</u>

2. Total Payments for other Fringe Benefits:	\$ <u>824.68</u>
--	------------------

3. Total actual fringe benefits (line 1 and line 2)	\$ <u>1,610.04</u>
---	--------------------

SCHEDULE B

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 8-28-78 TO 9-8-78

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbursed</u>
Aguilar, S.	4.08	8	32.64
Balismo, J.	"	"	" "
Cordona, A.	"	"	" "
Galvan, J.	"	"	" "
Hanson, J.	"	"	" "
Holland, R.	"	"	" "
Jackson, K.	"	"	" "
Jackson, L.	"	"	" "
Emerfall, D.	"	"	" "
Johnson, K.	"	"	" "
Kadlec, E.	"	"	" "
Lafontaine, E.	"	"	" "
Lara, R.	"	"	" "
Maestras, G.	"	"	" "
Martinez, A.	"	"	" "
Martinez, K.	"	"	" "
Martinez, R.	"	"	" "
Mueller, L.	"	"	" "
Olson, D.	"	"	" "
Olson, L.	"	"	" "
Tate, M.	"	"	" "
Vallejo, R.	"	"	" "
Zubrian, M.	"	"	" "
Neurer, D.	4.33	"	34.64

C.E.T.A. 303 EXPENDITURES

REPORTED
 9-18-78
Report for the Month of: AUGUST 1978

	ADMINISTRATION	MANPOWER	RELOCATION	TOTAL
SALARIES	2,057.11	6,759.06	5,877.44	14,693.61
FRINGES	312.99	1,028.42	894.28	2,235.69
TRAVEL	-0-	1,207.60	X	1,207.60
RENT	21.46	193.23	X	214.69
CONS. SUPPLIES	-0-	710.71	X	710.71
EQUIPMENT	1.47	47.78	X	49.25
TELEPHONE	42.87	569.60	X	612.47
POSTAGE	-0-	X	X	-0-
INS/BONDING	1,550.00	X	X	1,550.00
RECRUITMENT	X	X	X	X
TOTALS:	3,985.90	10,516.40	6,771.72	21,274.02
SUPPORTIVE SERVICES				13, 720.87
OTHER: _____				-0-
TOTAL:				34,994.89

C. E. T. A. - ADMINISTRATION

Report for the Month of: August 1978

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
14	SALARIES	2,057.11	18,093.70	27,180.00
14	FRINGES	312.99	2,898.11	4,077.00
0	TRAVEL	-0-	293.40	300.00
10	RENT	21.46	457.03	720.00
0	CONSUMABLE SUPPLIES	-0-	199.25	200.00
3	EQUIPMENT	1.47	180.62	400.00
7	TELEPHONE	42.87	451.89	540.00
100	POSTAGE	-0-	310.20	400.00
100	INS. BONDING	1,550.00	1,661.57	500.00
	TOTALS:	3,985.90	24,545.77	34,317.00

Explanations:

C.E.T.A. 303 - MANPOWER

Report for the Month of: August 1978

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
46	SALARIES	6,759.06	59,450.82	93,014.00
46	FRINGES	1,028.42	9,522.44	13,952.00
100	TRAVEL	1,207.60	6,455.45	5,400.00
90	RENT	193.23	4,113.26	6,480.00
93	TELEPHONE	569.60	3,339.34	7,700.00
100	CONSUMABLE SUPPLIES	710.71	4,158.96	5,300.00
97	EQUIPMENT	47.78	2,613.01	5,400.00
TOTALS:		10,516.40	89,653.28	137,246.00

Explanations:

C.E.T.A. RELOCATION

Report for the Month of: August 1978

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
40	SALARIES	5,877.44	51,696.34	80,850.00
40	FRINGES	894.28	8,280.37	12,127.00
	TOTALS:	6,771.72	59,976.71	92,977.00

Explanations:

SUPPORTIVE SERVICES

Report for the Month of: AUGUST 1978

DESCRIPTION	MONTH	Y.T.D.	BALANCE	
			Beginning	Closing
EMERGENCY	4,879.48	25,981.96	25,000.00	(981.96)
NUTRITION	2,358.28	14,912.45	17,000.00	2,087.55
RESIDENTIAL	4,805.20	24,318.34	21,903.00	(2,415.34)
RELOCATION	1,677.91	12,880.00	12,000.00	(880.00)
TOTALS:	13,720.87	78,092.75	75,903.00	(2,189.75)

Explanations:

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

ADMINISTRATION

EXPENDITURES

Salaries
Fringe Benefits
Travel
Rent
Consumable Supplies
Equipment
Telephone
Postage
Insurance Bonding
Recruitment
Other Administrative Costs

Total:

MONTH ONLY	YR. TO DATE
2,057.11	18,093.70
312.99	2,898.11
-0-	293.40
21.46	457.03
-0-	199.25
1.47	180.62
42.87	451.89
-0-	310.20
1,550.00	1,661.57
X	X
X	X
3,985.90	24,545.77

I certify that to the best of my knowledge the data recorded in this report is correct.

NAME Dorothy J. Royston	TITLE Fiscal Officer	TELEPHONE NUMBER 646-4560
SIGNATURE <i>Dorothy J. Royston</i>	DATE OF REPORT 9-15-78	

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

Subgrantee: Migrants In Action

Report for Month of: AUGUST 1978

		EXPENDITURES		EXPENDITURES	
		Month Only	Y-T-D	Month Only	Y-T-D
Administration				3,985.90	24,545.77
Classroom Training					
A	Allowances				
B	Training				
Health/Medical					
A	Transportation				
B	Supplies				
C	Equipment				
D	Services				
Nutritional				2,358.28	14,912.45
Residential				4,805.20	24,318.34
Legal					
A	Transportation				
B	Services				
Relocation				8,449.63	72,856.71
A	Salaries	5,877.44	51,696.34		
B	Fringe Benefits	894.28	8,280.37		
C	Transportation	X	X		
D	Supplies	X	X		
E	Equipment	X	X		
F	Services	1,677.91	12,880.00		
Emergency Assistance				4,879.48	25,981.96
Manpower Services				10,516.40	89,653.28
A	Salaries	6,759.06	59,450.82		
B	Fringe Benefits	1,028.42	9,522.44		
C	Transportation	1,207.60	6,455.45		
D	Supplies	710.71	4,158.96		
E	Equipment	47.78	2,613.01		
F	Telephone	569.60	3,339.34		
G	Rent	193.23	4,113.26		
Total				34,994.89	252,268.51

Positive Outcome of the Project

What specific aspects of your CETA project worked out particularly well?

Response:

Goal 1: Staff Training

The MIA-CETA (LEDP) staff is increasing its skills in all areas designed and it has become a model for the rest of the agency.

Goal 2: Client Employment Services

Because our target population doesn't have a cultural model of seeking outside help or utilizing services, we consider our capacity for keeping our clients using our agency services through a period of two to three months is a great success. Our encouragement and rapport have started them on a pattern of seeking help when they need it and also, initiating their own employment contacts when appropriate.

Goal 3: Contact and Follow-up

Close follow-up and contact with clients have also provided help when the client's progress has been slowed or halted.

Goal 5: Supportive Services

Supportive services have been provided effectively through our developing of resource agencies, allowing the client to concentrate on his/her training or employment search.

Problems with the Project

What problems did you encounter during the project and what did you try to do about them?

Response:

Goal 2: Client Training Referral

We did not utilize the ME&TP a great deal because our clients were not eligible due to lack of language skills, and in other cases, they were not interested because of urgent need for financial support.

Goal 4: Referrals to English as a Second Language

Because of lack of financing available for ESL training, add to the fact that most of our unskilled clients have had failure experiences in school, accomplishment of this goal continues to be difficult for us. ESL classes offered on our premises (a place where they trust and where they experience success) could be an answer. Financial compensation in certain cases, availability of cassettes with self-teaching bilingual material (audio visual recordings have been their way in life to record facts--not paper and pencil) all available in a drop-in center could be a most resourceful and successful project.

Goal 6: Youth Employment and Training Referrals

We spent the month of April outreaching and recruiting Latino Chicano youth through radio, mail, and personal contacts for the Twin Cities Tree Trust project, without success.

Since we are an employment agency and we could not get clients through CETA, we had to become ourselves "HIRED". Therefore much of our time and energy has been dedicated to the development of job opportunities for our unemployed and underemployed clients. At this point we have jobs available for people at all skill levels. We have employers very willing to hire the Mexican American minority. We are in the process of organizing workshops on job seeking and job retaining skills for our clients.

Raul Villarreal "Wants to Work Likes to Work" CETA Program Made It Happen

10/1/83 ST. LOUIS POST-DEMOCRATIC 10-3-83

After being unemployed for 2 1/2 months in Chicago, last spring Raul Villarreal decided to go west, where he hoped his fortunes would improve. On a stopover in Minneapolis he got drunk, arrested and thrown into a detoxification unit. He wouldn't have suspected it then, but things were beginning to look up.

From the detox center, Villarreal was shuttled to Migrants in Action (MIA), 122 W. Franklin. The MIA staff helped him find food, shelter, clothing and vocational training.

The Minneapolis MIA office has been offering these services to disadvantaged Latinos like Villarreal for about six months. MIA also provides

similar support services for migrant farmworkers, in addition to its main job of vocational counseling and employment referral for Latinos in Minneapolis.

MIA is funded through the Comprehensive Employment and Training Act (CETA). Sponsored locally by the city of Minneapolis, CETA Title VI Special Projects furnish jobs for the unemployed while providing needed public services.

The MIA staff evaluated and tested Villarreal for referral to the CETA Intake Center, 2429 Nicollet Ave., where he now studies auto mechanics. His prospects for employment have not always been so favorable. He told of one time in Florida where he

worked on a shrimp boat for 15 days.

"On board were the captain, the rigman, and I was the third hand. The rigman was going off, and I was doing both his job and mine. We worked from 6 in the evening to 10 o'clock the next morning for 15 days. I got paid \$75," he said without bitterness about a job paying 31 cents an hour.

He told of picking apples and corn and beans, the seasonal harvestings that lure the migrant from place to place. He liked the work.

"If they would pay more in the fields, I would stay. But the work only lasts 2 or 3 weeks, and you make maybe \$25. There's no money. Then you have to move again," he explained.

"I want to work. I like to work," Villarreal added. "I want training, not book training, but on-the-job training. I learn better by doing it. You have to do it

to see exactly what's going on."

But Villarreal has learned that some schoolwork is necessary. He now studies mathematics, blueprints and, of course, mechanics. Now that he sees school will help in finding work, Villarreal is eager to learn.

"I think the CETA program is terrific. I wish more Spanish people would get into it," Villarreal said.

Villarreal has helped recruit other Latinos by taking Minneapolis MIA director Olga Yunis around the community to put up posters describing MIA services.

Yunis explained, "Our best source of referrals is another MIA client. We try to use our clients as agents. But they won't help unless they're satisfied. It is a Latino cultural pattern to exhaust the resources of families and friends before coming to a public service

agency."

Yunis felt a major priority of MIA was breaking the pattern of failure many Latinos experience because of language and cultural barriers. She said failure first begins by not understanding the teaching in grade school, and follows until that person is stuck in a series of low-paying jobs.

Yunis continued, "We try to find positions that will give our clients the feeling of success. Once they have proven themselves, you keep on building their confidence. We are a great help for the welfare system. We are getting our clients out of that pattern," she said.

Villarreal would agree, for he now feels he has the capability to do many things he has not been given a chance to do such as becoming a truck driver or an airplane pilot.

He said, "I just want to

learn what I want. A mechanic is a good job. It's one goal. But I have other goals, too."

Villarreal concluded, "I learn the hard way. But I'm proud of it."

B'

MINNEAPOLIS MIA-CETA

A MANUAL

122 West Franklin Avenue
Room 1
Minneapolis, Minnesota 55404

September 1978

TABLE OF CONTENTS

Introduction	page 1
Purpose	2
Job Description: Counselor/Supervisor	3
Job Description: Advocates	4
Job Description: Clerk-typist	5
Program Goals and Objectives	6
Basic Attitudes in Service to Clients	7
Bilingual Outreach Services	8
Counseling Services for Manpower Purposes	9
Counseling Services for Supportive Purposes	11
Follow Through Services	12
Staff Training and Development	13
Client Records and Record Keeping	14
Meetings	15
Personnel Policies and Procedures	15
Administrative Policies	15
Minneapolis MIA-CETA Organizational Chart	16
St. Paul MIA -- Personnel Policies and Procedures- Attachment A	

INTRODUCTION

*We are
not being
refunded*

This manual for Minneapolis MIA-CETA is intended to provide brief, clear directions on the various programs and services. Deliberate steps have been taken to be explicit as well as descriptive.

Established: January 1978. Minneapolis MIA-CETA was established as a component of St. Paul MIA in January 1978 and became operational March 1978. Funding for this component is to expire September 30, 1978.

Accountability: Accountable and responsible to St. Paul MIA and the City of Minneapolis CETA office.

Working relationship is as follows:

1. We are a component unit of St. Paul MIA.
2. Counselor/Supervisor is responsible and accountable to the Deputy Director of St. Paul MIA.
3. Funds for Minneapolis MIA-CETA component are received and administered through St. Paul MIA.

PURPOSE

There is reason to believe that in Minneapolis an MIA administered CETA project is needed. Briefly stated, these reasons are:

1. Increase in Latino population in Minneapolis.
2. Increase in unemployment in Latino population.
3. There is a great need to improve the employability of this Latino population.
4. There is a need to develop job opportunities and facilitate job placement for this Latino population.
5. This Latino population needs training in order to be able to make effective use of the social institutions of the major culture.

Who will provide services in this Minneapolis MIA-CETA program?

Paid and qualified bilingual staff will be hired and retained to carry out the program and services of this component. The paid staff, at this point, consists of the following:

1. One Counselor/Supervisor
2. Two Advocates
3. One Clerk/Typist

The job descriptions follow.

JOB DESCRIPTION: Counselor/Supervisor

Position Purpose:

To be responsible for the implementation of an aggressive manpower and training outreach and advocacy program which will facilitate employability development for Latino clients.

Responsibilities:

Coordinating, supervising, and training three advocates, and one clerk/typist who will assist in the following.

Developing an aggressive communications effort including securing public service spots on radio and television, conducting workshops, developing and distributing information items.

Developing an administrative plan and packet in cooperation with the Minneapolis Employment and Training Program.

Maintaining accurate and thorough records on the progress of the program.

Counseling clients so that they may develop realistic employment goals and maintenance plans.

Assisting clients in securing resources necessary for implementation of employability plans.

Advocating for clients to insure they receive service from existing programs.

Skills and Experience Required:

Strong communication skills, oral and written, in both Spanish and English; administrative ability; ability to communicate effectively with a variety of individuals including media representatives, policy makers, and disadvantaged; previous experience in social service agency and previous supervisory experience required; college graduate preferred but a combination of college and experience equal to 4 years will be considered.

JOB DESCRIPTION: Advocates

Position Purpose:

To provide outreach, intake, and follow-up to assist Latinos in securing training necessary to develop employability skills.

Responsibilities:

To prepare bilingual informational items as directed by counselor/supervisor so that Latinos become aware of and encouraged to use employment training and placement opportunities available.

To assist in conducting workshops as requested by the counselor/supervisor so that Latinos become aware of and are encouraged to use training and placement services available.

To gather information from clients on past work experience, educational achievements, income level, etc. so that the counselor/supervisor may make a preliminary employability assessment and develop a preliminary employability plan.

To provide transportation for clients to job or training program interviews.

To work with the client and manpower counselor/supervisor to develop and implement the preliminary employability plan.

To provide follow-through by maintaining contact with clients enrolled in ESL and basic skill training on a weekly basis.

To provide supportive services as needed through MIA resources or the referral and to advocate for clients' needs when the referral system is used.

Education and Experience Required:

Bilingual Spanish/English. Strong ability to communicate orally and in writing in both English and Spanish a must. Ability to work effectively with other agencies; experience with low-income persons, sensitivity to cultural norms of Latinos, familiarity with urban employment problems and issues. Four years of college, four years of experience with social service agency, or combination of experience and college to equal four years.

JOB DESCRIPTION: Clerk-typist

Position Purpose:

To provide typing, filing, and other general office duties for advocates and counselor/supervisor so that work of the program may be expedited.

Responsibilities:

To type, record, and file data necessary for program.

To schedule appointments for advocates and counselor/supervisor.

To serve as receptionist for program.

To be responsible for overall office maintenance.

To type correspondence, plans, and reports as necessary.

To maintain an inventory of office supplies and order additional when necessary and when approved by MIA bookkeeper.

Education and Experience Required:

Bilingual Spanish/English. Ability to work with low-income persons; sensitivity to cultural norms of Latinos; ability to type 30 words per minute. One year of previous general office work preferred. GED or equivalent in training.

PROGRAM GOALS AND OBJECTIVES OF MINNEAPOLIS MIA-CETA

The main goal of Minneapolis MIA-CETA is to design programs and services for the unemployed Latinos of Minneapolis which will enable them to take advantage of the Minneapolis Employment and Training program or other job or training referrals.

The programs designed to carry out the above stated main goal are as follows:

1. Bilingual outreach services program.
2. Bilingual employability development counseling that is sensitive to Latino culture:
 - a. Counseling services for manpower purposes.
 - b. Counseling services for supportive services.
3. Follow through services to clients in the training program.

BASIC ATTITUDES IN SERVICE TO CLIENTS

We attempt to meet the client where he is, considering his perception of life and himself. As workers, we try to be aware of the client's uniqueness and to value and respect him for himself. The client will be given opportunities and experiences to enable him to appreciate this uniqueness and discover or enhance his power to effectively and responsibly direct his own life. The client will be helped to make appropriate changes and to learn how to strengthen himself as an individual employee with skills for success in the major culture, including industrial and work situations.

BILINGUAL OUTREACH SERVICES

Our outreach program consists of these activities designed to directly or indirectly locate and contact Latino/Chicano persons in the community, who have basic unmet needs in the areas of education and employment:

1. Visits to neighborhoods and door-to-door calls.
2. Visits to neighborhoods to distribute posters for display.
3. Participation in key community events.
4. Telephone directory search for Spanish surnames.
5. Direct mailing to Latino/Chicano organizations.
6. Public service announcements through various media.
7. Direct contacts with selected non-Latino agencies.
8. School visits.

COUNSELING SERVICES FOR MANPOWER PURPOSES (Bilingual services)

1. Review work history of client and help him make sense of what is to be learned from previous employment. Specifically identify the associated skills that the client has used which can now be translated into marketable job skills.
2. Explore and identify vocational or auxiliary skills that might be applied to training directions or job skills.
3. Evaluate with client his satisfaction with past work experiences, and whether he wants to pursue the same things in present or future employment.
4. Help client understand our role as counselors and consider contact with us as an opportunity to explore various job options that may require training, either on-the-job training or before job placement.
5. Enable client to learn that even though he may now be working, the opportunity or need for further or different training in order to expand opportunities and options for greater employability may arise at anytime.

The client's employability development plan consists of the following steps:

- I. Intake: an initial assessment process to determine whether the client can benefit from the CETA program or another program. The intake procedure includes:
 - A. A preliminary registration (data gathering) by our receptionist registrar or one of the advocates to determine whether the applicant can benefit from the CETA program or/and the MIA-DOL program or referral (following established criteria).
 - B. Interview with advocate to assess client's needs, interests, and ability to acquire job skills, knowledge, and employment (educational background, work history, veteran status, specific skill levels, goals, job needs).
- II. Counseling: additional interviews with advocate/counselor to gather additional information contributing to a sharper definition of the problem or its solution. This may include:

Counseling services, continued

- A. A statement of a vocational plan or recommendation for the solution of the problem.
- B. Assisting clients in completing testing, to be shared with the Intake and Referral Center, and referral to CETA when appropriate.
- C. Encouraging clients to develop their own job opportunities, when appropriate, through self-initiated employer contacts.
- D. A statement concerning the outcome and effectiveness of the advocate's services (obtained in the course of follow-up).

COUNSELING SERVICES FOR SUPPORTIVE PURPOSES

1. Internal referral agencies
 - a. DOL emergency services
 - b. CASA
2. Referral to other supportive services in the community. These include the following (among others):
 - Centro Cultural Chicano
 - Centro's Services for Spanish Speaking Seniors
 - Community University Health Center
 - General Assistance: Welfare
 - Harriet Tubman Women's Shelter
 - Native American Center
 - Northside Settlement Services
 - American Red Cross
 - various food shelves
 - Legal Aid
3. Psychological support: through acceptance, caring, friendly and firm support, accurate and reliable information.

FOLLOW THROUGH SERVICES

1. Follow up appointments and phone calls arranged through staff letters and phone calls.
2. Client report back system where client returns to office for follow up appointments or phones counselor or advocate to report on progress.
(Many of these follow up contacts still need to be initiated by staff persons.)
3. Direct contact follow up with employer and/or counselor.

STAFF TRAINING AND DEVELOPMENT

The rationale for training and staff development is that only by allocating time and providing sanctions for these activities will the staff develop and deliver their maximum energies and competencies.

It should be remembered that one purpose of any Title VI project is training of staff.

Training activities

1. Visits to selected agencies in the community to understand and link up with the network of human services in the metropolitan community.
2. Staff meetings and periodic staff reports on the professional literature.
3. Periodic staff supervision through individual staff conferences.
4. Training sessions provided by outside consultants in the following areas:
 - a. Interviewing skills.
 - b. Outreach strategies.
 - c. Client and staff relationships.
 - d. Strategies for working with other agencies.
 - e. Management and supervision.
5. General staff meetings and training sessions provided by MIA.

CLIENT RECORDS AND RECORD KEEPING

1. Confidentiality of records.
 - a. Client records and information will be held in strict confidence.
 - b. Client information will not be given out without written consent from the client.
2. Records will be kept on all client contacts showing the following:
 - a. Date of contact.
 - b. Name of client and other identifying data.
 - c. Name of worker.
 - d. Purpose of contact.
 - e. Results of contact.
 - f. Lead or direction for next contact.
 - g. At the time of closure or termination, statement to indicate that case is closed, why closed, and what was accomplished.

MEETINGS

1. Counselor/Supervisor of Minneapolis MIA-CETA will attend meetings with the Deputy Director of St. Paul MIA and other administrators in this organization as required.
2. Counselor/Supervisor of Minneapolis MIA-CETA will hold regular staff meetings with personnel of the Minneapolis office in order to facilitate and carry out the tasks and functions of this office.
3. Counselor/Supervisor will hold periodic but planned individual supervisory conferences with the staff. These conferences are to be documented and be part of the individual personnel development file.
4. Attendance at staff meetings is required of all staff.
5. According to assignments and interest, Counselor/Supervisor and Advocates will participate in community ad hoc committees, task forces, and other group meetings and projects such as the Minneapolis Community Action Agency, Hispanic Advisory Committee to the Mayor, Emergency Housing, Committee on Mental Health Services for Ethnic Minorities and the Disadvantaged, Ethnic Minorities input on Manual on Battered Women, etc.

PERSONNEL POLICIES AND PROCEDURES

These are the same as for the St. Paul office of MIA. See attached copy of policy.

ADMINISTRATIVE POLICIES

1. Hiring of staff.
2. Promotion.
3. Termination of staff.

All according to CETA procedures. See attached manual.

MPLS MIA-CETA

CETA

Program
Coordinator
Olga Yunis

ADVOCATES
Jean Fagerstrom
Fermina
Hernandez

CASA

COUNSELORS
Ted Guzman

SECRETARY
RECEPTIONIST
Nancy
Joyer

DOL
303

COUNSELOR
Jamie
Hubbard

C.E.T.A. 303 EXPENDITURES

D.O.L.

REPORTED
10-6-78

Report for the Month of: September, 1978

	ADMINISTRATION	MANPOWER	RELOCATION	TOTAL
SALARIES	2,116.20	6953.27	6046.30	15,115.77
FRINGES	156.46	514.06	447.02	1,117.54
TRAVEL	-0-	392.13	X	392.13
RENT	32.29	295.08	X	327.87
CONS. SUPPLIES	-0-	202.43	X	202.43
EQUIPMENT	15.18	490.88	X	506.06
TELEPHONE	-0-	X	X	-0-
POSTAGE	-0-	X	X	-0-
INS/BONDING	3.00	X	X	3.00
RECRUITMENT	X	X	X	X
TOTALS:	2,323.63	8,847.85	6,493.32	17,664.80
SUPPORTIVE SERVICES				8,360.16
OTHER: _____				-0-
TOTAL:				26,024.96

C. E. T. A. - ADMINISTRATION

Report for the Month of: September 1978

%	DESCRIPTION	MONTH	Y. T. D.	BUDGET
14	SALARIES	2,116.20	20,209.90	27,180.00
14	FRINGES	156.46	3,054.57	4,077.00
0	TRAVEL	-0-	293.40	300.00
10	RENT	32.79	489.82	720.00
0	CONSUMABLE SUPPLIES	-0-	199.25	200.00
3	EQUIPMENT	15.18	195.80	400.00
7	TELEPHONE	-0-	451.89	540.00
100	POSTAGE	-0-	310.20	400.00
100	INS. BONDING	3.00	1,664.57	500.00
		X		
TOTALS:		2323.63	26,869.40	34,317.00

Explanations:

C.E.T.A. RELOCATION

Report for the Month of: September 1978

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
40	SALARIES	6,046.30	57,742.64	80,850.00
40	FRINGES	447.02	8,727.39	12,127.00
	TOTALS:	6,493.32	66,470.03	92,977.00

Explanations:

C.E.T.A. 303 - MANPOWER

Report for the Month of: September 1978

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
46	SALARIES	6,953.27	66,404.09	93,014.00
46	FRINGES	514.06	10,036.50	13,952.00
100	TRAVEL	392.13	6,847.58	5,400.00
90	RENT	295.08	4,408.34	6,480.00
93	TELEPHONE	-0-	3,339.34	7,700.00
100	CONSUMABLE SUPPLIES	202.43	4,361.39	5,300.00
97	EQUIPMENT	490.88	3,103.89	5,400.00
TOTALS:		8,847.85	98,501.13	137,246.00

Explanations:

SUPPORTIVE SERVICES

Report for the Month of: September 1978

DESCRIPTION	MONTH	Y.T.D.	BALANCE	
			Beginning	Closing
EMERGENCY	4,311.76	30,293.72	28,000.00	(2,293.72)
NUTRITION	1,553.77	16,466.22	22,500.00	6,033.78
RESIDENTIAL	1,528.56	25,846.90	27,000.00	1,153.10
RELOCATION	966.07	13,846.07	20,903.00	7,056.93
TOTALS:	8,360.16	86,452.91	98,403.00	11,950.09

Explanations:

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

ADMINISTRATION

EXPENDITURES

Salaries
Fringe Benefits
Travel
Rent
Consumable Supplies
Equipment
Telephone
Postage
Insurance Bonding
Recruitment
Other Administrative Costs

Total:

MONTH ONLY	YR. TO DATE
2,116.20	20,209.90
156.46	3,054.57
-0-	293.40
32.79	489.82
-0-	199.25
15.18	195.80
-0-	451.89
-0-	310.20
3.00	1,664.57
X	X
X	X
2,323.63	26,869.40

I certify that to the best of my knowledge the data recorded in this report is correct.

NAME Dorothy J. Royston	TITLE Fiscal Officer	TELEPHONE NUMBER 646-4560
SIGNATURE		DATE OF REPORT October 6, 1978

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

Subgrantee: Migrants In Action

Report for Month of: September 1978

		EXPENDITURES		EXPENDITURES	
		Month Only	Y-T-D	Month Only	Y-T-D
1	Administration			2,323.63	26,869.40
2	Classroom Training				
2A	Allowances				
2B	Training				
3	Health/Medical				
3A	Transportation				
3B	Supplies				
3C	Equipment				
3D	Services				
4	Nutritional			1,553.77	16,466.22
5	Residential			1,528.56	25,846.90
6	Legal				
6A	Transportation				
6B	Services				
7	Relocation			7,459.39	80,316.10
7A	Salaries	6,046.30	52,742.64		
7B	Fringe Benefits	447.02	8,227.39		
7C	Transportation	X	X		
7D	Supplies	X	X		
7E	Equipment	X	X		
7F	Services	966.07	13,846.07		
8	Emergency Assistance			4,311.76	30,293.72
9	Manpower Services			8,847.85	98,501.13
9A	Salaries	6,953.27	66,404.09		
9B	Fringe Benefits	514.06	10,036.50		
9C	Transportation	392.13	6,847.58		
9D	Supplies	202.43	4,361.39		
9E	Equipment	490.88	3,103.89		
9F	Telephone	-0-			
9G	Rent	295.08	4,408.34		
10	Total			26,024.96	278,293.47

C. E. T. A. - ADMINISTRATION

Report for the Month of: November

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
14	SALARIES	1,976.49	24,559.97	27,180.00
14	FRINGES	691.67	4,167.43	4,077.00
0	TRAVEL	-0-	293.40	300.00
10	RENT	111.61	814.29	720.00
0	CONSUMABLE SUPPLIES	-0-	199.25	200.00
3	EQUIPMENT	8.73	218.65	400.00
7	TELEPHONE	-0-	533.96	540.00
100	POSTAGE	50.00	399.06	400.00
100	INS. BONDING	10.45	1,835.23	500.00
	TOTALS:	2,848.95	33,021.24	34,317.00

Explanations:

C.F.T.A. 303 - MANPOWER

Report for the Month of: November

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
46	SALARIES	6,494.19	80,697.20	93,014.00
46	FRINGES	2,272.66	13,693.04	13,952.00
100	TRAVEL	186.80	8,000.53	5,400.00
90	RENT	1004.46	2,328.54	6,480.00
93	TELEPHONE	-0-	4,429.57	7,700.00
100	CONSUMABLE SUPPLIES	473.71	6,777.38	5,300.00
97	EQUIPMENT	282.58	3,842.85	5,400.00
	TOTALS:	10,714.40	124,769.11	137,246.00

Explanations:

C.E.T.A. RELOCATION

Report for the Month of: November

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
40	SALARIES	5,647.12	70,171.42	80,850.00
40	FRINGES	1,976.22	11,906.99	12,127.00
	TOTALS:	7,623.34	82,078.41	92,977.00

Explanations:

SUPPORTIVE SERVICES

Report for the Month of: November

DESCRIPTION	MONTH	Y.T.D.	BALANCE	
			Beginning	Closing
EMERGENCY	880.92	33,031.97	28,000.00	(5,031.97)
NUTRITION	174.97	18,508.67	22,500.00	3,991.33
RESIDENTIAL	35.85	27,932.38	27,000.00	(932.38)
RELOCATION	2,326.87	19,707.60	20,903.00	1,195.40
TOTALS:	3,418.61	99,180.62	98,403.00	(777.62)

Explanations:

C.E.T.A. 303 EXPENDITURES

Report for the Month of: November

	ADMINISTRATION	MANPOWER	RELOCATION	TOTAL
SALARIES	1,976.49	6,494.19	5,647.12	14,117.80
FRINGES	691.67	2,272.66	1,976.22	4,940.55
TRAVEL	-0-	186.80	X	186.80
RENT	111.61	1004.46	X	1,116.07
CONS. SUPPLIES	-0-	473.71	X	473.71
EQUIPMENT	8.73	282.58	X	291.31
TELEPHONE	-0-	-0-	X	-0-
POSTAGE	50.00	X	X	50.00
INS/BONDING	10.45	X	X	10.45
RECRUITMENT	X	X	X	X
TOTALS:	2,848.95	10,714.40	7,623.34	21,186.69
SUPPORTIVE SERVICES				3,418.61
OTHER: _____				
TOTAL:				24,605.30

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

ADMINISTRATION

EXPENDITURES

Salaries
Fringe Benefits
Travel
Rent
Consumable Supplies
Equipment
Telephone
Postage
Insurance Bonding
Recruitment
Other Administrative Costs

Total:

MONTH ONLY	YR. TO DATE
1,976.49	24,559.97
691.67	4,167.43
-0-	293.40
111.61	814.29
-0-	199.25
8.73	218.65
-0-	533.96
50.00	399.06
10.45	1,835.23
X	X
X	X
2,848.95	33,021.24

I certify that to the best of my knowledge the data recorded in this report is correct.

NAME Adelina Miranda	TITLE Bookkeeper	TELEPHONE NUMBER 646-4566
SIGNATURE <i>Adelina Miranda</i>		DATE OF REPORT 12-12-78

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

Subgrantee: Migrants In Action

Report for Month of: November

		EXPENDITURES		EXPENDITURES	
		Month Only	Y-T-D	Month Only	Y-T-D
1	Administration			2,848.95	33,021.24
2	Classroom Training				
2A	Allowances				
2B	Training				
3	Health/Medical				
3A	Transportation				
3B	Supplies				
3C	Equipment				
3D	Services				
4	Nutritional			174.97	18,508.67
5	Residential			35.85	27,932.
6	Legal				
6A	Transportation				
6B	Services				
7	Relocation			9,950.21	101,786.01
7A	Salaries	5,647.12	70,171.42		
7B	Fringe Benefits	1,976.22	11,906.99		
7C	Transportation				
7D	Supplies				
7E	Equipment				
7F	Services	2,326.87	19,707.60		
8	Emergency Assistance			880.92	33,031.97
9	Manpower Services			10,714.40	124,769.11
9A	Salaries	6,494.19	80,697.20		
9B	Fringe Benefits	2,272.66	13,693.04		
9C	Transportation	186.80	8,000.53		
9D	Supplies	473.71	6,777.38		
9E	Equipment	282.58	3,842.85		
9F	Telephone	-0-	4,429.57		
9G	Rent	1,004.46	7,328.54		
10	Total			24,605.30	339,049.7

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C. E. T. A. - ADMINISTRATION

Report for the Month of: December

%	DESCRIPTION	MONTH	Y. T. D.	BUDGET
14	SALARIES	1,647.30	26,207.27	27,180.00
14	FRINGES	222.74	4,390.17	4,077.00
0	TRAVEL	-0-	293.40	300.00
10	RENT	93.36	907.65	720.00
0	CONSUMABLE SUPPLIES	-0-	199.25	200.00
3	EQUIPMENT	.51	219.16	400.00
7	TELEPHONE	48.09	582.05	540.00
100	POSTAGE	-0-	399.06	400.00
100	INS. BONDING	-0-	1,835.23	500.00
	TOTALS:	2,012.00	35,033.24	34,317.00

Explanations:

C.E.T.A. 303 - MANPOWER

Report for the Month of: December

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
46	SALARIES	5,412.54	86,109.74	93,014.00
46	FRINGES	731.87	14,424.91	13,952.00
100	TRAVEL	445.49	8,446.02	5,400.00
90	RENT	840.21	8,168.75	6,480.00
93	TELEPHONE	638.96	5,068.53	7,700.00
100	CONSUMABLE SUPPLIES	509.74	7,287.12	5,300.00
97	EQUIPMENT	16.49	3,859.34	5,400.00
	TOTALS:	8,595.30	133,364.41	137,246.00

Explanations:

C.E.T.A. RELOCATION

Report for the Month of: December

%	DESCRIPTION	MONTH	Y.T.D.	BUDGET
40	SALARIES	4,706.56	74,877.98	80,850.00
40	FRINGES	636.42	12,543.41	12,127.00
	TOTALS:	5,342.98	87,421.39	92,977.00

Explanations:

SUPPORTIVE SERVICES

Report for the Month of: December

DESCRIPTION	MONTH	Y.T.D.	BALANCE	
			Beginning	Closing
EMERGENCY	69.00	33,100.97	28,000.00	(5,100.97)
NUTRITION	-0-	18,508.67	22,500.00	3,991.33
RESIDENTIAL	.70	27,933.08	27,000.00	(933.08)
RELOCATION	294.99	20,002.59	20,903.00	900.41
TOTALS:	364.69	99,545.31	98,403.00	(1,142.31)

Explanations:

C.E.T.A. 303 EXPENDITURES

Report for the Month of: December

	ADMINISTRATION	MANPOWER	RELOCATION	TOTAL
SALARIES	1,647.30	5,412.54	4,706.56	11,766.40
FRINGES	222.74	731.87	636.42	1,591.03
TRAVEL	-0-	445.49	X	445.49
RENT	93.36	840.21	X	933.57
CONS. SUPPLIES	-0-	509.74	X	509.74
EQUIPMENT	.51	16.49	X	17.00
TELEPHONE	48.09	638.96	X	687.05
POSTAGE	-0-	X	X	00-
INS/BONDING	-0-	X	X	-0-
RECRUITMENT	X	X	X	-0-
TOTALS:	2,012.00	8,595.30	5,342.98	15,950.28
SUPPORTIVE SERVICES				364.69
OTHER: _____				
TOTAL:				16,314.97

Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301

ADMINISTRATION

EXPENDITURES

Salaries
Fringe Benefits
Travel
Rent
Consumable Supplies
Equipment
Telephone
Postage
Insurance Bonding
Recruitment
Other Administrative Costs

Total:

MONTH ONLY	YR. TO DATE
1,647.30	26,207.27
222.74	4,390.17
-0-	293.40
93.36	907.65
-0-	199.25
.51	219.16
48.09	582.05
-0-	399.06
-0-	1,835.23
X	X
X	X
2,012.00	35,033.24

I certify that to the best of my knowledge the data recorded in this report is correct.

NAME Adelina Miranda	TITLE Bookkeeper	TELEPHONE NUMBER 646-4560
SIGNATURE <i>Adelina Miranda</i>		DATE OF REPORT 1-5-78

**Report of Expenditures of CETA III (section 303) Funds
to the Minnesota Migrant Council, Box 1231, St. Cloud, Mn. 56301**

Subgrantee: Migrants In Action

Report for Month of: December

EXPENDITURES

EXPENDITURES

	Month Only	Y-T-D	Month Only	Y-T-D
1 Administration			2,012.00	35,033.24
2 Classroom Training				
2A Allowances				
2B Training				
3 Health/Medical				
3A Transportation				
3B Supplies				
3C Equipment				
3D Services				
4 Nutritional			-0-	18,508.67
5 Residential			.70	27,933.08
6 Legal				
6A Transportation				
6B Services				
7 Relocation			5,637.97	107,423.98
7A Salaries	4,706.56	74,877.98		
7B Fringe Benefits	636.42	12,543.41		
7C Transportation				
7D Supplies				
7E Equipment				
7F Services	294.99	20,002.59		
8 Emergency Assistance			69.00	33,100.97
9 Manpower Services			8,595.30	133,364.41
9A Salaries	5,412.54	86,109.74		
9B Fringe Benefits	731.87	14,424.91		
9C Transportation	445.49	8,446.02		
9D Supplies	509.74	7,287.12		
9E Equipment	16.49	3,859.34		
9F Telephone	638.96	5,068.53		
9G Rent	840.21	8,168.75		
10 Total			16,314.97	355,364.35

DECEMBER. 1978

CETA 3031 Nov. '78
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CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term	Y.T.D.	T. Positive	Y.T.D.
TOTAL	H.H=7 D=4	11	1065	76	946	7	44
SEX	MALE	7	580	46	534	-	-
	FEMALE	4	485	30	412	-	-
AGE	18 and under	4	521	35	469	-	-
	19-21	2	113	4	93	-	-
	22-44	5	361	34	317	-	-
	45-54	0	60	3	54	-	-
	55-64	0	9	0	13	-	-
	65 and over	0	1	0	0	-	-
EDUC.	8 and under	5	763	62	664	-	-
	9-11	4	202	12	103	-	-
	H.S. or GED	2	80	2	75	-	-
	Post H.S.	0	20	0	14	-	-
FAMILY INCOME	AFDC	0	77	0	56	-	-
	P.A.	0	8	0	6	-	-
	E.D.	11	1065	76	946	-	-
ETHNIC GROUP	White	11	997	75	826	-	-
	Black	0	9	1	6	-	-
	Oriental	0	0	0	1	-	-
	Amer. Indian	0	59	0	113	-	-
	Other	-	-	-	-	-	-
	Spanish Surname	11	945	75	800	-	-
	LESA	2	245	15	198	-	-
	M/S	N=11 S=0 > 11	1065	N=76 S=0 > 76	946	-	-
VETERAN	Recently Separat.	0	2	0	3	-	-
	Other	0	11	0	7	-	-
	Disabled	0	5	0	5	-	-
	Handicapped	0	11	1	10	-	-
	F.T. Student	3	231	18	173	-	-
	Offender	0	2	1	3	-	-
LABOR FORCE STATUS	Underemployed	8	39	2	40	-	-
	Unemployed	3	569	37	507	-	-
	Other	0	457	37	399	-	-

BY: NATHA GASTANADU Y

TIMELINE

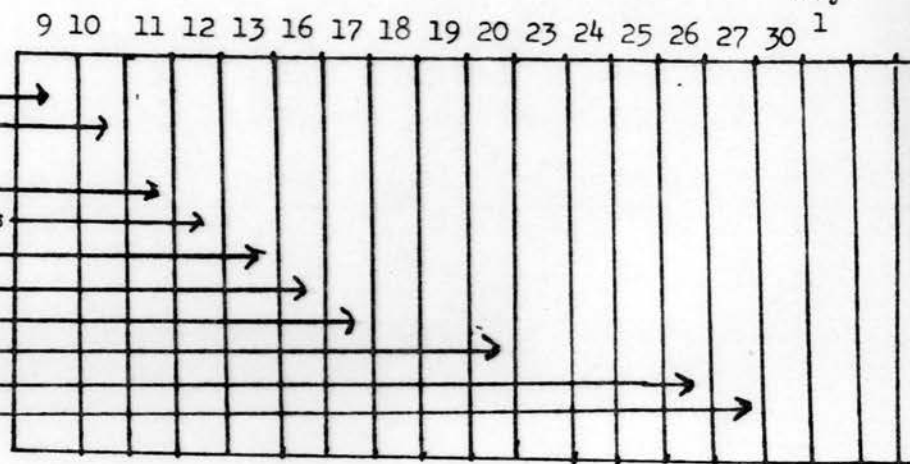
CETA Title III Section 303

April

May

Immediate Goals

1. Obtain Plato System Costs
2. Information collected on union apprenticeship programs
3. information collected on bilingual craftsmen to teach occupational skills
4. Information on RSVP and other volunteer training programs
5. ESL program budget drawn up
6. Corporations approached for OJT placements
7. Union negotiations started
8. Revised Version of "Urban Survival Skills" prepared
9. Preparation of Preapplication materials
10. Preapplication sent



Long-Range Goals

1. Completion of Program Development
2. Completion of Budget
3. Program Proposal submitted to Board for approval
4. Documentation prepared
5. Proposal submitted.

