



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

OCTOBER 11, 2022 • 10:00 AM
HEAD START ADMINISTRATION OFFICE
1005 S. 5TH STREET - HUGO, OKLAHOMA

Our Mission:

To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, October 11, 2022 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Consideration, Discussion, and Vote to Select Williams Drilling Company as a Private Sector Entity on the LIFT CAA Board of Directors (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article IV, Section 4; Article V, Section 8*)
- D.** Consideration, Discussion, and Vote to Accept Debbie Williams as Appointed Representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2023*)
- E.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- F.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (G and H, I, J) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- G.** Consideration, Discussion, and Vote to Approve September 2022 Regular Meeting Minutes (O.S. 5.5)
- H.** Consideration, Discussion, and Vote to Approve August 2022 Financial Reports; Distribution of September 2022 Financials for November 2022 Consideration and Vote (O.S. 8.7)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$2,536,029.05**
 - 1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. - **\$744.58** (*Second Allocation - Total Funding \$11,262.34*)
 - 2. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 6, Early Learning Centers) to the Oklahoma Department of Human Services - **\$60,000**
 - 3. ARP Child Care Stabilization Grant Applications (Cycle 6, Head Start/Early Head Start) to Oklahoma DHS - **\$294,000**
 - 4. Child Care Stabilization Grant Program Applications (Year 2, Early Learning Centers) to the Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$108,000**
 - 5. Child and Adult Care Food Program Application (Head Start/Early Head Start) to the Oklahoma Department of Education - **\$626,691.33**
 - 6. CACFP Application (Early Learning Centers) to Oklahoma Dept. of Education - **\$198,588.40**
 - 7. CACFP Application to the Oklahoma Department of Education - **\$1,248,004.74** (*Program Operations – \$168,004.74; Daycare Home Meal Reimbursement – Up to \$1,080,000*)

- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$590,475.58**
1. Drug-Free Communities Support Program Grant Award (Continuation, Year 9) from the Centers for Disease Control and Prevention - **\$125,000** (*Match Waiver Total: \$187,500*)
 2. SFY 2023 Community Action Agencies State Appropriated Funds Award from the Oklahoma Department of Commerce/Community Development - **\$11,055**
 3. PY 2022 Department of Energy Weatherization Assistance Program Grant Award (Round 2) from ODOC - **\$234,499** (*Total Awarded: \$274,882*)
 4. Rx for Oklahoma Award (Second Allocation) from KI BOIS Community Action Foundation, Inc. - **\$744.58** (*Total Awarded: \$11,262.34*)
 5. SFY 2023 CAA State Appropriated Head Start Funds Award from ODOC - **\$84,396**
 6. 2022 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from the Oklahoma District Attorneys Council - **\$59,781**
 7. 2022 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC - **\$75,000**
- K.** Consideration, Discussion, and Vote to Enter into Executive Session to Review/Discuss the Following Items (*Oklahoma Statute Title 25 § 307(B)(1)*):
1. Executive and Personnel Committee’s Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director (*O.S. 7.4*)
 2. Employment Contract Renewal and Compensation of Rebecca Reynolds as Executive Director of LIFT CAA (*O.S. 7.5*)
- L.** Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened
- M.** Consideration, Discussion, and Vote to Approve the Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director (*O.S. 7.4*)
- N.** Consideration, Discussion, and Vote to Approve the Renewal of Contract, Employment, and Compensation of Rebecca Reynolds as LIFT CAA Executive Director (*O.S. 7.5*)
- O.** Consideration, Discussion, and Vote to Approve Filing of LIFT CAA 2021 Form 990 and Oklahoma Tax Return (*O.S. 8.6*)
- P.** Consideration, Discussion, and Vote to Approve Submission of FY 2022 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs
- Q.** Consideration, Discussion, and Vote to Approve the LIFT CAA Board of Directors Regular Meeting Dates for 2023 (*O.S. 5.5*)
- R.** Board Training/Programmatic Report: Update on ROMA Process, 2022 Community Action Plan with Logic Models/Results & 2020-23 Strategic Plan: Agency Program/Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (*O.S. 4.2, 4.3, 4.4, 5.7, 5.9 & 6.5*)
- S.** Review and Discussion of Agency Mission Statement, Vision, and Values
- T.** Consideration, Discussion, and Vote to Accept Agency Mission Statement
- U.** Consideration, Discussion, and Vote to Approve Head Start/EHS/EHS-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy

- V. Appoint Transportation Advisory Council Member
- W. 2022 Customer Satisfaction Report: 3rd Quarter (July – September) Results (O.S. 1.3, 6.4)
- X. Policy Council Report (O.S. 2.1, 5.7 & 5.9)
- Y. Recognition of October 2022 Employee of the Month:
Kelly Thomas, Program Director – Early Learning Centers
- Z. Recognition of Service Award:
Five Years: Macy Self, Associate Director – Administration
- AA. Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; HS/EHS Meals/Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; Domestic Violence Awareness Month Information (O.S. 5.7, 5.9)
- BB. Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- CC. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____

LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4TH STREET
HUGO, OKLAHOMA 74743

MINUTES
BOARD OF DIRECTORS MEETING
September 13, 2022
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, September 13, 2022 at 10:03 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Andrea Henkel.

Roll Call was taken and a quorum was established (21 Board Members present, 5 absent). The following Board Members were present at the meeting site: Cathie Carothers, Kevin Cory, Tina Foshee-Thomas, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Vicky Wade, and Craig Young. The following members were absent: Brad Burgett, Danny Cornish, Kara Maness, Les Shumake, and Kelli Stacy. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Michelle Pulliam, Macy Self, Sheree Ensley, Ashlie Raper, Jennifer Cannon, Johnny Moffitt, Lisa Corey, Lindsey Miller, Stella Dennis, W.F. Grammar, Carla Herd, Amber Duncan, Rebecca Reynolds, and Kathy James. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Gary Saunders.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

Because of technical difficulties, the presenter for Item C (Gary Saunders) was not immediately available to present. Therefore, it was necessary to present Items E, F/G, and H until the equipment/meeting link was functioning properly.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on September 13, 2022 at 9:06 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. Two loans were paid off in August 2022, and only one loan is past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for July 2022. There were no property updates presented.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the August 2022 Regular Meeting Minutes and the July 2022 Financial Reports; the August 2022 Financials were distributed for consideration and vote at the October 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by William Smith to approve the August 2022 Regular Meeting Minutes and the July 2022 Financial Reports. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. PY 2022 Department of Energy Weatherization Assistance Program Grant Application to the Oklahoma Department of Commerce/Community Development in the amount of \$234,499 (Round 2 Allocation, Total Funding: \$274,882); if awarded, these Round 2 funds will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties.
2. Choctaw County Emergency Food and Shelter Program – Phase 39 Funding Application to EFSP/United Way in the amount of \$2,800; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
3. Choctaw County EFSP – Phase 39 American Rescue Plan Act Funding Application to EFSP/United Way in the amount of \$8,361; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
4. Pushmataha County EFSP – Phase 39 Funding Application to EFSP/United Way in the amount of \$2,800; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
5. Pushmataha County EFSP – Phase 39 ARPA Application to EFSP/United Way in the amount of \$5,647; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
6. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of 10,517.76; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
7. SFY 2023 Community Action Agencies State Appropriated Funds Application to the Oklahoma Department of Commerce in the amount of \$11,055; if awarded, this one-time allocation will be used to provide partial salary support for the Agency's Loan Officer and/or Housing Director (who is currently fulfilling the duties of the vacant Loan Officer position). LIFT CAA's Loan Program provides small business loans and technical assistance to potential and current borrowers.
8. SFY 2023 CAA State Appropriated Head Start Funds Application to the Oklahoma Department of Commerce in the amount of \$84,396; if awarded, these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who work with the programs.

9. FY 2023 Retired and Senior Volunteer Program Grant Application (Continuation, Year 2) to AmeriCorps in the amount of \$61,799; if awarded, funding will be used to support program operations within the second year of the three-year grant cycle.

After discussion and Board Member input with regards to the applications presented, a motion was made by Tina Foshee-Thomas and seconded by William Smith to approve the submission of resolutions and/or grant applications in the amount of \$421,874.76 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

The technical difficulties were fully resolved at the conclusion of Item H, which allowed for the presentation of Items C and D next, with the regular progression of the Board Meeting Agenda to proceed thereafter (Item I through Item EE).

Gary Saunders, of Saunders and Associates, PLLC, presented the 2021 LIFT CAA Audit and provided a Board Training on How to Interpret an Audit Report (Organizational Standards 5.7, 5.9, and 8.3). The Audit, along with the agency's Tax Returns and current Budget, is posted on LIFT CAA's website to allow access by Board Members, funders, and the general public. Saunders stated that the 2021 Audit was completed in accordance with Government Auditing Standards and the Uniform Guidance; there were no problems with internal control or instances of noncompliance. There were also no weaknesses, findings, or questioned costs, so from an audit perspective, it is considered a clean report and clean opinion. The agency's net assets are strong, and the asset to liability liquidity ratio is very good. From an audit standpoint, LIFT CAA appears to be financially sound within the environment in which it operates. Saunders then lined out expenses by program and natural classification, comparing data from the last three years. He explained components of audits and the different reports/opinions. Saunders fielded questions from the Board and facilitated discussion.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the 2021 LIFT CAA Audit (Organizational Standards 8.1, 8.2 and 8.4). Through this action, if approved, the Governing Board would formally receive and accept the 2021 LIFT CAA Audit. A motion was made by Andrea Henkel and seconded by William Smith to approve the 2021 LIFT CAA Audit. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

CONSENT DOCKET ITEMS (Continued)

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2022 Early Head Start-Child Care Partnership Grant Award (Continuation, Year 4) from the Office of Head Start in the amount of \$1,998,949 (Non-Federal Share Waiver Total: \$499,737.25); this funding will provide support for program operations and training/technical assistance for the EHS-CC Program for a period of one year, serving 120 infants and toddlers in partnership with seven area child care centers. As part of the award, a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$499,737.25 was also approved.
2. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. in the amount

of \$10,517.76; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.

3. FY 2022 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) from the Office of Head Start in the amount of \$114,637 (Non-Federal Share Waiver Total: \$28,659.25); this funding (\$90,679) will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 2.28% COLA increase (Budget Period: 12/1/2021–11/30/2022). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 2.28% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-Child Care pay scale. Any balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Supplies category to offset increased operating costs. The Quality Improvement funding (\$23,958) will be used to upgrade the level of staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the programs. As part of the award, a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$28,659.25 was also approved.
4. FY 2022 EHS-Child Care Partnership Supplement Grant Award (COLA/Quality Improvement) from the Office of Head Start in the amount of \$54,599 (Non-Federal Share Waiver Total: \$13,649.75); this funding (\$44,599) would be used to provide LIFT CAA's EHS-CC staff with a 2.28% COLA increase (Budget Period: 8/1/2022–7/31/2023). The COLA would serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 2.28% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-CC pay scale. Any balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Contractual category to offset increased operating costs within the partner child care centers. The Quality Improvement funding (\$10,000) will be used to upgrade the level of staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the program. As part of the award, a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$13,649.75 was also approved.
5. Oklahoma Early Childhood Program Grant Award (Year 17: 7/1/2022–6/30/2023) from Community Action Project of Tulsa County, Inc. in the amount of \$272,052.62; a total of \$272,052.62 in funding (\$181,239.68 grant award with \$90,812.94 match) will be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT's Early Head Start and EHS-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.

A motion was made by Tina Foshee-Thomas and seconded by Sandra Meeks to approve acceptance of grants, contracts, and awards in the amount of \$2,450,755.38 as presented and listed

on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to elect Board Officers to the Finance/Audit/Loan Committee, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI. Reynolds explained that, through this action, the new Board Officers (Vice-Chairman Leah Savage and Secretary/Treasurer Brad Burgett) would be elected as members of the Finance/Audit/Loan Committee. Chairman David Hawkins is currently a member of the Committee, having been elected in January 2021. A motion was made by Brent Franks and seconded by Jia Johnson to elect Vice-Chairman Leah Savage and Secretary/Treasurer Brad Burgett to the Finance/Audit/Loan Committee. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

David Hawkins, Chairman, appointed Secretary/Treasurer Brad Burgett to serve as Chairperson for the Finance/Audit/Loan Committee, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI, Section 2.

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the closing of two accounts at First United Bank. Through this action, the agency will be able close the U.S. Small Business Administration Loan Loss Reserve (balance of \$9,245.83) and SBA Revolving Loan Fund (balance of \$2,407.00) checking accounts at First United Bank. The agency has met all of its reporting requirements to SBA for these accounts. The loan the agency received from SBA in 2015 for \$100,000 to make small business loans was paid off in June 2022. The two remaining loans that have a balance receivable totaling \$15,667.83 will be tracked as they always have, but their payments will be deposited into the operating account directly, rather than requiring additional transfers. A motion was made by David Smith and seconded by Cindy Logan to approve the closing of two accounts at First United Bank. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve submission of Employee Benefit Plan Form 5500 (Plan Year 2021, Period: 4/1/2021–3/31/2022). Ensley explained that the Form 5500 is a required annual filing by the Internal Revenue Service and the Department of Labor to determine whether employee benefit plans are operated and managed according to government standards. A motion was made by Andrea Henkel and seconded by Cindy Logan to approve submission of Employee Benefit Plan Form 5500 for Plan Year 2021. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale based on the 2.28% Cost-of-Living Adjustment Allowance and Quality Improvement funding, per the grant awards accepted under Item I. The 2.28% COLA reflects an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-CC Pay Scale. The Pay Scale also reflects permanent salary increases for select staff provided through Quality Improvement funding. A motion was made by Cindy Logan and seconded by Jordan Hill to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale based on the 2.28%

COLA allowance and Quality Improvement funding. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve Head Start/Early Head Start/EHS-Child Care Program Policies. The LIFT Head Start, Early Head Start, and Early Head Start-Child Care Programs have set a focus on prioritizing staff wellness in accordance with program policies. Staff well-being (mental and physical health) is critical to the delivery of high-quality, comprehensive services to enrolled infants, toddlers, and their families, as it shapes their engagement, influences job satisfaction/retention, and quality of life. The Staff Wellness, Retention, and Incentive Compensation Policy being considered for approval was developed to provide guidance to the HS/EHS/EHS-CC Programs around the provision of staff wellness supports and incentive compensation for staff (e.g. recognition of highly-efficient performance or cost reduction; individual superior performance which exceeds expectations; hazard pay or for additional, situational job duties; hiring/recruitment or tenure-based retention incentive). James reviewed the policy with the Board and explained the background behind its development. A motion was made by Cathie Carothers and seconded by Cindy Logan to approve the Head Start/Early Head Start/EHS-Child Care Program Staff Wellness, Retention, and Incentive Compensation Policy as presented. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve updates to the 2018-2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan. The Strategic Plan was developed to help guide the Head Start/Early Head Start/EHS-Child Care Programs during the five-year grant cycle. Each year, the plan is reviewed and updates are made as needed and to track progress made. The Strategic Plan has an outcomes-based focus to facilitate continuous improvement and monitoring of progress within the programs. James explained that the Plan was updated in August 2022 to track progress towards meeting the Objectives and Outcomes. A fourth Program Goal—focused on increasing outreach efforts to spur recruitment and enrollment—was also added to the Plan as a result of ongoing oversight and review of improvement/monitoring data. James then described the Goals set for the programs and reasoning behind each, along with the associated Objectives, anticipated Outcomes, and progress made with both during Year 4. A motion was made by Jordan Hill and seconded by David Smith to approve updates to the 2018-2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the 2022-2023 Head Start/Early Head Start Training and Technical Assistance Plan. The provision of technical assistance and training for the Head Start/Early Head Start Programs serves to improve program quality. Head Start/Early Head Start staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan outlines how the \$59,260 (Head Start: \$39,956 EHS: \$19,304) allocated for training and technical assistance will

be expended during the 2022-2023 program year. A motion was made by Cindy Logan and seconded by Jia Johnson to approve the 2022-2023 Head Start/Early Head Start Training and Technical Assistance Plan. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/EHS-Child Care Organizational Chart. James explained that updates were needed in order for the Organizational Chart to accurately reflect current staffing for the programs. One update included the removal of the Data Entry Clerk as a position (duties have been combined with the Procurement Clerk II position). Additionally, the AmeriCorps Planning and Development Specialist and AmeriCorps Members are no longer positions within the programs, which is also represented on the chart. The AmeriCorps Program was not continued due to very low recruitment and retention rates of AmeriCorps Members over the last three years, which was exacerbated by continual turnover of the staff coordinator position. A motion was made by Brent Franks and seconded by Tina Foshee-Thomas to approve the Head Start/Early Head Start/EHS-Child Care Organizational Chart. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2022-2023 School Year. With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries. This is an annual request to have the necessary staffing in place to oversee the process and perform necessary administration duties for the 2022-2023 school year. A motion was made by Patsy Guess and seconded by Cindy Logan to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie (Ferguson) McKee (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2022-2023 School Year. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Kathy James, Senior Program Planner, facilitated discussion with the Board concerning compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness. CIPA was signed into law on December 21, 2000, and requires recipients of federal technology funds to comply with certain filtering and policy requirements. LIFT CAA will continue to utilize ProxEfence and DansGuardian as its filtering programs. These programs check for bad subjects, profanities, hate, and pornography then disallows if not suitable. LIFT CAA also uses Cyber Smart Lessons. LIFT CAA's Head Start/EHS/EHS-Child Care Programs' Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minor; (e) measures designed to restrict minors' access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyberbullying awareness and response.

Rebecca Reynolds, Executive Director, provided a Board Training/Programmatic Report over Self-Help Housing Program Evaluation (Organizational Standards 5.7 and 5.9). David Hawkins, Chairman, then facilitated the review and completion of the Self-Help Housing Program Evaluation (as provided in RD Instruction 1944-I, Exhibit E) by the Board of Directors.

Kathy James, Senior Program Planner, provided a Board Training (Organizational Standard 5.7) over Board Recruitment and Retention as well as Low-Income Participation (in Board activities and Members), with regards to Organizational Standard 1.1. Rebecca Reynolds, Executive Director, also reviewed the circumstances under which meeting absences will be excused (in accordance with LIFT CAA Amended and Restated By-Laws, Article V, Section 5). Reynolds explained that a form has been developed to aid in the excused absence approval process. Through this online form, Board Members will submit a request to the Board Chairman to be considered for approval of a meeting absence.

Johnny Moffitt, Associate Director, provided the Board with the Transportation Advisory Council Report. The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the fifth meeting, held on September 13, 2022 at 9:40 a.m., Advisory Council members were briefed on the service results so far, including the hiring of drivers and maintenance of services. Advisory Council members were asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported. Additionally, with the resignation of Clinton Crawley from the Board of Directors, there is now a vacancy on the Council. Therefore, a new member will be appointed to the Council during the October 2022 Board of Directors Meeting to fill the open seat.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, 12 of 26 Board Members have provided a monetary donation to the agency during 2022. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2022, the agency is eligible to apply for funding in 2023.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report. The report focused primarily on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Kathy James, Senior Program Planner, provided the Board with the Policy Council Report for the August 16, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Jennifer Cannon (Care Coordinator, Healthy Start Program) as the September 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Ayla Osmer (Park Assistant, Hugo Lake State Park); Ten Years – Lisa Corey (Lead Caregiver, Early Learning Centers); and Fifteen Years – Carla Herd (OECP Lead Teacher, Early Learning Centers).

Other Reports/Announcements/Correspondence were presented as follows: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; HS/EHS Meals/Snack Report; EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; Teacher Qualification Waiver Approval Notices for 2022-2023 Head Start Program Year; and Safe Place Healing Hearts Too Needs Assessment Survey (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Tina Foshee-Thomas and seconded by Sandra Meeks to adjourn the regular meeting. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. Voting record is attached (Item EE).

The Regular Meeting adjourned at 11:59 a.m.

Brad Burgett, Secretary/Treasurer

CALL
TO
ORDER:
10:03
AM

September 13, 2022		Present	Absent	FAG			H			D			I			J		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers	✓		✓			✓			✓			✓			✓		
3	Danny Cornish		✓															
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Tina Foshee-Thomas	✓		✓			✓			✓			✓			✓		
6	Brent Franks	✓		✓			✓			✓			✓			✓		
7	Patsy Guess	✓		✓			✓			✓			✓			✓		
8	Andrea Henkel	✓		✓			✓			✓			✓			✓		
9	Jordan Hill	✓		✓			✓			✓			✓			✓		
10	Jia Johnson	✓		✓			✓			✓			✓			✓		
11	Sharon Johnson	✓		✓			✓			✓			✓			✓		
12	Vickie Leathers	✓		✓			✓			✓			✓			✓		
13	Cindy Logan	✓		✓			✓			✓			✓			✓		
14	Kara Maness		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
17	Leah Savage	✓		✓			✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓			✓		
21	William Smith	✓		✓			✓			✓			✓			✓		
22	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
23	Kelli Stacy		✓															
24	Vicky Wade	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
27																		

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	September 13, 2022	Present	Absent	<u>D. SMITH</u>			<u>C. LOGAN</u>			<u>A. HENKEL</u>			<u>C. LOGAN</u>			<u>C. LOGAN</u>			<u>J. HILL</u>			<u>C. CAROTHERS</u>			<u>C. LOGAN</u>			<u>J. HILL</u>			<u>D. SMITH</u>		
				L			M			N			O			P																	
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓																														
2	Cathie Carothers	✓		✓			✓			✓			✓			✓			✓			✓											
3	Danny Cornish		✓																														
4	Kevin Cory	✓		✓			✓			✓			✓			✓			✓			✓			✓								
5	Tina Foshee-Thomas	✓		✓			✓			✓			✓			✓			✓			✓			✓								
6	Brent Franks	✓		✓			✓			✓			✓			✓			✓			✓			✓								
7	Patsy Guess	✓		✓			✓			✓			✓			✓			✓			✓			✓								
8	Andrea Henkel	✓		✓			✓			✓			✓			✓			✓			✓			✓								
9	Jordan Hill	✓		✓			✓			✓			✓			✓			✓			✓			✓								
10	Jia Johnson	✓		✓			✓			✓			✓			✓			✓			✓			✓								
11	Sharon Johnson	✓		✓			✓			✓			✓			✓			✓			✓			✓								
12	Vickie Leathers	✓		✓			✓			✓			✓			✓			✓			✓			✓								
13	Cindy Logan	✓		✓			✓			✓			✓			✓			✓			✓			✓								
14	Kara Maness		✓																														
15	Sandra Meeks	✓		✓			✓			✓			✓			✓			✓			✓			✓								
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓			✓			✓			✓								
17	Leah Savage	✓		✓			✓			✓			✓			✓			✓			✓			✓								
18	Wade Scott	✓		✓			✓			✓			✓			✓			✓			✓			✓								
19	Les Shumake		✓																														
20	David Smith	✓		✓			✓			✓			✓			✓			✓			✓			✓								
21	William Smith	✓		✓			✓			✓			✓			✓			✓			✓			✓								
22	Consuelo Splawn	✓		✓			✓			✓			✓			✓			✓			✓			✓								
23	Kelli Stacy		✓																														
24	Vicky Wade	✓		✓			✓			✓			✓			✓			✓			✓			✓								
25	Craig Young	✓		✓			✓			✓			✓			✓			✓			✓			✓								
26	David Hawkins	✓																															
27																																	

②

September 13, 2022		Present	Absent	Q			R			S			EE					
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers	✓		✓			✓			✓			✓					
3	Danny Cornish		✓															
4	Kevin Cory	✓		✓			✓			✓			✓					
5	Tina Foshee-Thomas	✓		✓			✓			✓			✓					
6	Brent Franks	✓		✓			✓			✓			✓					
7	Patsy Guess	✓		✓			✓			✓			✓					
8	Andrea Henkel	✓		✓			✓			✓			✓					
9	Jordan Hill	✓		✓			✓			✓			✓					
10	Jia Johnson	✓		✓			✓			✓			✓					
11	Sharon Johnson	✓		✓			✓			✓			✓					
12	Vickie Leathers	✓		✓			✓			✓			✓					
13	Cindy Logan	✓		✓			✓			✓			✓					
14	Kara Maness		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓					
16	Dwight Satterfield	✓		✓			✓			✓			✓					
17	Leah Savage	✓		✓			✓			✓			✓					
18	Wade Scott	✓		✓			✓			✓			✓					
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓					
21	William Smith	✓		✓			✓			✓			✓					
22	Consuelo Splawn	✓		✓			✓			✓			✓					
23	Kelli Stacy		✓															
24	Vicky Wade	✓		✓			✓			✓			✓					
25	Craig Young	✓		✓			✓			✓			✓					
26	David Hawkins	✓																
27																		

ADJOURN:
11:59 am

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LITTLE DIXIE CAA, INC.

Balance Sheet

All Funds

September 30, 2022

	9/30/2022	8/31/2022
ASSETS		
CASH IN BANK-FIRST UNITED OPERATING	8,416,786.32	8,386,955.22
-HOUSING ESCROW ACCT F UNITED	78,791.69	67,862.69
-McCURTAIN COUNTY NATIONAL	6,792.04	24,772.96
-DONATION ACCT FIRST UNITED	1,375.08	1,375.08
-MARINA LICENSE ACCT FIRST UNITED	240.37	240.34
-TERRY HILL RESERVE ACCT. F UNITED	130,105.50	129,489.51
-P/R CLEARING - FIRST UNITED	1,753.85	1,753.85
-SHAMROCK BANK CLAYTON	1,821.66	1,821.37
- UNRESTRICTED FUNDS CD 1ST UNITED	813,401.65	813,401.65
-A/P CLEARING - FIRST UNITED	6,250.82	6,250.82
-SBA LOAN FUND FIRST UNITED	3,039.16	2,407.30
-SBA RESERVE FUND FIRST UNITED	9,250.47	9,248.19
-CASH DRAWER/APTS(936)	100.00	100.00
-CASH DRAWER/MARINA(950)	310.00	310.00
TOTAL CASH	9,470,018.61	9,445,988.98
GRANTS RECEIVABLE ALL FUNDS	1,351,916.09	1,074,832.48
TRAVEL ADVANCES RECEIVABLE	-	-
PREPAID EXPENSE	48.37	48.37
RECEIVABLE FROM KIAMICHI PLACE OPR (436)	106,002.90	105,744.90
RECEIVABLE FROM BELMONT HSG (441)	128,863.48	126,868.48
RECEIVABLE FROM CLAYTON HSG (446)	187,301.53	186,564.53
RECEIVABLE FROM SBA (890)	6,637.00	6,637.00
RECEIVABLE FROM SOCDC	372,661.83	372,661.83
LOANS RECEIVABLE - SBA (160)	15,101.22	15,667.83
LOANS RECEIVABLE - IRP (170)	-	-
LOANS RECEIVABLE EC.DEV. (315)	75,090.47	76,408.93
ROLEAU LOAN RECEIVABLE (600)	59,653.29	60,166.02
LOANS RECEIVABLE - NWA HSG. (780 & 800)	359,858.20	360,372.23
PROPERTY HELD FOR SALE	520,721.32	520,721.32
PROPERTY/FIXED ASSETS	11,720,051.24	11,720,051.24
ACCUMULATED DEPRECIATION	(5,594,074.69)	(5,594,074.69)
LEASEHOLD IMPROVEMENTS	69,558.52	69,558.52
NON-CASH ASSETS	9,379,390.77	9,102,228.99
TOTAL ASSETS	18,849,409.38	18,548,217.97
LIABILITIES		
ACCOUNTS PAYABLE ACCRUED	763,039.75	718,216.46
LD ACCRUED EMPLOYEE BENEFITS (999)	352,211.13	352,211.13
LD HOUSING LOANS ESCROW (890)	830.72	648.80
LD APTS DEPOSITS PAYABLE TO TENANTS	25,719.50	25,719.50
LD LOANS PAYABLE TO SBA (160)	-	-
LD LOAN PAYABLE TO 1ST UNITED (281)	10,476.97	10,940.98
PAYABLE TO HSG NONFED (160)	6,637.00	6,637.00
TOTAL LIABILITIES	1,158,915.07	1,114,373.87
NET ASSETS		
DOUBTFUL LOANS(150,160,170)	4,818.15	4,818.15
NET ASSETS ALL FUNDS	15,864,681.77	15,632,421.45
EXCESS REVENUES OVER EXPENSES ALL FUNDS	1,820,994.29	1,796,604.50
TOTAL NET ASSETS	17,690,494.21	17,433,844.10
TOTAL LIABILITIES AND NET ASSETS	18,849,409.28	18,548,217.97
OWED TO OTHER ENTITIES AND CLIENT/TENANTS	26,550.22	26,368.30
RATIO OF OTHER LIABILITIES TO NET ASSETS	0%	0%
RATIO OF TOTAL LIABILITIES TO NET ASSETS	7%	6%

Statement of Financial Position
LIFT Community Action Agency, Inc. (LDCFND)
1/1/2022 to 9/30/2022

10/6/2022 9:35:15 AM

Fund Start to End

Page 1

	Without Donor Restrictions	With Donor Restrictions	Total
Assets			
Current Assets			
Cash and Cash Equivalents	9,317,432.79	152,585.82	9,470,018.61
Accounts and Interest Receivable	1,351,916.09	0.00	1,351,916.09
Notes Receivable	0.00	0.00	0.00
Inventories	520,721.32	0.00	520,721.32
Contributions Receivable	0.00	0.00	0.00
Short Term Investments	0.00	0.00	0.00
Interest/Taxes/Penalties Receivable	0.00	0.00	0.00
Notes and Loans Received Current Portion	0.00	0.00	0.00
Due from Other Classes	0.00	0.00	0.00
Total Current Assets	11,190,070.20	152,585.82	11,342,656.02
Non Current Assets			
Contributions Receivable	0.00	0.00	0.00
Notes and Loans Receivable	1,275,814.31	35,355.61	1,311,169.92
Land Buildings and Equipment - Accumulated Depreciation	6,195,535.07	0.00	6,195,535.07
Long Term Investments	0.00	0.00	0.00
Other	48.37	0.00	48.37
Total Assets	18,661,467.95	187,941.43	18,849,409.38
Liabilities and Net Assets			
Current Liabilities			
Account / Vouchers Payable	1,875.10	0.00	1,875.10
Accrued Liabilities	1,139,926.10	0.00	1,139,926.10
Refundable Advances	0.00	0.00	0.00
Current Portion of Long Term Debt	0.00	0.00	0.00
Interest/Taxes Payable	0.00	0.00	0.00
Due to Other Classes	0.00	0.00	0.00
Total Current Liabilities	1,141,801.20	0.00	1,141,801.20
Non Current Liabilities			
Long Term Debt	17,113.97	0.00	17,113.97
Other	0.00	0.00	0.00
Total Liabilities	1,158,915.17	0.00	1,158,915.17
Net Assets			
Without Donor Restrictions			
Designated by Board Action	0.00	-----	0.00
Unappropriated Surplus	15,865,576.16	-----	15,865,576.16
Reserve for Contingencies	4,818.15	-----	4,818.15
Reserve for Encumbrances	0.00	-----	0.00
Invested in Net Operating Assets	0.00	-----	0.00
Retained Fund Balance	0.00	-----	0.00
With Donor Restrictions		14.97	14.97
Change in Net Assets - Current Year	1,585,248.99	235,745.30	1,820,994.29
Total Net Assets	17,455,643.30	235,760.27	17,691,403.57
Total Liabilities and Net Assets	18,614,558.47	235,760.27	18,850,318.74

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

10/6/2022 9:39:04 AM

Advanced Report Group: AGENCY AGENCY BUDGET

All Funds	Current	YTD	Budget	Variance
Revenue				
Total 700: GRANTS & CONTRACTS	1,307,730.89	24,344,716.31	34,678,847.87	10,334,131.56
Total 701: INTEREST REVENUE	10,951.89	514,123.17	16,114.34	(498,008.83)
Total 702: PROGRAM FEES; RENTAL; MISC.	227,094.84	2,753,946.45	3,347,204.26	593,257.81
Total 703: RECOVERIES FROM PROGRAMS	280,025.34	2,328,796.07	3,595,000.00	1,266,203.93
Total 799: IN-KIND/MATCH REVENUE	107,932.12	1,049,072.23	1,795,697.51	746,625.28
Total Revenue	\$1,933,735.08	\$30,980,654.23	\$43,432,863.98	\$12,442,209.75
Expense				
Total 931: SALARIES	682,427.60	11,376,178.05	15,697,738.11	4,321,560.06
Total 936: FRINGE	201,070.34	3,307,163.16	5,230,430.85	1,923,267.69
Total 940: INDIRECT	133,373.85	2,364,422.52	3,326,107.03	961,684.51
Total 932: STIPENDS	0.00	75,179.06	210,536.00	135,356.94
Total 942: CONTRACTUAL	130,453.41	1,658,257.89	3,036,186.74	1,377,928.85
Total 951: TRAVEL/TRANSPORTATION	36,590.11	1,035,390.04	2,080,720.13	1,045,330.09
Total 961: SPACE	11,884.00	284,866.94	347,584.46	62,717.52
Total 963: TELEPHONE/UTILITIES	50,793.45	633,241.58	644,245.20	11,003.62
Total 962: REHAB/RENOVATION	0.00	0.00	7,000.00	7,000.00
Total 997: POSTAGE	865.48	(2,964.29)	35,607.68	38,571.97
Total 971: SUPPLIES	65,913.28	1,042,969.78	1,818,756.63	775,786.85
Total 974: FOOD/NUTRITION SUPPORT	126,228.15	1,238,518.11	1,665,489.13	426,971.02
Total 981: EQUIPMENT/FACILITIES	101,186.45	904,795.61	2,246,581.34	1,341,785.73
Total 985: ADVERTISING/PROMOTION	9,375.04	130,915.07	101,930.50	(28,984.57)
Total 990: INSURANCE	203,874.62	1,794,598.29	2,002,544.38	207,946.09
Total 992: PRINTING/PUBLICATIONS	4,424.90	87,703.47	121,703.29	33,999.82
Total 993: REPAIRS/MAINTENANCE	28,422.58	528,425.29	576,877.20	48,451.91
Total 956: TRAINING	11,193.67	354,393.32	552,796.49	198,403.17
Total 980: FEES/LICENSING/DUES	5,612.78	186,247.34	298,398.12	112,150.78
Total 965: DIRECT SERVICES	1,789.08	83,460.32	116,165.70	32,705.38
Total 982: INTEREST	35.99	698.12	10,100.00	9,401.88
Total 998: OTHER	24,363.05	2,910,092.40	886,036.96	(2,024,055.44)
Total 999: IN-KIND/MATCH EXPENSE	107,932.12	1,022,094.15	1,795,697.51	773,603.36
Total Expense	\$1,937,809.95	\$31,016,646.22	\$42,809,233.45	\$11,792,587.23
Excess Revenue Over Expenses	(\$4,074.87)	(\$25,991.99)	\$623,630.53	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

10/6/2022 9:36:12 AM

Advanced Report Group: DEPT10 GENERAL OPERATING

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR775: NW STRATEGIC PLANNING	18.70	25,724.68	25,500.00	(224.68)
Total DR900: NON-FEDERAL OPERATION	1,592.88	18,888.77	0.00	(18,888.77)
Total DR999: EMPLOYEE BENEFIT POOL	139,623.24	1,183,313.01	1,846,200.00	662,886.99
Total DR801: NW-REBRANDING	0.00	45,311.22	45,001.00	(310.22)
Total DR850: SOCDC OPR	15.82	158.99	32,000.00	31,841.01
Total DR102: INDIRECT	141,184.38	1,153,467.15	1,750,000.00	596,532.85
Total Revenue	\$282,435.02	\$2,426,863.82	\$3,698,701.00	\$1,271,837.18
Expense				
Total DR775: NW STRATEGIC PLANNING	0.00	895.72	25,000.00	24,104.28
Total DR900: NON-FEDERAL OPERATION	5,808.63	88,172.70	95,983.00	7,810.30
Total DR999: EMPLOYEE BENEFIT POOL	93,909.87	1,168,579.39	1,639,000.00	470,420.61
Total DR801: NW-REBRANDING	4,999.99	138,350.07	45,000.00	(93,350.07)
Total DR850: SOCDC OPR	86.27	3,763.34	32,000.00	28,236.66
Total DR102: INDIRECT	181,154.10	1,176,209.84	1,750,000.00	573,790.16
Total Expense	\$285,958.86	\$2,575,971.06	\$3,586,983.00	\$1,011,011.94
Excess Revenue Over Expenses	(\$3,523.84)	(\$149,107.24)	\$111,718.00	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

10/6/2022 9:36:37 AM

Advanced Report Group: DEPT20 CHILD CARE/HS

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR930: EARLY LEARNING CENTERS	79,757.17	785,744.16	1,137,700.00	351,955.84
Total DR975: HEAD START NONFEDERAL	643.77	61,224.00	368,000.00	306,776.00
Total DR270: HS CRRSA/ARP	6,438.00	87,290.00	849,066.00	761,776.00
Total DR250: SAF/CAA - HS	0.00	81,601.00	81,601.00	0.00
Total DR371: ELC CACFP	8,117.73	64,282.87	0.00	(64,282.87)
Total DR521: HS/EHS USDA	0.00	282,258.08	490,877.21	208,619.13
Total DR420: CACFP	108,286.67	991,129.31	1,269,878.36	278,749.05
Total DR977: HS DHS NF	286,453.02	263,419.97	0.00	(263,419.97)
Total DR222: HEAD START	326,541.80	2,565,469.60	3,222,973.00	657,503.40
Total DR306: OECP	0.00	190,436.83	272,052.62	81,615.79
Total DR322: EARLY HEAD START	65,808.00	656,684.00	928,059.00	271,375.00
Total DR460: EHS - CHILD CARE	12,044.00	1,781,136.00	1,883,558.00	102,422.00
Total DR803: POTTS FAMILY FOUNDATION	0.00	2,000.00	2,000.00	0.00
Total DR390: AMERICORP	0.00	93,287.90	199,870.00	106,582.10
Total Revenue	\$904,100.16	\$7,905,963.72	\$10,705,635.19	\$2,799,671.47
Expense				
Total DR930: EARLY LEARNING CENTERS	75,025.52	634,738.38	692,592.00	57,853.62
Total DR975: HEAD START NONFEDERAL	18,776.62	84,813.16	305,750.00	220,936.84
Total DR270: HS CRRSA/ARP	6,437.97	83,789.93	833,461.00	749,671.07
Total DR420: CACFP	107,786.23	1,002,660.54	1,240,254.74	237,594.20
Total DR371: ELC CACFP	12,795.36	89,834.01	103,000.00	13,165.99
Total DR250: SAF/CAA - HS	0.00	81,601.00	81,601.00	0.00
Total DR977: HS DHS NF	0.00	0.00	0.00	0.00
Total DR803: POTTS FAMILY FOUNDATION	0.00	0.00	2,000.00	2,000.00
Total DR521: HS/EHS USDA	43,721.64	376,856.55	490,877.21	114,020.66
Total DR460: EHS - CHILD CARE	(4,433.37)	1,779,964.32	2,354,448.00	574,483.68
Total DR390: AMERICORP	0.00	93,287.90	199,870.00	106,582.10
Total DR322: EARLY HEAD START	78,158.34	683,635.49	928,059.00	244,423.51
Total DR306: OECP	0.00	190,436.83	272,052.62	81,615.79
Total DR222: HEAD START	311,516.48	2,662,987.81	3,217,473.00	554,485.19
Total Expense	\$649,784.79	\$7,764,605.92	\$10,721,438.57	\$2,956,832.65
Excess Revenue Over Expenses	\$254,315.37	\$141,357.80	(\$15,803.38)	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

10/6/2022 9:37:10 AM

Advanced Report Group: DEPT30 COMMUNITY SERVICE

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR300: SAFE PLACES HEALING HEARTS	17,739.13	779,517.98	1,250,000.00	470,482.02
Total DR360: YOUTH BUILD	7,493.00	990,651.29	789,508.00	(201,143.29)
Total DR710: NWA RURAL IMPACT	27.59	152,196.99	149,979.00	(2,217.99)
Total DR918: INTERNATIONAL PAPER/DFC NOI	4.89	46.32	0.00	(46.32)
Total DR932: YOUTH BUILD NF	0.00	100.00	203,513.00	203,413.00
Total DR940: RSVP NONFEDERAL	110.31	15,532.11	33,502.97	17,970.86
Total DR960: PTF MENTORING NONFEDERAL	16.00	8,143.72	0.00	(8,143.72)
Total DR985: CASA NONFEDERAL	19.16	8,150.75	0.00	(8,150.75)
Total DR804: WALMART GIVING	2.07	3,039.87	3,000.01	(39.86)
Total DR500: MENTORING+	0.00	158,125.00	158,125.00	0.00
Total DR540: HEALTHY START	75,192.00	485,037.00	1,144,121.00	659,084.00
Total DR130: CSBG CARES	6,147.30	282,317.62	308,480.00	26,162.38
Total DR811: RCOR IMP	20,612.00	431,917.00	1,000,000.00	568,083.00
Total DR927: DFC NONFED	11.21	107.13	2,500.00	2,392.87
Total DR790: NWA - EQUITY	1.15	35,071.34	35,001.00	(70.34)
Total DR141: 18012 CSBGCR 20	0.00	6,050.00	6,050.00	0.00
Total DR120: CSBG	3,022.08	223,999.42	226,753.00	2,753.58
Total DR135: CSBG - CAPTAIN	1,411.00	5,644.00	5,644.00	0.00
Total DR200: CCFsMDT	0.00	24,093.42	24,093.42	0.00
Total DR205: PCFSMDT	0.00	24,093.42	24,093.42	0.00
Total DR260: SAF/CAA	0.00	10,050.00	10,050.00	0.00
Total DR400: RSVP	0.00	61,799.00	61,799.00	0.00
Total DR410: INTERNATIONAL PAPER RSVP FC	3.00	15,136.01	15,000.01	(136.00)
Total DR450: COVID RESPONSE	0.66	35,031.23	35,000.00	(31.23)
Total DR490: DRUG FREE COMMUNITIES	4,689.00	53,606.00	125,000.00	71,394.00
Total DR535: CASA	0.00	7,813.62	19,000.08	11,186.46
Total DR570: VOCA VAS	6,672.09	73,681.97	75,000.00	1,318.03
Total DR581: VOCA	6,446.12	45,361.36	59,781.00	14,419.64
Total DR506: RX	0.00	10,576.19	10,576.19	0.00
Total Revenue	\$149,619.76	\$3,946,889.76	\$5,775,570.10	\$1,828,680.34
Expense				
Total DR300: SAFE PLACES HEALING HEARTS	22,388.56	801,906.54	1,250,000.00	448,093.46
Total DR360: YOUTH BUILD	6,608.03	993,258.42	789,508.00	(203,750.42)
Total DR710: NWA RURAL IMPACT	0.00	115,548.75	149,978.00	34,429.25
Total DR918: INTERNATIONAL PAPER/DFC NOI	22.43	426.75	300.00	(126.75)
Total DR932: YOUTH BUILD NF	181.28	6,924.11	197,513.00	190,588.89
Total DR940: RSVP NONFEDERAL	1,469.66	19,525.40	34,120.53	14,595.13
Total DR960: PTF MENTORING NONFEDERAL	289.84	13,816.64	0.00	(13,816.64)
Total DR985: CASA NONFEDERAL	169.57	5,645.77	0.00	(5,645.77)
Total DR135: CSBG - CAPTAIN	0.00	5,644.00	5,644.00	0.00
Total DR804: WALMART GIVING	109.31	296.93	3,000.00	2,703.07
Total DR540: HEALTHY START	85,484.63	505,415.32	1,144,121.00	638,705.68
Total DR130: CSBG CARES	26,162.38	308,480.00	308,480.00	0.00
Total DR811: RCOR IMP	21,018.18	434,857.37	1,000,000.00	565,142.63
Total DR927: DFC NONFED	166.00	1,684.00	2,500.00	816.00
Total DR790: NWA - EQUITY	0.00	33,546.80	35,000.00	1,453.20
Total DR141: 18012 CSBGCR 20	0.00	6,050.00	6,050.00	0.00
Total DR120: CSBG	2,753.58	225,764.10	225,723.00	(41.10)
Total DR200: CCFsMDT	940.00	9,526.50	24,093.42	14,566.92
Total DR205: PCFSMDT	1,200.00	12,685.49	24,093.42	11,407.93
Total DR260: SAF/CAA	0.00	10,050.00	10,050.00	0.00
Total DR400: RSVP	0.00	61,799.00	61,799.00	0.00
Total DR410: INTERNATIONAL PAPER RSVP FC	1,678.41	11,149.10	15,000.00	3,850.90
Total DR490: DRUG FREE COMMUNITIES	4,478.99	52,945.98	121,700.00	68,754.02
Total DR500: MENTORING+	0.00	158,125.00	158,125.00	0.00

Total DR506: RX	0.00	10,576.19	10,576.19	0.00
Total DR535: CASA	371.64	9,097.12	19,000.08	9,902.96
Total DR570: VOCA VAS	0.00	73,681.97	75,000.00	1,318.03
Total DR581: VOCA	9,155.61	54,516.97	59,781.00	5,264.03
Total DR450: COVID RESPONSE	0.00	34,160.00	35,000.00	840.00
Total Expense	\$184,648.10	\$3,977,104.22	\$5,766,155.64	\$1,789,051.42
Excess Revenue Over Expenses	(\$35,028.34)	(\$30,214.46)	\$9,414.46	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

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Advanced Report Group: DEPT40 HOUSING & PROPERTIES

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR180: HAC SHOP NONFED	40.86	376.46	0.00	(376.46)
Total DR311: T&MA	101,535.24	5,703,348.54	5,133,228.87	(570,119.67)
Total DR350: SELF HELP HOUSING	0.00	1,952,524.00	1,952,524.00	0.00
Total DR436: KIAMICHI PLACE	605.46	5,636.80	0.00	(5,636.80)
Total DR441: BELMONT PLACE	911.07	9,285.68	0.00	(9,285.68)
Total DR446: CLAYTON PLACE	439.88	4,374.39	0.00	(4,374.39)
Total DR600: CHDO REUSE	238.29	2,182.74	0.00	(2,182.74)
Total DR772: NWA/SUNTRUST HSG COUNSELII	16.85	29,381.69	28,311.00	(1,070.69)
Total DR880: ARDMORE OFFICE BUILDING	634.49	5,713.95	0.00	(5,713.95)
Total DR890: HOUSING NONFEDERAL	15,233.16	140,946.24	0.00	(140,946.24)
Total DR895: LYNN LANE BUILDING	0.00	10,800.00	0.00	(10,800.00)
Total DR915: SCATTERED SITES	265.91	2,624.58	0.00	(2,624.58)
Total DR920: ANTLERS BUILDING FUND	1,021.54	9,201.40	12,000.00	2,798.60
Total DR935: TERRY HILL APT RESERVE	615.99	5,542.91	7,200.00	1,657.09
Total DR936: APARTMENTS	35,831.42	305,643.22	840,898.56	535,255.34
Total DR937: APARTMENT RESERVE	515.51	4,637.74	7,300.00	2,662.26
Total DR965: DUKE STREET BUILDING FUND	0.00	0.00	13,200.00	13,200.00
Total DR968: DURANT HOC FUND	30.43	278.83	0.00	(278.83)
Total DR970: IDABEL HOC BUILDING FUND	1,500.00	13,500.00	13,200.00	(300.00)
Total DR980: FEDERAL BUILDING FUND	9,557.78	92,386.62	116,976.00	24,589.38
Total DR995: HUGO HOC BUILDING FUND	2,300.00	20,393.00	28,320.00	7,927.00
Total DR972: YB-JACKSON ST BLDG	1,003.02	9,030.85	0.00	(9,030.85)
Total DR955: 5TH ST BLDG	0.00	0.00	0.00	0.00
Total DR680: 1603 HOME 19	0.00	30,952.89	219,500.00	188,547.11
Total DR780: NW CAPITAL	429.43	1,292,937.09	0.00	(1,292,937.09)
Total DR925: E ST. BLDG	1,700.00	14,100.00	0.00	(14,100.00)
Total DR641: CHDO 20	0.00	8,506.88	20,999.00	12,492.12
Total DR740: 20 HOME 1641 (HUGO)	0.00	9,411.64	262,497.00	253,085.36
Total DR650: 20 HOME 1659	0.00	25,998.00	25,998.00	0.00
Total DR760: NW SUPP	24.19	70,495.33	70,000.01	(495.32)
Total DR630: DHS 20	0.00	132,377.59	125,088.00	(7,289.59)
Total DR610: DOE - WX	0.00	196,136.64	224,542.00	28,405.36
Total DR730: 20 HOME 1658 (DUPLEX)	0.00	144,627.65	259,998.00	115,370.35
Total DR750: 16 HOME 1537	0.00	0.00	259,998.00	259,998.00
Total DR771: NWA EXPENDABLE	0.00	173,949.93	171,000.01	(2,949.92)
Total Revenue	\$174,450.52	\$10,427,303.28	\$9,792,778.45	(\$634,524.83)
Expense				
Total DR180: HAC SHOP NONFED	90.00	475.70	0.00	(475.70)
Total DR311: T&MA	51,904.58	4,948,734.81	5,124,373.88	175,639.07
Total DR350: SELF HELP HOUSING	0.00	1,952,524.00	1,952,524.00	0.00
Total DR436: KIAMICHI PLACE	168.94	1,523.22	0.00	(1,523.22)
Total DR441: BELMONT PLACE	255.16	2,054.82	0.00	(2,054.82)
Total DR446: CLAYTON PLACE	328.93	1,219.74	0.00	(1,219.74)
Total DR600: CHDO REUSE	200.00	1,202.50	0.00	(1,202.50)
Total DR750: 16 HOME 1537	0.00	0.00	38,999.00	38,999.00
Total DR880: ARDMORE OFFICE BUILDING	643.60	6,390.95	0.00	(6,390.95)
Total DR890: HOUSING NONFEDERAL	10,876.70	202,717.35	0.00	(202,717.35)
Total DR895: LYNN LANE BUILDING	200.00	2,436.43	0.00	(2,436.43)
Total DR915: SCATTERED SITES	1,138.80	82,067.03	0.00	(82,067.03)
Total DR920: ANTLERS BUILDING FUND	968.27	10,436.12	12,000.00	1,563.88
Total DR935: TERRY HILL APT RESERVE	0.00	0.00	0.00	0.00
Total DR936: APARTMENTS	27,729.27	369,548.90	330,786.09	(38,762.81)
Total DR937: APARTMENT RESERVE	0.00	0.00	0.00	0.00
Total DR965: DUKE STREET BUILDING FUND	520.31	5,972.36	13,110.00	7,137.64
Total DR968: DURANT HOC FUND	0.00	2.10	0.00	(2.10)

Total DR970: IDABEL HOC BUILDING FUND	1,831.68	20,368.38	13,200.00	(7,168.38)
Total DR980: FEDERAL BUILDING FUND	7,913.85	83,195.48	124,339.14	41,143.66
Total DR995: HUGO HOC BUILDING FUND	2,426.30	35,899.87	28,430.00	(7,469.87)
Total DR972: YB-JACKSON ST BLDG	535.83	9,302.21	0.00	(9,302.21)
Total DR955: 5TH ST BLDG	0.00	127.70	0.00	(127.70)
Total DR631: DHS - WX	0.00	0.00	17,556.00	17,556.00
Total DR680: 1603 HOME 19	0.00	30,952.89	219,500.00	188,547.11
Total DR780: NW CAPITAL	0.00	1,052,790.40	0.00	(1,052,790.40)
Total DR925: E ST. BLDG	1,042.91	13,856.80	0.00	(13,856.80)
Total DR641: CHDO 20	3,887.47	13,439.82	20,999.00	7,559.18
Total DR740: 20 HOME 1641 (HUGO)	42,468.55	112,324.61	262,497.00	150,172.39
Total DR650: 20 HOME 1659	0.00	25,998.00	25,998.00	0.00
Total DR760: NW SUPP	0.00	20,000.00	45,000.00	25,000.00
Total DR771: NWA EXPENDABLE	0.00	173,949.93	171,000.00	(2,949.93)
Total DR630: DHS 20	7,029.76	157,425.21	125,088.00	(32,337.21)
Total DR610: DOE - WX	0.00	196,136.64	224,542.00	28,405.36
Total DR730: 20 HOME 1658 (DUPLEX)	26,665.95	184,805.58	326,998.00	142,192.42
Total Expense	\$188,826.66	\$9,717,879.55	\$9,076,940.11	(\$640,939.44)
Excess Revenue Over Expenses	(\$14,376.14)	\$709,423.73	\$715,838.34	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

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Advanced Report Group: DEPT50 TRANSPORTATION

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR246: TRANSIT INS. VAN FUND	10.69	106.61	0.00	(106.61)
Total DR230: TRANSIT CARES	0.00	1,433,502.60	1,665,531.00	232,028.40
Total DR240: TRANSIT 5311 (240)	30,315.48	644,019.65	552,189.00	(91,830.65)
Total DR235: TRANSIT RPTA	0.00	206,929.75	204,785.00	(2,144.75)
Total DR248: TRANSIT 5339(B)	21.61	87.07	161,898.00	161,810.93
Total DR249: TRANSIT 5339A FY22	57.99	233.68	435,137.01	434,903.33
Total Revenue	\$30,405.77	\$2,284,879.36	\$3,019,540.01	\$734,660.65
Expense				
Total DR246: TRANSIT INS. VAN FUND	0.00	2,805.00	0.00	(2,805.00)
Total DR230: TRANSIT CARES	0.00	1,491,997.74	1,665,530.00	173,532.26
Total DR240: TRANSIT 5311 (240)	117,886.32	805,112.33	832,112.20	26,999.87
Total DR235: TRANSIT RPTA	17,965.52	211,542.33	204,785.00	(6,757.33)
Total DR248: TRANSIT 5339(B)	0.00	(28,609.00)	190,468.00	219,077.00
Total DR249: TRANSIT 5339A FY22	0.00	(76,789.00)	588,715.00	665,504.00
Total Expense	\$135,851.84	\$2,406,059.40	\$3,481,610.20	\$1,075,550.80
Excess Revenue Over Expenses	(\$105,446.07)	(\$121,180.04)	(\$462,070.19)	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report

All Finalized Accounts

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Advanced Report Group: DEPT60 ECONOMIC DEVELOPMENT

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR945: PARK IMPROVEMENTS	26.19	267.49	350.00	82.51
Total DR950: HUGO LAKE MARINA	28,178.06	280,052.30	392,253.00	112,200.70
Total DR281: CLSP 21-22	1,731.00	70,734.10	147,260.00	76,525.90
Total DR481: RGSP 21-22	8,352.79	192,000.15	338,098.00	146,097.85
Total Revenue	\$38,288.04	\$543,054.04	\$877,961.00	\$334,906.96
Expense				
Total DR945: PARK IMPROVEMENTS	17.58	22,381.33	32,285.00	9,903.67
Total DR950: HUGO LAKE MARINA	53,410.85	368,785.99	404,508.00	35,722.01
Total DR481: RGSP 21-22	15,759.88	118,035.21	329,494.30	211,459.09
Total DR281: CLSP 21-22	11,787.64	131,065.72	234,165.80	103,100.08
Total Expense	\$80,975.95	\$640,268.25	\$1,000,453.10	\$360,184.85
Excess Revenue Over Expenses	(\$42,687.91)	(\$97,214.21)	(\$122,492.10)	

FUND #222
LIFT COMMUNITY ACTION AGENCY, INC.
FINANCIAL STATEMENT

HEADSTART 06CH010743-04-00
12/01/21-11/30/22
9/30/2022

GRANT BUDGET AMT. 3,132,326.00
GRANT FUNDS REC'D: 2,549,620.00
OVER INCOME FUNDS: 15,849.60
LESS TOTAL EXPENDITURES: 2,648,768.18
FUNDS IN TRANSIT: (83,298.58)
BUDGET BALANCE 483,557.82
ACCOUNTS PAYABLE 0.00
TOTAL BUDGET BALANCE 499,407.42

OPERATING EXPENSES	TOTAL BUDGET	MONTHLY EXPEND	EXPEND. TO DATE	BALANCE
ADMIN SALARIES	127,457.00	19,572.34	149,379.89	(21,922.89)
ADMIN FRINGE	43,476.00	6,099.09	46,880.01	(3,404.01)
ADMIN LOCAL TRAVEL	1,500.00	55.71	112.51	1,387.49
ADMIN OUT OF AREA TRAVEL	3,000.00	424.63	373.34	2,626.66
ADMIN OFFICE SUPPLIES	1,250.00	0.00	0.00	1,250.00
STAFF SALARIES	1,641,338.00	148,379.80	1,151,838.16	489,499.84
FRINGE BENEFITS	569,899.00	43,582.56	342,773.20	227,125.80
INDIRECT COST	416,157.00	39,589.26	307,125.35	109,031.65
STAFF LOCAL TRAVEL	5,300.00	1,692.52	12,263.86	(6,963.86)
STAFF OUT OF AREA TRAVEL	1,100.00	0.00	241.84	858.16
PARENT SERVICES/FATHERHOOD	2,500.00	0.00	0.00	2,500.00
CONTRACTUAL SERVICES	45,700.00	0.00	12,601.15	33,098.85
CHILD TRANSPORTATION	24,000.00	0.00	13,200.00	10,800.00
RENT (SPACE COST)	0.00	0.00	0.00	0.00
UTILITIES	17,500.00	7,224.11	58,835.51	(41,335.51)
CLASSROOM TEACHING MATERIALS	6,518.00	18,709.29	123,984.00	(117,466.00)
CHILD SUPPLIES/HEALTH/SAFETY	0.00	0.00	3,670.28	(3,670.28)
OTHER OFFICE/CLASSROOM SUPPLII	15,300.00	7,724.56	42,153.59	(26,853.59)
COVID SUPPLIES	0.00	1,598.66	12,758.45	(12,758.45)
TEACHER CERTIFICATION	2,000.00	0.00	0.00	2,000.00
FEES/DUES/MAINT.& ALL VEHICLE EX	2,716.00	490.87	19,080.72	(16,364.72)
KITCHENS/BLDGS/GROUNDS	25,786.00	6,481.16	92,812.88	(67,026.88)
BUILDING/CHILD INSURANCE	23,500.00	68.00	45,368.95	(21,868.95)
NUTRITION SERVICES	46,800.00	(2,933.07)	71,731.93	(24,931.93)
TELEPHONE	17,500.00	3,619.45	40,725.46	(23,225.46)
PUBLICATION/POSTAGE/ADV/PRINT	2,160.00	1,033.98	15,011.14	(12,851.14)
TRANSITION	1,630.00	0.00	505.11	1,124.89
DISABILITIES WAGES	40,583.00	4,174.66	34,329.15	6,253.85
DISABILITIES FRINGE	0.00	1,352.63	11,322.73	(11,322.73)
DISABILITIES TRAVEL	1,000.00	0.00	0.00	1,000.00
DISABILITIES OUT OF AREA TRAVEL	1,500.00	0.00	0.00	1,500.00
DISABILITIES SUPPLIES	2,700.00	666.44	2,173.28	526.72
DISABILITIES SERVICES	2,500.00	0.00	0.00	2,500.00
TOTAL OPERATING EXPENSE	3,092,370.00	309,606.65	2,611,252.49	481,117.51
T&TA WAGES/FRINGE	0.00	0.00	0.00	0.00
T&TA/CDA	39,956.00	3,508.49	37,515.69	2,440.31
TOTAL FEDERAL BUDGET	3,132,326.00	313,115.14	2,648,768.18	483,557.82
ABOVE INCOME REVENUE				15,849.60
BUDGET BALANCE				499,407.42
IN-KIND	787,098.00	91,000.54	524,531.08	262,566.92

ADMIN. EXPENSE (LIMIT 15%) 16.52%

NOTE: ABOVE INCOME REV.IS USED BEFORE FED.REVENUE

FUND #322

LIFT C.A.A.
FINANCIAL STATEMENT

EARLY HEADSTART
06CH010743-04-00

9/30/2022

GRANT BUDGET 904,069.00
GRANT REVENUE 656,684.00
EXPENDITURES 686,484.47
CASH IN TRANSIT (29,800.47)
BUDGET BALANCE 247,385.00

12/01/21-11/30/22

	TOTAL BUDGET	MONTHLY EXPENDITURE	EXPEND. TO DATE	BALANCE
ADMIN WAGES	20,527.00	3,471.22	31,230.57	(10,703.57)
ADMIN FRINGE	7,002.00	1,080.79	9,762.54	(2,760.54)
ADMIN LOCAL TRAVEL	1,000.00	13.63	59.56	940.44
ADMIN OUT OF AREA TRAVEL	1,000.00	91.03	80.03	919.97
ADMIN SUPPLIES	2,500.00	0.00	0.00	2,500.00
SALARIES	436,309.00	38,936.65	310,272.95	126,036.05
FRINGE	148,740.00	11,939.45	97,119.28	51,620.72
INDIRECT COST	105,917.00	9,857.93	81,767.99	24,149.01
MENTAL HEALTH/OTHER CONTRAC'	2,500.00	0.00	1,635.52	864.48
LOCAL TRAVEL	3,700.00	256.31	1,597.17	2,102.83
OUT OF TOWN TRAVEL	2,028.00	0.00	51.84	1,976.16
PARENT/FATHERHOOD ACTIVITIE	2,500.00	0.00	0.00	2,500.00
RENT	0.00	0.00	0.00	0.00
5TH STREET BLDG.RENOVATION	0.00	0.00	0.00	0.00
UTILITIES	12,750.00	1,673.25	13,995.18	(1,245.18)
CONSUMABLE/NONCONSUM. SUPPL.	28,000.00	5,622.79	53,521.46	(25,521.46)
MEDICAL/DENTAL SUPPLIES	1,000.00	0.00	608.96	391.04
SNACK ON DEMAND	0.00	0.00	816.88	(816.88)
COVID SUPPLIES	0.00	342.73	2,848.98	(2,848.98)
MEDICAL/DENTAL SCREENING	2,500.00	0.00	6.03	2,493.97
BUILDING/GROUND MAINTENANCE	27,000.00	1,316.86	9,487.12	17,512.88
FEES/DUES/MAINT/GAS	20,000.00	103.96	2,466.57	17,533.43
BUILDING/CHILD LIABILITY INS.	13,500.00	0.00	9,008.62	4,491.38
PUBLICATIONS/POSTAGE/ADV/PR	2,000.00	182.22	3,732.16	(1,732.16)
NUTRITION SUPPORT	22,070.00	(1,237.81)	31,106.15	(9,036.15)
TELEPHONE	12,750.00	623.93	5,967.30	6,782.70
TRANSITION	1,000.00	0.00	0.00	1,000.00
DISABILITY WAGES	3,672.00	452.73	3,965.37	(293.37)
DISABILITY FRINGE	0.00	146.69	1,308.20	(1,308.20)
DISABILITY LOCAL TRAVEL	300.00	0.00	0.00	300.00
DISABILITY OUT OF AREA TRAVEL	1,000.00	0.00	0.00	1,000.00
DISABILITIES SUPPLIES	1,000.00	0.00	96.68	903.32
DISABILITIES SERVICES	2,500.00	0.00	0.00	2,500.00
TOTAL FEDERAL BUDGET	884,765.00	74,874.36	672,513.11	212,251.89
T&TA/CDA	19,304.00	3,626.71	13,971.36	5,332.64
T&TA WAGES	0.00	0.00	0.00	0.00
T&TA FRINGE	0.00	0.00	0.00	0.00
TOTAL	904,069.00	78,501.07	686,484.47	217,584.53
IN KIND	222,001.00	8,875.17	90,701.89	131,299.11

ADMIN EXPENSE (LIMIT 15%) 16.92%

FUND #460 CFDA# 93.600
DHHS
LIFT C.A.A. EARLY HEADSTART - CHILD CARE
GRANT # 06HP000312-03-00
9/30/2022
GRANT BUDGET 1,998,949.00
GRANT REVENUE 1,781,136.00
EXPENDITURES 1,773,009.86
CASH IN TRANSIT 8,126.14 08/01/21-07/31/22

	TOTAL BUDGET	MONTHLY EXPENDITURES	EXPEND. TO DATE	BALANCE	ACCOUNT #
ADMIN WAGES	56,053.00	(455.22)	106,187.90	(50,134.90)	46010931
ADMIN FRINGE	19,119.68	(96.64)	33,541.10	(14,421.42)	46010936
ADMIN LOCAL TRAVEL	500.00	0.00	60.47	439.53	46010951
ADMIN OUT OF AREA TRAVEL	1,000.00	0.00	0.00	1,000.00	46010952
ADMIN SUPPLIES	1,000.00	0.00	0.00	1,000.00	46010971
ADMIN TELEPHONE	500.00	0.00	0.00	500.00	46010996
SALARIES	294,729.00	(2,492.94)	214,465.96	80,263.04	46000931
FRINGE	100,530.32	(710.49)	65,998.47	34,531.85	46000936
INDIRECT COST	103,030.11	(678.08)	76,583.74	26,446.37	46000940
REGULAR CONTRACTUAL/CONSULTANTS	29,981.00	0.00	2,092.92	27,888.08	46000942
PROVIDER REIMBURSEMENTS	945,304.00	0.00	739,753.17	205,550.83	46001942-09942
SUBSIDY REIMBURSEMENTS	151,850.00	0.00	263,679.10	(111,829.10)	46000948
MEDICAL/DENTAL SCREENING	1,000.00	0.00	37.50	962.50	46000943
STAFF LOCAL TRAVEL	4,000.00	0.00	5,965.78	(1,965.78)	46000951
STAFF/PARTNERS OUT O.AREA TRAVEL	3,500.00	0.00	129.55	3,370.45	46000952
PARENT SERVICES	2,000.00	0.00	164.68	1,835.32	46000954
UTILITIES	2,000.00	0.00	8,077.01	(6,077.01)	46000963
CHILD/FAMILY SUPPLIES	40,000.00	0.00	87,601.64	(47,601.64)	46000969
STAFF OFFICE SUPPLIES	6,000.00	0.00	29,028.17	(23,028.17)	46000971
ITERS-R/ECERS-R, ASQ/ASQ-SE	12,000.00	0.00	32.66	11,967.34	46000972
MEDICAL/DENTAL SUPPLIES	1,000.00	0.00	4,045.64	(3,045.64)	46000973
FOOD/FOOD SERVICE SUPPLIES	6,000.00	0.00	0.00	6,000.00	46000974,976
FEES/DUES	1,500.00	0.00	1,082.46	417.54	46000980
EQUIPMENT > 5000 PER ITEM	0.00	0.00	0.00	0.00	46000981
BUILD.MAINT/REPAIR/RENO MATERIALS	32,000.00	0.00	40,428.19	(8,428.19)	46000983,977
COVID SUPPLIES & MATERIALS	0.00	0.00	18,509.67	(18,509.67)	978.00
BUILDING/VEHICLE INSURANCE	6,000.00	0.00	10,949.28	(4,949.28)	46000991
PUB./ADV/RECRUIT./PRINTING/POST.	12,000.00	0.00	13,197.47	(1,197.47)	46000992,985,997
CHILD SERVICE CONSULTANTS	500.00	0.00	0.00	500.00	
EQUIP.REPAIR/MAINTENANCE/GAS	3,000.00	0.00	5,739.09	(2,739.09)	46000993
TELEPHONE	2,000.00	0.00	4,672.27	(2,672.27)	46000996
TRANSITION	2,000.00	0.00	0.00	2,000.00	46000998
DISABILITY WAGES	97,175.00	0.00	12,284.75	84,890.25	46030931
DISABILTY FRINGE	14,314.00	0.00	4,042.58	10,271.42	46030936
DISABILITY TRAVEL	500.00	0.00	0.00	500.00	46030951
DISABILITY OUT OF AREA TRAVEL	500.00	0.00	0.00	500.00	46030952
DISABILITIES SUPPLIES	500.00	0.00	236.83	263.17	46030969
DISABILITIES SERVICES	3,000.00	0.00	0.00	3,000.00	46030942

TOTAL FEDERAL BUDGET	1,956,086.11	(4,433.37)	1,748,588.05	207,498.06	
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T&TA	42,863.00	0.00	24,421.81	18,441.19	46000988
T&TA WAGES	0.00	0.00	0.00	0.00	46020931
T&TA FRINGE	0.00	0.00	0.00	0.00	46020936
T&TA TRAVEL	0.00	0.00	0.00	0.00	46020952

TOTAL	1,998,949.11	(4,433.37)	1,773,009.86	225,939.25	
IN KIND	0.00	558.20	6,954.46	(6,954.46)	

ADMIN EXPENSE (LIMIT 15%) 13.20%

to be carried forward

9/30/2022

PROVIDER REIMBURSEMENTS

PARTNERS:	CURRENT EXPENDITURES	TO DATE EXPENDITURES	ACCOUNT #
ANTLERS EARLY LEARNING CENTER	0.00	52748.50	46001942
BROKEN BOW EARLY LEARNING CENTER	0.00	133249.64	46002942
HUGO EARLY LEARNING CENTER	0.00	54888.73	46003942
IDABEL EARLY LEARNING CENTER	0.00	80137.28	46004942
CABBAGE PATCH/GIGGLE TIME DAY CARE	0.00	77807.53	46007942
LEARNING TREE DAY CARE	0.00	269752.29	46008942
TURNER LEARNING CENTER	0.00	71169.20	46009942
TOTAL	0.00	739753.17	

FUND #461 CFDA# 93.600
DHHS
LIFT C.A.A. EARLY HEADSTART - CHILD CARE
06HP000312-02-01

GRANT BUDGET 1,998,949.00 09/30/22
GRANT REVENUE 93,457.00
EXPENDITURES 182,895.23
A/P ACCRUED 0.00
CASH ON HAND (89,438.23) 08/01/22-07/31/23

	TOTAL BUDGET	MONTHLY EXPENDITURES	EXPEND. TO DATE	BALANCE	ACCOUNT #
ADMIN WAGES	52,796.00	10,230.12	18,789.73	34,006.27	46110931
ADMIN FRINGE	18,008.00	3,191.00	5,947.92	12,060.08	46110936
ADMIN LOCAL TRAVEL	1,000.00	41.91	68.12	931.88	46110951
ADMIN OUT OF AREA TRAVEL	1,000.00	227.47	199.99	800.01	46110952
ADMIN SUPPLIES	1,000.00	0.00	0.00	1,000.00	46110971
ADMIN TELEPHONE	500.00	0.00	0.00	500.00	46110996
SALARIES	253,466.00	17,117.88	29,546.35	223,919.65	46100931
FRINGE	86,457.00	5,219.85	9,065.64	77,391.36	46100936
INDIRECT COST	92,691.00	6,532.05	11,596.64	81,094.36	46100940
REGULAR CONTRACTUAL	33,840.00	0.00	0.00	33,840.00	46100942
PROVIDER REIMBURSEMENTS	859,165.00	65,827.49	65,827.49	793,337.51	46101942-09942
SUBSIDY REIMBURSEMENTS	240,535.00	23,060.20	23,060.20	217,474.80	46100948
MEDICAL/DENTAL SCREENING	1,000.00	0.00	0.00	1,000.00	46100943
STAFF LOCAL TRAVEL	6,000.00	793.11	1,172.21	4,827.79	46100951
STAFF/PARTNERS OUT O.AREA/T&TA	3,500.00	0.00	0.00	3,500.00	46100952,20952
PARENT SERVICES	2,000.00	0.00	0.00	2,000.00	46100954
UTILITIES	6,950.00	897.35	978.29	5,971.71	46100963
CHILD/FAMILY SUPPLIES	48,000.00	641.40	2,024.46	45,975.54	46100969
STAFF OFFICE/OTHER SUPPLIES	7,000.00	2,109.15	3,870.92	3,129.08	46100971,982
ITERS-R/ECERS-R, ASQ/ASQ-SE	12,000.00	0.00	0.00	12,000.00	46100972
MEDICAL/DENTAL SUPPLIES	1,500.00	0.00	0.00	1,500.00	46100973
FOOD/FOOD SERVICE SUPPLIES	6,000.00	0.00	0.00	6,000.00	46100974,976
FEES/DUES	1,500.00	0.00	136.90	1,363.10	46100980
EQUIPMENT > 5000 PER ITEM	0.00	0.00	0.00	0.00	46100981
BUILD.MAINT/REPAIR/RENO MATERIALS	45,000.00	933.60	1,492.54	43,507.46	46100983,977
ENROLLMENT PROMOTION	0.00	0.00	0.00	0.00	46100985
BUILDING/VEHICLE INSURANCE	6,000.00	0.00	0.00	6,000.00	46100991
PUBLICATIONS/PRINTING/POSTAGE	15,000.00	19.38	183.08	14,816.92	46100992,00997
COVID SUPPLIES	0.00	856.41	961.79	(961.79)	978
STAFF WELLNESS	25,000.00	0.00	0.00	25,000.00	
EQUIP.REPAIR/MAINTENANCE/GAS	5,000.00	198.55	291.02	4,708.98	46100993
TELEPHONE	6,950.00	466.33	679.76	6,270.24	46100996
TRANSITION	2,000.00	0.00	0.00	2,000.00	46100998
DISABILITY WAGES	96,744.00	1,051.94	2,083.70	94,660.30	46130931
DISABILTY FRINGE	13,984.00	340.23	673.78	13,310.22	46130936
DISABILITY TRAVEL	500.00	0.00	0.00	500.00	46130951
DISABILITY OUT OF AREA TRAVEL	500.00	0.00	0.00	500.00	46130952
DISABILITIES SUPPLIES	500.00	0.00	0.00	500.00	46130969
DISABILITIES SERVICES	3,000.00	0.00	0.00	3,000.00	46130942
TOTAL FEDERAL BUDGET	1,956,086.00	139,755.42	178,650.53	1,777,435.47	
T&TA	42,863.00	1,705.53	4,244.70	38,618.30	46100988
T&TA WAGES	0.00	0.00	0.00	0.00	46120931
T&TA FRINGE	0.00	0.00	0.00	0.00	46120936
T&TA STAFF/PARTNER TRAVEL	0.00	0.00	0.00	0.00	46120952
TOTAL	1,998,949.00	141,460.95	182,895.23	1,816,053.77	
IN KIND	0.00	408.93	408.93	(408.93)	
ADMIN EXPENSE (LIMIT 15%)	20.32%				

PAGE 2
FUND #461
EARLY HEAD START - CHILD CARE GRANT
DHHS

09/30/22

PROVIDER REIMBURSEMENTS

PARTNERS:	CURRENT EXPENDITURES	TO DATE EXPENDITURES	ACCOUNT #
ANTLERS EARLY LEARNING CENTER	5265.87	5265.87	46101942
BROKEN BOW EARLY LEARNING CENTER	10597.27	10597.27	46102942
HUGO EARLY LEARNING CENTER	5175.79	5175.79	46103942
IDABEL EARLY LEARNING CENTER	8116.62	8116.62	46104942
CABBAGE PATCH DAY CARE	7555.62	7555.62	46107942
LEARNING TREE DAY CARE	23702.88	23702.88	46108942
TURNER LEARNING CENTER	5413.44	5413.44	46109942
TOTAL	65827.49	65827.49	

INDIRECT COST POOL
LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.

	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COS	INDIRECT COST
	30-Sep-21	31-Oct-21	30-Nov-21	31-Dec-21	31-Jan-22	28-Feb-22	31-Mar-22	30-Apr-22	31-May-22	30-Jun-22	31-Jul-22	31-Aug-22	30-Sep-22	
	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	
	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	
INDIRECT COST REVENUE:	131372.74	130001.89	129238.90	126142.28	122741.73	123557.09	128447.60	127836.19	127481.45	127774.58	125165.77	128316.82	141184.38	
INTEREST	647.57	309.92	236.27	239.76	222.82	192.26	180.71	133.87	93.01	79.17	46.70	13.00	0.00	
OTHER INCOME	0.00	0.00	0.00	367.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	132020.31	130311.81	129475.17	126749.92	122964.55	123749.35	128628.31	127970.06	127574.46	127853.75	125212.47	128329.82	141184.38	
EXPENDITURES:	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	
	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	
931 SALARIES & WAGES	89340.46	90636.87	145855.75	91101.43	91483.41	90890.81	86942.17	89449.83	89463.83	89390.17	89608.99	90789.79	92122.05	
936 FRINGE BENEFITS	27950.76	28652.69	46243.78	29021.18	29590.54	2868.29	28600.97	28783.44	28493.27	28397.53	28391.13	28533.73	28960.15	
942 CONTRACTUAL/PRO. FEES	3522.50	5323.50	11468.75	56629.50	4300.00	3939.66	4297.50	7151.50	4200.00	4490.00	3297.50	5200.00	4212.50	
943 COMPUTER EXPENSE/SOFTWARE	496.28	580.18	478.34	574.34	677.86	1033.47	29433.24	345.55	1164.33	6324.52	25327.84	30056.46	(874.81)	
951 AREA TRAVEL	1868.56	1266.90	1888.44	765.00	1386.72	1129.32	1554.97	903.74	957.96	1377.72	1216.38	1713.17	1551.87	
952 TRAVEL/OUT OF AREA	4428.70	0.00	0.00	0.00	445.47	450.47	0.00	5909.61	485.61	412.25	5402.98	5494.87	10292.12	
956 TRAINING	(5205.00)	410.00	0.00	195.00	1218.00	1295.00	3607.20	379.00	13418.50	3439.58	0.00	23.50	1000.00	
960 COPIER EXPENSE	1936.65	1482.36	1165.40	639.85	3207.56	1732.76	1179.63	944.75	1372.41	666.18	1031.30	1159.27	1115.23	
961 SPACE COST	2857.00	2818.00	2904.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	
971 OFFICE SUPPLIES	0.00	5170.52	0.00	1164.42	3806.37	1725.02	2544.83	632.71	4197.17	642.00	(129.44)	3491.09	2873.35	
980 FEES/LICENSES & DUES	3336.49	176.85	1304.06	319.01	1466.27	3250.40	8049.31	52.50	490.97	253.26	383.90	165.44	0.00	
981 EQUIP. PURCHASED LESS THAN \$5000 COS	52.50	0.00	271.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
985 ADVERTISING/PROMOTION	0.00	0.00	104.85	102.15	0.00	0.00	60.00	287.50	165.00	0.00	112.50	0.00	137.50	
991,996 BONDING/DUES/INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	462.58	34081.00	0.00	0.00	0.00	0.00	34047.00	
992 PRINTING/PUBLICATION	0.00	450.65	31.60	0.00	0.00	0.00	0.00	89.00	0.00	0.00	89.00	181.50	0.00	
993 REPAIRS & MAINTENANCE	0.00	4.05	0.00	0.00	0.00	0.00	380.88	0.00	0.00	0.00	0.00	0.00	0.00	
996 TELEPHONE	391.67	2764.33	1673.70	451.06	1952.89	2187.61	477.79	2516.07	321.33	2522.54	378.39	1441.33	2451.73	
997 POSTAGE	497.72	467.50	475.54	567.00	464.62	386.26	386.26	541.03	464.13	526.12	372.18	462.04	404.41	
	131474.29	140204.40	213865.71	184390.94	142860.71	113750.07	170838.31	174928.23	148055.51	141302.87	158343.65	171573.19	181154.10	
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
BALANCE TRANSFER	481,096.97	481,096.97	481,096.97	481,096.97	481,096.97	250,612.45	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	
CASH RECEIVED	1200896.25	1331208.06	1460683.23	1587433.15	1710397.70	246713.90	375342.21	503312.27	630886.73	758740.48	883952.95	1012282.77	1153467.15	
LESS EXPENSES	1278990.62	1419195.02	1633060.73	1817451.67	1960312.38	256610.78	427449.09	602377.32	750432.83	891735.70	1050079.35	1221652.54	1402806.64	
LESS ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
BALANCE	403002.60	393110.01	308719.47	251078.45	231182.29	240715.57	174489.92	127531.75	107050.70	93601.58	60470.40	17227.03	(22742.69)	
FUND GROWTH														
	546.02	(9892.59)	(84390.54)	(57641.02)	(19896.16)	9999.28	(42210.00)	(46958.17)	(20481.05)	(13449.12)	(33131.18)	(43243.37)	(39969.72)	

Non-Federal Cash Analysis														
		30-Sep-21	31-Oct-21	30-Nov-21	31-Dec-21	31-Jan-22	28-Feb-22	31-Mar-22	30-Apr-22	31-May-22	30-Jun-22	31-Jul-22	31-Aug-22	30-Sep-22
	Restricted Funds:													
280	Clayton State Park	18,651	18,926	21,671	18,253	11,397	9,736	14,083	10,158	9,002	13,063	5,711	3,311	(4,434)
480	Raymond Gary State Park	103,258	101,998	95,917	91,186	78,449	74,576	73,100	71,201	71,239	83,941	83,179	81,467	74,100
	Indirect Cost Pool (Admin.)	403,003	393,110	308,719	299,488	279,592	264,724	174,490	175,942	107,051	93,602	60,470	17,227	(22,743)
999	Employee Benefit Pool	618,216	619,769	622,333	706,337	647,225	636,508	668,074	652,831	664,270	655,884	638,757	626,022	668,735
	Head Start:													
975	Head Start Non Fed	847,319	871,715	892,460	878,574	872,640	857,759	834,886	895,334	893,715	882,150	876,607	873,117	854,985
	Less Head Start Federal	(159,733)	(91,220)	(54,923)	(137,522)	(69,889)	(93,881)	(172,388)	(105,211)	(84,115)	(72,690)	(105,343)	(96,725)	(83,299)
	Less HS/SAF	0	(11,077)	(12,285)	(1,014)	0	(4,912)	(8,921)	(4,303)	(37,600)	(44,001)	0	0	0
	Less Early Head Start Federal	(41,994)	(27,116)	(25,727)	(49,136)	(26,625)	(28,694)	(2,973)	(9,815)	(27,021)	(28,793)	(30,828)	(17,107)	(29,800)
	Less EHS Child Care Federal	(66,328)	(57,207)	(83,250)	(65,172)	(37,976)	(74,685)	(41,926)	(82,869)	38,657	(98,333)	(145,651)	(49,786)	(81,312)
	Less EHS OECP	(15,640)	(12,870)	(11,972)	(26,067)	(7,487)	(20,029)	(128,024)	(2,753)	(1,451)	(957)	(3,568)	(26,349)	(26,690)
	Less HS/USDA	(887)	(13,280)	(40,376)	(30,552)	(26,790)	(43,297)	(18,346)	(36,970)	(27,234)	(22,435)	(18,358)	(50,877)	(94,598)
	Less HS CRRSA ARP	(2,954)	0	0	0	0	0	0	0	0	0	0	0	0
	Less HS/Americorp	(10,574)	(15,653)	(13,740)	(11,110)	(11,565)	(9,252)	(9,252)	(9,252)	(2,891)	0	0	0	0
	Available Head Start Non-Federal	549,209	643,292	650,188	558,003	692,308	583,009	453,054	644,161	752,060	614,941	572,860	632,273	539,285
	Housing Funds:													
915	Scattered Sites Housing	477,562	412,143	400,700	432,597	411,594	403,972	393,974	391,000	380,887	368,083	354,849	354,028	353,155
936	Rental Apartments	1,124,336	1,121,804	1,124,507	1,124,696	1,126,489	1,126,703	1,134,353	1,144,048	1,137,281	1,133,220	1,130,530	1,081,806	1,078,979
890	Housing Non-Fed Operating	873,722	866,794	813,898	809,365	803,027	768,919	757,900	764,551	752,843	735,937	726,603	725,745	730,284
311	T&MA	62,622	105,565	241,955	181,355	(2,477)	44,987	4,900	100,712	151,341	95,043	147,064	196,983	246,614
	Less:													
180	HAC Nonfederal	54,959	54,922	54,964	54,359	54,402	54,442	54,485	54,452	54,430	54,406	54,358	54,309	54,260
436	Kiamichi Place Oper. Nonfed	(48,471)	(50,996)	(51,066)	(53,217)	(56,277)	(57,765)	(59,095)	(58,706)	(58,648)	(63,333)	(64,645)	(64,732)	(64,554)
441	Belmont Place Oper. Nonfed	(5,238)	(9,238)	(8,343)	(8,999)	(12,601)	(12,959)	(14,097)	(13,109)	(14,321)	(20,680)	(22,989)	(25,270)	(26,609)
446	Clayton Place Oper. Nonfed	(159,555)	(164,575)	(164,253)	(163,806)	(165,284)	(164,874)	(167,308)	(166,940)	(166,572)	(170,578)	(172,861)	(173,078)	(173,704)
	Other Fund Deficits	(231,457)	(235,539)	(189,083)	(214,076)	(285,725)	(145,805)	(195,375)	(197,975)	(183,770)	(203,792)	(260,548)	(245,702)	(329,212)
	(Due to Billing Cycles)													
	Subtotal	(389,762)	(405,426)	(357,781)	(385,739)	(465,485)	(326,962)	(381,390)	(382,279)	(368,880)	(403,977)	(466,685)	(454,474)	(539,820)
	Available Housing Non-Fed	546,583	566,933	698,073	604,981	335,066	486,944	381,410	482,983	535,304	427,003	406,982	468,254	437,077
	Unrestricted Non-Fed													
950	Kiamichi Park Operating	677,608	687,378	689,802	686,743	677,607	663,667	663,000	658,560	633,106	629,438	625,934	623,241	598,009
945	Park Improvements	56,765	56,809	56,853	56,898	56,944	42,582	37,294	36,808	34,697	34,723	34,750	34,776	34,785
900	Non-Fed Operating Account & CD	2,503,426	2,506,635	2,497,814	2,461,258	2,791,330	2,791,214	2,865,234	2,856,730	2,842,046	2,938,663	2,918,264	2,907,151	2,902,923
930	Early Learning Centers (Happy Days)	412,389	433,516	465,938	468,253	486,013	588,017	611,955	640,576	671,427	688,039	721,795	738,528	800,480
	Total	3,650,188	3,684,338	3,710,407	3,673,153	4,011,893	4,085,480	4,177,483	4,192,674	4,181,275	4,290,863	4,300,743	4,303,696	4,336,196
	Less:													
	Indirect Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	(22,743)
	EBP Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0
	Building Funds Deficit (if any)	(282,497)	(269,988)	(263,553)	(261,670)	(258,025)	(233,503)	(236,031)	(269,129)	(269,277)	(283,168)	(281,839)	(293,175)	(291,906)
	Head Start Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other Fund Deficits	(121,688)	(89,790)	(133,639)	(169,407)	(216,091)	(220,566)	(329,005)	(241,761)	(263,799)	(230,055)	(234,145)	(233,248)	(273,674)
	(Due To Billing Cycles)													
	Subtotal	(404,185)	(359,779)	(397,193)	(431,077)	(474,116)	(454,070)	(565,035)	(510,891)	(533,076)	(513,223)	(515,984)	(526,424)	(588,323)
	Unrestricted Non-Fed Total	3,246,003	3,324,559	3,313,214	3,242,076	3,537,777	3,631,410	3,612,448	3,681,784	3,648,199	3,777,640	3,784,759	3,777,272	3,747,873
	Plus: Transit Non-Fed	294,497	521,454	342,614	589,992	614,549	532,022	448,708	448,708	245,387	64,652	(4,852)	(62,733)	(203,095)
	Housing Non-Fed	546,583	566,933	698,073	604,981	335,066	486,944	381,410	306,214	306,214	306,214	406,982	468,254	437,077
	Head Start Non-Fed	549,209	643,292	650,188	558,003	692,308	583,009	453,054	644,161	752,060	614,941	572,860	632,273	539,285
	Total Non-Fed Available	4,636,291	5,056,238	5,004,089	4,995,052	5,179,700	5,233,386	4,895,621	5,080,866	4,951,861	4,763,447	4,759,750	4,815,066	4,521,141
	CASH PER DAY REQUIRED EST.	70,216	70,691	70,500	84,485	74,211	74,211	74,211	73,082	73,082	71,354	72,600	68,795	78,423
	DAYS OF CASH CALCULATED	66	72	71	59	70	71	66	70	68	67	66	70	58

LIFT Community Action Agency, Inc.

Credit Card Activity

for the month of

September 2022

During the month, credit card bills were paid in the amount of **\$ 36,222.07**

Credit cards are used to purchase airline tickets, hotel reservations, fuel, and other items as necessary. Personal use is prohibited. Every individual purchase must be supported by appropriate documentation. Credit card invoices are turned in and paid, in full, weekly or monthly, unless an amount is being disputed. We do not pay from statements, but invoices to be paid are matched to statements to check for accuracy.

All documentation is available for inspection in the Accounting department at the Administration office at 209 North 4th Street, Hugo.

The MasterCard cards are in the possession of the Executive Director, Associate Directors and some major programs' directors.

Transit is responsible for safeguarding fuel cards.

The Clayton State Park manager is responsible for the Dollar General card.

Head Start and Broken Bow Early Learning Center are responsible for one Walmart card each.

The other cards, including Walmart, Home Depot, and Office Depot, are kept in Administration to be checked out for use and returned.

CAPITAL ONE	accounts were paid in the amount of	\$ <u>9,825.21</u>
FINSIH LINE FUEL	accounts were paid in the amount of	\$ <u>8,199.63</u>
HOME DEPOT	accounts were paid in the amount of	\$ <u>2,192.36</u>
TCM	accounts were paid in the amount of	\$ <u>14,682.01</u>
WALMART	accounts were paid in the amount of	\$ <u>1,322.86</u>
Grand Total	accounts were paid in the amount of	\$ <u>36,222.07</u>

Credit Card Report for Sep - 2022

PROGRAM	BUILDINGS/GROUNDS/KITCHENS	COMPUTER SOFTWARE	EQUIP	FEES/DUES/INS	FOOD	MATERIALS	PHONE/UTIL	SUPPLIES	T&TA	TRAVEL/FUEL	ADVERT.	OTHER	Total
ADMINISTRATION		229.55						367.19	250.00	4,299.02			5,145.76
AGENCY NONFED					832.93	293.21		147.12	12.00	118.70			1,403.96
APARTMENTS	1,366.51						176.00			180.81			1,723.32
BUILDING FUNDS	207.03							657.80					864.83
CSBG CARES				89.94									89.94
EARLY HEAD START/SARKEYS	84.89							273.25	410.87				769.01
EARLY LEARNING CTRS				60.89	192.27			957.46	534.94				1,745.56
EHS-CC	212.13							6.12	760.45				978.70
HEAD START	703.62			54.25				7,039.86	1,419.53				9,217.26
HEALTHY START INITIATIVE											109.77	1,070.81	1,180.58
HOUSING NONFED				101.00						435.05			536.05
HUD Apts.	86.31												86.31
OCCY - CHOCTAW/PUSH.									52.00				52.00
PARKS	29.35		708.90	83.00			220.08			57.77			1,099.10
SPHH	992.97												992.97
TRANSIT									180.00	6,170.54			6,350.54
USDA/HS								532.73					532.73
WEATHERIZATION	423.72									1,273.82	946.87		2,644.41
YOUTHBUILD								652.24		156.80			809.04
Total	4,106.53	229.55	708.90	389.08	1,025.20	293.21	396.08	10,633.77	3,619.79	12,692.51	1,056.64	1,070.81	36,222.07

Funding Entity: KiBois Community Action Foundation, Inc.

Funding Opportunity: SFY2023 Rx for Oklahoma

Amount Requested: \$11,262.34

Focus Area: Health

LIFT Community Action Agency, Inc. is requesting the Board's approval to submit an application in the amount of \$11,262.34 to KiBois Community Action Foundation, Inc. for the SFY2023 Rx for Oklahoma Program. If awarded, these funds will be utilized to cover salary, fringe, indirect and software costs associated with operating the Rx for Oklahoma Program.

Rx for Oklahoma is a prescription drug program funded by the Oklahoma Department of Commerce and administered by KiBois Community Action Foundation, Inc. LIFT provides this service to residents in the tri-county area by helping them obtain their prescriptions at a reduced or no out-of-pocket expense. The program is available to those who meet the income guidelines or have no prescription insurance.

The Stabilization Grant

WHAT: Cycle 6 Stabilization Grant
 WHEN: Anticipated to Open October 1, 2022
 WHY: Quality & Stabilization Support
 WHO: **ALL PROVIDERS!**

Cycle 5 - 2180
 providers were
 approved!

Additional Information

Remember, Cycle 5 and Cycle 6 offers DOUBLE payments! Not only will this provide continued stabilization support, it will promote quality programming for our children.

BUT WAIT-THERE IS MORE! To help with the cost of 5 year fingerprint reassessments, the cycle 6 Stabilization grant payment will be increased by 5%! So, that is double + 5%! For example: If your program would normally receive \$10,000 for a quarterly grant, for cycle 6 it would be $\$10,000 \times 2 = \$20,000 + 5\% (\$1000)$ for a grant total payment of \$21,000. **Again, this is JUST for cycle 6!**

Now all child care programs that were licensed after March 11, 2021 who have a subsidy contract with Oklahoma Human Services are eligible for a stabilization grant.

As our finance department works to process the payments, be sure to check your emails (and spam folder) for communication from the Oklahoma Human Services Child Care Services Team. You may also check the status of your application here: <https://bit.ly/okchildcaregrants>

Early Learning Center Applications:

Antlers:	\$10,000
Broken Bow:	\$22,000
Hugo:	\$10,000
Idabel:	\$18,000

Head Start Center Applications (Total): \$294,000



Choctaw Nation of Oklahoma
477 Program
Child Care Assistance Office

P.O. Box 1210 • Durant, OK • 74702-1210
580-924-8280 or 1-800-522-6170
580-920-4959 Fax

Gary Batton, Chief

Jack Austin Jr. Asst. Chief

09/26/2022

Halito Providers,

The Choctaw Nation Child Care Assistance service is once again proud to be able to offer you this opportunity to apply for a Stabilization Grant. Enclosed is the application and frequently asked questions(FAQ) sheet for the 2nd year Stabilization Grant. Please complete this application and return to the Child Care Assistance department at your earliest convenience. Once received in our office, the application process takes approximately 2-4 weeks from start to finish. Please pay close attention to the highlighted sections of the FAQ.

You may return the application one of the following ways:

*Email: ethompson@choctawnation.com

*Fax: 580-920-4959

*Mail: Choctaw Nation Child Care Assistance

Attn: Elizabeth Thompson

P.O. Box 1210

Durant, OK 74701

If you have any questions, please do not hesitate to email or call:

Elizabeth Thompson (580-642-7344) ethompson@choctawnation.com

Angie Hodge (580-642-8150) ahodge@choctawnation.com

Yakoke (Thank you),

A handwritten signature in cursive script that reads "Angie Hodge".

Angie Hodge

Senior Manager- Choctaw Nation Child Care Assistance – 477 Program



American Rescue Plan Act Stabilization
Subgrants for Providers Contracted with
Choctaw Nation Child Care Assistance

8 - When do providers have to be open in order to be eligible to receive grants?

To be eligible to receive these funds, providers must be operating and serving children at the time of application and must continue to serve children during the entire grant period. See question 9 for allowable exceptions.

All eligible programs must maintain their license or permit in good standing with OKDHS (relative providers excluded from this requirement) throughout the grant period to remain eligible. Refer to question 2 regarding eligibility requirements.

9 - Under what circumstances can providers be closed temporarily and still be eligible for these funds?

Providers remain eligible to receive the funds if the program temporarily closes under any of the following circumstances:

- Temporary closure due to public health guidance issued by the Oklahoma Department of Health, OKDHS and/or the provider's local public health agency
- The program temporarily closed days due to the license holder and/or primary care provider having positive COVID-19 test result or "close contact" exposure; or
- Planned temporary closure for a provider vacation (i.e. days you typically care for children) over the duration of the grant period.

10 - Can I apply for a grant online?

No. Unfortunately only paper applications are available currently. You may contact ethompson@choctawnation.com to receive a copy if the original application has been misplaced.

11 - What are the funding amounts?

Child Care Centers		Family Child Care Homes		Relative Providers
CAPACITY	PAYMENT PER CYCLE	CAPACITY	PAYMENT PER CYCLE	PAYMENT PER CYCLE
	\$7,000.00	1-7	\$5,000.00	\$3,000.00
25-50	\$9,000.00	8-12	\$6,500.00	(not based on capacity)
51-75	\$11,000.00			
76-100	\$13,000.00			
101-150	\$14,000.00			
151-200	\$15,000.00			
201-350	\$16,000.00			



American Rescue Plan Act Stabilization
Subgrants for Providers Contracted with
Choctaw Nation Child Care Assistance

To receive a stabilization grant, I agree to use the funds only for the categories and purposes indicated on this application and have marked above which categories I plan to fund.

I also understand that it is my responsibility to maintain and submit records and other documentation quarterly to support the use of funds I receive, as well as to document my compliance with the requirements described below in bullets A, B and C.

By initialing A, B and C below and signing this application, I am certifying that I will meet requirements throughout the period of the subgrant, including the following:

- A. When open and providing services, I will implement policies in line with guidance and orders for corresponding state, territorial, Tribal and local authorities and, to the greatest extent possible, implement policies in line with the guidance from the U.S. Centers for Disease Control and Prevention (CDC).
- B. For each employee (including lead teachers, aides and other staff who are employed by the child care provider to work in transportation, food preparation or other type of service), I must continue paying at least the same amount of weekly wages and maintain the same benefits (such as health insurance and retirement) for the duration of the subgrant. I understand that I may not furlough employees from the date of application submission through the duration of the subgrant period.
- C. I will provide relief from copayments and tuition payments for the families enrolled in the child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

The following signature affirms that I will adhere to the items noted above in bullets A, B and C. It also affirms I will only use the funds in the areas noted in the list located in the bottom section of the first page of this application.

Provider Signature and Date:

GRANT CYCLES:

Application Cycle 2: October 1, 2022 to September 30, 2023

QUARTER 1	Paid upon approval and confirmation of being active with CCA & OKDHS
QUARTER 2	Paid upon confirmation of being active with CCA & OKDHS
QUARTER 3	Paid upon confirmation of being active with CCA & OKDHS
QUARTER 4	Paid upon confirmation of being active with CCA & OKDHS 4

*Payments will be submitted quarterly, as long as facility remains in good standing with CCA and OKDHS throughout the quarter.

Applications must be submitted by 10/31/2022!



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OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome KEELY S THURMAN
10/5/2022, 8:08:20 AM

Child Nutrition - Child & Adult Care Food Program (CACFP)

Existing Applications for:

DC-12-100 - LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743

Select	Fiscal Year	Start Date	End Date	Status
Select	2023	10/01/2022	09/30/2023	Pending Submission
Select	2022	10/01/2021	09/30/2022	Approved
Select	2021	10/01/2020	09/30/2021	Approved
Select	2020	10/01/2019	09/30/2020	Approved
Select	2019	10/01/2018	09/30/2019	Approved

[1](#) [2](#) [3](#)

Complete the information below to add a new application or renewal application:

Fiscal Year

Fiscal Start

Fiscal End

For Additional Information:
Child Nutrition Programs
2500 North Lincoln Blvd., Suite 310
Oklahoma City, OK 73105-4599
(405) 521-3327 fax: (405) 521-2239

Proposed 2023 Budget: \$626,691.33

From: Child Nutrition Programs <CACFP.Notifications@sde.ok.gov>
Sent: Saturday, October 1, 2022 9:00 AM
Subject: FY 2023 APPLICATION IS AVAILABLE

Good morning!

We know you have been waiting to get started on the application and now you can! But first, PLEASE read over the attached form. You will find the instructions on how to insert your new application and updates you can expect to see. It's important for you to read through it FIRST! We are attempting to make the application process much smoother for renewals (we promise, we remember how last year went too). So take notice that there are forms that will already be submitted AND approved when you insert your new application. On these forms, you will just need to review and make sure there isn't anything that needs updated. If not, you do not need to re-submit them! You only need to submit the forms that are not already submitted and approved.

Please join us for an Application training, the first one is Tuesday, October 4 at 9am. But we have many others planned, even one in the evening on October 18!

For BRAND NEW applicants that have been in a "holding pattern" waiting on the new application, please wait to hear from Cassandra (Kassi) Reddell. Each of you will receive an email with your individual instructions on what to do next. If you do not have access to the system yet, you cannot start the application. There is a large number of new applicants, please be patient and wait for instructions to come.

We look forward to this year, it is going to go MUCH smoother than last!

DO NOT RESPOND TO THIS MESSAGE!! Please call (405) 521-3327 for assistance or additional information. Confidentiality Notice: The information contained in this email message and any attachment(s) is the property of the State of Oklahoma and may be protected by state and federal laws governing disclosure of private information. It is intended solely for the use of the entity to whom this email is addressed. If you are not the intended recipient, you are hereby notified that reading, copying or distribution of this transmission is STRICTLY PROHIBITED. The sender has not waived any applicable privilege by sending the accompanying transmission. If you have received this transmission in error, please notify the sender by return e-mail and delete the message and attachment(s) from your system

FY 23 application will be live tomorrow, 10/1/2022! If you already inserted an application, it has been deleted because the new changes will not be ready until after hours today!



OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome KELLY L THOMAS

10/3/2022, 1:10:05 PM

Child Nutrition - Child & Adult Care Food Program (CACFP)

[Enter Claims](#)

Existing Applications for:

DC-48-012 - LIFT COMMUNITY ACTION AGENCY INC

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209 N. 4TH STREET

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HUGO, OK 74743

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Select	Fiscal Year	Start Date	End Date	Status
Select	2023 *	10/01/2022	09/30/2023	Pending Submission
Select	2022	10/01/2021	09/30/2022	Approved
Select	2021	10/01/2020	09/30/2021	Approved
Select	2020	10/01/2019	09/30/2020	Approved
Select	2019	10/01/2018	09/30/2019	Approved

1 2 3

Complete the information below to add a new application or re

\$198,588.40

Fiscal Year

Fiscal Start

Fiscal End

[Add New/Renewal Application](#)

For Additional Information:
Child Nutrition Programs
 2500 North Lincoln Blvd., Suite 310
 Oklahoma City, OK 73105-4599
 (405) 521-3327 fax: (405) 521-2239

FY 23 CACFP APPLICATION OPEN TOMORROW 10/1/22

Child Nutrition Programs <CACFP.Notifications@sde.ok.gov>

Fri 9/30/2022 9:01 AM

The FY 23 application will be live tomorrow, 10/1/2022! If you already inserted an application, it has been deleted because the new changes will not be ready until after hours today!

Thank you for your patience! Please register for an application training! It is optional but will be super helpful!

Have a great weekend!

DO NOT RESPOND TO THIS MESSAGE!! Please call (405) 521-3327 for assistance or additional information. Confidentiality Notice: The information contained in this email message and any attachment(s) is the property of the State of Oklahoma and may be protected by state and federal laws governing disclosure of private information. It is intended solely for the use of the entity to whom this email is addressed. If you are not the intended recipient, you are hereby notified that reading, copying or distribution of this transmission is STRICTLY PROHIBITED. The sender has not waived any applicable privilege by sending the accompanying transmission. If you have received this transmission in error, please notify the sender by return e-mail and delete the message and attachment(s) from your system

Funding Entity: Oklahoma Department of Education
Funding Opportunity: Child and Adult Care Food Program Grant
Application Amount: \$1,248,004.74 (*Program Operations – \$168,004.74; Daycare Home Meal Reimbursement – Up to \$1,080,000*)
Agency Program: Child and Adult Care Food Program

LIFT Community Action Agency has operated a Child and Adult Care Food Program (CACFP) since 1984. CACFP is a Federal food program that provides money for serving nutritious meals to enrolled children in licensed family day care homes. LIFT CAA provides the CACFP program in 37 counties in Oklahoma, and is one of the largest sponsors in the state. Through this program, our agency provides daycare home providers with training in nutrition, child development, safety, and sanitation. The program also provides daycare home providers with a reimbursement check based on meals served, up to a maximum of two main meals and one snack per child per day. This ensures that the children in these daycare homes receive nutritious meals. By providing free and low-cost food to child care providers, CACFP helps to ensure that children are well fed, able to concentrate, and ready to learn. As a result, providers in the program are being reimbursed for meals served to more than 3,000 children daily. Because the program works with a large number of daycare home providers, CACFP staff must be diligent and meticulous when it comes to management of the program and reporting. The day care homes regularly submit claims for reimbursement to the program, which must process the paperwork efficiently and correctly. LIFT CAA's CACFP staff conducts reviews and edit checks of day care homes at least three times a year to negate any compliance problems. The program is reviewed biennially by the State Department of Education, which administers the program in Oklahoma.

With the Board's approval, we are asking to submit the CACFP Grant application to the Oklahoma Department of Education in the amount of \$1,248,004.74. Of this total, \$168,004.74 will be used for training daycare home providers, site visits to monitor and assist these providers, and other operational budget needs. In addition, up to \$1,080,000 will be used for food reimbursement claims filed by participating daycare home providers.



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention

Item J1
Notice of Award
Page 1 of 2

Award# 5 NH28CE002832-09-00
FAIN# H79SP081758
Federal Award Date: 09/03/2022

Recipient Information

1. Recipient Name

LIFT COMMUNITY ACTION AGENCY, INC.
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

7. Project Director or Principal Investigator

Ms. Janitra Bostic
Director
jbostic@littledixie.org
580-326-3351

8. Authorized Official

Rebecca Reynolds
Executive Director
becky.reynolds@liftca.org
580-326-3351

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Jerry Battle
GMS
tia7@cdc.gov
4706513481

10. Program Official Contact Information

Chaity Naik
Public Health Associate
cxn8@cdc.gov
770-488-3482

Federal Award Information

11. Award Number

5 NH28CE002832-09-00

12. Unique Federal Award Identification Number (FAIN)

H79SP081758

13. Statutory Authority

Drug-Free Communities Act, 21 USC 1531 et seq., P.L. 105-20

14. Federal Award Project Title

Choctaw County Coalition Drug Free Communities Support Program

15. Assistance Listing Number

93.276

16. Assistance Listing Program Title

Drug-Free Communities Support Program Grants

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 09/30/2022 - End Date 09/29/2023

20. Total Amount of Federal Funds Obligated by this Action \$125,000.00

20a. Direct Cost Amount \$111,675.00

20b. Indirect Cost Amount \$13,325.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$125,000.00

26. Period of Performance Start Date 10/31/2019 - End Date 09/29/2024

27. Total Amount of the Federal Award including Approved
Cost Sharing or Matching this Period of Performance \$813,112.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Valencia Williams
Lead Grant Management Specialist

30. Remarks



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention

Item J1
Page 2 of 2
Notice of Award

Award# 5 NH28CE002832-09-00
FAIN# H79SP081758
Federal Award Date: 09/03/2022

Recipient Information						
Recipient Name LIFT COMMUNITY ACTION AGENCY, INC. 209 N 4TH ST HUGO, OK 74743-3809 580-326-3351						
Congressional District of Recipient 02						
Payment Account Number and Type 1730772321A1						
Employer Identification Number (EIN) Data 730772321						
Universal Numbering System (DUNS) 095453171						
Recipient's Unique Entity Identifier (UEI) XL9DVU1YDGU2						
31. Assistance Type Cooperative Agreement						
32. Type of Award Other						
33. Approved Budget (Excludes Direct Assistance)						
I. Financial Assistance from the Federal Awarding Agency Only						
II. Total project costs including grant funds and all other financial participation						
a. Salaries and Wages	\$57,933.00					
b. Fringe Benefits	\$19,761.00					
c. Total Personnel Costs	\$77,694.00					
d. Equipment	\$0.00					
e. Supplies	\$5,000.00					
f. Travel	\$12,285.00					
g. Construction	\$0.00					
h. Other	\$16,696.00					
i. Contractual	\$0.00					
j. TOTAL DIRECT COSTS	\$111,675.00					
k. INDIRECT COSTS	\$13,325.00					
l. TOTAL APPROVED BUDGET	\$125,000.00					
m. Federal Share	\$125,000.00					
n. Non-Federal Share	\$0.00					
34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-9390G4P	20SP81758A	CE	41.51	93.276	\$0.00	75-22-0943
2-9390G6B	20SP81758A	CE	41.51	93.276	\$125,000.00	75-22-0943

LIFT Community Action, Inc.

CAA-2023-LIFT CAA-00265

Contract Part I: 18638 SAF/CAA 23**FEI #: 730772321**

CONTRACT
PART I
SUMMARY AND SIGNATURES

Contracting Agency: Oklahoma Department of Commerce
State of Oklahoma (ODOC)
Contractor: LIFT Community Action Agency, Inc.
Contract Title:
Contract Number: 18638 SAF/CAA 23
Contract Amount: \$11,055.00
Source: House Bill 4467, Second Session, 58th Oklahoma Legislature (2022)
Funding Period: July 1, 2022 through June 30, 2023

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action Agency, Inc.
Oklahoma Department of Commerce	209 N. 4th Street
900 North Stiles	Hugo, Oklahoma 74743
Oklahoma City, OK 73104-3234	

AGREEMENT COMPONENTS: Part I - Summary and Signatures
Part II - Terms and Conditions

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

✓ I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by:
LIFT Community Action Agency, Inc.
Sheree Ensley
Signature of Authorized Official
9/19/2022
Date

Executed by:
OKLAHOMA DEPARTMENT OF COMMERCE
Marshall Vogts
Signature of Authorized ODOC Official
9/19/2022
Date

LIFT Community Action, Inc.

WAP-2022-LIFT CAA-00002

Contract Part I: 18555 DOE 22

FAIN #: DE-EE0009925

UEI #:

FEI #:

73-0772321

**CONTRACT - MODIFICATION
PART I
SUMMARY AND SIGNATURES**

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Weatherization Assistance Program - DOE
Contract Number:	18555 DOE 22
Federal Amount:	\$274,882.00
Match Amount:	
Contract Amount:	\$274,882.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	19.75
Grant Award Amount - This Action:	\$274,882.00
Total Committed:	\$274,882.00
Total Obligated:	\$274,882.00
Source:	Department of Energy (DOE). Catalog of Federal Domestic Assistance (CFDA) Number 81.041
Project Funding Period:	April 1, 2022 through March 31, 2023
Federal Award Period:	April 1, 2022 through March 31, 2025

Summary of Project**Budget Summary**

CDBG Funds
 Construction -
 Engineering/Architect -
 Inspection -
 Other -
 Public Facilities Admin -
 Direct Grantee Admin -
 Planning -
 TOTAL CDBG -
 TOTAL LEVERAGE -
 TOTAL FUNDS -

LIFT Community Action, Inc.

WAP-2022-LIFT CAA-00002

Contract Part I: 18555 DOE 22

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action
	Agency, Inc.
Oklahoma Department of	209 North 4th Street
Commerce	
900 North Stiles	Hugo, OK 74743-3809
Oklahoma City, OK	
73104-3234	
AGREEMENT	Part I - Summary and
COMPONENTS:	Signatures

Part II - Terms and
Conditions
Certification Regarding
Lobbying

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

✓ I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by:	Executed by:
LIFT Community Action	Oklahoma Department of
Agency, Inc.	Commerce
Sheree Ensley	

	Marshall Vogts
Signature of Authorized	Signature of Authorized
Official	ODOC Official
9/20/2022	9/21/2022
Date	Date

Rx For Oklahoma

CONTRACT

THIS AGREEMENT, made this the 1st day of July, 2022 by and between KI BOIS Community Action Foundation, Inc. and LIFT Community Action Agency, Inc. is for the following services:

LIFT Community Action Agency, Inc. agrees to provide Rx for Oklahoma services in Choctaw, McCurtain, and Pushmataha counties of Oklahoma for the period beginning July 1, 2022 and ending June 30, 2023.

In consideration for Rx services provided, Lift Community Action Agency, Inc. will be paid an amount not to exceed \$11,262.34 per annum.

LIFT Community Action Agency, Inc. agrees to submit, by the 10th of each month, expenditure and progress reports to KI BOIS Community Action Foundation, Inc. for the previous month's activities. The amount requested on the expenditure report should be no more than 1/12 of the total allocation for the contract period. All requests for reimbursement must include documentation substantiating the request. Documentation shall include timesheets and invoices for expenditures included in the reimbursement request. Expenditure reports submitted after the deadline shall not be processed until the following month. All records pertaining to Rx for Oklahoma shall be made available for review from the Oklahoma Department of Commerce and the Region 4 Area Director. In addition to the required reports, LIFT agrees to market the RX for Oklahoma program in Choctaw, McCurtain, and Pushmataha counties and submit a marketing report for each quarter.

All reports and requests shall be submitted in the proper format as required by the Oklahoma Department of Commerce. Upon receipt of proper documentation, KI BOIS Community Action Foundation, Inc. will reimburse LIFT Community Action Agency, Inc. per submitted claims up to the maximum annual allocation.

LIFT Community Action Agency, Inc. agrees to abide by the Rx for Oklahoma Implementation Manual provided by the Oklahoma Department of Commerce and Region 4 Policies and Procedures as approved.

Executed the 1st day of July, 2021.



Rebecca Reynolds, Executive Director
LIFT Community Action
Foundation, Inc.



R. Carroll Huggins, CCAP
Executive Director/CEO
KI BOIS Community Action
Foundation, Inc.

LIFT Community Action, Inc.

CAAHS-2023-LIFT CAA-00268

Contract Part I: 18674 SAF/CAA-HS 23**FEI #: 730772321**

CONTRACT
PART I
SUMMARY AND SIGNATURES

Contracting Agency: Oklahoma Department of Commerce
State of Oklahoma (ODOC)
Contractor: LIFT Community Action Agency, Inc.
Contract Title:
Contract Number: 18674 SAF/CAA-HS 23
Contract Amount: \$84,396.00
Source: House Bill 4467, Second Session, 58th Oklahoma Legislature (2022)
Funding Period: July 1, 2022 through June 30, 2023

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action Agency, Inc.
Oklahoma Department of Commerce	209 N 4th Street
900 North Stiles	Hugo, Oklahoma 74743
Oklahoma City, OK 73104-3234	

AGREEMENT COMPONENTS: Part I - Summary and Signatures
Part II - Terms and Conditions

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by:
LIFT Community Action Agency, Inc.
Sheree Ensley
Signature of Authorized Official
9/29/2022
Date

Executed by:
OKLAHOMA DEPARTMENT OF COMMERCE
Signature of Authorized ODOC Official
Date

Organization: LIFT Community Action, Inc.

2022-VOCA-LIFT CAA-153
Version Date: 10/06/2022 15:05:13**VOCA Award Budget Summary**Awarded Amount: **\$59,781**Required Match: **\$0**

- Your Awarded Amount and Required Match are listed at the top of the screen and in the chart below .
- The Amount Requested/Match Requested columns are the amounts requested in your grant application.
- If the Approved Budget differs from the requested amounts and you need to make adjustments to the budget , you can request a GAN after the award is accepted.
- Once you have reviewed the Approved Budget amounts , you may **SAVE** the form and go to the Award Notice.

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	\$43,265	\$0	\$35,016	\$0	
Benefits	\$14,758	\$0	\$11,881	\$0	
Contractors & Consultants	\$0	\$0	\$0	\$0	
Travel	\$4,914	\$0	\$4,830	\$0	
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment	\$0	\$0	\$0	\$0	
Rental and Leases					
Supplies & Operating	\$4,560	\$0	\$0	\$0	
Other	\$680	\$0	\$0	\$0	
Indirect Costs	\$9,951		\$8,054		
Volunteer Time		\$0		\$0	
TOTALS	\$78,128	\$0	\$59,781	\$0	

Organization: LIFT Community Action, Inc.

2022-VOCA-LIFT CAA-153
Version Date: 10/06/2022 15:05:13**Award Notice****AWARD NOTICE**District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103

Organization:	LIFT Community Action Agency, Inc.	SUBGRANT NO:	2022-VOCA-LIFT CAA-153
PHONE:	(580) 326-3351	Project Name:	LIFT CASA
FAX:	(580) 326-2305	START DATE:	10/1/2022
		END DATE:	9/30/2023
Federal ID Number:	73-0772321	DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
DUNS Number:	095453171		
CFDA:	16.575		
		Program Director:	Doris Long
Grant Amount:	\$59,781.00		
Match Amount:	\$0		
Special Conditions:			

This grant is subject to the terms and conditons set forth in the application which was submitted to the District Attorneys Council . The award is authorized by the District Attorneys Council (DAC) . The federal award number(s) used for this award can be found on the document "Federal Funds Used for Subaward" that has been uploaded to the Correspondence section of the grant. The subgrantees shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the federal guidelines; the Administrative Guide published by DAC, and the effective edition of the Department of Justice (DOJ) Office of Justice Programs, Financial and Administrative Guide for Grants. The subgrantee shall also administer the project in accordance with the Certified Assurances and Special Conditions of the award.

The subgrantee shall maintain separate accounts and accounting records for the subgrant funds , and shall maintain and furnish to DAC and DOJ upon request, detailed accounting and supportive records. The subgrantee shall file such reports relating to the subgrant as are required by DAC

Organization: LIFT Community Action, Inc.

2022-VOCA-LIFT CAA-153
Version Date: 10/06/2022 15:05:13

Award Notice

and DOJ.

Name of Authorizing Official
David Hawkins

Date
10/6/2022

✓ I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official ,
to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing
authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Organization: LIFT Community Action, Inc.

2022-VOCA-LIFT CAA-154
Version Date: 10/06/2022 15:10:41**VOCA Award Budget Summary**Awarded Amount: **\$75,000**Required Match: **\$0**

- Your Awarded Amount and Required Match are listed at the top of the screen and in the chart below .
- The Amount Requested/Match Requested columns are the amounts requested in your grant application.
- If the Approved Budget differs from the requested amounts and you need to make adjustments to the budget , you can request a GAN after the award is accepted.
- Once you have reviewed the Approved Budget amounts , you may **SAVE** the form and go to the Award Notice.

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	\$65,964	\$0	\$47,737	\$0	
Benefits	\$22,500	\$0	\$16,283	\$0	
Contractors & Consultants	\$0	\$0	\$0	\$0	
Travel	\$2,984	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment	\$0	\$0	\$0	\$0	
Rental and Leases					
Supplies & Operating	\$2,400	\$0	\$0	\$0	
Other	\$3,136	\$0	\$0	\$0	
Indirect Costs	\$15,172		\$10,980		
Volunteer Time		\$0		\$0	
TOTALS	\$112,155	\$0	\$75,000	\$0	

Organization: LIFT Community Action, Inc.

2022-VOCA-LIFT CAA-154
Version Date: 10/06/2022 15:10:41**Award Notice****AWARD NOTICE**District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103

Organization:	LIFT Community Action Agency, Inc.	SUBGRANT NO:	2022-VOCA-LIFT CAA-154
PHONE:	(580) 326-3351	Project Name:	Victim Advocacy Services
FAX:	(580) 326-2305	START DATE:	10/1/2022
		END DATE:	9/30/2023
Federal ID Number:	73-0772321	DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
DUNS Number:	095453171		
CFDA:	16.575		
		Program Director:	Doris Long
Grant Amount:	\$75,000.00		
Match Amount:	\$0		
Special Conditions:			

This grant is subject to the terms and conditons set forth in the application which was submitted to the District Attorneys Council . The award is authorized by the District Attorneys Council (DAC) . The federal award number(s) used for this award can be found on the document "Federal Funds Used for Subaward" that has been uploaded to the Correspondence section of the grant. The subgrantees shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the federal guidelines; the Administrative Guide published by DAC, and the effective edition of the Department of Justice (DOJ) Office of Justice Programs, Financial and Administrative Guide for Grants. The subgrantee shall also administer the project in accordance with the Certified Assurances and Special Conditions of the award.

The subgrantee shall maintain separate accounts and accounting records for the subgrant funds , and shall maintain and furnish to DAC and DOJ upon request, detailed accounting and supportive records. The subgrantee shall file such reports relating to the subgrant as are required by DAC

Organization: LIFT Community Action, Inc.

2022-VOCA-LIFT CAA-154
Version Date: 10/06/2022 15:10:41

Award Notice

and DOJ.

Name of Authorizing Official
David Hawkins

Date
10/6/2022

✓ I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official , to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

BOARD OF DIRECTORS 2023 MEETING DATES

DATE	LOCATION	TIME
January 10, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
February 14, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
March 14, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
April 11, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
May 9, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
June 13, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
July 11, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
August 8, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
September 12, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
October 10, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
November 14, 2023	1005 South 5 th St. Hugo, OK	10:00 AM
December 12, 2023	1005 South 5 th St. Hugo, OK	10:00 AM

Rebecca Reynolds, Executive Director

Date

Filed at the office of the clerk at _____ AM/PM on _____

Signed: _____
County Clerk

Date

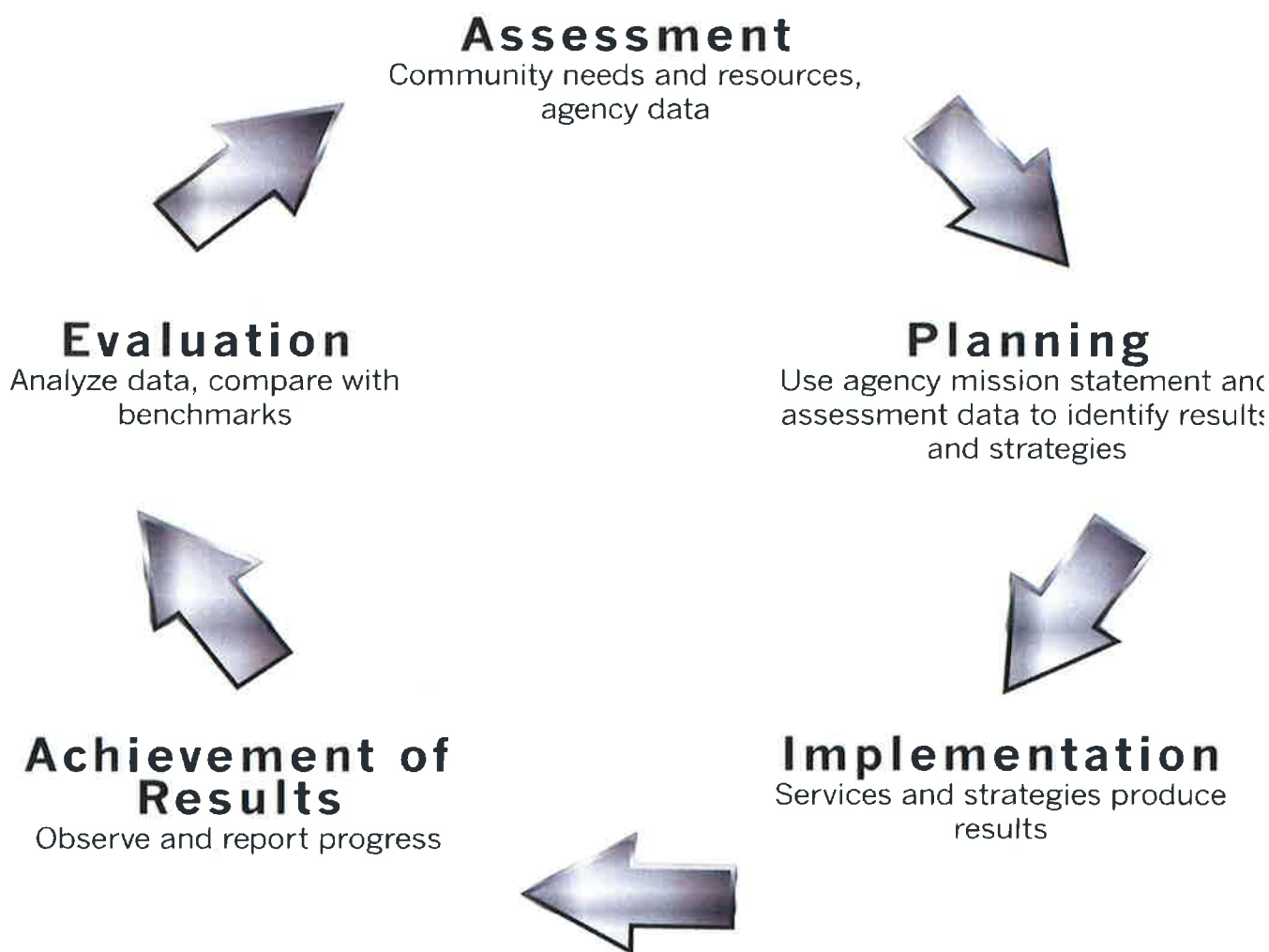


209 North 4th Street - Hugo, OK 74743
www.liftca.org
Telephone: 580.326.3351 | Fax: 580.326.2305
TTD/TTY - 711

This institution is an equal opportunity employer



The Results Oriented Management and Accountability Cycle



ROMA Cycle was created by the National Peer-to-Peer ROMA Training and Certification Project

2022 ROMA Plan

LIFT Community Action Agency, Inc.

Date: Mar-22

ROMA Cycle	ROMA Action Item	Participant Manual Module	2022 Target Completion Date	Person(s) Responsible
Assessment	Review/revise current MISSION statement	2, Part 1	5/10/2022	Board; ED; AD's; Prog Dir & Staff; ROMA Coord
	Review last community NEEDS assessment to determine priority needs, Ensure that needs identified are properly labeled as family, agency, and community levels	2, Part 2	01/11/2022; 11/8/2022 01/01/22-12/31/24 C.N.A.	Exec. Dir; Staff; P.D.'s; Board; ROMA Coord.; Community Members Focus Groups
	Evaluate the available resources in your community to address any service gaps or find collaborators	2, Part 2	01/11/2022; 11/8/2022 01/01/22-12/31/24 C.N.A.	Exec. Dir; Staff; P.D.'s; Board; ROMA Coord.; Community Members Focus Groups
	Evaluate current program services and determine effectiveness to meet needs (based on recent program performance).	2, Part 2	10/01/2022-11/31/22; Board -12/13/2022 Use PMO Spreadsheet as a guide	Exec. Dir; Staff; P.D.'s; Board; ROMA Coord.; Community Members Focus Groups
Planning	For the top 3-5 needs identified in your most recent CNA, develop a logic model. Fill in as you complete the ROMA action items. Once your planning logic models are completed, submit with your Community Action Plan.	7	02/21/2022-03/3/2022	Planning Director; CSBG Admin/ROMA Coordinator
	Based on needs and program evaluation, identified during the assessment process, plan your measurable OUTCOMES to be achieved to meet the needs that are linked to the 6 NPI's.	3, Part 1	03/01/2022-Logic Models w/ CAP; 08/01/22-9/30/22- Review outcomes; 11/01/22-11/31/22- Collect outcome data	Board; Agency Leadership; Staff; Focus groups; Planning Director; CSBG Admin/ROMA Coordinator
	Identify SERVICES and strategies to achieve outcome(s).	3, Part 2	01/01/2022 and ongoing	Exec. Dir; Staff; P.D.'s; Board; ROMA Coord.; Community Members Focus Groups
	Determine OUTCOME INDICATORS	4	02/15/2022-03/04/22 - Logic Models Created which identify outcome indicators	Leadership; Program Staff; Planning Dept.
	Determine your projected success rates for each outcome indicator.	5	10/01/22-11/30/22 Review/Analysis of Annual Report targets to identify Success	ROMA Coordinator in collaboration with Leadership and Program Staff
	Develop a system to track services and outcomes. Determine what documentation will be collected to measure each outcome, staff responsible and how often data will be collected. (MEASUREMENT, DATA, and FREQUENCY)	5	01/01/2022-12/31/2022 Monthly Data Collection and Program Reports shared with Program Directors	CSBG Admin/ROMA Coordinator
	Update Community Action Plan to include outcomes, strategies and specific data collection information.	3, Part 1	03/01/2022-03/15/2022 Submitted w/ CSBG FY22 Application	Planning Director; CSBG Admin/ROMA Coordinator

Implementation	Implement revised Community Action Plan	4	01/01/2022-12/31/2022	All Program Staff and Leadership
	Determine frequency to monitor implementation of plan.	4	Quarterly 04/22; 07/22; 10/22 and 12/22	Planning Department and Leadership; Program Directors; CSBG Admin/ROMA Coordinator
	Determine the frequency for evaluating progress and report results to board.	4	Quarterly 04/22; 07/22; 10/22 and 12/22	Planning Department and Leadership; Program Directors;
Achievement of Results	Measure your actual RESULTS for each outcome	5	03/22; 06/22; 09/22; 12/22	CSBG Admin/ROMA Coordinator
	Update your planning logic models with the actual results, then resubmit to ODOC.	7	03/2023 to be submitted w FY23 CSBG Application	Planning Department PCSBG Admin/ROMA Coordinator collaborating w Program staff
	Analyze data; compare with performance targets/projected success rates determined during the planning phase.	5	11/01/22-12/31/22 Review Module 4 targets against Actual	CSBG Admin/ROMA Coordinator; Planning Director
Evaluation	Adjust performance goals as needed as evidenced by actual performance. Continue strategies that achieve desired performance goals. Revise or discontinue strategies that do not achieve desired performance.	5	07/01/2022 Midyear review of performance to actual (PMO, Logic Models, Module 4 Targets)	Program Staff and ROMA Coordinator with input from leadership
	Update Community Action Plan.	4	03/04/2022-03/15/2022 during CSBG app process	Planning Dept; Leadership; Staff; Board
	Submit CSBG IS report.		Feb-22	CSBG Administrator/ROMA Coordinator
	Reevaluate the community needs assessment process make changes (if needed) to ensure that later assessments follow the ROMA framework and guidelines	2, Part 2	12/2022 (review and discuss process i.e. surveys; focus groups; community groups)	Planning Department; Leadership; Program staff
	Review the demographics of the population served. Identify if they have received single services, multiple services, or bundled services. Consider the connections among people, services, and outcomes.		01/01/22-12/31/22; CSS Quarterly; Monthly reviews by data entry staff and applicable P.D.s	CSBG Admin/CAPTAIN Data Entry Staff/ Program Staff

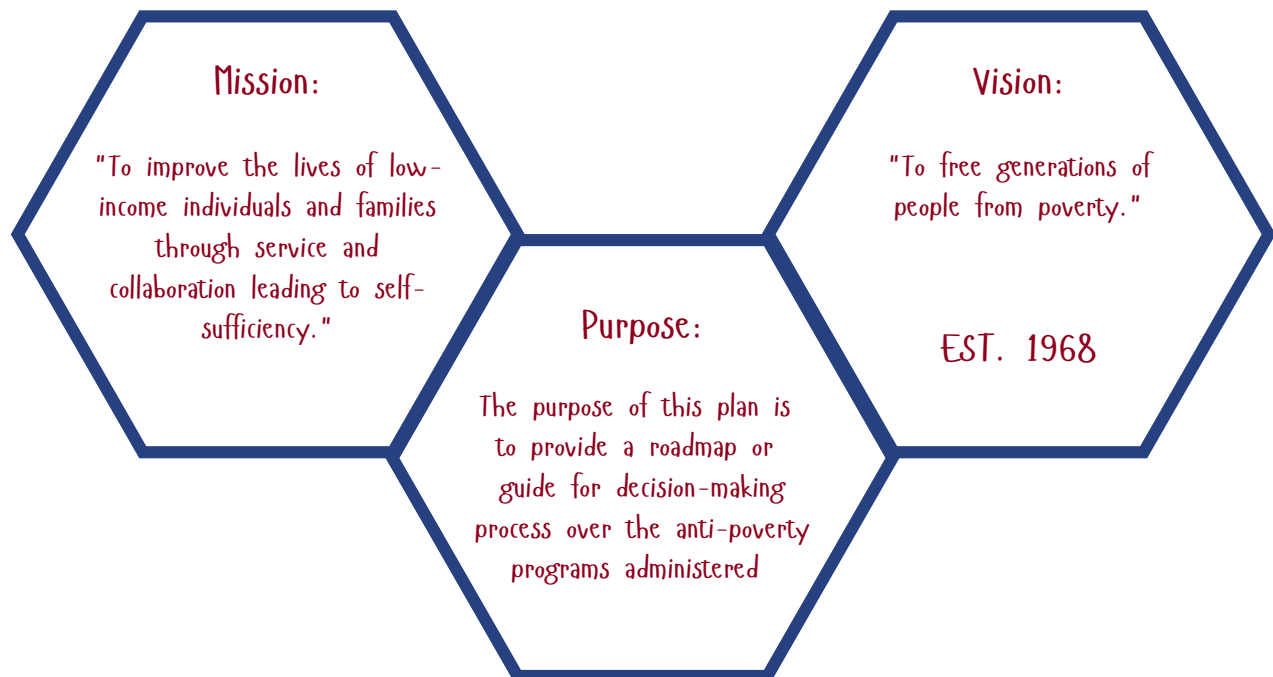
ODOC Form Revision Date - 11/04/2019

****Remember that the ROMA cycle is a on-going cyclical process.****

This form is to help you ensure ROMA Implementation within your agency.
As changes are made to the target dates, an updated ROMA Plan should be submitted to your liasion.

COMMUNITY ACTION PLAN

LIFT COMMUNITY ACTION AGENCY, INC.



2022



2022 Community Action Plan (January thru December 2022)

LIFT (Lifting Individuals For Tomorrow) Community Action Agency, Inc.

Purpose:

- The CSBG Act 42 U.S.C. § 9908: US Code – Section 9908 Application and plan requires “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this chapter for a program, a Community Action Plan (CAP) that includes a community-needs assessment for the community served, which may be coordinated with community- needs assessments conducted for other programs”
- The Community Action Plan (CAP) is outcome focused and describes the community-wide approach the agency will take when making decisions on the anti-poverty programs it will administer. The CAP should tie directly to the agency’s most recent Community Needs Assessment, and document the full use of the ROMA cycle. (Organizational Standards 4.2 and 4.3)
- The CAP is a required, foundational element for CSBG funds and is a roadmap for implementing community changes – the CAP provides the focus and identifies the what, the who, and the how of these changes. The CAP notes the specific strategies and outcomes to show success.
- The CAP is the annual operation plan for the strategic plan (which is usually 3-5 years), and gets into more of the nuts and bolts of how the agency will actually achieve the goals set in the strategic plan. It should include everything that the agency plans to do – whether or not it is directly funded by CSBG. The CAP must, at a minimum, address all questions included within this template, but the agency may also include additional information as needed to make it an operation plan that is useful to the agency.

Executive Summary: The purpose of this plan is to serve as a guide over the next 12 months for ensuring that the work of LIFT Community Action Agency, Inc. (LCAA) aligns with the CSBG Act as well as the communities needs as identified in the most recent 2022-2024 Community Needs Assessment and the 2020-2023 Strategic Plan.

LCAA’s mission is: *“To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.”*

The goal will be to focus resources towards achievement of outcomes identified in the C.N.A. report, Strategic Plan, Performance Management Outcomes excel workbooks and the FY22 logic models (all included as uploads). The logic models are representative of the communities’ top three prioritized needs-Housing, Substance Abuse Services and Community and Economic Development. Additionally, the CAP and Logic Models address the Agency need to finalize the rebranding of the agency and to continue to monitor and assess/address needs relevant to COVID-19.

LCAA staff and Board will utilize existing resources and seek/secure additional resources in order to achieve the stated goals/objectives/outcomes. The CSBG Administrator/ROMA coordinator will produce reports which will be shared with program staff on a monthly basis. These reports will help in evaluation of program services, identification of success rates and what, if any, revisions, are needed. Reports will also be shared with management, the Board of Directors and other Stakeholders no less than annually. Some reports such as Customer Satisfaction will be shared quarterly with the Board and uploaded as part of the CONFAX and/or within CAPTAIN (as applicable/required) to the Oklahoma Department of Commerce

LIFT (Lifting Individuals for Tomorrow) Community Action Agency, Inc. was founded in 1968 when three local Community Action Agencies merged in order to better meet the needs of families with low incomes who resided in any one of the three very rural and poverty-stricken Southeast Oklahoma Counties. LCAA's primary service area includes Choctaw, McCurtain and Pushmataha Counties, a land area of over 4000 square miles with a population of 58,951 which represents a decrease of 2460 individuals since the 2010 Census (U.S. Census Bureau American Community Survey 2015-2019 estimates). About one in four individuals in the service area are living below the Federal Poverty Limits. The 2019 estimates (U.S. Census) reflects that 12,939 individuals or 21.95% of the population lives below federal poverty income guidelines. The agency, headquartered in Hugo, Oklahoma (Choctaw County) provides a wide array of services ranging from education, housing, social services, and emergency services to transportation and more all aimed at alleviating the conditions of poverty. LCAA is one of the top ten employers in the tri-county area with 255 full time staff and 36 part time staff as of March 1, 2022. The agency's annual budget is approximately \$22 million and supports about 20 separate programs. In August of 2021, the Board formally approved the long-awaited name change from Little Dixie CAA to LIFT Community Action Agency, Inc. The new name better reflects the growth and direction of the agency.

The CAP represents, in large part, an extrapolation of data from recent and relevant agency and community-developed documents which includes the 2020-2023 Strategic Plan; 2022-2024 Community Needs Assessment Report; 2021 Customer Satisfaction Data; and analyzed data from CAPTAIN and other program-tracking databases. The data contained within these documents represent actual client counts and demographics, survey responses, and summaries from community and focus group discussions, etc. Therefore, the CAP includes both quantitative and qualitative data. Some sections of the Community Needs Assessment report (approved by the Board of Directors on January 11, 2022) include qualitative data derived from interviews with Board members, service providers, residents, and staff.

Stakeholders involved in the process of developing these documents included residents, staff, Board, other service providers, partners, and funders. The "key findings" that came out of these activities can be found throughout this 2022 Community Action Plan.

LDCAA's 2022 CAP will be presented to the Board as a training and will be open for discussion during the regularly scheduled board meeting to be held April 12, 2022.

The process, as described in the previous section, addresses CSBG mandates, the Organizational Standards and ROMA framework inasmuch as it identifies development of the CAP by the overall community. The CAP was developed from the various documents developed at the community level, by representatives of each required community sector. This plan is outcome-focused and identifies needs as well as the type/level of need and strategies for how the agency will address these needs over the next 12 months. Each component is mission-focused and was developed as a collaboration of staff, customers, board and other stakeholders.

LCAA's mission statement *"To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency"* is the driver for all decisions and subsequent actions by representatives of the agency. The mission statement was approved by the Board in February of 2016 initially. It is reviewed as required by the Organizational Standards and was last revisited during the February 9, 2021 Board of Director's meeting. The Board members each reviewed the Mission Statement and concluded it met with the criteria as set forth in the CSBG regulations/guidance. The bulk of programs/services provided by the agency are targeted to families of low-income. Most services require individuals/families meet low-income guidelines as an eligibility requirement. LCAA is first and foremost, a Community Action Agency. Therefore, the very identity of the agency is founded in addressing causes and conditions of poverty.

LCAA's Local Theory of Change aligns with the National Theory of Change and the three National Goals. The agency's mission statement *"To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency"* makes the following assumptions:

- 1) We can improve lives;
- 2) We can help individuals and families become self-sufficient;
- 3) We need to collaborate with others to achieve the change.

LCAA believes that our services and the strategies we employ reflect the community's needs and will lead to improved lives for our local residents. LCAA utilizes the community needs assessment, the strategic plan, information from program-specific reports, conversations with front-line staff, management, board members and customers to determine how best to meet the community's needs. This theory of change is reflected in the programs and services provided by the agency. The agency pursues resources (funding, volunteers, etc.) that would serve to address community-identified needs, all of which align with the National goals.

Assessment

The community assessed represents LCAA's service area which includes Choctaw, McCurtain and Pushmataha counties. Collectively, these three rural Southeast Oklahoma counties have an average poverty rate of 21.95 percent (U.S. Census Bureau; 2019 Poverty estimates). The population density is about 14.69 persons per square mile compared to the State's density of 57.3 persons per square mile. At the time of the assessment, about 65 percent of the population was white; 7.31 percent black; 10.6 percent multiple races; 13.9% Native American with the remaining representing other races. Gender makeup is 51.64% female and 48.36% male. According to the U.S. Census ACS 2019 estimates, the combined population was 58951. The population remained steady over the past three years since the last community needs assessment conducted in late 2019 early 2021. However, over the past decade (since the 2010 Census) the population has decreased across each county. This area as described represents LCAA's service area which represents the community assessed for the most current Community Needs Assessment for January 1, 2022 through December 31, 2024.

The community needs assessment process began with collection of needs surveys. LCAA utilized the Oklahoma Standardized Needs Assessment Survey for data collection. Blank surveys were printed, collected and then input to the CapSystems online survey collection/analysis tool by the CSBG Administrator/ROMA Coordinator. Paper surveys were distributed throughout the service area using various outlets. They were emailed to all staff and were distributed to members of the Board of Directors. Paper copies were sent home with all Head Start and Early Head Start children, Healthy Start participants, and all Retired and Senior Volunteer Program (RSVP) volunteers. Agency staff distributed and collected completed surveys from area schools, faith-based organizations (Churches), civic groups, County Coalition members (which include representation from all community sectors), and more. Additionally, the survey was promoted through signage and social media outlets.

The survey contained a question for respondents to self-identify which sector best described them. The available options included: Client of the Agency, Agency Board Member, Agency Volunteer, Representative of an Educational Institution, Representative of a Government Entity; Representative of a Private Organization; Representative of a Faith-Based Organization; Representative of a Community Based Organization; or General Public (someone having not received services from the agency). Surveys were completed and received from all sectors listed. A total of 506 surveys were collected and entered into the survey feature within CapSystems. This database then generated the top needs ranked in ascending order for the top 10 identified needs. The top ten needs were shared with focus groups which included; leadership, front-line staff and board members to prioritize the needs to the top three. During the prioritization activity, focus group participants were asked to provide "rationale" or qualitative data as to why they selected and ranked/prioritized the three needs chosen. Counts were conducted on each respondents completed surveys and the need referenced most was identified as the number one prioritized need and this process was used to identify the top three.

Once needs had been prioritized, LIFT Community Action Agency conducted six community meetings (two per county in each county within the service area) in order to gain additional input from residents, local services providers, staff, board, and other stakeholders on the prioritized needs and resources within the service area. These meetings were also advertised via email, newspaper advertisements, posters, and through social media outlets. Meeting participants engaged in activities of identifying causes/conditions of poverty, existing resources, gaps in resources, and potential strategies for addressing each of the three needs. All of this data was collected and utilized to develop the 2022-2024 (January 1, 2022 through December 31, 2024) Community Needs Assessment Report, which represents one of the documents used to develop this FY22 Community Action Plan.

In addition, customer satisfaction surveys are a tool used for developing the CAP and in decision making for agency programs/services. Customer satisfaction surveys are available on the agency website and paper copies are located/available at each LCAA office location. Customers are asked to complete a survey upon receipt of services, preferably at that point in time. However, to facilitate participation and remove any potential barriers, customers are informed of the online survey tool and assured that their responses are completely anonymous and cannot have any impact on their eligibility for receipt of services.

Customer Satisfaction survey responses are entered into an online database and reports are provided to the board on a quarterly basis. Survey responses, when and where deemed necessary are shared immediately with appropriate staff. An example would be in the event a survey response revealed the need for further review and/or action. For example, if a respondent stated that staff did not seem knowledgeable of the program from which they sought services, those responses would be shared with the appropriate program director, Associate Director, and Executive Director. The information would be used to determine if additional training should occur within that department so as to ensure services were being provided as intended for that particular service. This is true across the board for all agency programs and services. The customer satisfaction survey is used as a tool to help guide the agency in decision making processes over staffing, training, services, service-delivery, etc.

A feature within the CAPTAIN software, the Service Integration Matrix (SIM) will assess if the client is eligible for other services than those originally sought. The SIM is ran internally (CAPTAIN Administrator) on every client served and follow up is conducted with clients if/when the SIM identifies client eligibility or potential eligibility for other services. Currently, LIFT C.A.A. utilizes the Service Integration Matrix (SIM) to assist with case management. The SIM allows CAPTAIN users the ability to provide the client with additional services the client may be eligible for, based on the information reported. CAPTAIN data input staff email a computer-generated referral letter to the client. If the client is readily available, the letter can be given to them in person. This letter lists the possible services the client is eligible for and the contact information for those programs. By utilizing the SIM feature, LCAA program staff have the opportunity

to educate and provide individuals/families with as many services as possible, thus improving customers chances of achieving self-sufficiency.

Other tools for assessing agency programs/services include the Strategic Plan, CAPTAIN and other program databases that provide client counts, demographics on population served, outcomes for services provided, etc. These reports help to identify what services are most utilized; who is most likely to utilize agency programs, what, if any, outcomes are being achieved, etc. This type of information helps us better understand exactly “who” our clients are, what their needs are and is critical to the decision-making process.

- Safe, decent and affordable housing units are an identified need determined by the community needs survey. This is both a family and community level need.
- Early Childhood Education to continue provision of preschool services is an identified need determined by the community needs survey. This is both family and community level need.
- Youth Services to provide recreation and educational opportunities are a need identified by the community needs assessment as a community level need.
- Emergency services to help families pay for utilities (heating/cooling costs) are an identified need determined by the community needs survey. This is a family level need.
- Transportation for local-demand response is an identified need determined by the community needs survey. This is a community level need.
- Health Services are a need identified by the community needs survey and is both a community and family level need.
- Substance Abuse Services to provide inpatient treatment and education/awareness is an identified need determined by the community needs survey. This is a family and community level need.
- Senior Services to engage seniors to remain active are a need identified by the community needs assessment and represent both a community and family level need.
- Economic/Community Development to improve infrastructure and help families obtain assets is a need identified by the community needs assessment and represents both a family and community level need.
- Nutrition to combat obesity and address food insecurity is a need identified by the community needs assessment as both a family and community level need.
- Asset development is a need identified by the community needs assessment survey and represents a family level need

Prioritized Need 1 – Housing: Decent, safe and affordable housing units (rental and purchase) are a family level need. The agency is currently addressing this need through the provision of rental units including rental units for seniors. The agency also operates the LIFT Self-Help housing program (single family new construction) and provides numerous other housing and housing supportive services for residents. The outcome will be that families are able to secure safe and affordable housing.

Goal: Increase capacity, knowledge and skills (attend trainings, test, etc.) to efficiently and effectively support and promote the CDFI (Community Development Financial Institution) SOCDC.

FY22 Objective: By 12/31/22, The Southeast Oklahoma Community Development Corporation will have obtained the appropriate licensing and/or Certifications to initiate and service residential loans and will have made at least one residential loan (purchase and/or DPA)

FY22 Strategies: Certifications and/or Licenses issued to SOCDC and SOCDC Loan Officer NMLS (National Mortgage Licensing System) and MLO (Mortgage Loan Originator) SOCDC (Southeast Oklahoma Community Development Corporation) Loan Department/Officer will track clients who apply; who are approved and who secure loan funds for home purchase and/or down payment assistance

Prioritized Need 2 – Substance Abuse Services: Substance abuse services is a community level need. The agency is currently addressing this need through the Tri-County Opioid Response Implementation Project which specifically aims to address the systemic needs of the opioid epidemic. Additionally, the Choctaw County Drug Free Communities Support Program address tobacco/marijuana use among our youth grades 6th-12th. Through these programs, LCAA is working with community members and organizations to start informative dialogue, build partnerships and plan systemic changes to prevention, treatment, and recovery of individuals affected. The outcomes will be improved community health and reduced morbidity and mortality associated with opioid overdose and poor health outcomes from tobacco and marijuana use.

Goal: Provide Case Management to individuals families and strengthen partnerships with law enforcement and social service providers

FY22 Objective: By 12/31/2022,30 individuals will have received one or more services addressing substance use/abuse and 3 Formal MOU's will be in place with local law enforcement

FY22 Strategies: The Second Chance Program Director will work with Community Partners including local law enforcement entities to coordinate provision of substance use/abuse services for inmates incarcerated in the county jails in the tri- county service area and post release.

Prioritized Need 3 - Community and Economic Development is a community level need determined by the community needs assessment. Currently, LCAA provides services such as business lending, tourism/recreational activities, job training (Youthbuild and AmeriCorps) and supportive services to help individuals/families improve skills with managing their finances.

Goal: LIFT CAA will revitalize Hugo Lake Park Cabins and surrounding amenities (boat ramps, ship store, etc.)

FY22 Objective: By 12/31/2022, reservations of cabins will have increased by 3% from baseline (baseline established from an avg. of past 2 years FY19 and FY20 reservation activity).

FY22 Strategies: Hugo Lake Park (HLP) Staff input reservation information into an online system as reservations occur.

Prioritized Need 4 – Rebranding is an Agency level need determined by leadership, the Board, the community and stakeholders. The rebranding and renaming of the agency will ensure that the name more accurately reflects the mission and purpose of the agency.

Goal: Secure contractors and/or other resources to create new or revise existing signage, vehicle wraps/logos/stickers (transit buses, WX vans, etc) etc. to reflect the new name and logo.

FY22 Objective: By 12/31/2022, all agency buildings signage, vehicles will be updated to reflect new name and logo of LIFT Community Action Agency

FY22 Strategies: Program Directors will report to Associate Directors on the progress of achieving the goal across all agency programs. For example, Head Start Director will identify number of signs targeted for updates or replacement; secure the resources and report on progress to appropriate Associate Director.

Prioritized Need #5 – Emergency Services/Needs (COVID-19 Specific) is a community level need. LCAA has received funding and other resources such as CARES money and Emergency Assistance to address unprecedented and unexpected needs brought about due to the coronavirus pandemic. During the C.N.A. process, most residents felt that the rural nature of the service area had resulted in both positive and negative impacts in terms of COVID.

Being more spread out and having small populations was attributed to lower infection rates and death compared to more urban areas with higher populations. Many businesses were able to remain open during the height of the pandemic. Negative impacts attributed to the rural nature of the service area included lack of infrastructure for distance learning and teleworking. Most rural areas do not have sufficient internet capabilities to support distance learning and/or teleworking. Much of the CSBG CARES funding was used to address these challenges.

As COVID is still an ongoing health concern, it is expected additional challenges will arise. However, the community feels more prepared now to address those challenges. Another challenge was the lack of health care facilities and capacity of our health care community. Those individuals/families directly impacted (having been diagnosed with the virus) and needing medical treatment had to seek treatment in hospitals 2 to 3 hour

drives from their residence. This creates significant financial burdens on these families and their household.

Other challenges included the strict guideline's individuals have to meet to qualify for COVID-19 related resources. By addressing the challenges linked to COVID-19 in the report area, the outcome will be individuals can sustain self-sufficiency and have improved health outcomes.

Goal: Provide expanded emergency services and resources to individuals impacted by COVID-19

FY22 Objective: 100 individuals will receive emergency services or resources (food, housing, utility and/or medical assistance) from CARES or other COVID Related resources by 09/30/2022

FY22 Strategies: CAPTAIN: Google Sheets; Customer Satisfaction Surveys; Housing Outreach and other Agency Staff will work with area residents to process requests and provide emergency services. Staff will log services into appropriate data tracking systems. The fiscal officer will report on COVID/CARES funding and all steps to ensure sufficient outreach (marketing, etc.) will be taken to assist families in need.

During 2021, we continued to deal with the impact of COVID-19 which has led to more individuals teleworking, increased needs to telework and the creation of policies, procedures, etc. in response to the pandemic. LIFT now has many procedures in place (laptops, hotspots, etc.) to accommodate some to work from home. We have made changes to application processes where possible to allow for online application submissions and in some cases, approval for some services. All of these steps have been necessary to adapt to the pandemic. We have seen an increased demand for housing.

As an organization, we are feeling the impact especially within budgets. As an example, building materials (for single family new construction, weatherization, rehab, new construction multi-family) continue to rise in cost yet budgets have remained the same. This is directly impacting our ability to achieve goals within the timelines established pre-covid. Our customers are spending more on food, fuel, utilities, etc. yet have seen minimal increase in pay. We believe the long-term economic impact of Covid has yet to be fully realized. We are addressing these concerns by looking for resources that we can use to fill in the gap between what is currently available and what is necessary to achieve the outcome. In this example, it would be gap funding for building materials. Another significant change in our service area is our name change. We have taken many steps and are working to ensure that our customers are aware that LIFT is still a community action agency and still providing high quality services as always.

The top three needs prioritized from the community needs assessment conducted late in 2021 and subsequently approved by the Board at the January 11n 2022 board meeting were Housing, Substance Abuse Services and Economic & Community Development.

The new needs assessment reflected no change from the prior C.N.A. This is attributed in large part to COVID and the fact that two of the three years, the agency was limited due to social distancing, etc. in trying to implement the strategies identified to address the need. The other obvious fact was that when COVID hit our communities, as with the rest of the world, needs changed across all levels to include individual, family, community and agency. The agency strives to locate and secure resources that serve to address the community- identified needs. To that end, leadership seeks and forms partnerships, funding, and volunteers to help with addressing these needs. In addition, CSBG funds are budgeted for these activities especially within the area of housing.

The agency will continue to refer to the needs assessment as a guide for resource development and continued service delivery. The agency will work with community partners, residents, funders and others to seek out strategies for addressing community needs even if/when they differ from those that can be directly addressed through the agency (based on existing programs and capacity).

The C.N.A. includes tables with identified existing resource providers for each prioritized need. Staff will collaborate with these resource providers when possible and practical, to address the needs. Referrals to other resource providers will be made to ensure residents are tapping into all potential resources. The agency will seek to not duplicate services but to provide services and address gaps in order to meet the community identified needs.

As noted in the logic models for 2022, the prioritized needs which will be the focus for identifying and implementing strategies are: Housing, Substance Abuse Services, Economic/Community Development; Emergency Related COVID-19 Needs and an Agency need for completion of the rebranding.

Planning

In October of 2019, LCAA began the process to create the new three-year (2020-2023) Strategic Plan. This process began with internal reviews and analysis of the existing 2017- 2020 Strategic Plan, the current Community Needs Assessment, the 2019 logic models, the performance measurement outcomes spreadsheet, and the Customer Satisfaction survey results from calendar year 2019. In addition, discussion and analysis occurred over program services provided as reported in CAPTAIN.

The next step in the process involved the ROMA/CAPTAIN/CSBG specialist and the Executive Director meeting with a Certified ROMA Implementer, Julia Teska. This in-person, one-day meeting occurred on October 24, 2019. The ROMA Implementer provided training, technical assistance, guidance and support over “next steps” and CSBG mandates as well as ODOC (Oklahoma Department of Commerce) guidance/rules for preparing the agency’s new three-year 2020-2023 Strategic Plan. As part of that process, numerous organizational standards and other components were reviewed and discussed.

On November 12, 2019, the Board of Directors reviewed the 2019 Community Action Plan and the 2019 logic models which identified needs that aligned with the top three needs from the Community Needs Assessment. They also reviewed the 2017-2020 Strategic Plan and were provided updates on the success of specific strategies and progress in meeting stated goals.

On January 14, 2020, LDCAA's Board of Directors engaged in strategic planning activities, including SWOT (Strength, Weaknesses, Opportunities and Threats) Analysis to provide input for the new 2020-2023 strategic plan. During this same meeting, they reviewed the agency's Mission and Vision statements and participated in activities to determine if the existing language met with the CSBG criteria as well as the goals/objectives of the agency and the needs of the community. Through this activity and subsequent assessment activities with staff, leadership and focus groups, it was determined that the new Strategic Plan would focus on the top three needs as identified in the 2019-2021 Community Needs Assessment. The 2020-2023 Strategic Plan was submitted and approved by the Board of Directors on February 11, 2020 during the regularly scheduled Board meeting.

UPDATE: During the November 9th, 2021 Board of Directors meeting, the ROMA Coordinator provided an update and training to the Board over the 2020-2023 Strategic plan. In summary, the plan was still reflective of the community needs. She explained that the process to complete a new three-year Strategic Plan would begin during the last quarter of 2022. This process will involve review/analysis of existing plan; lessons learned; incorporating the more updated C.N.A. report into the new Strategic Plan. The one significant change can be found in the strategies to address the Economic and Community Development. The YouthBuild program was identified as the primary indicator for tracking this goal which is now focused on tourism. This is due to the fact that YouthBuild participants are not onsite during the last year of the program (2022).

The strategic plan represents a long-term three-year plan used by the agency for decision making with identification of short term, intermediate and long term goals. It includes data from the 2019 needs assessment and identifies the top needs to be addressed over the course of the three years. The CAP plan builds upon the Strategic plan, identifies short-term goals (needs to be addressed and the expected outcomes to be achieved) that the agency will focus on during this fiscal year (2022). Connections between the plans are evident across the needs sections.

Community Development, although different terminology is used, is a constant across both plans. Substance abuse services, a prioritized need referenced in the CAP plan, is also addressed in the strategic plan. Both plans are very representative of the CSBG goals, mandates, organizational standards and LCAA's mission to address needs that will serve to help individuals/families on the path to self- sufficiency.

As 2021 was a new Community Needs Assessment year for LIFT CAA and the Community Needs Assessment was completed and approved in January 2022, there are some slight variances between the current (2019-2023 Strategic Plan) and the FY22 CAP

Plan. As referenced in a previous section, strategies and goals in the CAP plan for FY22 look different as they reflect the most recent C.N.A.

The FY21 final logic models (Housing, Economic/Community Development, Substance Abuse, COVID-related emergency needs; and Agency Rebranding) with results are uploaded within the application in the pre-award excel workbook.

Evaluate last year's performance (2021) and determine what will be done differently this year (in 2022).

The Final Logic Models for 2021 were presented to the Board during the November 9th, 2021 Board meeting. Specific strategies identified in the logic models were discussed as well as results for each of the top three needs, the COVID19 Emergency needs and the agency level need of Rebranding. They are uploaded within the excel workbook titled Pre-Award Agency Questionnaire.

The presentation of results included outcomes/goals that had been achieved up through October 31, 2021. Therefore, two months was still remaining within the year to achieve stated outcomes. Reports pulled from CAPTAIN and other tracking methods showed that outcomes had been achieved or exceeded for three of the four needs. The agency level outcome was achieved but via agency resources vs. the identified strategy and discussion regarding challenges occurred during the meeting.

The 2022 planning logic models are included within the excel workbook upload titled Pre-Award Agency Questionnaire.

LCAA utilized ODOC's Logic Model Checklist to ensure that the 2022 Logic models include clear outcomes that match the prioritized needs in the C.N.A. which are Housing, Substance Abuse, Economic/Community Development, COVID-19 related Emergency needs and an Agency need for Rebranding. The planning logic models are included within the excel workbook uploaded in the application titled Pre-Award Agency Questionnaire.

The target population will be residents of Choctaw, McCurtain and Pushmataha counties of Southeast Oklahoma. The agency will continue to provide the wide array of services available. However, increased efforts to serve the population exhibiting need for one or more of the prioritized needs (housing, substance abuse services, economic/community development, COVID Emergency needs) will be a primary target audience. Programs/services will target individuals and families with low-incomes.

Program performance goals are set based on a variety of factors. First and foremost, LIFT Community Action Agency, Inc. uses the community needs assessment as a tool and guide to look for opportunities that address the needs as identified by the community. The planning department works with program staff, including leadership, supervisors, front-line and support staff to ensure there is a clear understanding of the programs and outcomes. That information is then written within the planning department but is representative of the data shared by those who operate the programs. The outcomes are

designed to align with the program goals and objectives. For example, Self Help Housing has a goal to increase opportunities for people to obtain safe, decent and affordable housing with an objective to build approximately 22 homes each year for families of low-income. Therefore, the outcome listed in the performance measurement outcome spreadsheet would align with this program outcome.

The Performance Measurement Outcomes spreadsheet is included as an upload to the application and is representative of needs identified in the C.N.A. and the Strategic plan. It is included in the excel workbook titled "Pre-Award Agency Questionnaire (see labeled tabs within the workbook).

LIFT CAA operates programs that address the needs of youth, such as Head Start, Early Head Start, Early Head Start/Child Care Partnership, Early Learning Centers, YouthFirst, Court Appointed Special Advocates program, Healthy Start, YouthBuild and Drug Free Communities Support Program. LCAA will continue to seek funding to expand these programs and to develop additional programs that promote positive youth development.

Other programs focused on promoting positive youth development include the CASA (Court Appointed Special Advocate) Program which utilizes trained CASA volunteers to be the voice for children in the court system and Healthy Start which serves women as well as infants and toddlers through age two years. Through this program, participants receive services aimed at improving health outcomes of newborns and decreasing infant mortality rates, which in large part, focuses on improving the health and encouraging healthy lifestyles of the mother. LCAA partners with members from the health community including OBGYN's, nurses and others to achieve the program goals.

More than 600 youth receive direct services through the agency's HS/EHS and Early Head Start/Child Care programs. Eligibility requirements for enrollment in these programs require that a significant percentage of the children enrolled represent households with low-incomes. These children receive educational services that serve to improve not only their cognitive skills but also social and emotional skills. While in the classroom, they receive healthy nutritious meals and snacks.

Through YouthBuild, youth who are considered at-risk (have dropped out of school, are low-income, are in foster care, etc.) are provided opportunities to increase their vocational and educational skills. This occurs through provision of coursework to prepare these youth to take the GED test as well as vocational skills training in the area of home construction. Through a partnership with the Self Help Housing program, the youth provide a service through volunteering at these construction sites while learning the portable skills of home construction. They are also provided opportunities for life skills training and community service/engagement.

The planning department researches grant opportunities for additional youth-development programs. CASA and Mentoring programs partner with other youth-oriented entities/programs i.e. Men United; Choctaw Nation of Oklahoma's Youth

Advisory Board; Boys and Girls Clubs; Health Department; area Schools; and more to address needs of youth in the community.

Drug Free Communities Support Program partners with Youth Services of Choctaw County to identify and implement strategies aimed at tobacco, marijuana, vaping and substance use prevention.

LCAA staff representing various programs work closely with the Southern Workforce Board for the common goal of helping people obtain their vocational goals. One program that partners with Southern Workforce Board is our YouthBuild program. Through the YouthBuild program, a total of 44 youth (ages 16-24) receive services to include GED preparation and testing as well as vocational skills training relevant to construction. Each of these activities help the youth participants to improve their goals for career development. The YouthBuild program director works with SWB to coordinate additional trainings and skills provided through the WIOA program. We also participate in job/resource fairs by setting up booths and having staff on site to discuss agency programs and job opportunities.

LIFT's transit program transports residents to and from their jobs; the agency builds into its programs components that serve to improve life skills necessary to sustain employment. The agency also secures partnerships with the local workforce board to strengthen opportunities pursued that serve to address employment and/or barriers to employment such as lack of job skills, etc.

The AmeriCorps program utilizes 20 AmeriCorps volunteers in the Head Start and Early Head Start Classrooms as Individual Development Coaches for the youth. As part of their tasks (working with youth on achievement of goals), they learn early childhood skills that improve their job skills in the process.

In addition, LCAA pursues numerous funding opportunities each year in which partnerships/formal MOU's are entered into with Southern Workforce Board as a coordinated effort to achieve the stated goals. LCAA and SWB have a long standing and good working relationship.

Utilizing the "Strengthening Families Program" curriculum, LCAA's YouthFirst program provides case management services to at-risk youth ages 10 to 17 who reside within Choctaw, McCurtain, or Pushmataha Counties. Youth participants receive support to become productive, law-abiding citizens. Project activities and SFP training work to strengthen the family system, protective factors, pro-social skills and parent-child communication. The program serves 30 at-risk children and their families each year.

LCAA's Mentoring, CASA, and Healthy Start programs provide numerous opportunities which encourage family involvement and strengthen the family unit. This is achieved through planned activities and with the help of partners. The At-Risk and Victims Advocacy programs partner with Men United to assist at-risk youth in developing responsibility and learning specific skills through community improvement events. These

men also teach and instill in these young people the importance of community awareness and family involvement. They serve as mentors to youth, supporting them through any issue they may be facing.

Head Start and Early Head Start have monthly “Dad’s Day” events and other such program activities to encourage and support fatherhood and family initiatives.

Healthy Start employs a Fatherhood Coordinator to increase father/dad or father figure involvement. LCAA programs are well represented on the county coalitions and through the coalitions, many activities occur throughout the year with a focus on father and/or overall parental involvement.

LCAA currently operates an ongoing program to combat malnutrition and starvation within the state of Oklahoma; the Child and Adult Care Food Program (CACFP). CACFP is an entitlement program that guarantees nutritious meals to children through age 12 who are enrolled in family day care homes. By providing free and low cost food to child care providers, CACFP helps to ensure that children are well fed, able to concentrate, and ready to learn. CACFP reimburses participating day care homes for their meal costs. It is administered by the U.S. Department of Agriculture. Staff members also provide training to ensure providers are up to date on issues concerning child nutrition and development.

In addition, there are multiple Community Nutrition Centers within LIFT CAA’s tri-county service area. LIFT CAA’s RSVP Program provides volunteers to serve meals to senior citizens on a daily basis.

For the past eleven years, LCAA has partnered with International Paper Foundation, civic organizations, residents and other community-based organizations locally to raise funds for the food baskets provided to families during the Thanksgiving and Christmas holiday seasons. On average, more than 50 families receive food baskets annually through these ongoing events which will continue through 2022.

LCAA program staff, during the intake process for any client/potential client that visits any LCAA location, can easily identify if/when an individual/family might qualify for SNAP benefits. In these events, many times the LCAA employee will assist the client with the application process and/or assist them with connecting to the local DHS staff to complete an application.

LCAA’s Healthy Start program staff work with infants and mothers, mothers-to-be, as well as expectant mothers. They help program participants in addressing malnutrition not only through education but also with assistance applying for WIC and through referrals.

Additionally, LCAA secures grant funds through International Paper Foundation, Wal-Mart Foundation and other sources to assist local food banks with restocking food in their pantries. Food items are available to families of low-income. Apartment staff representing LCAA’s multifamily program assist food banks in Hugo with packaging and distributing food supplies to families in need.

LIFT CAA has emergency funds available through the Emergency Food and Shelter Program and the LIFT CAA Emergency Fund. These help to address an imminent emergency-situation where a family has found themselves in crisis due to unforeseen/unanticipated circumstances. CSBG CARES funding and other resources have been secured to address food insecurities and other emergency needs related to the COVID-19 pandemic.

The agency acts as the service unit for the Salvation Army activities for all three counties in the service area. Funds raised through the bell ringing campaign which occurs in November and December each year also serve to assist families in need of emergency services.

LCAA operates a Victims Advocacy program that provides emergency assistance for food, shelter, transportation, clothing and other needs to victims of any crime. CASA provides emergency supplies such as Emergency Kits which include hygiene products, clothing, books and stuffed animals for children; Safe Place/Healing Hearts provides emergency kits, transportation, rent deposits, emergency shelter and assistance with medical needs for victims of Sexual Assault, Domestic Violence, Stalking or Dating Violence.

CSBG CARES, ODOT CARES Act funding, and foundation funds have also been secured to help clients with emergency needs, especially those arising from impacts due to COVID-19.

Provision of emergency services are provided through partnerships with DHS, local Court systems, County Health Departments, County Coalitions, Food banks, Salvation Army and other linkages. This ensures the ability to address emergency needs of individuals and families in the service area.

LIFT Community Action Agency, Inc. has numerous partnerships at the community level and beyond. These partnerships are identified in the addendum which has been included as an upload. Partnerships represent faith-based, community-based, public and private organizations, other social-service providers, Choctaw Nation of Oklahoma, Southern Workforce Board and more. Many of the programs operated by the agency would not be sustainable without these partnerships.

LIFT Community Action Agency, Inc. is a member of the county coalitions in each county within the agency's service area. The coalitions represent every sector of the community. Members meet monthly and LCAA is well represented at each meeting. LCAA will continue to partner with other entities/organizations, establishing MOU's when applicable in order to address shared goals to improve the lives of families, especially those with low incomes and to address needs within the service area.

Strategies to reduce the duplication of services: Through existing partnerships, attending coalition meetings, active participation in civic and other community-based organizations, etc., LCAA is well aware of the needs of the community and whether or not they are being adequately addressed. LCAA does not “compete” with other organizations locally to address needs, but rather forms both informal and formal partnerships to achieve the shared goals. LCAA is the primary service provider in the tri-county area and the “go-to” agency for most needs aside from those state and federal entities i.e. Department of Human Services, County Health Departments, etc.

The Choctaw Nation of Oklahoma provides some of the same services as does LCAA including Head Start and social service programs. However, this is not considered a duplication of services as most services provided via the Choctaw Nation of Oklahoma are restricted to tribal members.

Many civic, faith-based and charitable entities have representation on LCAA’s board of directors and each month, the planning department employees present to the board funding opportunities the agency seeks to pursue (requesting board approval to move forward). During these presentations, employees provide a very detailed description of what services would be provided if/when the grant(s) were to be awarded. This provides an opportunity to discuss any existing programs/entities that may already be providing the service.

A few agency programs partnered with other community-based organizations to update the tri-county resource manual which identifies organizations throughout LCAA’s service area of Choctaw, McCurtain and Pushmataha counties and beyond. This manual is located in every Head Start and Early Head Start center. It is also shared with other program staff throughout the agency. This provides a tool not only to help identify resource providers but also to identify potential gaps in service. Referrals are made to other organizations if/when LCAA is unable to address the needs of clients or potential clients.

Last but not least, during the Public Meetings held to develop the Community Needs Assessment, participants engage in a process to identify all known existing community resources for addressing the prioritized community needs. These are all listed by service within the Community Needs Assessment report.

A copy of the agency partnership list is included as an attachment to this Community Action Plan.

Success will defined as having achieved at least 75 percent of the stated outcomes as identified in the logic models. Success will also be measured by increased positive feedback from customers as reflected in the customer satisfaction surveys. Success will also involve increased or enhanced services and partnerships that directly address the prioritized needs (Housing, Substance Abuse Services, and Economic/Community Development). And success will also involve the creation or enhancement of partnerships/collaboration efforts so as to ensure all available resources are being utilized

for addressing community needs. LCAA will utilize CAPTAIN and other tracking systems to identify agency staff, board and volunteer training hours to assess agency and stakeholder capacity. Success in terms of agency capacity will equate to adapting to virtual training and volunteer activities in order to acquire and/or sustain capacity.

Implementation

Sections of the CAP such as Logic Models, PMO spreadsheet, that clearly show specific strategies will be shared across programs, with leadership and the Board. These sections will serve as the “roadmap” to help program staff stay on track with working towards the goals and objectives. The entire CAP plan will be shared by email, in paper format, through discussion, etc. with leadership (including Board members), program directors, supervisors, front-line and support staff. This will ensure that all staff are aware of the expected outcomes identified within the CAP for FY2022 which will be a primary focus of agency activities over the year. It will be discussed in detail with Board members who will all be provided copies. Review and analysis of the CAP will occur no less than twice a year for outcome reports and quarterly through customer reports presented to staff and board.

Program Directors will receive monthly reports pulled from CAPTAIN which they use to compare the data (counts, etc.) to the logic models (if applicable) and to the Performance Measurement goals as identified in the spreadsheets. The CAPTAIN Administrator will notify staff of any concerns in terms of not meeting goals, etc. Leadership, staff and Board all work to achieve stated outcomes with the CAPTAIN Administrator being responsible for oversight of the plan implementation. The CAP will be posted to the agency website.

LCAA operates several programs that provide case management including Lending, Head Start, Early Head Start, Early Head Start-Child Care Partnership, Healthy Start, Housing and more. Case management is provided to clients seeking loan funds to help them become loan eligible; services would include credit counseling, budgeting, financial coaching, etc.; Case management is provided to parents/primary caregivers of HS/EHS and EHS/CC youth by Family Advocates working with each family towards setting and achieving goals. Case management is also provided by Housing Coordinators with clients seeking housing services. In the area of housing, case management may involve provision of credit counseling as well as helping families work with creditors to reduce debt (in some cases, having debt written off); budgeting; saving; financial fitness; refinancing home loans to reduce interest rates and more. The housing counselors maintain regular contact with the customers to encourage them and help them “stay on track” so as to increase their chance to improve their current financial situation. The goal is to reduce debt, increase income and become more self-sufficient. Healthy Start clients receive case management through follow up activities provided by the care coordinators to ensure that health screening appointments were kept as well as other activities that serve to support the program goals. Other program participants receive case management via the applicable program staff which serves to facilitate continued participation.

In prior years, the risk assessment report was utilized to assist with case management to help determine the needs of each individual/family requesting services. This report helped the case worker identify the services needed and/or the referrals required in order for the individual/family to be provided with all the assistance and services needed. However, CapSystems, in their work to transition CAPTAIN into ROMA NG (next generation) and in their meetings with Commerce and/or CAP agencies decided to build the pre-assessment questions into the client intake screens.

Data that was critical to the risk assessment was previously collected to the pre-assessment tab in CAPTAIN. That data has now been integrated into the client intake screens. Currently, LIFT C.A.A. utilizes the Service Integration Matrix (SIM) to assist with case management. The SIM allows CAPTAIN users the ability to provide the client with additional services the client may be eligible for, based on the information reported. CAPTAIN data-input staff can email a computer-generated referral letter to the client. If the client is readily available, the letter can be given to them in person. This letter lists the possible services the client is eligible for and the contact information for those programs. By utilizing the SIM feature, LCAA program staff have the opportunity to educate and provide individuals/families with as many services as possible, thus improving customers' chances of achieving self-sufficiency."

Employees responsible for data collection/tracking are trained over the FNPI's and SRV codes applicable to the specific services they provide within their programs. They learn how to appropriately and accurately transfer data from client intake forms into CAPTAIN, the primary tool for tracking outcomes across the agency. The CAPTAIN administrator conducts both group and one-on-one trainings to help each CAPTAIN "user" understand how to input data and how to use that data as a tool for decision making. As the CAPTAIN administrator pulls reports on a monthly basis and analyzes that data against projections, etc., she uses that to determine if/when additional training is needed. When issues arise, specialized or one-on-one training is provided to applicable program staff. Agency-provided programs are required to utilize CAPTAIN for capturing client data, non-client data, staff training; board member training and volunteer hours, etc. This is one method by which the agency is able to track outcomes and outputs.

In addition, nearly every program operated by LCAA is required to utilize specific tracking tools as required by their funder. One example would be housing. Housing counselors use two tracking programs; CounselorMax and ORS (online reporting system) to track outputs and capture the outcomes of the services they provide. Head Start, Early Head Start and Early Head Start/Child Care enter data into Child Plus, Teaching Strategies Gold and other tracking systems. There are numerous "tracking" methods that are program specific and required. All programs are represented on some level in CAPTAIN.

LIFT CAA leverages the CSBG funding with other public and private resources to provide adequate funds to operate many of our anti-poverty programs. Programs receiving CSBG support include Court Appointed Special Advocates, Retired and Senior Volunteer Program, Housing, CSBG/CAPTAIN/ROMA administrator, Community

Projects, Early Learning Centers, and others as needed. LCAA has used its CSBG funding in a similar manner for many years. CSBG funding helps to support many of the tools (Community Needs Assessment, Strategic Plan, etc.) that help with agency decision making processes. CSBG funds are leveraged with other federal, state, and foundation resources received by the aforementioned programs.

Customer Satisfaction is collected via a Customer Satisfaction Survey. The survey identifies the department from which the customer sought and/or received services. It offers three choices to identify “level of satisfaction which includes: “Very Satisfied” “Somewhat Satisfied” or “Not Satisfied”. The survey encourages customers to elaborate and leave feedback for ways the agency could improve upon service provision. The survey also collects demographics i.e. gender, age ranges, race and ethnicity.

All customer satisfaction surveys, whether completed online or on paper are maintained by the ROMA/CSBG Administrator. She inputs all responses into one database and provides quarterly reports to the Board and leadership on the analysis of the surveys. This includes rate of return by program and county reporting; response percentages on levels of satisfaction, etc.

When a survey reveals a need for action, the response is immediately forwarded to the appropriate program staff. Customer satisfaction feedback is used in planning and for staff training purposes. Survey responses are helpful in identifying strategies or areas where the agency could improve and for identifying potential barriers/issues and gaps in services.

Observations of Results and Reporting the Achievement of Results

Data will be collected by assigned/appropriate data collection staff in each program and for each need identified in the logic models. This data comes from client intake forms and is transferred into CAPTAIN and/or other tracking systems. Data/outcomes will be reviewed monthly by the CAPTAIN administrator. The CAPTAIN administrator shares reports with program staff on a monthly basis and with the Board no less than once per year. Logic models are included for both FY21Final and FY22 Planning within the Pre-Award Agency Questionnaire excel workbook.

Information for the CSBG Annual report comes primarily from CAPTAIN reports. The information is used to help better understand who represents the agency’s clients; to ensure services are being targeted and provided to the target audiences of individuals/families with low-incomes; as a tool for decision making and planning purposes. The CAPTAIN administrator will share annual report data with leadership, board and staff. Initial data input occurs at the program level by assigned and trained CAPTAIN data entry personnel. Financial modules are completed by the fiscal department. Additionally, the ROMA/CSBG Administrator works with program staff to set targets, etc.

Customer satisfaction data will be shared with the Board and ODOC on a quarterly basis and as necessary with staff to address any issues. Program reports will be shared with appropriate staff and program directors on a monthly basis. The data will be used to assess if program goals are being met and identify any barriers or gaps. The SIM feature in CAPTAIN will be utilized for identifying services outside of those sought by clients for which they may be eligible. Outcome data will be shared across programs through presentations and by email so as to ensure that a holistic approach to service delivery is being achieved.

Leadership, program directors, front-line staff and others provide reports over one or two programs during each monthly board meeting. The planning director, program planners, ROMA/CSBG/CAPTAIN Administrator, Fiscal Officer, Executive Director, etc. provides updates on logic models, Community needs assessment, Performance Management outcomes, Community Action Plan, Strategic Plan, etc. no less than once per year. The CSBG/ROMA/CAPTAIN Administrator provides reports over customer satisfaction quarterly and updates on achievement of outcomes via the annual report annually.

Analysis of Data and Evaluation

The process varies depending upon the year i.e. if it is a strategic planning year, a Community Needs assessment year, etc. Data analysis is conducted over reports pulled from CAPTAIN on an ongoing basis and typically involves the CAPTAIN administrator, data entry staff and program staff. This level of evaluation is for purposes of understanding reports, identifying any variances within stated outcomes/goals and what is pulled from reports. It begins at the CAPTAIN administrator to Data Entry person level and then goes further to involve front-line staff, supervisors and leadership as necessary. This type of data analysis ensures that data collection over the outcomes is being collected appropriately and occurs monthly.

Data analysis and evaluation of the Strategic Plan occurs annually with program staff, leadership and Board. This involves a review of the plan and discussion of any/all known changes within the community that have impacted the plan.

Data analysis over the Community Needs Assessment involves stakeholders to include other service providers, residents, customers, staff, leadership, faith-based community, educational community, volunteers, public/private sectors and Board. The formal process occurs once every three years but the plan is updated annually.

Customer satisfaction data is collected on an ongoing basis by program staff and forwarded to the CAPTAIN administrator who maintains the surveys and transfers the responses into an electronic database. This data is shared quarterly with Board members and staff. It is shared on an “as-needed” basis with appropriate staff to ensure timely responses/actions for any survey that includes information that is concerning to the agency. Analysis of this data involves looking at the demographics of the survey

responses especially the counties and programs from where services were received. This helps with decision making for staff training, need for increased marketing in certain areas, etc.

Performance evaluation is ongoing throughout the year. However, a more formal evaluation is conducted towards the end of the year in preparation for completion of the CSBG Annual Report, Board Trainings/Reports; Review of the CAP and Strategic Plans, etc. The final formal performance evaluation for 2021 began in October of 2021 and started with a review of the logic models. The next step was to generate CAPTAIN and other reports to determine if the stated outcomes within the logic models had been met. The logic models with results were shared with leadership, front-line staff, directors and the Board. Also, a review by staff over the performance measurement outcomes was completed. This occurred initially with the CAPTAIN administrator, planning director, front-line staff and leadership. Each program was reviewed and Program Directors as well as front line staff provided updates as to challenges, opportunities, etc. that were faced by their respective programs.

The Planning Director and the CAPTAIN Administrator held several in-depth discussions with program staff to determine if all outcomes that can be captured were being captured and if any additional data needed to be added for tracking. This is considered "Program Level Evaluation." Evaluation analysis reports over program outcomes were provided to the board in November of 2021 by the CAPTAIN Administrator. No significant changes will occur.

The outcomes (from monthly reports pulled from CAPTAIN, Customer Satisfaction and other reporting software) will be used as a tool for gauging success rates and making revisions, if necessary, to the Community Action Plan and the Strategic plan throughout the year. Revisions will only be made following a thorough review by staff, leadership and with Board approval. In the event revisions occur, those would be included to the appropriate documents as "addendums" and the revised plans would be forwarded to staff, board, and the appropriate ODOC staff.

LCAA's Community Needs Assessment identified that the service area and area assessed are one in the same. While the primary target audience includes families with low-incomes, many agency programs are available across various income ranges. LCAA will utilize the Annual Report which includes demographics on those receiving services to compare to the demographics of the service area as reflected from the CARES network, Community Commons, and Census data. This data will help to identify if the population being served is representative of the community "in need." Given the high incidence of poverty in the service area, LCAA does not expect to see any significant variances.

Recommendations for change/revisions, if deemed necessary, will be presented to the Board during a regularly scheduled board meeting and will require discussion, review, consideration and may require a vote by the board prior to any changes. In the event an action i.e. change in needs focus were to be proposed, all stakeholders would be provided an in-depth analysis as to why that action was proposed. Only after careful consideration

and analysis would any recommendations for such actions be requested. Staff would also recommend to the Board making changes to the outcomes/objectives within the logic models, other sections of the CAP plan, the Strategic Plan, etc. in the event of some unexpected need arising that would call upon the agency to adjust. This has never been more apparent than over the past two years. COVID-19 can and did show us how quickly community needs can change and how we must be flexible in order to accommodate for such.

Performance goals will be revised based on actual results if/when there exists a significant variance between the two. Again, this would only occur after a thorough review/analysis to determine why the variance exists. If actual results are lower than goals, an analysis of outreach efforts, staffing, and any other causes leading to the variance would be thoroughly reviewed prior to adjusting the goals. This type of analysis could reveal there is simply a need to increase marketing of a specific program etc.

Should the actual results be greater than the stated goals, then a review/analysis will be conducted to determine contributing factors. This review may reveal that additional funding was secured for a particular service or staff had undergone some specialized training allowing them to improve performance, etc. Adjusting the goals then would be based on knowledge and/or expectations as to whether the conditions present i.e. increased funding were expected to remain a constant. If so, goals would be adjusted accordingly to better align with expected outcomes.

LCAA's performance goals are set by program staff and leadership who have knowledge of funding, staffing, need, customer base, etc. Given all the consideration that goes into the goal setting on the front end, the actual results have historically aligned well with the projections. However, conditions change and review and analysis provide the opportunity to explore those changes and adjust accordingly. Any/all changes will be approved, when necessary, at each level to include program staff, leadership and Board.

The Completed ROMA plan is included as a separate tab within this Agency Pre Award Questionnaire worksheet titled "ROMA Plan". The ODOC-provided template has been completed with dates, persons responsible, etc.

The partnership list as generated from CAPTAIN can be found on the following pages.

App#	Name	Case Type	Activity	Activity Date	Milestone	Date
00000030	CHOCTAW/PUSHMATAHA COUNTY YOUTH SERVICES	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000031	DEPARTMENT OF HUMAN SERVICES CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5k. - Health Service Organizations	12/08/2021
00000032	DEPARTMENT OF HUMAN SERVICES MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5k. - Health Service Organizations	12/08/2021
00000033	DEPARTMENT OF HUMAN SERVICES PUSHMATAHA COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5k. - Health Service Organizations	12/08/2021
00000037	KIAMICHI TECHNOLOGY CENTER CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5i. - Institutions of Post-Secondary Education/Training	12/08/2021
00000044	SOS FOR FAMILIES	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000045	OSU EXTENSION CHOCTAW COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5i. - Institutions of Post-Secondary Education/Training	12/08/2021
00000047	OSU EXTENSION PUSHMATAHA COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5i. - Institutions of Post-Secondary Education/Training	12/08/2021
00000064	HUGO POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000064	HUGO POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/08/2021		
00000093	BROKEN BOW HEALTH & REHAB	Community Partner	Community-Wide Partnerships	12/09/2021	B.5k. - Health Service Organizations	12/09/2021
00000101	COLONIAL LODGE RETIREMENT CENTER	Community Partner	Community-Wide Partnerships	12/09/2021	B.5a. - Non-Profit	12/09/2021
00000113	HILLS NURSING HOME	Community Partner	Community-Wide Partnerships	12/09/2021	B.5k. - Health Service Organizations	12/09/2021
00000114	CHOCTAW NATION SERVICE CENTER - HUGO	Community Partner	Community-Wide Partnerships	12/13/2021	Tribal Government	12/13/2021
00000134	WILDLIFE HERITAGE MUSEUM	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000142	HOUSING & URBAN DEVELOPMENT	Community Partner	Community-Wide Partnerships	12/08/2021	B.5g. - Consortiums/Collaborations	12/08/2021
00000143	HOUSING ASSISTANCE COUNCIL	Community Partner	Community-Wide Partnerships	12/13/2021	B.5g. - Consortiums/Collaborations	12/13/2021
00000146	MICHELE APLIN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000151	SARAH BELL DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000153	MARY BLANKENSHIP DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000159	STACEY BURCHFIELD DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000161	MELANIE CADY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000163	FELICIA CLANTON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000165	WENDY CLIFTON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000167	TRACY COHEE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000168	STACY COZART DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000171	TERI DALLIS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021

00000173 ELAINE DEAN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000174 SHIRLEY LEWIS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000175 KIM DEMAS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000176 BRENDA DERVIN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000179 RESHONE EGGLESTON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000180 CELENIA FIGUEROA DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000181 TAMMY FINES DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000182 ROBERTA FONTENOT DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000183 BRANDY FORTNER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000185 MARY FRYE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000188 AMBER GARCIA DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000191 JANELLE GILBERT DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000192 CYNTHIA GODWIN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000193 CHRISTINA GOOCH DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000194 BRENDA GREEN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000195 SANDRA GRIMSLEY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000197 LISA HAMILTON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000198 ROSANN HANES DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000199 SHARISSE HARDEMAN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000203 ROSA HERNANDEZ DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000204 JENNIFER HIGNIGHT DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000205 SONYA HILL DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000206 JENIFER HOOD DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000208 KATHY JOHNSON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000210 KIM JOHNSON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021

00000213 LAMARA JONES DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000214 DEBORAH KENYON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000216 KRISTIE LAMBERT DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000218 TAMMY LEE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000219 SHELLY LEIGH DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000222 MARIA LOPEZ DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000223 MYNISHIA MALONE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000224 CAROLYN MANN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000227 LASHAWN MARTIN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000229 EDIE MARTZALL DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000230 LUELLEN MCCLESKEY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000238 RONDA MOORE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000239 CARRIE MORENO DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000242 HEIDI MULLER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000248 TERESA PERRIN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000250 CECELIA PILGRIM DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000251 STACI POLLARD DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000252 CAROLYN PULLEN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000253 KATHY RAKE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000255 PAM REDFORD DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000257 BRIDGET RICHARDS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000264 RACHELLE SANDERS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000265 THERESA SHIRLEY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000266 VICTORIA SISSOM DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000267 LATOSHA SLOAN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021

00000269 ANGELA SMITH DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000271 SHANNON SMITH DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000278 MELISSA TAYLOR DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000279 JULIE TUCKER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000280 KENYETTA TURNER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000281 YOLANDA TURNER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000282 KAMI TYLER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000283 TAMMY VOEGELI DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000284 CHRISTY VUNETICH DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000286 ELIZABETH WALLACE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000287 LISA WALSTON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000288 TAMMY WARD DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000289 KIMBERLY WATSON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000290 TINA WEAVER DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000291 ORAL WESLEY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000295 SHERRY WILLIAMS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000298 BERNITA WILSON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000314 GARY DUVALL DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000329 NICOLE DUCK DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000335 OKLAHOMA STATE DEPARTMENT OF EDUCATION	Community Partner	Community-Wide Partnerships	12/08/2021	B.5i. - Institutions of Post-Secondary Education/Training	12/08/2021
00000336 CITY OF ANTLERS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000337 CITY OF HUGO	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000338 CITY OF IDABEL	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000340 OKLAHOMA ASSOCIATION OF COMMUNITY ACTION AGENCIES	Community Partner	Community-Wide Partnerships	12/13/2021	B.5l. - Statewide Associations or Collaborations	12/13/2021
00000343 OKLAHOMA HEALTH CARE AUTHORITY	Community Partner	Community-Wide Partnerships	12/09/2021	B.5k. - Health Service Organizations	12/09/2021
00000349 SOUTHEASTERN OKLAHOMA STATE UNIVERSITY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5i. - Institutions of Post-Secondary Education/Training	12/08/2021
00000351 DRUG FREE COMMUNITIES	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021

00000359 DEEP FORK COMMUNITY ACTION FOUNDATION	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000362 INCA COMMUNITY SERVICES	Community Partner	Community-Wide Partnerships	12/13/2021 B.5a. - Non-Profit	12/13/2021
00000380 OKLAHOMA HOUSING FINANCE AGENCY	Community Partner	Community-Wide Partnerships	12/08/2021 B.5l. - Statewide Associations or Collaborations	12/08/2021
00000388 LIFT TRANSIT SYSTEM	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000392 CASA- LIFT	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000396 MEN UNITED	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000411 UNIVERSAL HOUSING DEV CORP RUSSELLVILLE, AR	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000419 FAMILY RESOURCES OF N.O. INC NEW ORLEANS, LA	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000436 PUSHMATAHA COUNTY COALITION	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000437 CHOCTAW COUNTY COALITION	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000438 MCCURTAIN COUNTY COALITION	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000439 ANTLERS MASONIC LODGE	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000440 CHRISTIAN LIFE OUTREACH MINISTRIES	Community Partner	Community-Wide Partnerships	12/08/2021 B.5b. - Faith Based	12/08/2021
00000442 PINE MOUNTAIN TRAILS	Community Partner	Community-Wide Partnerships	12/08/2021 B.5f. - For-Profit Business or Corporation	12/08/2021
00000443 ANTLERS DEER FESTIVAL	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000444 CHOCTAW NATION	Community Partner	Community-Wide Partnerships	12/08/2021 Tribal Government	12/08/2021
00000445 PUSHMATAHA COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000446 CHOCTAW COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000447 MCCURTAIN COUNTY MULTIDISCIPLINARY TASK FORCE	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000448 PUSHMATAHA COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000449 CHOCTAW COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000450 MCCURTAIN COUNTY COMMUNITY CRISIS RESPONSE TEAM	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000451 PUSHMATAHA COUNTY COURTS	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000452 CHOCTAW COUNTY COURTS	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000452 CHOCTAW COUNTY COURTS	Community Partner	Community-Wide Partnerships	12/08/2021	
00000453 MCCURTAIN COUNTY COURTS	Community Partner	Community-Wide Partnerships	12/08/2021 B.5c. - Local Government	12/08/2021
00000454 THE CAMPBELL GROUP	Community Partner	Community-Wide Partnerships	12/08/2021 B.5a. - Non-Profit	12/08/2021
00000474 KIAMICHI OPPORTUNITIES INC	Community Partner	Community-Wide Partnerships	12/09/2021 B.5a. - Non-Profit	12/09/2021
00000475 LIFT HEAD START	Community Partner	Community-Wide Partnerships	12/09/2021 B.5a. - Non-Profit	12/09/2021
00000476 OKLAHOMA DEPARTMENT OF TRANSPORTATION	Community Partner	Community-Wide Partnerships	12/09/2021 B.5d. - State Government	12/09/2021
00000477 OKLAHOMA TRANSIT ASSOCIATION	Community Partner	Community-Wide Partnerships	12/09/2021 B.5d. - State Government	12/09/2021
00000478 MODIVCARE INC	Community Partner	Community-Wide Partnerships	12/09/2021 B.5f. - For-Profit Business or Corporation	12/09/2021
00000479 FEDERAL TRANSIT ADMINISTRATION	Community Partner	Community-Wide Partnerships	12/09/2021 B.5e. - Federal Government	12/09/2021
00000480 FEDERAL HOME LOAN BANK	Community Partner	Community-Wide Partnerships	12/13/2021 B.5j. - Financial/Banking Institutions	12/13/2021

00000482 LARISSA LOTT DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000490 GRETТА EVANS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000491 TAMMY HOGAN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000493 KARON TEURMAN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000496 MONTOYA BOAZ DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000497 ANNA WHITE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000524 TERRY PARK	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000545 OKLAHOMA HEALTHCARE AUTHORITY	Community Partner	Community-Wide Partnerships	12/09/2021	B.5k. - Health Service Organizations	12/09/2021
00000546 SPROUTS DEVELOPMENT	Community Partner			B.5a. - Non-Profit	02/04/2021
00000550 BROKEN BOW POLICE DEPARTMENT	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000553 PROJECT GAIN	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000557 UNITED STATES DEPT. OF AGRICULTURE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5e. - Federal Government	12/08/2021
00000565 MEGAN HORN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000569 CHARLESIA KOSANKE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000570 LATOYA BILLS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000574 RED RIVER HOOPS CLUB	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000576 OKLAHOMA CASA	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000577 NATIONAL CASA	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000578 PUSHMATAHA COUNTY SHERIFF DEPARTMENT	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000579 MCCURTAIN COUNTY SHERIFF DEPARTMENT	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000580 KIDS KOTTAGE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000581 WEE CARE PREGNANCY CENTER	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000582 THE MASONS OF ANTLERS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000583 THE MASONS OF TUSKAHOMA	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000583 THE MASONS OF TUSKAHOMA	Community Partner	Community-Wide Partnerships	12/08/2021		
00000586 NEW BEGINNINGS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5b. - Faith Based	12/08/2021
00000624 NEIGHBORWORKS AMERICA	Community Partner	Community-Wide Partnerships	12/13/2021	B.5e. - Federal Government	12/13/2021
00000627 PENNEY RODGERS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000630 MY BROTHERS PLACE	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000644 OKLAHOMA DEPARTMENT OF COMMERCE	Community Partner	Community-Wide Partnerships	12/13/2021	B.5d. - State Government	12/13/2021
00000645 OKLAHOMA ATTORNEY GENERALS OFFICE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5d. - State Government	12/08/2021
00000646 CELESTINE WATSON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000647 CRYSTEL BURDEN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000649 DESTINY SANDERS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021

00000651 KATRINA PICKETT DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000653 KEISHA LEWIS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000655 LINNEA DOWDEY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000656 MAGGIE MONROE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000659 SHARON JOHNSON DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000660 SUSAN HOYLE DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000661 WAVEETA CONCHITIAS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000674 TAMMY NEAL DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000676 HEIDI WIMP DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000677 REBECCA MARTIN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000678 JENNIFER DUNCAN DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000680 TANYA REVELS DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000682 KELSIE KELLEY DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000684 JAYLENE TAYLOR DCH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000690 HAPPY HEARTS EARLY LEARNING CENTER- JENNA BECKWITH	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000694 CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000695 NORTHWEST REGIONAL HOUSING AUTHORITY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5c. - Local Government	12/08/2021
00000696 NORTHEAST COMMUNITY ACTION CORPORATION	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000697 NATIONAL RURAL HOUSING COALITION	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000698 SOUTHWEST REGIONAL HOUSING AND CDC	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000699 TIERRA DEL SOL HOUSING CORPORATION	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000700 ZUNI HOUSING AUTHORITY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000701 TRI-COUNTY INDIAN NATIONS CDC	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000702 INTER-LAKES COMMUNITY ACTION PARTNERSHIP, INC	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000703 COMMUNITY DEVELOPMENT CORPORATION OF BORWNSVILLE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000704 PROYECTO AZTECA, INC	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000705 LOWER VALLEY HOUSING CORPORATION	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000706 NATIONAL RURAL SELF-HELP HOUSING ASSOCIATION	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000708 HOUSE ON THE ROCK- MCCURTAIN COUNTY	Community Partner	Community-Wide Partnerships	12/08/2021	B.5b. - Faith Based	12/08/2021
00000715 LIFT SELF-HELP HOUSING	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021

LIFT CAA

FY22 Community Partners

00000728 CATHY RUTHERFORD	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000729 LUVNIQUE LEE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000730 KENDRA WILLIAMS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000731 CHERLANDRA FLETCHER	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000732 YVETTE SNELL	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000733 MONIQUE HAMPTON	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000734 RACHEL GOIN	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000735 SAMANTHA SNEAD	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000736 FELECIA JONES	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000737 CHASITIE WOLFE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000738 AURIEL GREEN	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000739 WHITNEY HARRIS	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000740 YOLANDA LEE	Community Partner	Community-Wide Partnerships	12/08/2021	B.5f. - For-Profit Business or Corporation	12/08/2021
00000742 SOUTHERN WORKFORCE BOARD	Community Partner	Community-Wide Partnerships	12/08/2021	B.5a. - Non-Profit	12/08/2021
00000743 BIG 5 COMMUNITY ACTION	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000744 CHOCTAW ELECTRIC	Community Partner	Community-Wide Partnerships	12/13/2021	B.5f. - For-Profit Business or Corporation	12/13/2021
00000745 PSO ELECTRIC	Community Partner	Community-Wide Partnerships	12/13/2021	B.5f. - For-Profit Business or Corporation	12/13/2021
00000746 COMMUNITY RESOURCE TECHNICIAN, INC	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000747 KOESTER NON PROFIT SERVICES	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000748 LIBERTY RESTORATION COMMUNITY DEVELOPMENT	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000749 INTEGRITY HOMEBUYERS ASSOCIATION	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000750 HABITAT FOR HUMANITY ST. TAMMY WEST	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000751 DELTA AREA ECONOMIC OPPORTUNITY CORP.	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000752 HIGH PLAINS COMMUNITY DEVELOPMENT CORP.	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000753 BLUE VALLEY COMMUNITY ACTION	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000754 NEIGHBORWORKS NORTHEAST NEBRASKA	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000755 HELPING HANDS NOW	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000756 NEIGHBORHOOD HOUSING SERVICES OF OKC	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000757 NEIGHBORHOOD HOUSING SERVICES OF WACO, INC	Community Partner	Community-Wide Partnerships	12/13/2021	B.5a. - Non-Profit	12/13/2021
00000758 FAMILY DESTINY	Community Partner	Community-Wide Partnerships	12/14/2021	B.5a. - Non-Profit	12/14/2021

00000759 ED 360	Community Partner	Community-Wide Partnerships	12/14/2021 B.5a. - Non-Profit	12/14/2021
00000760 SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT	Community Partner	Community-Wide Partnerships	12/14/2021 B.5a. - Non-Profit	12/14/2021
00000761 USDA RURAL DEVELOPMENT	Community Partner	Community-Wide Partnerships	12/13/2021 B.5e. - Federal Government	12/13/2021

2022 ROMA LOGIC MODEL

☒ Family
 ☐ Community
 ☐ Agency

LIFT Community Action Agency, Inc.

Program: Housing

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our Community has a lack of safe, decent and affordable housing	Increase capacity, knowledge and skills (attend trainings, test, etc.) to efficiently and effectively support and promote the the CDFI (Community Development Financial Institution) SOCDC	Increased resources and options for home purchase; homeownership	By 12/31/22, The Southeast Oklahoma Community Development Corporation will have obtained one (1) licensing and/or Certifications of 1 (100%) for initiating and servicing residential loans and will have made at least one (1) of 1 (100%) residential loans (purchase and/or DPA)	50%	Number of Licensing and/or Certifications obtained Loan Software tracking tool	Certifications and/or Licenses issued to SOCDC and SOCDC Loan Officer NMLS (National Mortgage Licensing System) and MLO (Mortgage Loan Originator) SOCDC (Southeast Oklahoma Community Development Corporation) Loan Department/Officer will track clients who apply; who are approved and who secure loan funds for home purchase and/or down payment assistance	SOCDC Loan Committee and Board will meet monthly and will be the loan officer will provide the members of the SOCDC with updates on new and existing loans. Updated tables of available funding will also be provided monthly.

As of 09/30/2022, staff received licensing and/or Certifications required to initiate and service loans. No loans have been made for mortgages or down payment assistance at this time.

Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency

Proxy Outcome:

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2022 ROMA LOGIC MODEL

☐ Family ☒ Community ☐ Agency

Organization: LIFT Community Action Agency, Inc.

Program: Economic/Community Development

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our Community has a need for an improved local economy to boost earnings for local residents	LIFT CAA will revitalize Hugo Lake Park Cabins and surrounding amenities (boat ramps, Ship Store, etc.)	Increased tourism resulting in improved economy and opportunities for small business growth	By 12/31/2022, Reservations at cabins will have increased by 3% from baseline derived from rental activity avg. over 2 year period to include # of nights rented) Primitive: 619 nights rented to 637 ; Resort: 1793 nights rented to 1847	Primitive Cabins @ 75% of Goal with 480 nights rented 01/01/2022-09/30/2022 Resort Cabins at 78% of Goal with 1398 nights rented 01/01/2022-09/30/2022	Booking reservation software	HLP Staff input reservation information into an online system as reservations occur.	The HLP Manager and/or other staff will provide monthly reports to LIFT CAA Associate Director on the number of rentals and nights for 1) Housekeeping Cabins; and 2) Primitive Cabins
Based on the current counts for nights rented during calendar year 2022, it is expected that the goal to increase nights rented by 3% will be achieved as there are three months remaining in the calendar year. The Results column shows actual counts; Goals set for cabin rentals are: Primitive-637 and Resort: 1847							
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency					Proxy Outcome:		

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2022 ROMA LOGIC MODEL

☒ Family
 ☒ Community
 ☐ Agency

Organization: LIFT Community Action Agency, Inc.

Program: Substance Use/Abuse

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our community has a need for additional substance abuse treatment resources and supportive services	Provide Case Management to individuals families and strengthen partnerships with law enforcement and social service providers	Increased services and resources for substance use/abuse leading to decreased mortality rates	By 12/31/2022, 30 of 45 (66%) individuals will have received one or more services addressing substance use/abuse and 3 Formal MOU's will be in place with local law enforcement	50%	Client intakes; Sign in sheets; MOU's;	The Second Chance Program Director will work with Community Partners including local law enforcement entities to coordinate provision of substance use/abuse services for inmates incarcerated in the county jails in the tri-county service area and post release	Data will be reported to the funder no less than annually; The Second Chance Program Director will provide a Program Training to the Board annually and the program will input client data into the CAPTAIN client tracking system no less than monthly
MOU's with local law enforcement are in place; The Final Action Plan was submitted to DOJ on September 26 and upon approval, direct services will begin. The board will be updated routinely on the progress toward meeting this goal. Note: This program was awarded in December of 2021. However, services cannot begin until after a DOJ approved action plan is in place. This action plan must be developed in collaboration with DOJ Technical Assistance Coaches. DOJ officials have tentatively scheduled training for the second quarter to complete the action plan during the 2nd quarter of 2022. The grant proposed to serve 90 individuals each year. Due to this requirement and delays by the funder, we expect to serve a maximum of 45 in 2022.							
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency					Proxy Outcome:		

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2022 ROMA LOGIC MODEL

☐ Family ☐ Community ☒ Agency

Organization: LIFT Community Action Agency, Inc.

Program: Agency/Rebranding

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
Our agency has a need to restructure and rebrand to better enhance our ability to fight poverty and promote self-sufficiency	Secure contractors and/or other resources to create new or revise existing signage, vehicle (transit buses, Wx vans, etc) wraps, logos, etc. to reflect new name and logo	Agency identified locally and beyond as LIFT CAA	By 12/31/2022, 75% of Agency-owned and/or leased building and vehicle signage and, wraps and/or logos will be updated to reflect new name and logo of LIFT CAA based on counts of these assets in December 2022	14% accomplished on Vans Transit has some vans (7 of 47) with the LIFT logo; 0% on signage at buildings	Number of signs, vehicles, etc. changed	Program Directors will report to Associate Directors on the progress of achieving the goal across all agency programs. For example Head Start Director will identify number of signs targeted for updates or replacement; secure the resources and report on progress to appropriate Associate Director	Reports will be provided as changes occur via email, verbal, social media, etc. Reports will occur as the changes happen and no less than monthly from P.D. to Associates. The Executive Director will update the Board on progress achieved no less than quarterly.
Most vehicles represent Tranist Vehicles and 6 of those now have the LIFT logo. Other programs with agency vehicles include Head Start; Weatherization, Apartments, YouthBuild and Self Help Housing. None have been updated. We need to purchase/update signage at about 45 locations and we have obtained a bid or a quote but have not began updating as of September 30, 2022. Please know that the # of vehicles and buildings owned and/or leased by LIFT CAA is a constantly moving target. Vehicles are added, put out of use, etc. Buildings are purchased, sold, leased, etc.							
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency					Proxy Outcome:		

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project

2022 ROMA LOGIC MODEL

☐ Family ☒ Community ☒ Agency

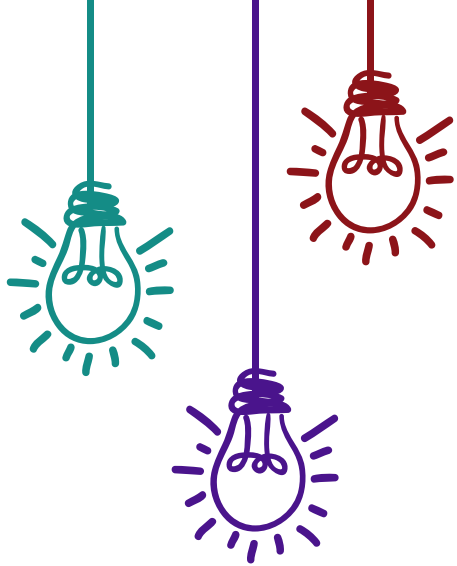
Organization: LIFT Community Action Agency, Inc.

Program: Emergency Services for COVID-19 Related Needs

Need	Service/ Activity	Outcome	Outcome Indicator	Results*	Measurement Tool	Data Source, Data Collection Procedures, Personnel (Where, How, Who)	Frequency of Data Collection and Reporting
There is a need to provide expanded emergency services (food, shelter, medicine, housing, Personal Protective Equipment, etc.) due to COVID-19	Provide expanded emergency services and resources to individuals impacted by COVID-19	Individuals and families basic needs are met via provision of Emergency Services and Resources	100 of 100 (100%) eligible individuals receive 1 emergency service or resource (food, housing, utility and/or medical assistance) from CARES or other COVID Related resources by 12/31/2022	98%	Number of Individuals and/or families assisted with rent, mortgage, food, utilities, medical expenses and/or other emergency needs.	CAPTAIN: Google Sheets; Customer Satisfaction Surveys; Housing Outreach and other Agency Staff will work with area residents to process requests and provide emergency services. Staff will log services into appropriate data tracking source	Data (Client Intake) is input into CAPTAIN no less than monthly and is reconciled with the Oklahoma Department of Commerce
98 eligible individuals received emergency services or resources during 2022. CARES emergency assistance ended on September 30, 2022.							
Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency					Proxy Outcome:		

*Actual results are only entered into this column AFTER services are provided; however, you can use this column to record projected success rates if desired, and later replace them with actual results.

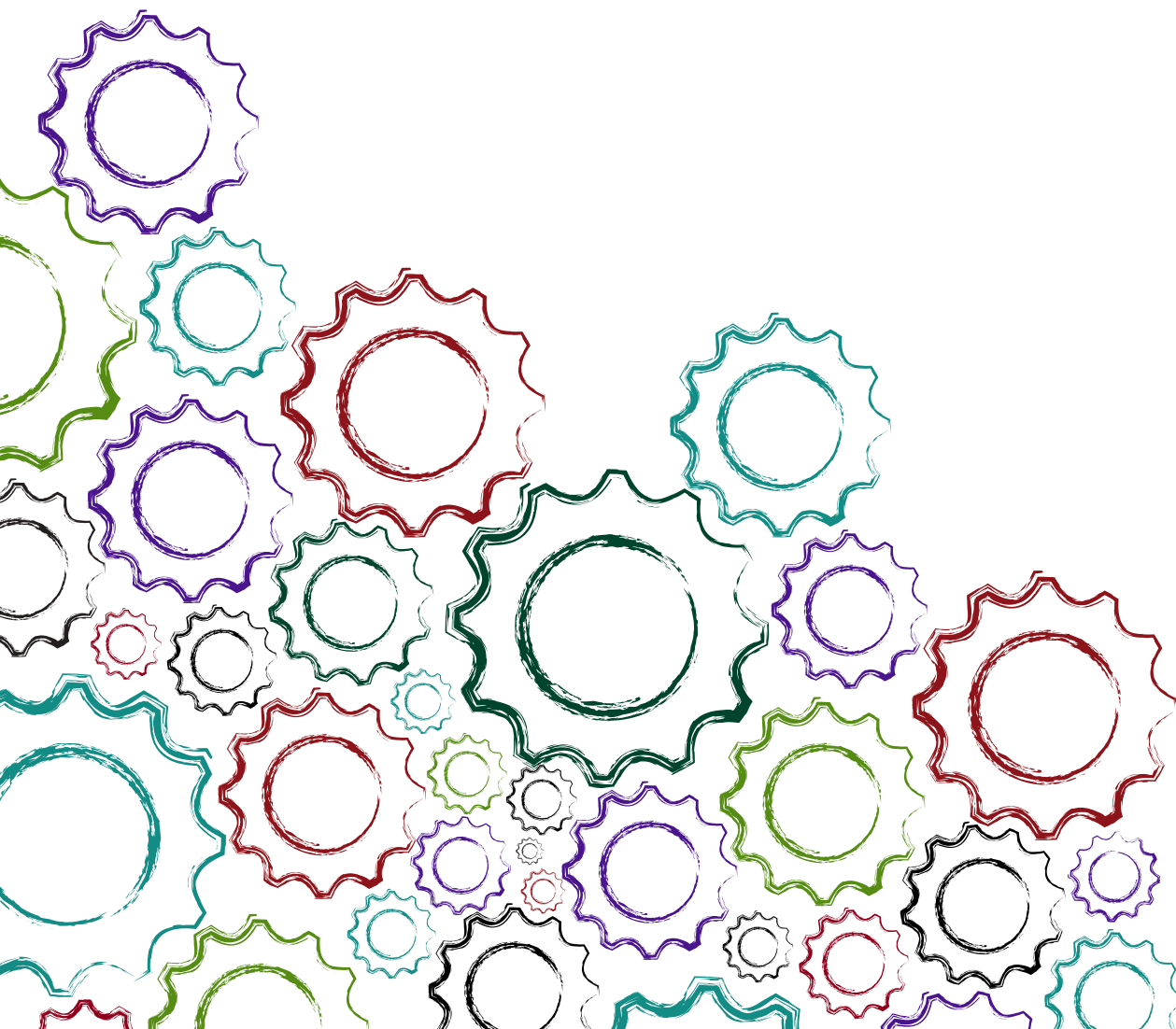
ROMA Logic Model from the National Peer-to-Peer ROMA Training and Certification Project



LIFT COMMUNITY ACTION AGENCY, INC'S

STRATEGIC PLAN

2020 - 2023



Board Approved
February 11, 2020

EXECUTIVE SUMMARY

In 1968, three separate Community Action Agencies in Choctaw, McCurtain and Pushmataha Counties merged to better meet the needs of residents in Southeast Oklahoma. LIFT Community Action Agency, Inc. was incorporated as a Non-Profit Organization on April 4, 1968. The agency's purpose, as stated in its original Articles of Incorporation was "To assist in developing, executing and coordinating plans and the programs authorized under the Economic Opportunity Act of 1964. Throughout its history, LIFT has progressively grown, adding new programs and services to meet the needs of the area, especially its most vulnerable populations.

On October 24, 2019, LIFT Community Action Agency, Inc. enlisted the assistance of Strategic Planning Consultant and Nationally Certified ROMA Trainer – Julia Teska, PhD. to conduct a Strategic Planning Meeting which was critical to determining priorities, establishing goals, and creating objectives.

A multi-faceted analysis was completed with Executive Leadership Staff, Board of Directors and other key staff prior to the planning session, including an analysis of the agency's mission, vision and values, review of agency's programs and their alignment to the agency, and a Strengths Weaknesses Opportunities and Threats (SWOT) analysis. All activities were completed in individual and group activities to ensure maximum participation amongst the staff and board members during the strategic planning process.

The goal of this plan is to outline and provide direction on how LIFT Community Action Agency, Inc. will address the needs of residents as identified in our most recent Community Needs Assessment (2019). Primarily, LIFT Community Action Agency, Inc. will focus on program development rather than on client outcomes to ultimately meet the needs of the community and not just the agency which is critical to fighting the war on poverty.

PLANNING PROCESS

Development of the planning process included the following two major phases with multiple steps and analysis in each phase. The report that follows is organized in these two phases as well.

ASSESSMENT

Understanding the current state of agency activities, mission, vision, values and community needs as well as strengths, weaknesses, opportunities and threats that exist within the agency and community environment.

Agency Review, SWOT Analysis, Organizational Standards & Three National Community Action Goals, Community Needs Assessment and Customer Satisfaction Data.

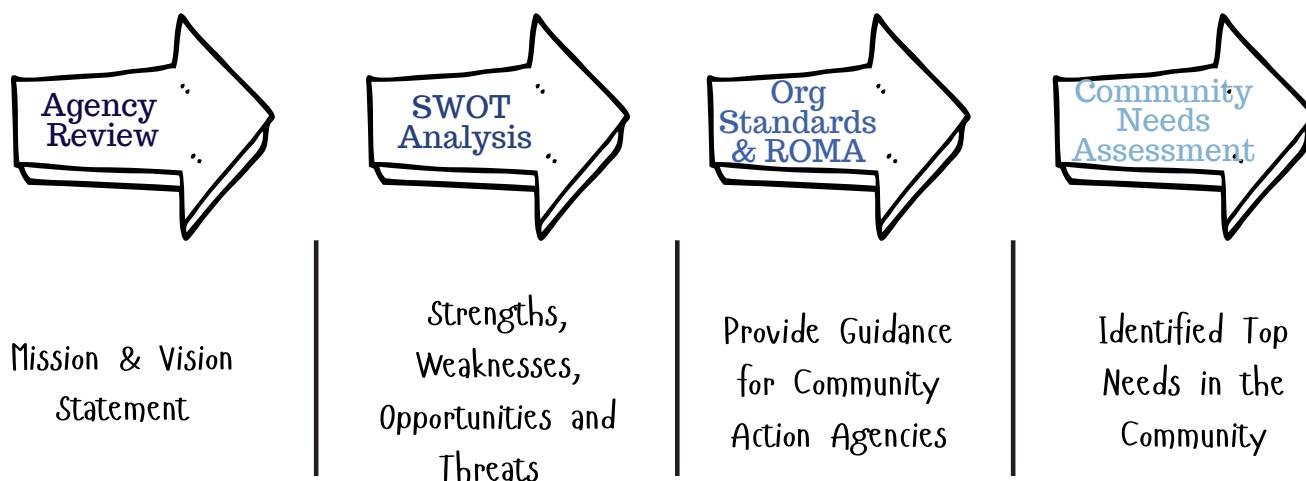
GOALS & OBJECTIVES

Setting goals and determining objectives to establish the results to be achieved, determining specific outcome measures, and deciding on a means to achieve the results. Based on strategic needs determined by information gathered in the assessment phase.

*Assessment - Input from community, internal and external stakeholders.
Needs - Identified based on input from assessment phase.
Goals & Objectives - Strategies used to meet the determined needs.*

ASSESSMENT

The assessment phase included a review of the agency's environment, programs, activities, mission, vision and value statement.



AGENCY REVIEW

On January 14, 2020 LIFT Board of Directors completed a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis in order to obtain a clear picture of both resources and deficiencies confronting the organization. Members of Board of Directors also provided input on the mission, vision and values statement and their respective alignment with the agency's current programs and services. LIFT's key leadership staff met Thursday, January 16, 2020 to provide input on the mission, vision and values statement and their respective alignment with the agency's current programs and services.

Mission: "To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency."

Both LIFT's Board of Directors and Key Leadership Staff identified our population as everyone we serve and that we are committed to serving each customer. Additionally, each group felt our mission aligned with the programs and services we are known for and stated the goals we want to achieve for the individual and families we serve.

Vision: "To free generations of people from poverty."

Both LIFT's Board of Directors and Key Leadership Staff identified our vision statement as effective, brief and easy to communicate. Both groups also felt strongly that our vision statement is shared by members of the community. Additional recommendations to potentially revise the vision statement were addressed and will be reviewed further.

Values Statement:
"CHOICES" Compassion;
Honesty; Optimism;
Integrity; Community;
Empowerment; and
Stewardship

Both LIFT's Board of Directors and Key Leadership Staff felt our values statement aligned with our agency's beliefs, core values and uniqueness. Additionally, both groups felt the values statement accurately represented how we want to be treated as an agency and how we treat our clients.

SWOT ANALYSIS

Board of Director Members and key leadership staff, on separate occasions, participated in a facilitated discussion to provide feedback regarding the agency's strengths, weaknesses, opportunities and threats. Internally, key leadership staff reviewed input collected from both meetings and determined the most prevalent responses in each category. Participants were provided agency documents for reference including the mission, vision and values statements, Community Needs Assessment, Customer Satisfaction Survey Results and financial information. Below are the results of this analysis.

Strengths:

- Board & Leadership
- Employees
- Public Relationship
- Great Programs

Internal

Weaknesses:

- Staff Turnover
- Low Pay Scale
- Too Large of Service Area
- Service Duplication with other entities.

External

Opportunities:

- Marketing
- Re-branding
- Partnerships
- Offering Positive Assistance to Change Lives

Threats:

- Competition for Funding
- Government Changes
- Name Change
- Continuing Programs

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Internal Factors:

Strengths:	Board & Leadership	Board Members & Policy Council
	Employees	Executive Director and Staff Members
	Public Relationship	Highly respected in our communities; supported locally
	Great Programs	Programs are successful in promoting self-sufficiency
Weaknesses:	Staff Turnover	Retirement and/or illness and turnover of key leadership staff
	Low Pay Scale	Pay too low
	Service Area Too Large	Too large of area to cover with limited resources (funding/staff etc.)
	Services Duplication	Offer same services as other entities in our area

External Factors:

Opportunities:	Marketing	Seek resources to help tell our story, Utilize strategy with new name
	Rebranding	Develop/Implement Agency Name Change
	Partnerships	Attend more community activities, expand/improve on current partnerships
	Funding	Research and seek more diverse grants, tap into local funding sources
Threats:	Competition for Funding	Research and seek more diverse grants, tap into local funding sources
	Government Changes	Unknown leaderships, lack of knowledge/support
	Name Change	Fear of rejection from community/stakeholders
	Competitive Wages	Retention and recruitment difficult because of other entities wages

ORGANIZATIONAL STANDARDS

Organizational Standards 4.3, 6.1, 6.2, 6.3, 6.4 and 6.5, set forth under the Community Services Block Grant Act, mandates the required components of the strategic planning process and reinforces the need to assess internal functioning as well as the needs of the communities we serve. The goals and objectives, within this Strategic Plan, are reflective of the agency's future in conjunction with the requirements of the Organizational Standards.

OS 4.3 - The organization's Strategic Plan documents the continuous use of the full ROMA cycle.

OS 6.1 - The organization has an agency-wide Strategic Plan in place that has been approved by the governing board in the last 5 years.

OS 6.2 - The approved Strategic Plan addresses the reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low-incomes to become more self-sufficient.

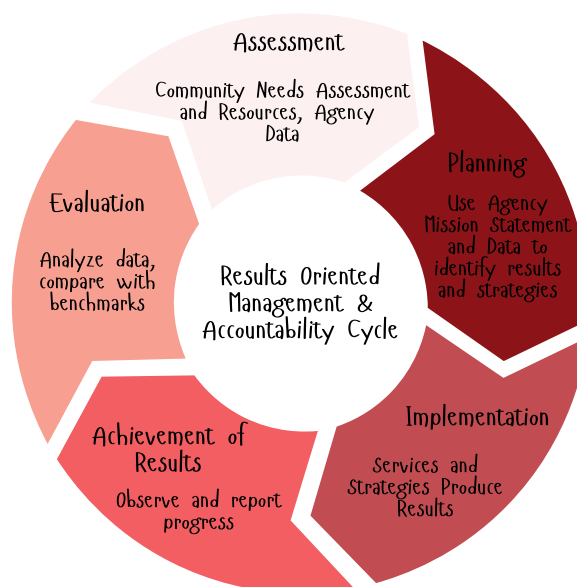
OS 6.3 - The approved Strategic Plan contains Family, Agency, and/or Community Goals.

OS 6.4 - Customer Satisfaction and customer input, collected as part of the Community Assessment, is included in the strategic planning process.

OS 6.5 - The governing board has received an update(s) on meeting the goals of the Strategic Plan within the past 12 months.

RESULTS ORIENTED MANAGEMENT & ACCOUNTABILITY (ROMA)

In relation to ROMA, strategic planning is a key component and embodiment of Results Oriented Management and Accountability. As a component of ROMA, strategic planning constitutes the second phase of the ROMA cycle, planning. However, the strategic planning process itself moves through all five ROMA phases, hence embodying the entire cycle.



NATIONAL COMMUNITY ACTION NETWORK GOALS

The National Community Action Network Goals reflect what Community Action Agencies hope to achieve over a long-term period for individual, families and communities of low-income. Goals incorporated into LIFT's Strategic Plan are reflective of the National Community Action Network Goals listed below.



COMMUNITY NEEDS ASSESSMENT

As part of the planning process key leadership staff reviewed key findings and results from the 2019 Community Needs Assessment. LIFT's Community Needs Assessment identifies and prioritizes the needs and resources of individuals and families in our service area. Key leadership staff use this data to design effective, outcome-based programs that strive to alleviate poverty. The analyzed data is summarized below.

Top 3 Prioritized Needs Identified



Housing



Substance Abuse



Economic Development

845 Surveys Completed

- 62 community sector
- 200 low-income individuals
- 71 educational sector
- 32 faith-based sector
- 27 government sector
- 12 private sector
- 126 public sector
- 285 agency clients
- 25 board members
- 5 agency volunteers

Poverty Statistics

24.71%	16.52%	15.11%
Service Area	State of Oklahoma	United States

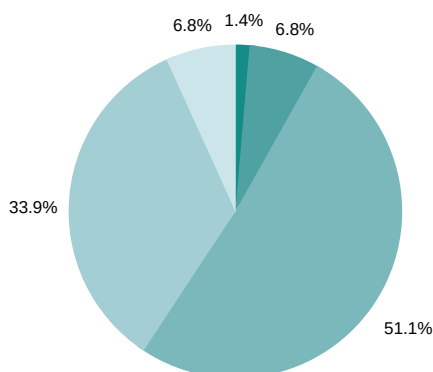
Top 10 Needs Identified

Housing	Youth Services
Early Childhood Services	Senior Services
Emergency Services	Substance Abuse Services
Health Services	Nutrition
Transportation	Asset Development

CUSTOMER SATISFACTION & INPUT

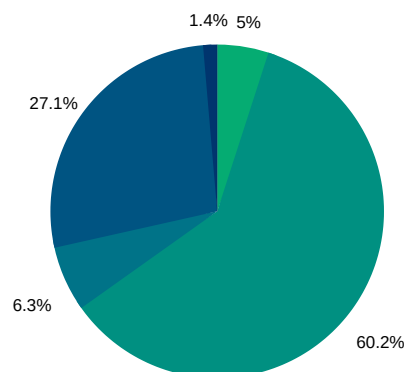
As part of the planning process, the committee reviewed the customer satisfaction data from 2019. Customer Satisfaction data and input is a critical piece to the overall Strategic Plan. The ongoing collection and analysis of customer satisfaction surveys will remain central to LIFT's plan being representative of the full ROMA cycle. Customer Satisfaction surveys are collected on an ongoing basis including paper and online surveys. All surveys are directed to the ROMA Coordinators attention and transferred to an agency database. LIFT's Board of Directors is provided with quarterly updates regarding the number of surveys collected for the reporting period, program and/or programs for which customers completed surveys, responses and percentage of each and analysis of internal and external factors and their actual or potential impact on the survey responses. Results of the 221 Customer Satisfaction Surveys, collected in 2019, were reviewed and analyzed in comparison to the input gathered in the previous phases of the planning process.

County Breakdown



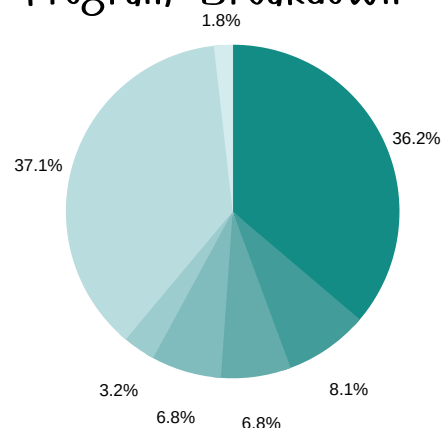
Atoka County -	1.4%
Bryan County -	6.8%
Choctaw County -	51.1%
Pushmataha County -	33.9%
McCurtain County -	6.8%

Method of Awareness



Billboard -	5%
Friend -	60.2%
Internet -	6.3%
Other -	27.1%
Radio -	1.4%

Program Breakdown



18 to 30 -	37.1%
31 to 50 -	36.2%
61 to 65 -	24%
66+ -	11%

Program Breakdown

36%	8%	7%	7%	3%	37%	2%
Healthy Start	Housing Supportive Services	Navigator	Self-Help Housing	Transit	VITA	WX

GOALS & OBJECTIVES

On Thursday, October 24, 2019 key leadership staff enlisted the assistance of Strategic Planning Consultant and Nationally Certified ROMA Trainer - Julia Teska, PhD to determine priorities and establish goals. Collectively the group discussed the conclusions from the 2019 Community Needs Assessment (CNA), Customer Service/Input, Agency Review and SWOT Analysis. The group was asked to provide insight pertaining to the key findings within the 2019 CNA and their correlation to the weaknesses in the SWOT Analysis. Ultimately, the group developed specific measurable, achievable, relevant and time bound (SMART) goals and objectives which the agency will focus its efforts during the time frame of this Strategic Plan in order to address the needs of the communities served. The goals reflect input from the Board of Directors and key agency staff and represent all community sectors.

PRIORITY NEEDS

Four priority needs were identified by the planning committee as strategic issues that should be addressed with the Strategic Plan. **Two needs were identified as agency level needs, one family level need and one community level need.** The focus of this Strategic Plan will be on program development and it's direct relation to improving the lives of low-income individuals.

Need One: Our community has a need for access to safe, decent and affordable housing.

Need Two: Our community has a need for additional substance abuse treatment resources and supportive services.

Need Three: Our agency has a need to expand materials in the construction classroom to intensify the students capacity to achieve self-sufficiency.

Need Four: Our agency has a need to restructure and rebrand ourselves to enhance our ability to fight poverty and promote self-sufficiency.

Goal 1:

Develop/Implement a Community Development Financial Institution (CDFI) to provide mortgages to low-income families.

Goal 2:

Establish partnerships with area agencies to increase access and awareness to community supportive services.

Goal 3:

Restructure/Expand the construction classroom to enhance participant capacity to achieve self-sufficiency.

Goal 4:

Establish/Implement a new name and logo for the agency in an effort to better convey our mission and services to the public.

STRATEGIC PLAN SUMMARY

1 Family Level Goal, 2 Community Level Goals and 1 Agency Level Goal to be addressed with the following goals and objectives.

Family Level Goal

#1 Housing

Our community has a need for access to safe, decent and affordable housing.

GOAL:

Develop/Implement a Community Development Financial Institution (CDFI) to provide mortgages to low-income families.

Obtain expertise needed to operate CDFI effectively.

Formulate preliminary steps to create business model for CDFI.

Develop community promotion and education to increase external support.

#2 Substance Abuse

Our community has a need for additional substance abuse treatment resources and supportive services.

GOAL:

Establish partnerships with area agencies to increase access and awareness to community supportive services.

Research and develop a strategic plan to address substance abuse issues.

Establish and strengthen partnerships and collaborations in the community.

Promote social services to educate and increase the likelihood of self-sufficiency

#3 Economic Development

Our agency has a need to expand materials in the construction classroom to intensify the students capacity to achieve self-sufficiency.

GOAL:

Restructure the construction classroom to enhance participants capacity to achieve self-sufficiency.

Research other funding sources that support expansion of classroom.

Strengthen employee credentials in construction areas to increase capacity.

Expand the quality and quantity of materials in the classroom.

#4 Rebranding

Our agency has a need to restructure and rebrand ourselves to enhance our ability to fight poverty.

GOAL:

Establish and implement new name and logo for the agency in an effort to better convey our mission and services.

Research other viable options to name the agency.

Research funding opportunities to offset the cost of rebranding.

Promote and educate public on new found agency name and services.

Agency Level Goal

Community Level Goal

#1 HOUSING Our families have a lack of safe, decent and affordable housing structures in our community.

Goal Develop/Implement a Community Development Financial Institution (CDFI) to provide mortgages to low-income families.

Objective A

Obtain expertise needed to operate Community Development Financial Institution (CDFI) effectively.

Objective B

Formulate preliminary steps to create a business model for Community Development Financial Institution (CDFI).

Objective C

Develop community promotion and education to increase internal support.

Strategies

Obtain expertise needed to operate Community Development Financial Institution (CDFI) effectively.

- ☒ Research Certification Process
- ☒ Determine applicable staff/key leadership to be involved and obtain necessary training..
- ☒ Submit CDFI Application

Formulate preliminary steps to create a business model for CDFI.

- ☒ Determine Customer Qualifications
- ☒ Convert LDCAA commercial and housing loans to Southeast Oklahoma Development Corportaiion (SEODC).
- ☒ Research & Secure Angel Investors

Develop community promotion and education to increase internal support.

- ☒ Utilize social media to reach an increasing number of clients.
- ☒ Research effective marketing practices/techniques.
- ☒ Develop effective marketing tools & strategy.

Measures & Benchmarks

- ☒ Complete needed preliminary research needed by end of Year 1.
- ☒ Attend training needed by end of Year 1.
- ☒ Submit CDFI Pre-Application by end of Year and full application by end of Year 2.

- ☒ Develop/Implement CDFI Procedure Manual by end of Year 1.
- ☒ Secure Angel Investor Funding by end of Year 2.
- ☒ Secure mortgages to qualified clients in our service area by the end of Year 3.

- ☒ Increased promotion of events/services (continuous)
- ☒ Attend necessary marketing training by end of Year 1.
- ☒ Increase community communication/participation by end of Year 2.
- ☒ Implement marketing strategy by end of Year 3.

#2 Substance Abuse

Our community has a need for additional substance abuse treatment resources and supportive services.

Goal Establish partnerships with area agencies to increase access and awareness to community supportive services.

Objective A

Research and develop strategic plan to address substance abuse issues in our service area.

Objective B

Establish and strengthen partnerships and collaborations in the community.

Objective C

Promote social services to educate and increase the likelihood of self-sufficiency after substance abuse.

Strategies

Research and develop strategic plan to address substance abuse issues in our service area.

- ✓ Research Strategic Plan Guidelines and best practices
- ✓ Establish committee and sub-groups
- ✓ Survey sectors within the community for feedback and support

Establish and strengthen partnerships and collaborations in the community.

- ✓ Attend various community organizations meetings and explain purpose
- ✓ Provide education of services and programs to organizations to promote awareness
- ✓ Increase community participation

Promote social services to educate and increase the likelihood of self-sufficiency after substance abuse.

- ✓ Encourage partners to share our information and activities
- ✓ Distribute program flyers to heavily trafficked areas
- ✓ Increase social media presence internally and externally with partners

Measures & Benchmarks

- ✓ Identify Plan of Action by end of Year 1.
- ✓ Distribute/Collect/Analyze Surveys by end of Year 1.
- ✓ Write/Submit Strategic Plan by end of Year 2.
- ✓ Implement strategies identified in Strategic Plan by end of Year 3.

- ✓ Establish new partnerships by end of Year 1.
- ✓ Attend community meetings and events by end of Year 1.
- ✓ Educate public and see an increase in participation by end of Year 3.

- ✓ Maintain newsletter, program spotlight and annual reporting.
- ✓ Increase promotion of events in local papers, social media and radio by end of Year 1.
- ✓ Increase traffic to agency social media platforms by end of Year 2.
- ✓ Maintain unified branding and implement to all programs.

#3 Economic Development

Our community has a need for increasing workforce related skills to improve self-sufficiency.

Goal

Restructure the construction classroom to enhance participants capacity to achieve self-sufficiency.

Objective A

Research other funding sources that support the expansion of the construction classroom.

Objective B

Strengthen employee credentials in construction areas to increase staff capacity.

Objective C

Expand the quality and quantity of materials in the construction classroom.

Strategies

Research grant opportunities that support the expansion of the construction classroom.

- ☒ Research grant opportunities.
- ☒ Write/Submit grant applications.
- ☒ Determine materials based on need, cost and other key factors.

Strengthen employee credentials in construction areas to increase staff capacity.

- ☒ Determine applicable training to increase staff capacity.
- ☒ Provide training opportunities to applicable staff.

Expand the quality and quantity of materials in the construction classroom.

- ☒ Begin preparations to designated construction classroom.
- ☒ Research procurement options for materials.

Measures & Benchmarks



Complete needed preliminary research needed by end of Year 1.



Submit grant applications by the end of Year 1.



Develop list of materials needed by end of Year 1.



Complete research for applicable training by end of Year 1.



Attend training by end of Year 1.



Secure training credentials by end of Year 2.



Receive funding for expansion of classroom.



Purchase materials for the updated construction classroom by end of Year 2.

#4 Rebranding

Our agency has a need to restructure and rebrand ourselves to better enhance our ability to fight poverty and promote self-sufficiency.

Goal

Establish and implement a new name and logo for the agency in an effort to better convey our mission and services to the public.

Objective A

Research other viable options to name the agency.

Objective B

Research funding opportunities to offset the cost of rebranding all agency related matters.

Objective C

Promote and educate the public on new found agency name and services provided.

Strategies

Research other viable options to name the agency.

- ☒ Research options for agency name change.
- ☒ Research companies specializing in re-branding process.
- ☒ Determine new agency name and logo.

Research funding opportunities to offset the cost of rebranding all agency related matters.

- ☒ Research grant opportunities.
- ☒ Write/Submit grant applications.
- ☒ Research additional opportunities to finance re-branding

Promote and educate the public on new found agency name and services provided.

- ☒ Encourage public to participate in re-branding meetings and discussions.
- ☒ Increase social media presence, newspaper articles and radio sessions with new agency name.
- ☒ Distribute flyers, annual reports, merchandise and other marketing tools to promote awareness.

Measures & Benchmarks

- ☒ Determine new agency name and logo by end of Year 1.
- ☒ Implement re-branding company to work with re-branding committee. Introduce public to new agency name and logo by end of Year 2.
- ☒ Implement agency name and all supporting documentation by end of Year 3.

- ☒ Complete preliminary grant research by end of Year 1.
- ☒ Submit grant applications by end of Year 2.
- ☒ Complete preliminary alternate funding research by end of Year 3.

- ☒ Hold public re-branding meetings throughout Year 1 to develop new agency name.
- ☒ Increase traffic to social media platforms and increase number of articles in local newspapers by end of Year 2.
- ☒ Distribute flyers, annual reports and other agency marketing tools to the public throughout Year 2 and 3.

PLAN IMPLEMENTATION & ACCOUNTABILITY

LIFT Community Action Agency, Inc.'s 2020 - 2023 Strategic Plan will be implemented by key staff teams with guidance and input from leadership and oversight from the Executive Director.

Leadership staff, led by LIFT CAA's Executive Director, will align program plans and budgets with the organization-wide strategic plan and will devote time each quarter to review implementation progress, and progress made toward achieving the goals outlined in this plan. LIFT's Board of Directors will be provided, at minimum annually, a detailed progress report to monitor progress and express challenges. After board review, the report will be shared with all staff to promote awareness and transparency.

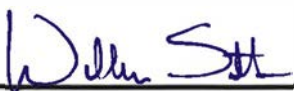
CONCLUSIONS

The goals and objectives identified in LIFT CAA's 2020 - 2023 Strategic Plan address the significant needs identified within the agency and the communities served. As a living document, this strategic plan requires a strong commitment by agencies to act on the goals, monitor the implementation and evaluate effectiveness. Internal and external communication is critical to effectively execute the strategies identified. The implementation strategies require focus and attention from senior leadership and all employees involved to ensure the needs are addressed and progress is made.

LIFT's PROGRAMS & SERVICES

AmeriCorps
Business Lending
Child & Adult Care Food Program (CACFP)
Court Appointed Special Advocates (CASA)
Drug Free Communities (DFC)
Early Head Start (EHS)
Early Head Start - Child Care (EHS-CC)
Early Learning Centers (ELC)
Early Childhood Comprehensive Systems (ECCS)
Emergency Services
Financial Capability
Head Start (HS)
Healthy Start
Homebuyer Education
Housing/Credit Counseling
Multi-Family Housing
New Freedom Transportation
Non-Emergency Medical Transportation
Public Transportation
Retired Senior Volunteer Program (RSVP)
Rx for Oklahoma
Safe Place Healing Hearts Program (SPHH)
Self-Help Housing (SHH)
Senior Supportive Housing (HUD 202)
Senior Transportation
Sooner Ride Transportation
State Park Operations
Technical & Management Assistance Program (T&MA)
Victim Advocacy Services (VA)
Volunteer Income Tax Preparation (VITA)
Weatherization (WX)
YouthBuild
YouthFirst

This LIFT Community Action Agency, Inc. Strategic Plan, having been originally presented to and approved by the LIFT CAA Board of Directors on the 11th day of February, 2020.



William Smith
Board Chairman
LIFT Community Action Agency, Inc.

LIFT Community Action Agency, Inc.

Our Mission

To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.

Our Vision

To Free Generations of People from Poverty

Our Core Values

Compassion; Honesty; Optimism; Integrity; Community;
Empowerment; and Stewardship:



POLICY COUNCIL OPERATING PROCEDURES

ARTICLE I NAME

The name of the organization shall be the Head Start/EHS/EHS-CC Policy Council. The principal office of this Council will be located at 400 South “K” Street, Hugo, Oklahoma, 74743.

ARTICLE II PURPOSE

The purpose of this Policy Council is to be responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives in. Performance Standards 1301.3 – 1301.6 and Appendix 642 (c) (2)

1. Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures 642 (c)(2)(D)(i)-(vii)
 - (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
 - (ii) Program recruitment, selection, and enrollment priorities.
 - (ii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
 - iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
 - (v) Bylaws for the operation of the policy council.
 - (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 - (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
 - (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.
2. Serve as a link to the Parent Committees, grantees, public and private organizations, and the communities they serve.
3. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start, EHS-CC and Head Start, and to encourage their participation in the program.

4. Assist in recruiting volunteer services from parents, community organizations, and assist in the mobilization of community resources to meet identified needs.

ARTICLE III MEMBERSHIP

Section I

The Policy Council shall consist of at least 51% of parents/guardians of Head Start/EHS/EHS-CC children presently enrolled in the HS/EHS/EHS-CC Program. A parent/guardian will be elected from each Head Start classroom, Early Head Start center and Early Head Start-Child Care Center as a representative of the Policy Council. Community Representatives will include volunteers from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including the parents of formerly enrolled children. Common Community Representatives include: Governing Board members, Representatives with Public School experience, and Department of Health and Human Services representatives.

Section II

In the absence of a quorum, the Executive Committee may convene to take actions on behalf of the Policy Council. Those actions shall be ratified at the next regularly scheduled meeting.

Section III

Policy Council representatives will be elected by their center parent committee at the center level and then elected in September to the Policy Council.

Section IV: Term of Office

Policy Council members shall serve for a term of one (1) year. No member shall serve on Policy Council as a parent member and/or community representative for more than five (5) years.

Section V: Voting Right

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting for any member. Alternates can vote in the absence of the Policy Council representative.

Section VI: Termination of Membership

A member of the Policy Council can be dismissed by two-thirds (2/3) vote of the Policy council or if he or she is absent from two (2) consecutive meetings without having submitted a legitimate excuse in writing to the Policy Council Chairperson prior to the meeting.

Section VII: Resignation

If a member chooses to resign, he or she shall give a written or verbal statement of resignation.

Section VIII: Vacancy

Any Parent Committee shall elect within thirty (30) days a new parent member to the Policy Council. Standing alternates automatically become Policy Council members whenever there is a vacancy on the Council. If a vacancy occurs from a community representative, the parent members must approve any replacements.

Section IX: Nepotism

In accordance with the Grantee Agency's Personnel Policies and Procedures and Performance Standards, no person can serve as a member of the Policy Council while he/she is employed by the agency or related to an employee of the agency.

Section X: Duties

All members of this Policy Council should attend meetings regularly. Arrive on time for all Policy Council meetings. Actively participate in meetings by reading the agenda prior to the meetings and discussing matters to be considered with other parents in the center he or she represents. Keep informed of the Policy Council purpose, plans and progress. Report back to the Parent Committee in the center he or she represents. Debate the issues and not persons.

Section XI: Reimbursement

Policy Council members will receive reimbursement for mileage paid at the agencies established mileage reimbursement rate and Head Start will pay the cost of children of Policy Council members to attend daycare during Policy Council meetings to ensure parents are able to attend. Other reasonable expenses will be addressed on a case by case basis.

ARTICLE IV OFFICERS

Section I

The Policy Council shall elect a chairperson, vice chairperson and secretary.

Section II

Each officer shall be elected by the full membership of the Head Start/Early Head Start/Early Head Start – Child Care Policy Council once the full Policy Council has been seated and shall serve a term of one (1) year. Officers shall serve from September through September of each year until a new Council is organized.

Section III: Removal

Any officer or member of the Policy Council who fails to perform his or her duties as outlined above can be removed by a simple majority vote of the Council.

Section IV: Chairperson

The chairperson shall perform the following duties:

1. Preside at all meetings
2. Talk no more than necessary when presiding
3. Call meetings to order and formally close them
4. Have an understanding of the Head Start/EHS/EHS-CC Performance Standards and Operating Procedures of the Policy Council
5. Refrain from entering into debates of questions before assembly
6. Extend every courtesy to the discussions of the motions
7. Formally close the meeting

8. Note whether a quorum is present
9. Appoint chairperson for all committees
10. Explain, or designate someone to explain, each motion before it is voted upon, and vote to break a tie.

Section V: Vice-Chairperson

The vice-chairperson shall perform the following duties:

1. Preside in the absence of chairperson or whenever chairperson temporarily vacates the chair
2. In case of resignation or death of the chairperson, the vice-chairperson shall assume the office until a permanent chairperson is elected.
3. Report monthly to the Policy Council on the activities of the committees on which he or she serves

Section VI: Secretary

The secretary shall perform the following duties:

1. Review minutes of previous meeting for items of business to be considered, and for Board recommendations to be presented
2. Keep a copy of the Operating Procedures, standing rules, list of members, list of unfinished business and a copy of the agenda
3. Record accurate minutes of each meeting
4. Mail copies of the minutes of the previous meeting to each Policy Council member five(5) days in advance of the next scheduled monthly meeting; confirm that a copy is maintained in the Head Start/EHS/EHS-CC Administrative office

Section VII: Minutes

1. The secretary of the Policy Council is responsible for written minutes of all regularly scheduled meetings. In the absence of the secretary, the chairperson shall appoint someone to record the meeting.
2. Minutes of all meetings shall be typed and signed by the secretary for the file. Staff will assist in providing this technical assistance.
3. Typed minutes of the previous meetings shall be distributed at least five (5) days prior to the next regularly scheduled meeting to all Policy Council members.

ARTICLE V Committees

Section I

The Policy Council shall appoint such committees as are necessary to properly conduct its business, including, but not limited to the following: Personnel Committee, Grievance Committee, and special committees, as needed.

Section II

Standing committees shall include Personnel, Grievance, Finance and Executive. Special committees shall be appointed by the Policy Council chairperson, as needed.

Section III

Executive Committee shall consist of the officers of the Council. The Executive Committee may transact business in the absence of a quorum. In extreme matters, the chairperson may poll the members of the committee by telephone to secure timely decisions on important business.

Section IV

As stipulated in the functions of Chart A, Program Governance, the Policy Council will discuss the Grantee's Personnel Policies and Procedures and make recommendations to the Policy Council prior to the Council approving said personnel policies and procedures. The Personnel Committee will interview and recommend persons to be hired to fill vacancies in the staff with the final selection made by the Executive Director.

Section V

As stipulated in the functions of the Policy Council, the Grievance Committee shall hear grievances from the community and from parents who have followed grievance procedures at the Parent Committee about the program and make recommendations to the Policy Council and Director to resolve these complaints.

Section VI

Special Committees may be appointed by the chairperson or Policy Council as the need arises.

Committee terms of office:

1. A committee member's term of office will be for one (1) year or less. A special committee may be appointed for a shorter or special period of time with Policy Council Committee approval.
2. A Policy Council chairperson shall fill any committee vacancy that may occur.

ARTICLE VI Policy Council Meetings

Section I: Regular Meetings

Regular meetings will be conducted monthly in a location to be decided by the Council. The Executive committee will meet as needed. All Policy Council members will be provided with specific directions to the meeting site.

Section II

Special meetings may be called by the chairperson on an as needed basis or by majority of the Policy Council members.

Section III

Regular meetings shall be held at designated sites or at any agreed to location as determined by a majority of the Policy Council.

Section IV: Notices of Meetings

Notice of regular meetings shall be mailed at least five (5) calendar days prior to the date of a regular scheduled meeting.

Section V

One third of the members of the Policy Council must be present to constitute a quorum for regular or special meetings to transact business.

**ARTICLE VII
Amendments**

Proposed amendments shall be submitted to the Policy Council for consideration. Operating procedures shall be amended by a two-third (2/3) vote of the Policy Council.

IMPASSE POLICY

The following policy is developed in order to have a set of procedures should any impasse in decision making is reached by the Governing Board and Policy Council concerning three specific matters.

1. Hiring or dismissing the Head Start/EHS/EHS-CC Director and/or Staff member(s);
2. Preparing request for funds and proposed work programs prior to submission to the Administration for Children and Families (ACF); and
3. Making major changes in budget and work programs while the program is in operation.

Concurrence of the impasse policy procedures must bear the signature of each member of the group.

**Governing Board/Policy Council
Conflict Resolution/Impasse Procedure**

- A. Impasse occurs when the Grantee Board of Directors proposes one or more of the following and the Policy Council does not approve at a scheduled Policy Council meeting:
1. Establish goals of program and develop ways to meet them within Administration for Children and Families (ACF) Guidelines.
 2. Determine delegate agencies and areas in the community in which Head Start/EHS/EHS-CC programs will operate.
 3. Develop plans to use all available community resources in the program.
 4. Establish criteria for selection of children within applicable laws and ACF guidelines.
 5. Determine the composition of the appropriate Policy Council and the method for setting it up.
 6. Determine what services should be provided from the Central Office.
 7. Determine the Head Start/EHS/EHS-CC personnel policies for grantee agency.
 8. Hire or dismiss the Head Start/EHS/EHS-CC Director and/or any staff member.
 9. Prepare request for funds and proposed work program prior to sending to ACF.
 10. Make major changes in budget and work program while program is in operation.
 11. Make major changes in budget and work program while program is in operation.
 12. Provide information needed for pre-review to ACF.
- B. Impasse occurs when the Policy Council proposes the above mentioned items and the Grantee Board does not agree by the time of the next regularly scheduled Board meeting. The Policy Council is afforded an equal and reciprocal opportunity to initiate all impasse procedures.
- C. Impasse occurs when the Policy Council establishes a method of hearing and resolving community complaints about the program and the Grantee Board does not agree by the time of the next regularly scheduled Policy Council meeting.

Preliminary Procedures

1. After informal discussions, if the Grantee Board believes the Policy Council will not approve a decision and the Grantee Board wish to formalize the approval process, they should notify the Policy Council in writing. The notice shall contain a statement of the reasons in support of the proposed decision or action.
2. Within 10 days after receipt of the notice, the Policy Council shall hold a special meeting for consideration of the Grantee Board proposed decision or action.
3. Immediately after the special meeting, the Policy Council shall notify the Grantee Board in writing of its approval or disapproval of the proposed decision or action. If the notice is of disapproval, it shall contain a statement of the reason.
4. In the event of a disapproval, and if the Grantee Board desires further consideration of the matter, they shall initiate a meeting with the Policy Council for the purpose of attempting to resolve their differences.
5. If, after these efforts, the Grantee Board and Policy Council are unable to reach agreement, a conference committee will be convened consisting of two members from each body for purpose of resolving the differences.
6. If, after these efforts, the Grantee Board and the Policy Council are unable to reach agreement, the proposed decision or action shall not be taken; in that case, the Grantee Board must invoke the arbitration procedures if it is unable to abide by the decision of the Policy Council.

Arbitration Procedure

Where there is impasse between the Grantee Board and the Policy Council, the Grantee Board must require that it be submitted to binding arbitration in accordance with the following rules and procedures:

1. Arbitration Panel Composition

The arbitration shall be conducted by a panel of three (3) arbiters, one to be designated by the Grantee Board, one to be designated by the Policy Council, and the third, who will be the chairperson of the arbitration panel, to be designated by the other two members. The arbiters shall be impartial persons of good reputation and standing in the community and shall not be associated with the Head Start/EHS/EHS-CC program or the Grantee Agency. If the two arbiters first designated are unable to agree upon a third arbiter who will serve within seven (7) days after the designation of the second of them, it is recommended they will request the state or local bar association or the American Arbitration Association to name one of its members who would be willing to serve as chairman. None of the arbiters shall be relatives of any of the parties.

2. Notice of Arbitration

When the Grantee Board decides to submit the impasse to arbitration, it shall notify the Policy Council in writing, that the impasse is to be resolved by binding arbitration. The notice shall include:

- (A) A statement of the issue on which the Grantee Board and the Policy Council are at impasse.
- b. The name and address of the person the Grantee Board has designated as a member of the arbitration panel.
- c. A request that the Policy Council designate a member of the arbitration panel within fourteen (14) days of the receipt of the notice and instruct him/her to communicate immediately with the person designated by the Grantee Board for the purpose of selecting the third member of the panel; and,
- d. The Grantee Board shall send a copy of the notice to the Head Start Regional Office.

3. Failure to Designate Arbiter

Failure by the Policy Council to designate an arbiter within fourteen (14) days of receipt of the Notice of Arbitration shall be a default, and shall be considered to be approval of the Grantee Board proposed action.

4. Preliminary Matters

- a. The Arbitration Panel shall schedule the arbitration hearing within a reasonable time but not more than 20 days after the designation of a third arbiter.
- b. The hearing shall be held in the locality of the Head Start agency, but not at the agency, at a place fixed by the Arbitration Panel with consideration for the convenience of the parties.
- c. The Grantee Board and the Policy Council are the parties to the arbitration hearing.
- d. The Grantee Board shall assume any expenses entailed by the arbitration and, together with the Policy Council, shall provide clerical and other support as needed, to be shared equally.

5. Proceedings

The duty of the arbitration panel is to resolve only the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved.

The proceedings of the arbitration panel shall consist of:

- a. Oral presentation of the Policy Council's position, including minority views, if there are any.
- b. Oral presentations of the Grantee Board's position, including minority views, if there are any.
- c. Response by both parties to such questions as the panel wishes to ask.
- d. Informal cross examination of each party by the other, within the limits allowed by the panel.
- e. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel
- f. If the panel needs additional material such as budget statements, Head Start regulations or other materials of that nature, the Grantee Board has the duty to provide the panel with such documents. The policy Council may also present similar materials if it so desires.

6. Standard of Conduct

- a. Both parties are obligated to act in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall be reported to the Regional Office and shall result in a default judgment against the party guilty of it.
- b. Refusal to comply with directions, continued use of delaying tactics by any person at the hearing, or other obstructive tactics shall constitute grounds for immediate exclusion of such person from the hearing by the chairperson.
- c. Any decision on compromise reached must adhere to all appropriate Federal regulations and policies regarding the administration and operation of the Head Start program.

7. Compromise

The arbitration procedures does not preclude the parties from compromising their differences and reaching a settlement, so long as no final decision has been issued by the panel.

8. Post hearing Procedures and Decisions

- a. The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meeting. Copies shall be sent promptly to the grantee, the Policy Council, the Regional Office, the Grantee Board and the Executive Director.
- b. The final decision shall be binding on both parties and there shall be no appeal.

AGENCY IMPASSE POLICY STATEMENT

Name: _____ Grantee Agency

Name: _____ Grantee Agency Executive Director

Chairperson _____ Governing Board

Chairperson _____ Policy Council

Governing Board

Policy Council

Members:

Step One - Negotiation

Members of the Governing Board and Policy Council agree to negotiate in good faith in an attempt to adjust the differences between the two groups to reach a consensus agreement concerning any impasse issue. The negotiation effort shall be conducted as follows:

Step Two - Mediation

The voluntary mediation of the impasse issue.

Step Three - Arbitration

Procedures are prescribed by the proposed policy manual amendment regarding an arbitration procedure for the resolution of conflicts between Head Start agencies and Policy Groups.

Board Members Signatures

Governing Board

Policy Council

What is the Customer Satisfaction Survey?

CUSTOMER SATISFACTION SURVEYS ARE DESIGNED TO ALLOW CUSTOMERS AN OUTLET FOR PROVIDING FEEDBACK AFTER SERVICES ARE RENDERED. LDCAA ANALYZES THESE SURVEYS AS AN ADDITIONAL TOOL TO DETERMINE OVERALL EFFECTIVENESS OF PROGRAMS.



CUSTOMER QUOTES

SHE UNDERSTOOD MY CIRCUMSTANCE AND HELPED WITH THE BEST OF HER ABILITIES. WENT FAR AND BEYOND

SATISFIED WITH THE PROGRAM THAT BENEFITS THE CHILDREN PLUS HAVE GREAT TEACHERS THAT WORK AT RATTAN.

VERY CARING TEACHERS.

Satisfaction Level

100%

SATISFIED



Surveys Completed

76

surveys

JULY-SEPTEMBER 2022

Demographics



63
FEMALE



13
MALE

22% AMERICAN INDIAN	UNDER 18	3%.
21% AFRICAN AMERICAN	18 - 30	45%.
50% CAUCASAIN	31 - 50	29%.
7% TWO OR MORE RACES	51 - 65	19%.
	66 ABOVE	4%.

Counties Represented

McCurtain County	24%
Choctaw County	62%
Other	6%
Pushmataha County	8%

Programs Represented



EMERGENCY ASSISTANCE

9%



WEATHERIZATION

6%



CACFP

7%



25% APARTMENTS



53% HEADSTART

LIFT C.A.A., Inc.
Head Start/Early Head Start/Early Head Start-Child Care
Policy Council Meeting
1005 South 5th Street
Hugo, OK 74743

September 20, 2022
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, September 20, 2022 at 10:30 a.m. at 1005 S. 5th Street in Hugo, Oklahoma. Notice of time, place and agenda of meeting was posted within prominent view at 1005 S 5th Street, Hugo, Oklahoma twenty-four (24) hours prior to the meeting.

The meeting was called to order at 10:30 a.m. by Darla Galyon, HS/EHS/EHS-CC Director, a quorum was met. Members present were Ashley Ponder, Haworth; Harli Phillips, Hugo ELC; Lisa Heady and Patsy Guess; Community Representatives

HS/EHS/EHS-CC staff present included: Darla Galyon, HS/EHS/EHS-CC Director; Jordan Mack, HS/EHS/EHS-CC Assistant Director; Mattie McKee, HS/EHS/EHS-CC Assistant Director; Lori Henry, Program Secretary; Ronda Spear, Assistant Health Specialist; Keely Thurman, Nutrition Specialist; Lauren Barger, Nutrition Assistant; Sara Moore, Professional Development Specialist; Brittany Bailey, ERSEA Specialist; Brianna Nelson, ERSEA Assistant; Rita Burke, Disability/Mental Health Specialist; Christina Merritt, FCE/Disability and Mental Health Assistant; Tori Williams, Health Specialist and Taryn Creasman, FCE Specialist.

Guest Present: Sheree Ensley, LIFT, CAA Chief Fiscal Officer

Consideration, Discussion and Vote to Accept the minutes from the August 16, 2022 meeting: Copies of the minutes were provided to the council for review. Ashley Ponder made a motion to approve the minutes as written, and Lisa Heady seconded the motion. The motion carried.

Presentation of Certificates for 2021-2022 Policy Council Members: Darla Galyon, HS/EHS/EHS-CC Director thanked the members for their dedication and presented each with a Certificate of Appreciation.

Presentation of Certificate for 2021-2022 Chairperson: Darla Galyon, HS/EHS/EHS-CC Director thanked the outgoing Policy Council Chairperson for her dedication for the 2021-2022 school year and presented her with a Certificate of Appreciation.

Consideration and Vote to accept the new Policy Council members for the 2022-2023 school year as recommended by each Center Parent Committee to replace existing Policy Council members: Ashley Ponder made a motion to accept and Harli Phillips seconded the motion. The motion carried.

2022-2023 Policy Council Members present were: Martha Frakes, Antlers I; Mathew Burch, Antlers ELC; Ciara Gibson, Boswell I; Whitney Pierce, Boswell II; Dulce Villeda, Broken Bow I; Darla White, Broken Bow III; Veronica Frees, Broken Bow ELC; Tonya Cheatwood, Clayton II; Cecilia Miller, Horace Mann I; Chrisabian Wilder, Horace Mann III; Debra Michael, Hugo II; Jessica Carroll, Hugo IV; Haley Jimenez, Idabel II; Lindsey Kent, Idabel III; John Hickman, Rattan I; Brittani Thompson, Valliant I; Lisa Heady and Patsy Guess, Community Representatives.

Consideration, Discussion and Vote to approve Community Representatives: Kara Maness, LIFT Board Member; Consuelo Splawn, LIFT Board Member Alternate; Clinton Crawley, Washington Community Center; Lisa Heady, Choctaw County Library and Patsy Guess, Kiamichi Technology Center. Darla Galyon, HS/EHS/EHS-CC Director explained the roles and responsibilities of the Community Representatives and asked for a motion to approve. Harli Phillips made a motion to approve and Martha Frakes seconded the motion. The motion carried.

Nominations and Election of the following officers: Chairperson, Vice-Chairperson and Secretary for the 2022-2023 School Year. Darla Galyon, HS/EHS/EHS-CC Director explained the roles and responsibilities of each position and then asked for nominations/volunteers: Martha Frakes, Representative from Antlers I and Jessica Carroll, Representative from Hugo IV volunteered for Chairperson. Harli Phillips, Representative from Hugo ELC volunteered for Vice-Chairperson. Debra Michael, Alternate Representative from Hugo II volunteered for Secretary. There was ballot vote for the Chairperson and Martha Frakes received the majority of votes and with that Harli Phillips made a motion to approve Martha Frakes as the 2022-2023 Policy Council Chairperson and Debra Michael seconded the motion. The motion carried. Patsy Guess then made a motion to approve Harli Phillips as Vic-Chairperson and Debra Michael as Secretary, Lindsey Kent seconded the motion. The motion carried.

Consideration and Vote to Keep as Is or Change the Policy Council Meeting Dates/Times for the 2022-2023 school year: After reviewing and discussing the 2022-2023 School Calendars a motion was made by John Hickman to keep the Policy Council meeting dates/times the same with the exception of no meeting at this time is scheduled for December 2022, but could later be scheduled if needed, Debra Michael seconded the motion. The motion was carried.

Policy Council Training: Orientation including Robert's Rules of Order, Roles & Responsibilities, and Policy Council Operating Procedures: Sara Moore, Profession Development Specialist provided a Power Point along with an overview/ discussion and all questions were answered, on Robert's Rules of Order, Roles & Responsibilities, and Policy Council Operating Procedures.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Gabrielle Knowles, Valliant I & II Cook; Vickey Rodgers, Idabel I Teacher Aide; Dixie Woods, Valliant I Teacher Aide; Amber Pollard, Idabel Bus Monitor/Custodian; Stormy Kennedy, Substitute; Shonna Pierce, Substitute; Tasha Clark transfer from Idabel ELC Lead Caregiver to Valliant II Teacher; Lauren Barger transfer from Program Clerk to Nutrition Assistant and

Shawna Wall transfer from ELC Substitute to SNA at Broken Bow III, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made therefore no vote was needed.

Consideration, Discussion, and Vote to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Did not enter into Executive Session, therefore no vote was needed.

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Lisa Heady made a motion to approve and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the LIFT, CAA 2021 Audit-Sheree Ensley, Chief Financial Officer: Sheree Ensley, Chief Financial Officer for LIFT, CAA presented the 2021 Agency Audit along with a brief overview and stated there were no findings. Copies of the audit were provided for Policy Council members to review. Mrs. Ensley stated that this audit is required and completed annually and is available for public viewing on the agency's website. Harli Phillips made a motion to approve and Debra Michael seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Submittal of the SFY 2023 CAA State Appropriated Head Start Funds Application to Oklahoma Department of Commerce in the amount of \$84,396: Jordan Mack, HS/EHS/EHS-CC Assistant Director explained to the council that these funds go toward Head Start/Early Head Start Teacher Salaries and is a supplement grant for the programs. Harli Phillips made a motion to approve and Debra Michael seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of FY 2022 Early Head Start Child Care Partnership Grant Award (Continuation, Year 4) from the Office of Head Start in the amount of \$1,998,949 (Non-Federal Share Waiver Total: \$499,737.25): Darla Galyon explained to the council that this was the annual renewal process to continue operating the EHS-CC Program. Harli Phillips made a motion to approve and Debra Michael seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of FY 2022 Head Start/Early Head Start Supplement Grant Award (Cost of Living Adjustment/Quality Improvement from OHS in the amount of \$114,637: Darla Galyon, HS/EHS/EHS-CC Director stated that LIFT Head Start/Early Head Start staff will receive a 2.28% COLA increase to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and overall program quality. The 2.28% COLA reflects an increase in the hourly rate of pay for each employee. Harli Phillips made a motion to approve and Debra Michael seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of FY 2022 Early Head Start Child Care Partnership Supplement Grant Award (Cost of Living Adjustment/Quality Improvement) from OHS in the amount of \$54,599: Darla Galyon, HS/EHS/EHS-CC Director stated that LIFT Early Head Start-Child Care staff will receive a 2.28% COLA increase to

increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and overall program quality. The 2.28% COLA reflects an increase in the hourly rate of pay for each Early Head Start Child Care employee. Lisa Heady made a motion to approve and Harli Phillips seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of the Oklahoma Early Childhood Program (OECF) Grant Award (Year 17: 7/1/2022-6/30/2023) from Community Action Project (CAP) of Tulsa County, Inc. in the amount of \$272,052.62: Darla Galyon, HS/EHS/EHS-CC Director stated that the Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT Community Action Agency's Early Head Start and Early Head Start-CC Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards. Debra Michael made a motion to submit and Lisa Heady seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale Based on 2.28% COLA/QI Allowance: Darla Galyon, HS/EHS/EHS-CC Director stated that the 2.28% COLA reflects an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-CC Pay Scale. The Pay Scale also reflects permanent salary increases for select staff provided through Quality Improvement funding. Haley Jimenez made a motion to approve and Lisa Heady seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Program Staff Wellness, Retention, & Bonus Policies: Darla Galyon, HS/EHS/EHS-CC Director provided a copy of the policies along with an overview/discussion stating the purpose of this policy is to provide LIFT Head Start/Early Head Start/EHS-CC staff wellness support and incentive compensation such as recognition of individuals, highly-efficient performance or cost reduction, individual superior performance which goes above and beyond, exceeding expectations, hazard pay or as compensation for additional, situational job duties which are outside the scope of the agreed-upon job description in response to an organizational need, and hiring incentives. As part of a retention plan to stabilize the workforce which applies a one-time or periodic incentive (as funds are available) consistently through the program, based on tenure, and which is announced to all employees. Such awards may be pro-rated based on time spent working (full-time vs. part-time) for the program(s). Overall compensation pursuant to any incentive compensation must be determined to be reasonable and allowable under Federal and State regulations. Incentive compensation above \$5000 must be approved by the LIFT CAA Board of Directors and Policy Council. Lindsey Kent made a motion to approve and Debra Michael seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Updates to the 2018-2023 HS/EHS/EHS-CC Strategic Plan: Jordan Mack, HS/EHS-CC Assistant Director provided copies and an overview of the Strategic Plan. Mrs. Mack shared with the council the process in developing the plan, it is a 5-year plan, and how the goals were set and time line in which the

goals are to be completed. Goals have been completed and new goals have been added to replace those completed. Martha Frakes made a motion to approve and Lisa Heady seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve 2022-2023 Head Start/Early Head Start Training and Technical Assistance Plan: Mattie McKee, HS/EHS/EHS-CC Assistant Director provided a copy of the plan along with an overview on how the plan was developed stating that items on the plan are required training for all HS/EHS/EHS-CC staff. Harli Phillips made a motion to approve and Lisa Heady seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Organizational Chart: Jordan Mack, HS/EHS/EHS-CC Assistant Director provided a copy along with an overview of the Organization Chart and stated that there was no longer a need for the AmeriCorp Specialist position therefore that position was removed for the Organization Chart. Lindsey Kent made a motion to approve and Harli Phillips seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Darla Galyon (HS/EHS/EHS-CC Program Director) and Mattie McKee (HS/EHS/EHS-CC Assistant Director) as the E-Rate Purchasing Agents for the 2022-2023 School Year: Mattie McKee explained what E-Rate is and what the E-Rate funds are used for. Mrs. McKee stated that this authorization for E-Rate allows herself and Darla Galyon to be the Purchasing Agents and sign forms and to make changes where needed. Harli Phillips made a motion to approve and Lisa Heady seconded the motion. The motion carried.

Discussion Concerning Compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness: Mattie McKee, HS/EHS/EHS-CC Assistant Director explained the CIPA Policy and filtering software required by E-Rate.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, AmeriCorps, OECP, USDA, and Non-Fed July, 2022 Financial Statements and Credit Card Distribution Reports and Presentation of August, 2022 Financial Statements and Credit Card Distribution Reports for October, 2022 Consideration and Vote: Darla Galyon reviewed the July, 2022 financial statements and Credit Card Distribution Report with the Council. With finance committee recommendation, a motion was made by Debra Michael to approve and Lisa Heady seconded the motion. The motion carried.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 9/24/2022 Head Start has 244 children enrolled or been accepted for the 2022-2023 school year and that to reach the funded enrollment the program still need 143 more children. Head Start was not in session for July, 2022 therefore there was no attendance. Mrs. Bailey reported that Early Head Start currently has 46 children enrolled, and attendance was 71.2% for July. Mrs. Bailey also reported that EHS-CC currently has 95 children and attendance was 84.4 % for July, 2022. Mrs. Bailey stated that the program was actively recruiting and asked the council to help by spreading

the word to family and friends and those applicants can apply online or applications can be mailed to them.

Governing Board Report: Jordan Mack- Jordan Mack, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on Tuesday, September 13, 2022 an agenda was provided along with an overview of the meeting for council members present. She stated that all HS/EHS/EHS-CC items had been approved.

Data Analysis-Jordan Mack- Jordan Mack presented a power point along with an overview for council members.

USDA Meals and Snack Report Keely Thurman: Keely Thurman, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for July, 2022

OHS Communications and Guidance-Darla Galyon-Darla Galyon presented and reviewed All OHS Communications and Guidance received since the last council meeting were presented and reviewed with council members.

Program Summary Report-Darla Galyon-Darla Galyon presented the HS/EHS/EHS-CC Program Summary for the council to review.

Completion of Policy Council Survey Form-Lori Henry-Survey forms were explained, reviewed and completed by Policy Council members that were present.

Training on forms-Lori Henry-Mileage and In-Kind Forms were reviewed that showed the policy council members the proper paperwork procedure. These forms will be used for every meeting and it was clearly explained the importance of proper completion of these forms.

Volunteers to serve on Finance Committee, HSAC, FCPAC & School Readiness Committee- Darla Galyon, Tori Williams, Taryn Creasman & Susie Mashburn- This item was tabled till the October 18, 2022 meeting.

Consideration, Discussion, and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to time of posting the agenda. Okla. Stat. Title 25 § 311): There was none.

There being no other business to come before the board, John Hickman made a motion to adjourn and Debra Michael seconded the motion. The motion carried and the meeting ended at 12:40 p.m.

Martha Frakes-Chairperson
Harli Phillips-Vice-Chairperson
Debra Michael-Secretary



Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service--Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: 9-30-2022

Name of Person being nominated for Employee of the Month: Kelly Thomas

Name of Person submitting the nomination: Susan Terry- Ball

- X Is a hard worker very dedicated. stays focused
- X Respects others always respects others.
- X Is on time everyday
- X Is organized her organization is top notch
- X Keeps a positive attitude always smiling
- X Encourages other people encourages everyone.
- X Is willing to help others all you have to do is ask her and she is on it
- X Makes a good first impression yes!!!!
- X Follows all workplace rules always !
- X Uses resources wisely I have never seen someone so wise with resources.
- X Has good work attendance always
- X Represents the agency well top notch
- X Is a loyal employee yes!!!!
- X Handles crisis well stays calm, never gets loud.
- X Goes above and beyond the call of duty all the time
- X Works well with others (team player) yes!!!



- X Is creative very creative. looks for ways to fix it.
- X Likes to learn new things yes !!!!
- X Is a good listener everyday !!!
- X Communicates well goes above and beyond.
- X Dependable very !!!!
- X Respectful, considerate of others always shows respect and is very considerate
- X Safety conscious yes !!!
- X Good problem solving skills awesome at problem solving!!
- Other _____
- Other _____
- Other _____

Use this space if you have anything additional that you would like to say about the person being nominated.

When I think about Kelly, I think of joy! She is so kind, considerate and always has a smile on her face. When she arrives at the office she comes in with good, positive vibes. If you are having a bad day, just talk to Kelly - she will motivate you and let you know its all okay. She takes her job seriously, she is firm but kind!! By the way she talks to the people that work under her, you can tell she cares and will go above and beyond for them. I honestly think I could hand her a string and she would make something productive out of it.

Submit nominations by the 30th of the month for consideration. Submit nominations to Kathy James at the Administration Office, by mail (209 N. 4th St., Hugo, OK 74743), by fax (580-326-2305), or by email (kathy.james@liftca.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

LIFT Community Action Agency, Inc.
209 North 4th Street, Hugo, OK 74743
Telephone (580) 326-3351 Fax (580) 326-2305
www.liftca.org



Office of Head Start

Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of September. These email announcements and resources are helpful for Head Start programs and other early childhood staff. Find information and tools related to your work with the children and families you support daily. Select the links below to get started. Use the "Español" toggle on each ECLKC page to see its Spanish translation.

News from OHS

COVID-19

- [Head Start Mask Announcement](#) (email)
- [Pediatric Vaccines and Other COVID-19 Considerations for Program Year 2022-23](#) (video)

Other News

- [A Message from ACF Assistant Secretary January Contreras](#) (email)
- [ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce](#)
 - Available in [Spanish \(español\)](#)
- [ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents](#)
 - Available in [Spanish \(español\)](#)
- [Celebrate Head Start Awareness Month in October!](#) (email)
- [Data Brief on Child Safety in Head Start Programs](#)
- [Head Start Program Annual Fact Sheets](#)
 - [Fiscal Year 2020](#)
 - [Fiscal Year 2021](#)
- [Head Start Awareness Month Digital Toolkit](#)
- [HHS Acts to Support Increased Compensation for Early Childhood Educators and Announces \\$300 Million in New Early Childhood Funding](#) (blog)
- [Improving Head Start Workforce Compensation, Wellness, and Career Advancement](#) (video)
- [Monkeypox Resources for Early Childhood Education Settings](#) (email)

Training and Technical Assistance Resources

Health, Behavioral Health, and Safety

- [Health and Safety Recovery Checklist](#)
- [Mental Health and Equity](#) (videos)
 - [Historical Trauma](#)
 - [Pathways to Mental Health, Wellness, and Healing](#)
- [Child and Adult Care Food Program Meal Services in Head Start Programs](#) (video)

Newsletters

- [Disabilities Services Newsletter Issue No. 59](#)
- [Resources to Make You Smile! Issue No. 19](#)
 - Available in [Spanish \(español\)](#)
- [Sesame Street in Communities Issue No. 13](#)
- [Small Bites Issue No. 7](#)
 - Available in [Spanish \(español\)](#)
- [Workforce Wednesday](#)

[Subscribe now](#) to get all your favorite newsletters direct to your inbox.

Head Start Careers

- [Center Manager](#) *Tillamook, OR*
- [Bilingual Head Start Family Engagement Coordinator](#) *Garden City, KS*
- [Bus Drivers](#) *Northampton, MA*

Find more **[Head Start program employment opportunities](#)** in the ECLKC Job Center and at [usajobs.gov](#).

Upcoming Events for October

- Monday, Oct. 3: [MyPeers Orientation for Health and Safety Staff](#)
- Thursday, Oct. 6: [Building Relationships with Infants and Toddlers](#)
- Friday, Oct. 7-12: [National Black Child Development Institute's Annual Conference](#)
- Wednesday, Oct. 12
 - [An Introduction to Health Literacy](#)
 - [Creating Home Learning Environments Where Children Thrive](#)
- Thursday, Oct. 13: [Addressing Child Incidents Through a Culture of Safety](#)
- Monday, Oct. 17: [MyPeers Orientation for Family Services Staff](#)
- Monday, Oct. 24: [Infant and Early Childhood Mental Health Consultation National Office Hours](#)
- Tuesday, Oct. 25: [Partnering with IDEA Providers to Support Inclusion: Part 1](#)
- Wednesday, Oct. 26
 - [Testing Water for Lead in Head Start Facilities](#)
 - [Building a Pipeline of Qualified Early Childhood Educators Through Innovative Career Pathways Efforts](#)
 - [MyPeers Orientation in Spanish](#)

Visit the ECLKC for a full list of **[upcoming events](#)**.

Stay connected! Follow the Office of Head Start on [Twitter](#) and [Facebook](#). Visit the [Family Room blog](#) to learn more about the activities of the Administration for Children and Families (ACF).

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201 | <https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)



Today, the U. S. Department of Health and Human Services' Administration for Children and Families (ACF) announced that, in the near future, we intend to publish a final rule that will formally remove the requirement for universal masking in Head Start programs for all individuals ages 2 and older. This will align Head Start program masking requirements more closely with the updated Centers for Disease Control and Prevention (CDC) guidance.

The Office of Head Start (OHS) has not monitored mask use at Head Start programs since February 2022, following updated recommendations from the CDC on COVID-19 Community Levels. Until the requirement is removed through the published final rule, OHS will continue to not monitor for mask use.

ACF and OHS encourage all Head Start grant recipients to continue using a combination of tools to **reduce COVID-19 risks** in Head Start programs, including those highlighted in the most **recent CDC guidance**. ACF advises all Head Start programs to monitor the **COVID-19 Community Levels** and follow recommended CDC guidelines, which include wearing a high-quality mask indoors when the COVID-19 Community Level is high.

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Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
October 2022

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of September there were 45 children, age birth to 3, that were provided services in the Early Head Start centers and 97 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 244 children, age 3 to 4 years old in the Head Start centers within the tri-county service area in August.

The Outreach Specialist prepared and sent out radio ads that reached across our service area. Our ad was included on local restaurant menus. Daily social media posts are also made on our LIFTCA Facebook page.

Family Advocates and other Head Start, Early Head Start, and Early Head Start Child Care staff have been placing recruitment flyers, recruitment apple signs, recruitment cards and other recruitment items in and around various businesses within the tri-county service area, along with placing recruitment items online, to ensure all enrollment opportunities are filled as they occur. Partnering childcare facilities are also actively recruiting children for the program.

Family & Community Engagement

For the Month of August, we had 233 parents that participated in Parent Meetings. Family Advocates have started setting goals with families through the Family Partnership Agreement's. The centers have started inviting parents in to participate in Parent Ready to Read by having a story time with the children; there were 11 participants, with 3 of them being father figures.

Father Involvement

The Dad's Day activities for the month of August were a water relay, a popsicle for pop craft, jelly fish, rainbow fish, and different art activities to participate in the county fair. For the August Dad's Day, there were 128 people that participated in Dad's Day activities with 67 being father figures. In addition, 29 dads/father figures participated in parent meetings for August. For the 2022 school year, we have had 99 father figures participate in family engagement activities.

Nutrition

The Nutrition Component has begun 1st Semester Head Start Folder Checks as well as the 3rd Quarter Early Head Start, Early Head Start-Child Care Folder Checks. We also finished the 3rd Quarter EHS and EHS-CC folder Checks for the 3rd quarter and will begin the 4th quarter in October.

The month of September was busy for the Nutrition component. We are collecting all of the new food allergies within Head Start and implementing action plans in order to address those special needs. The Nutrition component received the annual training on September 13th, at the

Idabel Technology Center with the Child and Adult Care Food Program; Keely Thurman, Lauren Barger, and Jordan Mack attended this training. In this training we received all of the information that we needed for the new nutrition year with starts October 1st of each year.

Health

During the month of September employee Physical tracking continued. ELCCT meeting with held. Folder checks were completed for EHS and ELC centers for the 3rd quarter. We have continued to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus. Two CPR classes were held in September. An update of past due immunization lists were sent to CC/ELC, EHS centers. HS centers were updated on requirements regarding physicals and immunizations due and coming due. Hearing, speech and vision screens were in progress for September to meet 45 day requirements. We are getting through this COVID-19 pandemic. Please continue to stay safe and do your part. Stay Healthy, Wash your hands!

Education

In the month of September, Forest Grove Head Starts attended the McCurtain County Fair. This begins many educational field trips which will happen throughout the year.

During the month of September, the Education team has been visiting Early Head Start and Early Head Start Child Care centers. While visiting these centers, we are completing folder checks to assure that children's developmental and educational needs are met. We also began the Head Start folder checks. It is so good to get out into the centers and see the children. We saw Boswell children enjoying the story Caps for Sale. At Soper, we saw children "playing" in centers. This play is part of facilitating the learning process. A good example of this is a sensory bin filled with colorful pom poms. The children use large plastic tweezers to pick up the balls and put them into colored containers. This is good for their fine motor skills and teachers can observe color recognition and sorting/classification.

Professional Development

During the month of September, the Professional Development Specialist scheduled CPR/First Aid classes taught by LIFT CPR Instructors Tori Williams/Taryn Creasman/Ronda Spear, where nine LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. The Professional Development Specialist also scheduled an ELCCT class in which four newly hired LIFT employees participated.

Professional Development renewed Professional Development Ladders for eleven employees and Oklahoma Director's Credentials for four employees.

In September Professional Development facilitated a virtual in-service held at the Hugo Kiamichi Technology Center for the Early Head Start staff. Sherri Meyer, MAE, ECE Specialist with Western Kentucky University T/TAS presented a spectacular presentation over "Challenging Behaviors & Interactions with Children: Making Each Day Better." The virtual

presentation was interactive with staff participating in various activities and several Q&A sessions throughout the day.

The Professional Development Specialist has been busy ensuring that all staff members are on track to meet any education requirements in the proper timeframe. Staff members have been making progress and are on track to be completed within requirement deadlines.

We have been working to ensure all new staff meet requirements for the programs they work for including trainings as well. We strive for excellence and want to make staff as well seasoned and informed as possible.

Disabilities/Mental Health/Transition

Sooner Start has a new online process for referrals that goes directly to the Oklahoma State Department of Education. The center staff must obtain parent consent from the parent of the child to be referred, send that signed form to the office and the disability specialist or assistant will make the online referral to the Oklahoma State Department of Education. Hopefully, this will streamline the referral process. In Early Head Start, one child has been referred using this online process. In the EHS-Child Care program, there are three children that have been identified to receive Sooner Start services and five others are in the referral process.

In Head Start for the school year 2022-2023 33 students are on an IEP and will receive special education services from the staff/consultants from the public schools. 23 other students have been referred to the public schools for an evaluation to determine eligibility for services.

The Mental Health Consultant and staff provide classroom observations and follow-up activities and resources. Teachers, staff and parents have the opportunity to visit with the Mental Health Consultant while she is in the classroom or other appointments can be made at the discretion of the parents and staff. A classroom written report will be completed by the Mental Health Consultant for each classroom with ideas to share with the parents and staff. All classrooms will have classroom observations and follow-up. Eleven students have been referred to Zen Gee Counseling for a classroom observation and possible services.

Early Head Start-Child Care Center Staff and the Early Head Start Center staff have been providing transition activities for children ages 2 ½ to 3 years old to promote a smoother transition to the next level of Child Care. In September, five children were eligible for transition to the next level.

Recruitment/Outreach

During the month of September, we participated in the Choctaw County Fair by providing information over our Head Start, Early Head Start and Early Head Start-Child Care programs at our LIFT CAA booth. Since many families travel from other counties to attend the fair, this was a great way for us to further the reach in the communities we serve. We also made daily posts on our LIFT Head Start/Early Head Start Facebook page. In the month of September, our posts reached 6,084 people, we had 631 post engagements, 4 new page likes, 10 new followers, 68

shares, and 58 click links between all of the daily posts made. These numbers confirm that the community is sharing information about our pre-school programs, while also gaining knowledge over child development, and family engagement ideas that are being posted throughout the month.

MEALS SERVED TO CHILDREN IN HEAD START & EARLY HEAD START 12 Month Summary Report

Children that eat 2 meals and a snack at Head Start/ Early Head Start receives
1 /2 to 2/3 of their daily nutritional needs.

Month	Breakfast	Lunch	Snack	Monthly Total
August-21	1686	1682	2253	5621
September-21	2540	2573	3571	8684
October-21	2241	2233	3197	7671
November-21	2065	2109	2971	7145
December-21	1716	1718	2268	5702
January-22	1702	1707	2523	5932
February-22	1535	1567	2249	5351
March-22	2339	2356	3198	7893
April-22	2605	2636	3446	8687
May-22	1897	1860	2263	6020
June-22	506	673	625	1804
July-22	465	462	425	1352
August-22	2317	2291	2314	6922
YEARLY TOTALS	23614	23867	31303	78784

August 2022 HEAD START TIME & ATTENDANCE REPORT

As of 8/31/22	ENROLLED			DROPPED									ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	30 Day Count	Date Dropped	Total Enrollment	AI	Kid Days	Monthly ADA
Antlers 1		9	9		1	1	8	1	8/17/2022	9		16	84.3%
Antlers 2		6	6		1	1	5	1	8/17/2022	6	2	16	83.7%
Battiest		8	8			0	8	0		8	7	13	98.9%
Boswell 1		11	11			0	11	0		11	6	17	88.1%
Boswell 2		10	10			0	10	0		10	4	17	92.6%
Broken Bow 1		9	9		2	2	7	2		9		15	84.3%
Broken Bow 3		5	5			0	5	0		5		15	86.4%
Clayton 1		3	3			0	3	0		3	1	20	84.2%
Clayton 2		10	10		1	1	9	1	8/23/2022	10	4	20	84.7%
Forest Grove 1		14	14		1	1	13	1	8/22/2022	14	5	19	94.3%
Forest Grove 2		5	5			0	5	0		5	1	19	96.2%
Fort Towson		8	8			0	8	0		8	3	15	86.7%
Haworth		17	17		1	1	16	1	8/18/2022	17	6	17	92.0%
Horace Mann 1		8	8			0	8	0		8		16	85.7%
Horace Mann 2		12	12		1	1	11	1	8/19/2022	12		16	89.1%
Horace Mann 3		10	10			0	10	0		10	1	16	90.3%
Hugo 2		9	9		2	2	7	2	8/23/2022	9	1	16	87.6%
Hugo 4		8	8			0	8	0		8	2	16	95.3%
Idabel 1		6	6			0	6	0		6		10	86.4%
Idabel 2		5	5			0	5	0		5		10	98.0%
Idabel 3		5	5			0	5	0		5		10	83.3%
Rattan 1		11	11			0	11	0		11	5	15	93.0%
Rattan 2		5	5			0	5	0		5	3	15	100.0%
Rattan 3		5	5			0	5	0		5	2	15	93.3%
Soper 1		9	9			0	9	0		9	2	18	93.0%
Soper 2		18	18			0	18	0		18	11	18	89.8%
Valliant 1		6	6			0	6	0		6	2	3	93.8%
Valliant 2		6	6			0	6	0		6	2	3	93.8%
TOTALS	0	238	238	0	10	10	228	10		238	70		90.4%

August 2022 Pre-K TIME & ATTENDANCE REPORT

As of 8/31/22	ENROLLED			DROPPED					ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	Kid Days	Monthly ADA
Antlers 2			0			0	0		
Battiest		3	3			0	3	13	100.0%
Boswell 1			0			0	0		
Boswell 2			0			0	0		
Broken Bow 3			0			0	0		
Clayton 2			0			0	0		
Forest Grove 1			0			0	0		
Fort Towson			0			0	0		
Horace Mann 2			0			0	0		
Hugo 2			0			0	0		
Hugo 4			0			0	0		
Rattan 2			0			0	0		
Rattan 3			0			0	0		
Soper 2			0			0	0		
TOTALS	0	3	3	0	0	0	3		100.0%

August 2022 EHS Time and Attendance												
As of 8/31/22	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
Antlers	23	6	29		7	7	22		7	8/11/2022	22	88.7%
Hugo	12	2	14		2	2	12		2	8/9/2022	22	83.1%
Idabel	12	1	13		2	2	11		2	8/19/2022	23	76.8%
TOTALS	47	9	56	0	11	11	45	0	11			83.9%

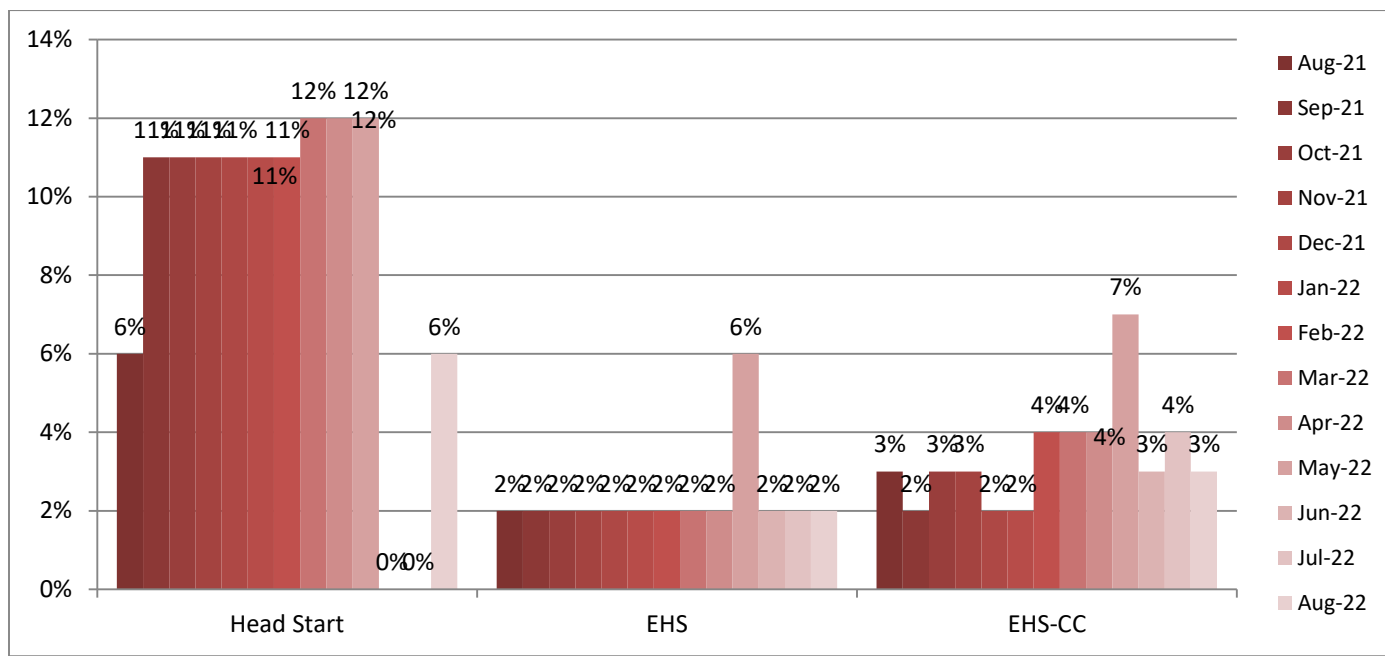
August 2022 EHS-CC Time and Attendance												
As of 8/31/22	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	8	2	10		2	2	8	1	2	8/5/2022	21	87.7%
ELC-Broken Bow	18	4	22		4	4	18		4	8/10/2022	23	80.1%
ELC-Hugo	5	1	6			0	6		0		23	93.9%
ELC-Idabel	14		14		2	2	12	1	2	8/24/2022	23	76.2%
Cabbage Patch	12	1	13		2	2	11	2	2	8/5/2022	23	93.2%
The LearningTree	38	4	42		8	8	34	1	8	8/26/2022	23	85.6%
Turner Learning	11		11		4	4	7		4	8/26/2022	23	100.0%
TOTALS	106	12	118	0	22	22	96	5	22			86.1%

Data Analysis Report Summary

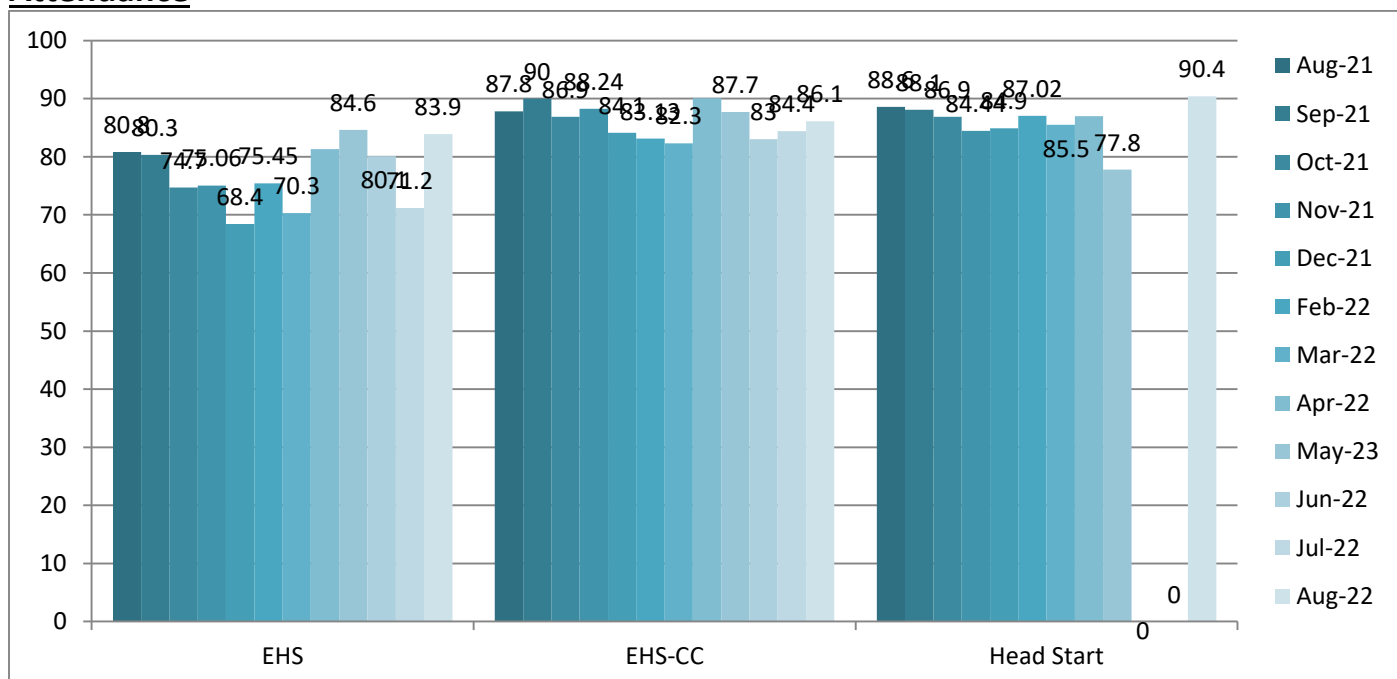
August 2022

Disabilities

IEP/IFSP –

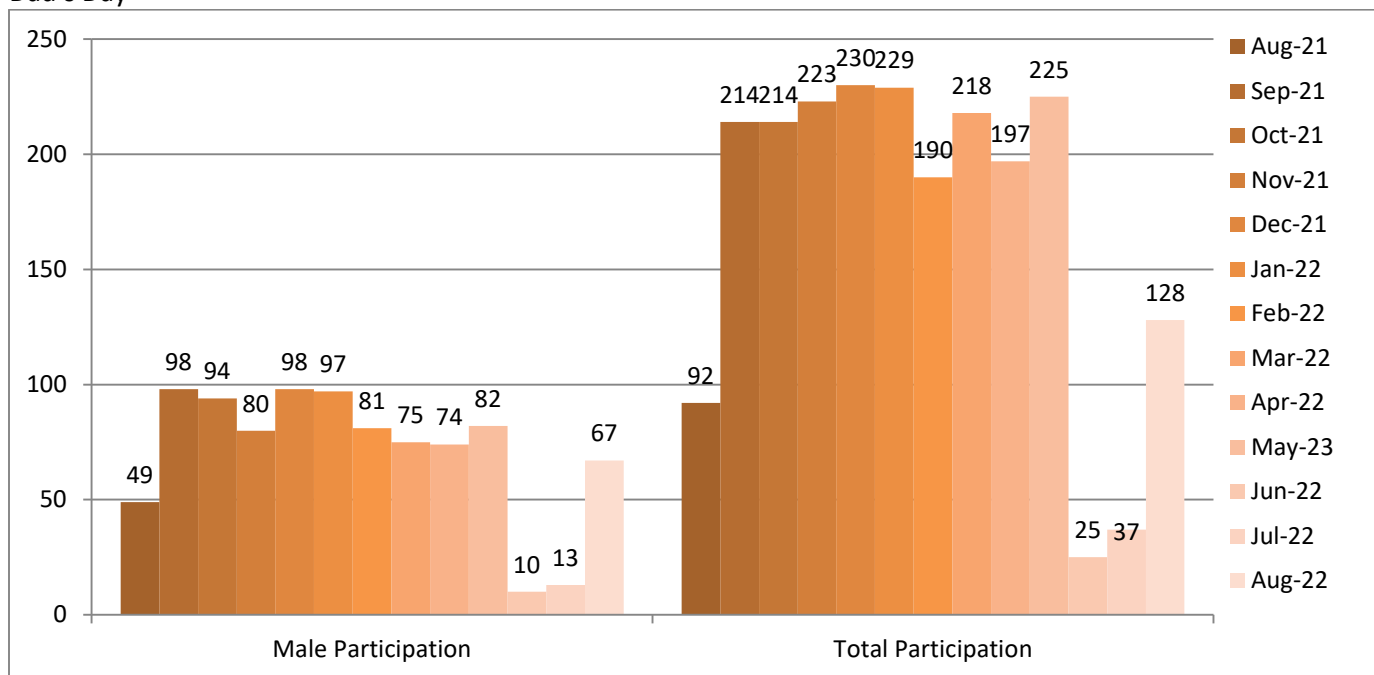


Attendance

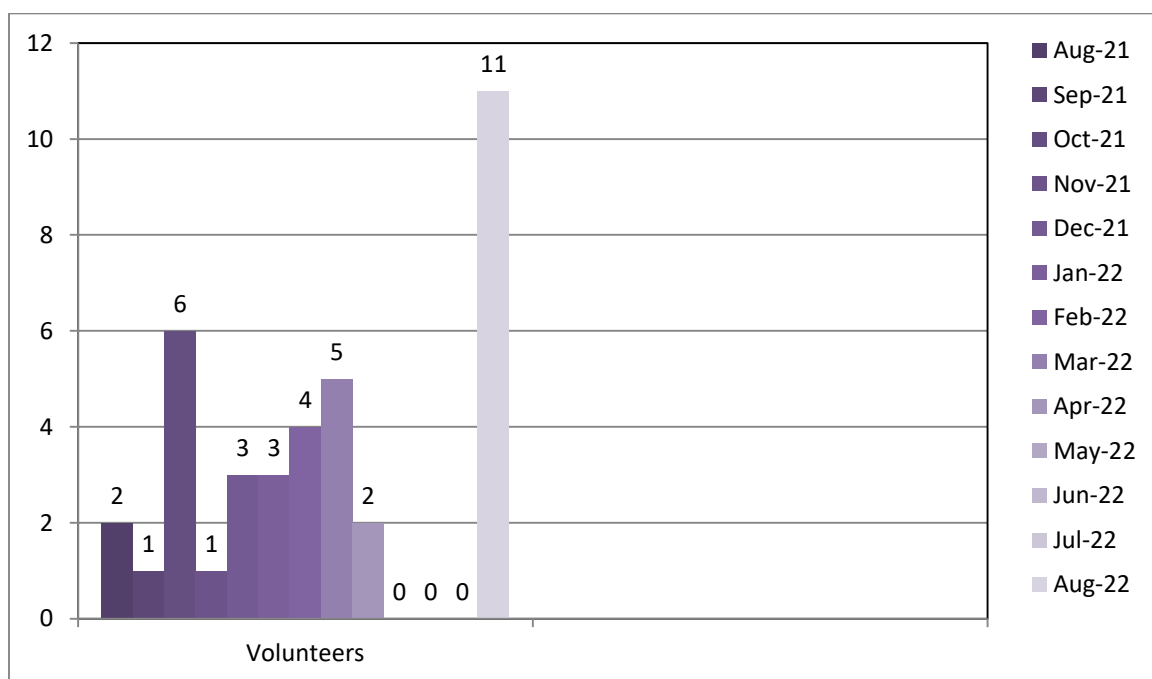


Family & Community Engagement

Dad's Day



Parents Ready to Read





Domestic Violence in OKLAHOMA

WHAT IS DOMESTIC VIOLENCE?

Domestic violence is the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, threats, economic, and emotional/psychological abuse. The frequency and severity of domestic violence varies dramatically.

DOMESTIC VIOLENCE IN OKLAHOMA

- 40.1% of Oklahoma women¹ and 37.8% of Oklahoma men² experience intimate partner physical violence, intimate partner rape and/or intimate partner stalking in their lifetimes.
- In 2019, 37 individuals were victims of intimate partner homicide in Oklahoma. Eighty-one percent of these deaths involved a firearm.³
- On a single day in 2020, Oklahoma the domestic violence programs reported serving 948 adult and child victims of domestic violence. During this same 24-hour period, 203 Hotline calls were received, averaging 9 contacts per hour. Fifty-eight requests for services were unmet due to lack of resources.⁴
- Oklahoma is ranked 3rd in the nation for women killed by men in single victim-single offender, homicides.⁵
- In Tulsa alone, the Tulsa police department responded to 5,044 domestic violence calls for service in 2017.⁶ Many other incidents went unreported.
- As of December 31, 2020, Oklahoma had submitted 97 misdemeanor domestic violence conviction records and one protective order record to the NICS Index.⁷

DID YOU KNOW?

- 1 in 3 women and 1 in 4 men in the United States have experienced some form of physical violence by an intimate partner.⁸
- On a single day in 2020, domestic violence hotlines received 21,321 calls, an average of almost 15 calls every minute.⁹
- In 2018, domestic violence accounted for 20% of all violent crime.¹⁰
- Abusers' access to firearms increases the risk of intimate partner femicide at least eleven-fold.¹¹ When firearms have been used in the most severe abuse incident, the risk increases 41-fold.¹²
- 65% of all murder-suicides involve an intimate partner; 96% of the victims of these crimes are female.¹³

DOMESTIC VIOLENCE-RELATED FIREARMS LAWS IN OKLAHOMA

- Protective orders are required to contain notice that the respondent might be prohibited by federal law from possessing firearms.¹⁴
- Although judges are not explicitly authorized to prohibit protective order respondents from possessing firearms or require surrender of such firearms, when issuing ex parte and final orders, they are authorized to order whatever relief deemed necessary to protect victims/survivors.¹⁵ This may include prohibiting firearm possession and requiring surrender of firearms and includes dating partners.¹⁶
- Law enforcement is required to confiscate firearms when responding to domestic violence incidents that result in arrest, if they have probable cause to believe the firearms were used in the abuse.¹⁷
- Oklahoma could strengthen its laws to protect victims and survivors by
 - Prohibiting domestic violence, dating violence and stalking misdemeanants from possessing firearms or ammunition;

If you are in crisis, contact The National Domestic Violence Hotline at **1-800-799-SAFE (7233)** or www.TheHotline.org.

Please visit the **National Coalition Against Domestic Violence's** website at www.ncadv.org for more fact sheets, membership information and valuable resources.



Domestic Violence in OKLAHOMA

- Prohibiting respondents to ex parte and final protective orders from possessing firearms or ammunition;
- Requiring prohibited persons to surrender their firearms upon becoming prohibited;
- Requiring background checks for all gun sales and transfers; and
- Requiring law enforcement to confiscate firearms when responding to domestic violence incidents if requested by the survivor.

More information about domestic violence and firearms in Oklahoma can be found at <https://www.disarmdv.org/state/oklahoma>.

¹ Smith, S. G., Chen, J., Basile, K. C., Gilbert, L. K., Merrick, M. T., Patel, N., Walling, M., & Jain, A. (2017). *The national intimate partner and sexual violence survey (NISVS): 2010-2012 state report*. National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. <https://www.cdc.gov/violenceprevention/pdf/NISVS-StateReportBook.pdf>

² Ibid.

³ Oklahoma Domestic Violence Fatality Review Board. (2020). *An analysis of 2019 domestic violence homicides: Report year 2020*. https://www.oag.ok.gov/sites/g/files/gmc766/ff/2020_dvfrb_annual_report_official.pdf

⁴ National Network to End Domestic Violence. (2020). 15th annual domestic violence counts report - Oklahoma summary. <https://nnedv.org/resources-library/15th-annual-domestic-violence-counts-report-oklahoma-summary/>

⁵ Violence Policy Center. (2020). *When men murder women: An analysis of 2018 homicide data*. <https://vpc.org/studies/wmmw2020.pdf>

⁶ Isaza, G. T., Engle, R. S., Corsaro, N., Ozer, M. M. (2019). *Understanding domestic violence patterns: A problem analysis conducted for the Tulsa, Oklahoma police department*. International Association of Chiefs of Police/University of Cincinnati Center for Police Research and Policy. https://www.theiacp.org/sites/default/files/2020-09/Report%20-%20Tulsa_%20Domestic%20Violence%20Problem%20Analysis_FINAL%20%281%29.pdf

⁷ FBI Criminal Justice Information Services (CJIS) Division: National Instant Criminal Background Check System (NICS) Section (2021). *Active records in the NICS Index as of December 31, 2020*. <https://www.fbi.gov/file-repository/active-records-in-the-nics-indices-by-state.pdf/view>

⁸ Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M. (2011). *The national intimate partner and sexual violence survey: 2010 summary report*. Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, Division of Violence prevention. http://www.cdc.gov/violenceprevention/pdf/nisvs_report2010-a.pdf

⁹ National Network to End Domestic Violence. (2021). *15th annual domestic violence counts report*. <https://nnedv.org/wp-content/uploads/2021/05/15th-Annual-DV-Counts-Report-Full-Report.pdf>

¹⁰ Morgan, R.E., & Oudekerk, B.A. (2019). *Criminal victimization, 2018*. Bureau of Justice Statistics. <https://www.bjs.gov/content/pub/pdf/cv18.pdf>

¹¹ Spencer, C. M. & Stith, S. M. (2020). Risk factors for male perpetration and female victimization of intimate partner homicide: A meta-analysis. *Trauma, Violence, & Abuse*, 21(3), 527-540. doi: 10.1177/1524838018781101

¹² Campbell, J.C., Webster, D., Koziol-McLain, J., Block, C., Campbell, D., Curry, M. A., Gary, F., Glass, N., McFarlane, J., Sachs, C., Sharps, P., Ulrich, Y., Wilt, S., Manganello, J., Xu, X., Schollenberger, J., Frye, V., & Lauphon, K. (2003). Risk factors for femicide in abusive relationships: Results from a multisite case control study. *American Journal of Public Health*, 93(7), 1089-1097.

¹³ Violence Policy Center (2018). *American roulette: murder-suicide in the United States*. Washington, DC. Retrieved from <https://vpc.org/studies/amroul2018.pdf>.

¹⁴ Okla. Stat. tit. 22, § 22-60.11(5)

¹⁵ Okla. Stat. tit. 22, § 22-60.3(A); Okla. Stat. tit. 22, § 22-60.4(C)(1)

¹⁶ Okla. Stat. tit. 22, § 22-60.1(1)

¹⁷ Okla. Stat. tit. 22, § 22-60.8(A)

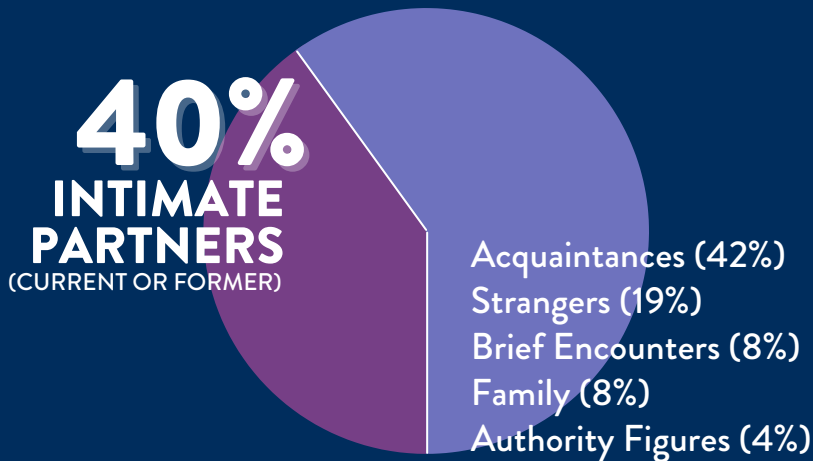
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STALKING & DOMESTIC VIOLENCE

All stalkers can be dangerous. On average, intimate partner stalkers pose the greatest threats to their victims.

STALKING OFFENDERS¹



2 YEARS is the average duration of intimate partner stalking.²

Victims of intimate partner stalking have

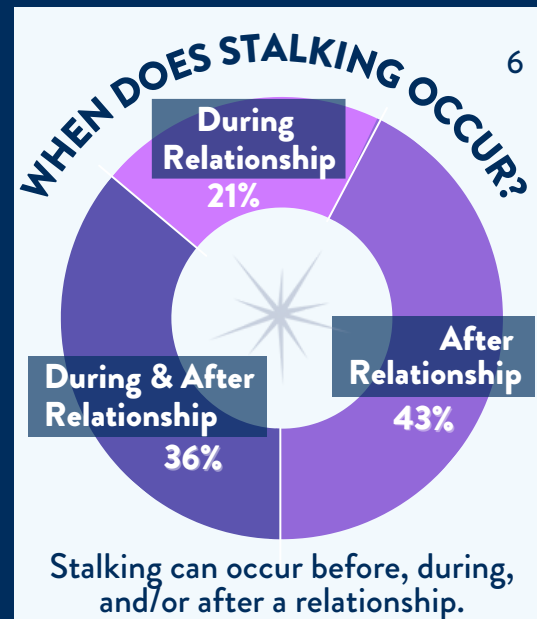


MORE SEPARATION ATTEMPTS

than victims of intimate partner violence alone.⁴

85% of attempted **INTIMATE PARTNER FEMICIDES** were preceded by **stalking** in the prior year³

76% of completed



BOTH STALKING¹ & INTIMATE PARTNER VIOLENCE⁵ ARE PREVALENT



1 in 3 women



1 in 4 women



1 in 6 men



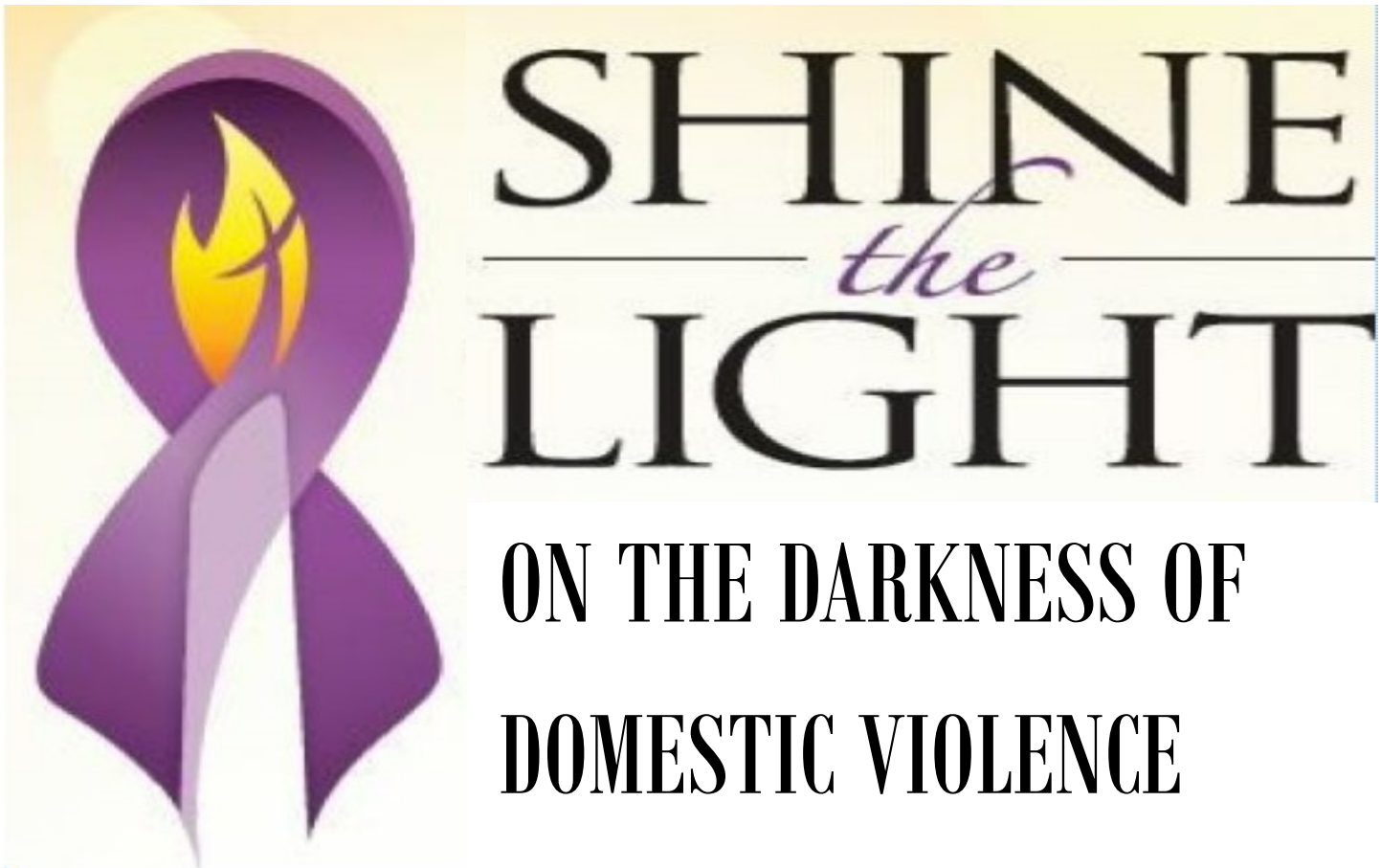
1 in 10 men

experience stalking in their lifetimes

are impacted by intimate partner stalking, sexual violence, and/or physical violence in their lifetimes

Citations

- 1 Smith, S.G., Basile, K.C., & Kresnow, M. (2022). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2016/2017 Report on Stalking*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.
- 2 Brewster, M. (2003). Power and control dynamics in pre-stalking and stalking situations. *Journal of Family Violence*, 18, 4, 207-217.
- 3 McFarlane, J., Campbell, J.C., Wilt, S., Ulrich, Y., & Xu, X. (1999). Stalking and Intimate Partner Femicide. *Homicide Studies* 3 (4), 300-316.
- 4 Sheridan, L. & Davies, G.M. (2006). Violence and the Prior Victim-Stalker Relationship. *Criminal Behaviour and Mental Health* 11(2): 102-116.
- 5 Smith, S.G., Zhang, X., Basile, K.C., Merrick, M.T., Wang, J., Kresnow, M., & Chen, J. (2018). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2015 Data Brief*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.
- 6 Tjaden, P. & Thoennes, N. (1998). *Stalking in America: Findings from the National Violence Against Women Survey (NCJ#169592)*. Washington, DC: National Institute of Justice Centers for Disease Control and Prevention.



October 12, 2022 at 7:00 pm, we will gather on the North lawn of the Post Office in Hugo, Oklahoma to raise awareness for Domestic Violence. Activities will include:

Shine the Lights-to honor the survivors

Poem

Song

Guest Speaker

Hosted by Lift Victim Services and Safe Place Healing Hearts