



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

NOVEMBER 8, 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, November 8, 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.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (D and E, F, G) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D.** Consideration, Discussion, and Vote to Approve October 2022 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve September 2022 Financial Reports; Distribution of October 2022 Financials for December 2022 Consideration and Vote (O.S. 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$35,243**
 - 1. YouthBuild Program Request to International Paper, Valliant Containerboard Mill - **\$1,500**
 - 2. FY 2022 Community Services Block Grant Application (Fourth Allocation) to the Oklahoma Department of Commerce/Community Development - **\$2,243**
 - 3. Local Community Grant Application (Holiday Food Baskets) to Walmart (Facility 49) - **\$1,500**
 - 4. Choctaw County YouthBuild Expansion Application to Sarkeys Foundation - **\$30,000**
 - 5. Quality Rating and Improvement System STARS Applications (Early Learning Centers) to the Oklahoma Department of Human Services
 - 6. QRIS STARS Applications (Head Start/Early Head Start) to Oklahoma DHS
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$406,608**
 - 1. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 5, ELCs) from Oklahoma DHS - **\$60,000**
 - 2. ARPA Child Care Stabilization Grant Awards (Cycle 5, HS/EHS) from OKDHS - **\$296,000**
 - 3. YouthBuild Program Award from International Paper, Valliant Containerboard Mill - **\$1,500**
 - 4. Choctaw County Emergency Food and Shelter Program – Phase 39 Funding Award from EFSP/United Way - **\$2,800**
 - 5. Choctaw County EFSP – Phase 39 ARPA Funding Award from EFSP/United Way - **\$8,361**
 - 6. Pushmataha County EFSP – Phase 39 Funding Award from EFSP/United Way - **\$2,800**
 - 7. Pushmataha County EFSP – Phase 39 ARPA Award from EFSP/United Way - **\$5,647**
 - 8. Rural Domestic Violence and Dating Violence, Sexual Assault, and Stalking Assistance Program Subgrant Award from the Oklahoma District Attorneys Council - **\$1,500**
 - 9. 2022 Grow the Good Program Donation (Mentoring) from Campbell Global LLC - **\$500**
 - 10. Child Care Stabilization Grant Program Awards (Year 2/Quarter 1, ELCs) from the Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$27,000**
 - 11. Court Appointed Special Advocates Donation from Pushmataha Co. Historical Society - **\$500**

- H. Consideration, Discussion, and Vote to Approve LIFT CAA Succession Plan (O.S. 4.5)
- I. Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and Contract with Oklahoma Commission on Children and Youth (\$20,442.39 *Maximum Contract Total, Period: 1/1/2023–12/31/2023*)
- J. Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and Contract with Oklahoma Comm. on Children and Youth (\$20,442.39 *Maximum Contract Total, Period: 1/1/2023–12/31/2023*)
- K. Strategic Planning/Board Member Input and Participation: SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis (O.S. 6.1-6.5)
- L. Consideration, Discussion, and Vote to Approve Revisions to Victims Services Programs Policies and Procedures Manual
- M. Board Training/Programmatic Report: Victim Services Programs and Evaluation (O.S. 5.7, 5.9)
- N. Consideration, Discussion, and Vote to Approve Victim Services Programs Evaluation
- O. Board Training/Programmatic Report: Quarterly (July-September) and Year-to-Date Housing Production as Reported to NeighborWorks® America (O.S. 5.7, 5.9)
- P. Board Training/Programmatic Report: HS/EHS/EHS-Child Care Program Information Reports (O.S. 5.7, 5.9)
- Q. Board Training: Understanding the National CASA Core Model (O.S. 5.7)
- R. Policy Council Report (O.S. 2.1, 5.7 & 5.9)
- S. Recognition of November 2022 Employee of the Month:
Amy Craven, Center Director/Lead Teacher – Early Learning Centers
- T. Recognition of Service Award:
Five Years: Jennifer Adams, Teacher – Head Start Program
- U. 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; NeighborWorks® America Audit Compliance Notice; Award for Excellence in Action against Domestic Violence; Christmas in the Park; McCurtain County Salvation Army Red Kettle Campaign; Pushmataha County Salvation Army Red Kettle Campaign (O.S. 5.7, 5.9)
- V. 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*)
- W. 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
October 11, 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, October 11, 2022 at 10:01 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 Brent Franks.

Roll Call was taken and a quorum was established (20 Board Members present, 6 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Kevin Cory, Tina Foshee-Thomas, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Dwight Satterfield, Leah Savage, William Smith, Consuelo Splawn, Kelli Stacy, Vicky Wade, and Craig Young. The following members were absent: Jordan Hill, Kara Maness, Sandra Meeks, Wade Scott, David Smith, and Debra Williams. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Michelle Pulliam, Sheree Ensley, Ernest McCarty, Kelly Thomas, Darla Galyon, Lindsey Miller, Kathy James, Rebecca Reynolds, Johnny Moffitt, Mattie McKee, Amber Duncan, Jordan Mack, Stella Dennis, and Macy Self.

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.

Rebecca Reynolds, Executive Director, requested the Board's 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). The Committee to Research Private and Low-Income Sector Representation for Pushmataha County has been aiding Executive Director Rebecca Reynolds in the search to identify a new Private Sector Entity to represent the vacant seat on the LIFT CAA Board of Directors. Williams Drilling Company was approached about serving as a designated entity on the Board of Directors. If designated, Williams Drilling Company would appoint a representative to serve, to be approved by the Board of Directors, in accordance with the LIFT CAA Amended and Restated By-Laws. A motion was made by Brad Burgett and seconded by Kevin Cory to select Williams Drilling Company as a Private Sector Entity on the LIFT CAA Board of Directors. The

roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Debra Williams as appointed representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2023). In the event that Williams Drilling Company was designated to hold a Private Seat on the LIFT CAA Board of Directors, the entity selected Debra Williams to serve as its representative. A motion was made by Brent Franks and seconded by William Smith to accept Debra Williams as the appointed representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D). Board Member Patsy Guess arrived to the meeting at 10:07 a.m., directly after voting for the item had concluded.

Board Member Brent Franks was appointed to serve as Board Mentor for new Board Member Debra Williams (Organizational Standard 5.7). Board Member Consuelo Splawn arrived to the meeting at 10:08 a.m., during discussion for Item E.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on October 11, 2022 at 9:09 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee was introduced to the new Loan Officer, Ernest McCarty. The Committee also voted to recommend full Board approval of the agency's Financial Reports for August 2022.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the September 2022 Regular Meeting Minutes and the August 2022 Financial Reports; the September 2022 Financials were distributed for consideration and vote at the November 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Tina Foshee-Thomas to approve the September 2022 Regular Meeting Minutes and the August 2022 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items G & H).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of \$744.58; if awarded, this second allocation of funds (for an award total of \$11,262.34) will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
2. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 6, Early Learning Centers) to the Oklahoma Department of Human Services in the amount of \$60,000; if awarded, these funds would provide key operating support to maintain child care services within the Early Learning Centers.
3. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 6, Head Start/Early Head Start) to Oklahoma Department of Human Services in the amount of

\$294,000; if awarded, these funds would provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.

4. Child Care Stabilization Grant Program Applications (Year 2, Early Learning Centers) to the Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of \$108,000; if awarded, these funds would provide key operating support to maintain child care services within the Early Learning Centers.
5. Child and Adult Care Food Program Application (Head Start/Early Head Start) to the Oklahoma Department of Education in the amount of \$626,691.33; if awarded, these funds, up to \$626,691.33, will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack and lunch. Funding will also support food-related supplies and salaries for the Cooks.
6. CACFP Application (Early Learning Centers) to the Oklahoma Department of Education in the amount of \$198,588.40; if awarded, these funds, up to \$198,588.40, will be used to provide breakfast, lunch and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day.
7. CACFP Application to the Oklahoma Department of Education in the amount of \$1,248,004.74; if awarded, 168,004.74 will be used for program operations to include travel, provision of training and technical assistance and compliance/monitoring visits of daycare home providers. In addition, up to \$1,080,000 will be used for food reimbursement claims filed by the participating home daycare providers.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brent Franks and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of \$2,536,029.05 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Drug-Free Communities Support Program Grant Award (Continuation, Year 9) from the Centers for Disease Control and Prevention in the amount of \$125,000; this funding will be used to support the Choctaw County Drug-Free Communities Program during the fourth year of the five-year continuation grant period. During the grant year, staff will work closely with the Choctaw County Coalition, community, and local agencies to prevent and reduce substance use/abuse among youth in Choctaw County. As part of the award, the program also received a Pandemic Relief Act Match Waiver (requested in April 2022) in the amount of \$187,500, or 100% of the requirement for Year 9 of the grant period.
2. SFY 2023 Community Action Agencies State Appropriated Funds Award from the Oklahoma Department of Commerce/Community Development in the amount of \$11,055; this one-time allocation will be used to provide partial salary support for the Agency's Loan Officer and/or Housing Director (who fulfills the duties of the Loan Officer position if vacant). LIFT CAA's Loan Program provides small business loans and technical assistance to potential and current borrowers.
3. PY 2022 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce/Community Development in the amount of

\$234,499; 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. In total, \$274,882 has been awarded for the program year.

4. Rx for Oklahoma Award (Second Allocation) from KI BOIS Community Action Foundation, Inc. in the amount of \$744.58; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies. In total, \$11,262.34 has been awarded for the program year.
5. SFY 2023 CAA State Appropriated Head Start Funds Award from Oklahoma Department of Commerce/Community Development in the amount of \$84,396; 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.
6. 2022 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from the Oklahoma District Attorneys Council in the amount of \$59,781; these funds will be used to provide salary and other operating support for CASA staff for a period of one year. Since the purpose of this grant is to provide direct services to victims of crime, this funding will allow the CASA Program to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
7. 2022 VOCA Grant Award (Victim Advocacy Services) from the Oklahoma District Attorneys Council in the amount of \$75,000; this funding will provide operational support for the Victim Advocacy Services Program for a one-year period. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain and Pushmataha Counties through direct service provision and linking to resources that will serve the victim's physical, emotional and basic needs.

A motion was made by Andrea Henkel and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of \$590,475.58 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to enter into Executive Session to review and discuss the following items in accordance with Oklahoma Statute Title 25 § 307(B)(1): 1.) Executive and Personnel Committee's Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director (Organizational Standard 7.4) and 2.) Employment Contract Renewal and Compensation of Rebecca Reynolds as Executive Director of LIFT CAA (Organizational Standard 7.5). A motion was made by Brad Burgett and seconded by Tina Foshee-Thomas to enter into Executive Session to review and discuss the Executive and Personnel Committee's Performance Evaluation, Employment Contract Renewal, and Compensation of Rebecca Reynolds as Executive Director of LIFT CAA. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K). LIFT CAA staff/visitors then exited the room; the Board of Directors entered into Executive Session at 10:21 a.m.

After holding Executive Session, LIFT CAA staff/visitors were brought back into the meeting room. David Hawkins, Chairman, then requested the Board's consideration, discussion, and vote to adjourn out of Executive Session and the regular Board Meeting be reconvened. A

motion was made by William Smith and seconded by Craig Young to adjourn out of Executive Session and the regular Board Meeting be reconvened. The Roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L). The Board of Directors adjourned out of Executive Session at 10:36 a.m.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.4, the Governing Board conducts a performance appraisal of the Executive Director each calendar year. The Executive and Personnel Committee conduct the Performance Evaluation with the Executive Director present, then reports back to the Board on its findings. The Board reviews the Performance Evaluation, meets with the Executive Director if deemed necessary, and votes whether to approve the Evaluation. During Executive Session, the Board reviewed and discussed Executive Director Rebecca Reynolds' Performance Evaluation. A motion was made by Kevin Cory and seconded by Vicky Wade to approve the Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Renewal of Contract, Employment, and Compensation of Rebecca Reynolds as LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.5, the Governing Board reviews and approves the Executive Director's compensation each calendar year. During Executive Session, the Board reviewed Reynolds' compensation, which is tied to the renewal of the contract and employment approval, and which was also discussed. A motion was made by Brent Franks and seconded by Brad Burgett to approve the Renewal of Contract and Employment of Rebecca Reynolds as LIFT CAA Executive Director, along with approval of her Compensation as discussed by the Board in Executive Session. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve filing of LIFT CAA's 2021 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. Ensley noted that the agency's name is listed incorrectly in the draft Form 990 as "LIFT Dixie Community Action Agency Inc". Any incorrect spellings of the name will be changed to read "LIFT Community Action Agency Inc" or the abbreviated forms of "LIFT" or "LCAA" on all pages of the Form 990 before filing. A motion was made by Andrea Henkel and seconded by Patsy Guess to approve filing of LIFT CAA's 2021 Form 990 and Oklahoma Tax Return, with the agency's name and abbreviations to be corrected as described. The roll call vote was as follows: Yes 19; 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 submission of an FY 2022 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. In total, LIFT CAA is requesting a Waiver for \$393,866 in required Non-Federal Share associated with \$4,036,395 in Federal funding for Program Operations/Training and Technical Assistance provided by the Administration for Children and Families, Office of Head Start. Of the total Non-Federal Share required (\$1,009,099), LIFT CAA has so far been able to provide \$615,232.97 in funding. The timeframe for the Non-Federal Share Waiver would be the Year 4/FY 2022 Budget Period of 12/1/2021–11/30/2022. A motion was made by Patsy Guess and seconded by Brent Franks to approve submission of the FY 2022 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2023 (Organizational Standard 5.5). All Regular Meetings of the Board of Directors will be held at 10:00 a.m. on the second Tuesday of each month at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. A motion was made by William Smith and seconded by Cindy Logan to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2023. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2022 Community Action Plan with Logic Models/Results, and 2020-2023 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2022 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2022 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development) as well as an agency-level goal (rebranding) and COVID-19 related need (expanded emergency services). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle,

with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2022 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2020-2023 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2020-2023 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska) assisted with the creation and implementation of the Strategic Plan to ensure it met with all the requirements of CSBG and the Oklahoma Department of Commerce. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with Rebranding). Cox reviewed each goal's accompanying objectives, strategies, measures and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, facilitated review and discussion of the Agency Mission Statement, Vision, and Values, which were included in the Board Meeting Packet. LIFT CAA's Mission Statement is "To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency." The agency's Vision is "To free generations of people from poverty", and its Core Values are Compassion, Honesty, Optimism, Integrity, Community, Empowerment, and Stewardship. In accordance with Organizational Standard 4.1, the Board reviewed LIFT's Mission Statement, agreed that the mission addresses poverty, and determined that the agency's programs and services are in alignment with the mission.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, requested the Board's consideration, discussion, and vote to accept the Agency Mission Statement (Organizational Standard 4.1). During Item S, the Board reviewed LIFT CAA's Mission Statement, "To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency." After this review, there were no recommendations for changes to be made to the current Mission Statement, as it addresses poverty and the agency's programs and services are in alignment with the mission. A motion was made by Brad Burgett and seconded by Andrea Henkel to approve the LIFT CAA Mission Statement. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item T).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/Early

Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The Policy Council Operating Procedures and Conflict Resolution/Impasse Policy reflect Federal requirements contained in the Head Start Program Performance Standards. These documents are reviewed (with changes made as needed) and approved by the Board of Directors and Policy Council annually. These documents were updated last year to reflect the agency's change in name to LIFT CAA; no changes are being proposed. A motion was made by Brent Franks and seconded by Craig Young to approve the Head Start/Early Head Start/Early Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item U).

David Hawkins, Chairman, appointed Board Member Patsy Guess to the Transportation Advisory Council. There was a vacancy on the Council stemming from the resignation of Clinton Crawley from the Board of Directors. Therefore, it was necessary to appoint a new member to the Council to fill the open seat. 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 serves an essential function in helping to identify and address transportation barriers, challenges, and resources.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2022 Customer Satisfaction Report for the 3rd Quarter (July – September) in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 3rd Quarter, a total of 76 surveys were collected. Of those, 62% were from Choctaw County, 24% from McCurtain County, and 8% from Pushmataha County, with the remaining 6% from all other service counties. The programs represented during the 3rd Quarter included Head Start, Apartments, Emergency Assistance, CACFP, and Weatherization. Of those responding, 100% selected 'Satisfied' with regards to satisfaction level for agency services received.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the September 20, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Kelly Thomas (Program Director, Early Learning Centers) as the October 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipient: Five Years – Macy Self (Associate Director, Administration).

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; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data

Analysis Report; and Domestic Violence Awareness Month information (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Craig Young to adjourn the regular meeting. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. Voting record is attached (Item CC).

The Regular Meeting adjourned at 11:23 a.m.

Brad Burgett, Secretary/Treasurer

CALL
TO
ORDER:
10:01
AM

October 11, 2022		Present	Absent	B. BURGETT K. CORY			B. FRANKS W. SMITH			A. HENKEL T. FOSHEE-THOMAS			B. FRANKS B. BURGETT			A. HENKEL W. SMITH		
				C			D			G/H			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	David Smith		✓															
20	William Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓								✓			✓			✓		
22	Kelli Stacy	✓		✓			✓			✓			✓			✓		
23	Vicky Wade	✓		✓			✓			✓			✓			✓		
24	Debbie Williams		✓															
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
27																		

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October 11, 2022		Present	Absent	K			L			M			N			O		
				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	David Smith		✓															
20	William Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
22	Kelli Stacy	✓		✓			✓			✓			✓			✓		
23	Vicky Wade	✓		✓			✓			✓			✓			✓		
24	Debbie Williams		✓															
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
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	October 11, 2022	Present	Absent	<i>P. GUESS</i> D			<i>B. FRANKS</i> Q			<i>W. SMITH</i> T			<i>C. LOGAN</i> U			<i>B. FRANKS</i> CC		
				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	David Smith		✓															
20	William Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
22	Kelli Stacy	✓		✓			✓			✓			✓			✓		
23	Vicky Wade	✓		✓			✓			✓			✓			✓		
24	Debbie Williams		✓															
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
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LITTLE DIXIE CAA, INC.
Balance Sheet
All Funds

October 31, 2022

	10/31/2022	9/30/2022	
ASSETS			
CASH IN BANK-FIRST UNITED OPERATING	7,706,534.40	8,416,786.32	
-HOUSING ESCROW ACCT F UNITED	89,971.17	78,791.69	
-McCURTAIN COUNTY NATIONAL	13,420.64	6,792.04	
-DONATION ACCT FIRST UNITED	1,577.68	1,375.08	
-MARINA LICENSE ACCT FIRST UNITED	240.40	240.37	
-TERRY HILL RESERVE ACCT. F UNITED	130,722.12	130,105.50	
-P/R CLEARING - FIRST UNITED	1,753.85	1,753.85	
-SHAMROCK BANK CLAYTON	1,822.02	1,821.66	
- 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	
-SBA RESERVE FUND FIRST UNITED	-	9,250.47	
-CASH DRAWER/APTS(936)	100.00	100.00	
-CASH DRAWER/MARINA(950)	310.00	310.00	
TOTAL CASH	8,766,104.75	9,470,018.61	
GRANTS RECEIVABLE ALL FUNDS	1,455,636.00	1,351,916.09	
TRAVEL ADVANCES RECEIVABLE	-	-	
PREPAID EXPENSE	4.90	48.37	
RECEIVABLE FROM KIAMICHI PLACE OPR (436)	107,108.90	106,002.90	
RECEIVABLE FROM BELMONT HSG (441)	138,125.48	128,863.48	
RECEIVABLE FROM CLAYTON HSG (446)	191,627.53	187,301.53	
RECEIVABLE FROM SBA (890)	6,637.00	6,637.00	
RECEIVABLE FROM SOCDC	372,661.83	372,661.83	
LOANS RECEIVABLE - SBA (160)	14,804.07	15,101.22	
LOANS RECEIVABLE - IRP (170)	-	-	
LOANS RECEIVABLE EC.DEV. (315)	75,090.47	75,090.47	
ROLEAU LOAN RECEIVABLE (600)	59,653.29	59,653.29	
LOANS RECEIVABLE - NWA HSG. (780 & 800)	354,919.95	359,858.20	
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	9,492,525.81	9,379,390.77	
TOTAL ASSETS	18,258,630.56	18,849,409.38	
LIABILITIES			
ACCOUNTS PAYABLE ACCRUED	723,523.48	763,039.75	
LD ACCRUED EMPLOYEE BENEFITS (999)	352,211.13	352,211.13	
LD HOUSING LOANS ESCROW (890)	1,600.16	830.72	
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)	10,015.28	10,476.97	
PAYABLE TO HSG NONFED (160)	6,637.00	6,637.00	
TOTAL LIABILITIES	1,119,706.55	1,158,915.07	
NET ASSETS			
DOUBTFUL LOANS(150,160,170)	4,818.15	4,818.15	
NET ASSETS ALL FUNDS	16,007,918.02	15,864,681.77	
EXCESS REVENUES OVER EXPENSES ALL FUNDS	1,126,187.84	1,820,994.29	
TOTAL NET ASSETS	17,138,924.01	17,690,494.21	
TOTAL LIABILITIES AND NET ASSETS	18,258,630.56	18,849,409.28	
OWED TO OTHER ENTITIES AND CLIENT/TENANTS	27,319.66	26,550.22	
RATIO OF OTHER LIABILITIES TO NET ASSETS	0%	0%	
RATIO OF TOTAL LIABILITIES TO NET ASSETS	7%	7%	

Statement of Financial Position
LIFT Community Action Agency, Inc. (LDCFND)
1/1/2022 to 10/31/2022

11/4/2022 12:32:31 PM

Fund Start to End

Page 1

	Without Donor Restrictions	With Donor Restrictions	Total
Assets			
Current Assets			
Cash and Cash Equivalents	8,609,600.92	156,503.83	8,766,104.75
Accounts and Interest Receivable	1,455,636.00	0.00	1,455,636.00
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	10,585,958.24	156,503.83	10,742,462.07
Non Current Assets			
Contributions Receivable	0.00	0.00	0.00
Notes and Loans Receivable	1,289,782.57	30,845.95	1,320,628.52
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	4.90	0.00	4.90
Total Assets	18,071,280.78	187,349.78	18,258,630.56
Liabilities and Net Assets			
Current Liabilities			
Account / Vouchers Payable	1,875.07	0.00	1,875.07
Accrued Liabilities	1,101,179.20	0.00	1,101,179.20
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	1,103,054.27	0.00	1,103,054.27
Non Current Liabilities			
Long Term Debt	16,652.28	0.00	16,652.28
Other	0.00	0.00	0.00
Total Liabilities	1,119,706.55	0.00	1,119,706.55
Net Assets			
Without Donor Restrictions			
Designated by Board Action	0.00	-----	0.00
Unappropriated Surplus	16,008,812.41	-----	16,008,812.41
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	889,614.76	236,573.08	1,126,187.84
Total Net Assets	16,903,245.32	236,588.05	17,139,833.37
Total Liabilities and Net Assets	18,022,951.87	236,588.05	18,259,539.92

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

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Advanced Report Group: AGENCY AGENCY BUDGET

All Funds	Current	YTD	Budget	Variance
Revenue				
Total 700: GRANTS & CONTRACTS	850,369.11	25,195,085.42	34,815,128.87	9,620,043.45
Total 701: INTEREST REVENUE	9,582.23	523,705.40	16,114.34	(507,591.06)
Total 702: PROGRAM FEES; RENTAL; MISC.	343,428.18	3,097,374.63	3,347,204.26	249,829.63
Total 703: RECOVERIES FROM PROGRAMS	259,255.18	2,588,051.25	3,595,000.00	1,006,948.75
Total 799: IN-KIND/MATCH REVENUE	100,979.23	1,150,051.46	1,795,697.51	645,646.05
Total Revenue	\$1,563,613.93	\$32,554,268.16	\$43,569,144.98	\$11,014,876.82
Expense				
Total 931: SALARIES	697,861.29	12,074,039.34	15,780,491.11	3,706,451.77
Total 936: FRINGE	195,069.13	3,502,232.29	5,258,594.85	1,756,362.56
Total 940: INDIRECT	128,021.24	2,492,443.76	3,345,141.03	852,697.27
Total 932: STIPENDS	0.00	75,179.06	210,536.00	135,356.94
Total 942: CONTRACTUAL	113,076.08	1,771,333.97	3,036,186.74	1,264,852.77
Total 951: TRAVEL/TRANSPORTATION	36,020.23	1,071,410.27	2,087,050.13	1,015,639.86
Total 961: SPACE	13,634.00	298,500.94	347,584.46	49,083.52
Total 963: TELEPHONE/UTILITIES	48,522.03	681,763.61	644,245.20	(37,518.41)
Total 962: REHAB/RENOVATION	0.00	0.00	7,000.00	7,000.00
Total 997: POSTAGE	350.61	(2,613.68)	35,607.68	38,221.36
Total 971: SUPPLIES	111,159.58	1,154,129.36	1,818,756.63	664,627.27
Total 974: FOOD/NUTRITION SUPPORT	160,731.29	1,399,249.40	1,665,489.13	266,239.73
Total 981: EQUIPMENT/FACILITIES	59,293.70	964,089.31	2,246,581.34	1,282,492.03
Total 985: ADVERTISING/PROMOTION	9,101.31	140,016.38	101,930.50	(38,085.88)
Total 990: INSURANCE	138,481.07	1,933,079.36	2,002,544.38	69,465.02
Total 992: PRINTING/PUBLICATIONS	2,306.67	90,010.14	121,703.29	31,693.15
Total 993: REPAIRS/MAINTENANCE	78,852.86	607,278.15	576,877.20	(30,400.95)
Total 956: TRAINING	14,288.51	368,681.83	552,796.49	184,114.66
Total 980: FEES/LICENSING/DUES	19,290.96	205,538.30	298,398.12	92,859.82
Total 965: DIRECT SERVICES	1,292.55	84,752.87	116,165.70	31,412.83
Total 982: INTEREST	38.31	736.43	10,100.00	9,363.57
Total 998: OTHER	19,929.25	2,930,021.65	888,036.96	(2,043,984.69)
Total 999: IN-KIND/MATCH EXPENSE	100,979.23	1,123,073.38	1,795,697.51	672,624.13
Total Expense	\$1,948,299.90	\$32,964,946.12	\$42,945,514.45	\$9,980,568.33
Excess Revenue Over Expenses	(\$384,685.97)	(\$410,677.96)	\$623,630.53	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

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Advanced Report Group: DEPT10 GENERAL OPERATING

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR775: NW STRATEGIC PLANNING	18.99	25,743.67	25,500.00	(243.67)
Total DR900: NON-FEDERAL OPERATION	1,769.40	20,658.17	0.00	(20,658.17)
Total DR999: EMPLOYEE BENEFIT POOL	128,544.72	1,311,857.73	1,846,200.00	534,342.27
Total DR801: NW-REBRANDING	1.54	45,312.76	45,001.00	(311.76)
Total DR850: SOCDC OPR	15.56	174.55	32,000.00	31,825.45
Total DR102: INDIRECT	131,500.50	1,284,967.65	1,750,000.00	465,032.35
Total Revenue	\$261,850.71	\$2,688,714.53	\$3,698,701.00	\$1,009,986.47
Expense				
Total DR775: NW STRATEGIC PLANNING	0.00	895.72	25,000.00	24,104.28
Total DR900: NON-FEDERAL OPERATION	20,164.61	108,337.31	95,983.00	(12,354.31)
Total DR999: EMPLOYEE BENEFIT POOL	133,850.17	1,302,429.56	1,639,000.00	336,570.44
Total DR801: NW-REBRANDING	32,791.07	171,141.14	45,000.00	(126,141.14)
Total DR850: SOCDC OPR	670.83	4,434.17	32,000.00	27,565.83
Total DR102: INDIRECT	146,096.60	1,322,306.44	1,750,000.00	427,693.56
Total Expense	\$333,573.28	\$2,909,544.34	\$3,586,983.00	\$677,438.66
Excess Revenue Over Expenses	(\$71,722.57)	(\$220,829.81)	\$111,718.00	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

11/4/2022 12:34:52 PM

Advanced Report Group: DEPT20 CHILD CARE/HS

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR930: EARLY LEARNING CENTERS	107,293.18	893,037.34	1,137,700.00	244,662.66
Total DR975: HEAD START NONFEDERAL	23,987.49	85,211.49	368,000.00	282,788.51
Total DR270: HS CRRSA/ARP	0.00	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	7,709.04	71,991.91	0.00	(71,991.91)
Total DR521: HS/EHS USDA	94,598.47	376,856.55	490,877.21	114,020.66
Total DR420: CACFP	95,028.38	1,086,157.69	1,269,878.36	183,720.67
Total DR977: HS DHS NF	232.12	263,652.09	0.00	(263,652.09)
Total DR222: HEAD START	180,583.80	2,746,053.40	3,222,973.00	476,919.60
Total DR306: OECP	0.00	190,436.83	272,052.62	81,615.79
Total DR322: EARLY HEAD START	44,428.00	701,112.00	928,059.00	226,947.00
Total DR460: EHS - CHILD CARE	(8,126.14)	1,773,009.86	1,883,558.00	110,548.14
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	\$545,734.34	\$8,451,698.06	\$10,705,635.19	\$2,253,937.13
Expense				
Total DR930: EARLY LEARNING CENTERS	120,680.52	755,418.90	692,592.00	(62,826.90)
Total DR975: HEAD START NONFEDERAL	12,206.07	97,019.23	305,750.00	208,730.77
Total DR270: HS CRRSA/ARP	7,104.13	90,894.06	833,461.00	742,566.94
Total DR420: CACFP	82,498.84	1,085,159.38	1,240,254.74	155,095.36
Total DR371: ELC CACFP	4,434.36	94,268.37	103,000.00	8,731.63
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	2,652.95	379,509.50	490,877.21	111,367.71
Total DR460: EHS - CHILD CARE	0.00	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	110,105.28	793,740.77	928,059.00	134,318.23
Total DR306: OECP	0.00	190,436.83	272,052.62	81,615.79
Total DR222: HEAD START	335,945.40	2,998,933.21	3,217,473.00	218,539.79
Total Expense	\$675,627.55	\$8,440,233.47	\$10,721,438.57	\$2,281,205.10
Excess Revenue Over Expenses	(\$129,893.21)	\$11,464.59	(\$15,803.38)	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

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Advanced Report Group: DEPT30 COMMUNITY SERVICE

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR300: SAFE PLACES HEALING HEARTS	22,388.56	801,906.54	1,250,000.00	448,093.46
Total DR360: YOUTH BUILD	671.00	991,322.29	789,508.00	(201,814.29)
Total DR710: NWA RURAL IMPACT	28.03	152,225.02	149,979.00	(2,246.02)
Total DR918: INTERNATIONAL PAPER/DFC NOI	4.95	51.27	0.00	(51.27)
Total DR932: YOUTH BUILD NF	1,500.00	1,600.00	203,513.00	201,913.00
Total DR940: RSVP NONFEDERAL	10.32	15,542.43	33,502.97	17,960.54
Total DR960: PTF MENTORING NONFEDERAL	1,942.98	10,086.70	0.00	(10,086.70)
Total DR985: CASA NONFEDERAL	515.98	8,666.73	0.00	(8,666.73)
Total DR804: WALMART GIVING	1.95	3,041.82	3,000.01	(41.81)
Total DR500: MENTORING+	0.00	158,125.00	158,125.00	0.00
Total DR540: HEALTHY START	51,296.00	536,333.00	1,144,121.00	607,788.00
Total DR130: CSBG CARES	26,162.38	308,480.00	308,480.00	0.00
Total DR811: RCOR IMP	9,304.00	441,221.00	1,000,000.00	558,779.00
Total DR927: DFC NONFED	11.26	118.39	2,500.00	2,381.61
Total DR790: NWA - EQUITY	1.17	35,072.51	35,001.00	(71.51)
Total DR141: 18012 CSBGCR 20	0.00	6,050.00	6,050.00	0.00
Total DR120: CSBG	2,753.58	226,753.00	226,753.00	0.00
Total DR135: CSBG - CAPTAIN	0.00	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	2.01	15,138.02	15,000.01	(138.01)
Total DR450: COVID RESPONSE	0.67	35,031.90	35,000.00	(31.90)
Total DR490: DRUG FREE COMMUNITIES	(210.00)	53,396.00	125,000.00	71,604.00
Total DR535: CASA	0.00	7,813.62	19,000.08	11,186.46
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 DR506: RX	0.00	10,576.19	10,576.19	0.00
Total Revenue	\$125,540.45	\$4,072,430.21	\$5,775,570.10	\$1,703,139.89
Expense				
Total DR300: SAFE PLACES HEALING HEARTS	20,475.52	822,382.06	1,250,000.00	427,617.94
Total DR360: YOUTH BUILD	4,573.32	997,831.74	789,508.00	(208,323.74)
Total DR710: NWA RURAL IMPACT	0.00	115,548.75	149,978.00	34,429.25
Total DR918: INTERNATIONAL PAPER/DFC NOI	22.43	449.18	300.00	(149.18)
Total DR932: YOUTH BUILD NF	86.01	7,010.12	197,513.00	190,502.88
Total DR940: RSVP NONFEDERAL	0.00	19,525.40	34,120.53	14,595.13
Total DR960: PTF MENTORING NONFEDERAL	3,623.09	17,439.73	0.00	(17,439.73)
Total DR985: CASA NONFEDERAL	5,052.83	10,698.40	0.00	(10,698.40)
Total DR135: CSBG - CAPTAIN	0.00	5,644.00	5,644.00	0.00
Total DR804: WALMART GIVING	187.92	484.85	3,000.00	2,515.15
Total DR540: HEALTHY START	81,670.26	587,085.58	1,144,121.00	557,035.42
Total DR130: CSBG CARES	0.00	308,480.00	308,480.00	0.00
Total DR811: RCOR IMP	22,686.68	457,544.05	1,000,000.00	542,455.95
Total DR927: DFC NONFED	166.00	1,850.00	2,500.00	650.00
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	0.00	225,764.10	225,723.00	(41.10)
Total DR200: CCFsMDT	1,484.60	11,011.10	24,093.42	13,082.32
Total DR205: PCFSMDT	1,744.60	14,430.09	24,093.42	9,663.33
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	1,357.55	12,506.65	15,000.00	2,493.35
Total DR490: DRUG FREE COMMUNITIES	0.12	52,946.10	121,700.00	68,753.90
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	(1,283.50)	7,813.62	19,000.08	11,186.46
Total DR570: VOCA VAS	0.00	73,681.97	75,000.00	1,318.03
Total DR581: VOCA	0.00	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	\$141,847.23	\$4,118,951.45	\$5,766,155.64	\$1,647,204.19
Excess Revenue Over Expenses	(\$16,306.78)	(\$46,521.24)	\$9,414.46	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report All Finalized Accounts

11/4/2022 12:35:39 PM

Advanced Report Group: DEPT40 HOUSING & PROPERTIES

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR180: HAC SHOP NONFED	41.50	417.96	0.00	(417.96)
Total DR311: T&MA	101,169.64	5,804,518.18	5,133,228.87	(671,289.31)
Total DR350: SELF HELP HOUSING	0.00	1,952,524.00	1,952,524.00	0.00
Total DR436: KIAMICHI PLACE	800.04	6,436.84	0.00	(6,436.84)
Total DR441: BELMONT PLACE	1,000.59	10,286.27	0.00	(10,286.27)
Total DR446: CLAYTON PLACE	365.34	4,739.73	0.00	(4,739.73)
Total DR600: CHDO REUSE	191.14	2,373.88	0.00	(2,373.88)
Total DR772: NWA/SUNTRUST HSG COUNSELII	17.12	29,398.81	28,311.00	(1,087.81)
Total DR880: ARDMORE OFFICE BUILDING	634.90	6,348.85	0.00	(6,348.85)
Total DR890: HOUSING NONFEDERAL	14,235.80	155,182.04	0.00	(155,182.04)
Total DR895: LYNN LANE BUILDING	0.00	10,800.00	0.00	(10,800.00)
Total DR915: SCATTERED SITES	270.04	2,894.62	0.00	(2,894.62)
Total DR920: ANTLERS BUILDING FUND	1,022.35	10,223.75	12,000.00	1,776.25
Total DR935: TERRY HILL APT RESERVE	616.62	6,159.53	7,200.00	1,040.47
Total DR936: APARTMENTS	32,233.90	337,877.12	840,898.56	503,021.44
Total DR937: APARTMENT RESERVE	516.89	5,154.63	7,300.00	2,145.37
Total DR965: DUKE STREET BUILDING FUND	0.00	0.00	13,200.00	13,200.00
Total DR968: DURANT HOC FUND	30.91	309.74	0.00	(309.74)
Total DR970: IDABEL HOC BUILDING FUND	1,500.00	15,000.00	13,200.00	(1,800.00)
Total DR980: FEDERAL BUILDING FUND	9,562.58	101,949.20	116,976.00	15,026.80
Total DR995: HUGO HOC BUILDING FUND	2,300.00	22,693.00	28,320.00	5,627.00
Total DR972: YB-JACKSON ST BLDG	1,002.86	10,033.71	0.00	(10,033.71)
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	817.78	1,293,754.87	0.00	(1,293,754.87)
Total DR925: E ST. BLDG	1,700.00	15,800.00	0.00	(15,800.00)
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	24.57	70,519.90	70,000.01	(519.89)
Total DR630: DHS 20	18,017.86	150,395.45	125,088.00	(25,307.45)
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	\$188,072.43	\$10,615,375.71	\$9,792,778.45	(\$822,597.26)
Expense				
Total DR180: HAC SHOP NONFED	0.00	475.70	0.00	(475.70)
Total DR311: T&MA	52,276.52	5,001,011.33	5,124,373.88	123,362.55
Total DR350: SELF HELP HOUSING	0.00	1,952,524.00	1,952,524.00	0.00
Total DR436: KIAMICHI PLACE	84.69	1,607.91	0.00	(1,607.91)
Total DR441: BELMONT PLACE	98.44	2,153.26	0.00	(2,153.26)
Total DR446: CLAYTON PLACE	37.32	1,257.06	0.00	(1,257.06)
Total DR600: CHDO REUSE	0.00	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	186.35	6,577.30	0.00	(6,577.30)
Total DR890: HOUSING NONFEDERAL	16,710.47	219,427.82	0.00	(219,427.82)
Total DR895: LYNN LANE BUILDING	445.00	2,881.43	0.00	(2,881.43)
Total DR915: SCATTERED SITES	113.15	82,180.18	0.00	(82,180.18)
Total DR920: ANTLERS BUILDING FUND	392.88	10,829.00	12,000.00	1,171.00
Total DR935: TERRY HILL APT RESERVE	0.00	0.00	0.00	0.00
Total DR936: APARTMENTS	33,420.37	402,969.27	330,786.09	(72,183.18)
Total DR937: APARTMENT RESERVE	0.00	0.00	0.00	0.00
Total DR965: DUKE STREET BUILDING FUND	468.05	6,440.41	13,110.00	6,669.59
Total DR968: DURANT HOC FUND	0.00	2.10	0.00	(2.10)

Total DR970: IDABEL HOC BUILDING FUND	766.46	21,134.84	13,200.00	(7,934.84)
Total DR980: FEDERAL BUILDING FUND	5,123.99	88,319.47	124,339.14	36,019.67
Total DR995: HUGO HOC BUILDING FUND	1,715.41	37,615.28	28,430.00	(9,185.28)
Total DR972: YB-JACKSON ST BLDG	1,273.19	10,575.40	0.00	(10,575.40)
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	999.05	14,855.85	0.00	(14,855.85)
Total DR641: CHDO 20	4,333.71	17,773.53	20,999.00	3,225.47
Total DR740: 20 HOME 1641 (HUGO)	16,449.76	128,774.37	262,497.00	133,722.63
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	0.00	157,425.21	125,088.00	(32,337.21)
Total DR610: DOE - WX	0.00	198,136.64	224,542.00	28,405.36
Total DR730: 20 HOME 1658 (DUPLEX)	1,252.83	188,058.41	326,998.00	140,939.59
Total Expense	\$136,147.64	\$9,854,027.19	\$9,076,940.11	(\$777,087.08)
Excess Revenue Over Expenses	\$51,924.79	\$781,348.52	\$715,838.34	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report

All Finalized Accounts

11/4/2022 12:38:35 PM

Advanced Report Group: DEPT50 TRANSPORTATION

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR246: TRANSIT INS. VAN FUND	10.86	117.47	0.00	(117.47)
Total DR230: TRANSIT CARES	0.00	1,433,502.60	1,665,531.00	232,028.40
Total DR240: TRANSIT 5311 (240)	42,642.25	686,661.90	552,189.00	(134,472.90)
Total DR235: TRANSIT RPTA	0.00	206,929.75	204,785.00	(2,144.75)
Total DR248: TRANSIT 5339(B)	21.95	109.02	161,898.00	161,788.98
Total DR249: TRANSIT 5339A FY22	58.92	292.60	435,137.01	434,844.41
Total Revenue	\$42,733.98	\$2,327,613.34	\$3,019,540.01	\$691,926.67
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)	122,646.58	927,758.91	832,112.20	(95,646.71)
Total DR235: TRANSIT RPTA	0.00	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	\$122,646.58	\$2,528,705.98	\$3,481,610.20	\$952,904.22
Excess Revenue Over Expenses	(\$79,912.60)	(\$201,092.64)	(\$462,070.19)	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report

All Finalized Accounts

11/4/2022 12:39:15 PM

Advanced Report Group: DEPT60 ECONOMIC DEVELOPMENT

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR945: PARK IMPROVEMENTS	26.61	294.10	350.00	55.90
Total DR950: HUGO LAKE MARINA	30,892.00	310,944.30	392,253.00	81,308.70
Total DR281: CLSP 21-22	10,753.17	81,487.27	147,260.00	65,772.73
Total DR481: RGSP 21-22	18,673.95	210,674.10	338,098.00	127,423.90
Total Revenue	\$60,345.73	\$603,399.77	\$877,961.00	\$274,561.23
Expense				
Total DR945: PARK IMPROVEMENTS	0.00	22,381.33	32,285.00	9,903.67
Total DR950: HUGO LAKE MARINA	29,946.85	398,732.84	404,508.00	5,775.16
Total DR481: RGSP 21-22	8,236.20	126,271.41	329,494.30	203,222.89
Total DR281: CLSP 21-22	7,861.32	138,927.04	234,165.80	95,238.76
Total Expense	\$46,044.37	\$686,312.62	\$1,000,453.10	\$314,140.48
Excess Revenue Over Expenses	\$14,301.36	(\$82,912.85)	(\$122,492.10)	

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

HEADSTART 06CH010743-04-00
12/01/21-11/30/22
10/31/2022

GRANT BUDGET AMT.	3,132,326.00
GRANT FUNDS REC'D:	2,722,279.00
OVER INCOME FUNDS:	23,774.40
LESS TOTAL EXPENDITURES:	2,984,924.89
FUNDS IN TRANSIT:	(238,871.49)
BUDGET BALANCE	147,401.11
ACCOUNTS PAYABLE	0.00
TOTAL BUDGET BALANCE	171,175.51

OPERATING EXPENSES	TOTAL BUDGET	MONTHLY EXPEND	EXPEND. TO DATE	BALANCE
ADMIN SALARIES	127,457.00	16,172.73	165,552.62	(38,095.62)
ADMIN FRINGE	43,476.00	4,979.97	51,859.98	(8,383.98)
ADMIN LOCAL TRAVEL	1,500.00	0.00	112.51	1,387.49
ADMIN OUT OF AREA TRAVEL	3,000.00	80.55	453.89	2,546.11
ADMIN OFFICE SUPPLIES	1,250.00	0.00	0.00	1,250.00
STAFF SALARIES	1,641,338.00	130,869.12	1,282,707.28	358,630.72
FRINGE BENEFITS	569,899.00	37,591.39	380,364.59	189,534.41
INDIRECT COST	416,157.00	34,465.30	341,590.65	74,566.35
STAFF LOCAL TRAVEL	5,300.00	1,536.76	13,800.62	(8,500.62)
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	75.00	12,676.15	33,023.85
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	6,645.26	65,480.77	(47,980.77)
CLASSROOM TEACHING MATERIALS	6,518.00	19,498.10	143,482.10	(136,964.10)
CHILD SUPPLIES/HEALTH/SAFETY	0.00	74.54	3,744.82	(3,744.82)
OTHER OFFICE/CLASSROOM SUPPLII	15,300.00	2,383.49	44,537.08	(29,237.08)
COVID SUPPLIES	0.00	211.31	12,969.76	(12,969.76)
TEACHER CERTIFICATION	2,000.00	0.00	0.00	2,000.00
FEES/DUES/MAINT.& ALL VEHICLE EX	2,716.00	1,577.86	20,658.58	(17,942.58)
KITCHENS/BLDGS/GROUNDS	25,786.00	19,691.52	112,504.40	(86,718.40)
BUILDING/CHILD INSURANCE	23,500.00	0.00	45,368.95	(21,868.95)
NUTRITION SERVICES	46,800.00	42,809.34	114,541.27	(67,741.27)
TELEPHONE	17,500.00	3,867.88	44,593.34	(27,093.34)
PUBLICATION/POSTAGE/ADV/PRINT	2,160.00	641.21	15,652.35	(13,492.35)
TRANSITION	1,630.00	779.00	1,284.11	345.89
DISABILITIES WAGES	40,583.00	2,806.97	37,136.12	3,446.88
DISABILITIES FRINGE	0.00	907.69	12,230.42	(12,230.42)
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	0.00	2,173.28	526.72
DISABILITIES SERVICES	2,500.00	0.00	0.00	2,500.00
TOTAL OPERATING EXPENSE	3,092,370.00	327,664.99	2,938,917.48	153,452.52
T&TA WAGES/FRINGE	0.00	0.00	0.00	0.00
T&TA/CDA	39,956.00	8,491.72	46,007.41	(6,051.41)
TOTAL FEDERAL BUDGET	3,132,326.00	336,156.71	2,984,924.89	147,401.11
ABOVE INCOME REVENUE				23,774.40
BUDGET BALANCE				171,175.51

IN-KIND	787,098.00	79,476.45	604,007.53	183,090.47
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ADMIN. EXPENSE (LIMIT 15%)	16.24%
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NOTE: ABOVE INCOME REV.IS USED BEFORE FED.REVENUE

FUND #322

LIFT C.A.A.
FINANCIAL STATEMENT

EARLY HEADSTART
06CH010743-04-00

10/31/2022

GRANT BUDGET 904,069.00
GRANT REVENUE 701,112.00
EXPENDITURES 796,635.05
CASH IN TRANSIT (95,523.05)
BUDGET BALANCE 202,957.00

12/01/21-11/30/22

	TOTAL BUDGET	MONTHLY EXPENDITURE	EXPEND. TO DATE	BALANCE
ADMIN WAGES	20,527.00	4,240.96	35,471.53	(14,944.53)
ADMIN FRINGE	7,002.00	1,326.28	11,088.82	(4,086.82)
ADMIN LOCAL TRAVEL	1,000.00	0.00	59.56	940.44
ADMIN OUT OF AREA TRAVEL	1,000.00	17.28	97.31	902.69
ADMIN SUPPLIES	2,500.00	0.00	0.00	2,500.00
SALARIES	436,309.00	32,510.18	342,783.13	93,525.87
FRINGE	148,740.00	9,810.82	106,930.10	41,809.90
INDIRECT COST	105,917.00	8,543.02	90,311.01	15,605.99
MENTAL HEALTH/OTHER CONTRAC'	2,500.00	0.00	1,635.52	864.48
LOCAL TRAVEL	3,700.00	222.32	1,819.49	1,880.51
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	1,536.21	15,531.39	(2,781.39)
CONSUMABLE/NONCONSUM. SUPPL:	28,000.00	18,672.07	72,193.53	(44,193.53)
MEDICAL/DENTAL SUPPLIES	1,000.00	15.98	624.94	375.06
SNACK ON DEMAND	0.00	259.43	1,076.31	(1,076.31)
COVID SUPPLIES	0.00	45.30	2,894.28	(2,894.28)
MEDICAL/DENTAL SCREENING	2,500.00	0.00	6.03	2,493.97
BUILDING/GROUND MAINTENANCE	27,000.00	24,531.03	34,018.15	(7,018.15)
FEES/DUES/MAINT/GAS	20,000.00	891.90	3,358.47	16,641.53
BUILDING/CHILD LIABILITY INS.	13,500.00	0.00	9,008.62	4,491.38
PUBLICATIONS/POSTAGE/ADV/PR	2,000.00	137.47	3,869.63	(1,869.63)
NUTRITION SUPPORT	22,070.00	4,384.15	35,490.30	(13,420.30)
TELEPHONE	12,750.00	405.94	6,373.24	6,376.76
TRANSITION	1,000.00	0.00	0.00	1,000.00
DISABILITY WAGES	3,672.00	392.37	4,357.74	(685.74)
DISABILITY FRINGE	0.00	126.88	1,435.08	(1,435.08)
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	108,069.59	780,582.70	104,182.30
T&TA/CDA	19,304.00	2,080.99	16,052.35	3,251.65
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	110,150.58	796,635.05	107,433.95
IN KIND	222,001.00	12,918.15	103,620.04	118,380.96

ADMIN EXPENSE (LIMIT 15%) 16.60%

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

GRANT BUDGET 1,998,949.00 10/31/22
GRANT REVENUE 186,267.00
EXPENDITURES 310,676.08
A/P ACCRUED 0.00
CASH ON HAND (124,409.08) 08/01/22-07/31/23

	TOTAL BUDGET	MONTHLY EXPENDITURES	EXPEND. TO DATE	BALANCE	ACCOUNT #
ADMIN WAGES	52,796.00	8,984.71	27,774.44	25,021.56	46110931
ADMIN FRINGE	18,008.00	2,823.07	8,770.99	9,237.01	46110936
ADMIN LOCAL TRAVEL	1,000.00	0.00	68.12	931.88	46110951
ADMIN OUT OF AREA TRAVEL	1,000.00	43.14	243.13	756.87	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	16,057.58	45,603.93	207,862.07	46100931
FRINGE	86,457.00	4,982.43	14,048.07	72,408.93	46100936
INDIRECT COST	92,691.00	6,151.96	17,748.60	74,942.40	46100940
REGULAR CONTRACTUAL	33,840.00	0.00	0.00	33,840.00	46100942
PROVIDER REIMBURSEMENTS	859,165.00	57,179.73	123,007.22	736,157.78	46101942-09942
SUBSIDY REIMBURSEMENTS	240,535.00	18,719.00	41,779.20	198,755.80	46100948
MEDICAL/DENTAL SCREENING	1,000.00	0.00	0.00	1,000.00	46100943
STAFF LOCAL TRAVEL	6,000.00	823.59	1,995.80	4,004.20	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	865.70	1,843.99	5,106.01	46100963
CHILD/FAMILY SUPPLIES	48,000.00	3,837.36	5,861.82	42,138.18	46100969
STAFF OFFICE/OTHER SUPPLIES	7,000.00	879.58	4,750.50	2,249.50	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	39.94	39.94	1,460.06	46100973
FOOD/FOOD SERVICE SUPPLIES	6,000.00	0.00	0.00	6,000.00	46100974,976
FEES/DUES	1,500.00	29.08	165.98	1,334.02	46100980
EQUIPMENT > 5000 PER ITEM	0.00	0.00	0.00	0.00	46100981
BUILD.MAINT/REPAIR/RENO MATERIALS	45,000.00	1,442.31	2,934.85	42,065.15	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	343.50	526.58	14,473.42	46100992,00997
COVID SUPPLIES	0.00	113.20	1,074.99	(1,074.99)	978
STAFF WELLNESS	25,000.00	0.00	0.00	25,000.00	
EQUIP.REPAIR/MAINTENANCE/GAS	5,000.00	321.13	612.15	4,387.85	46100993
TELEPHONE	6,950.00	224.16	903.92	6,046.08	46100996
TRANSITION	2,000.00	0.00	0.00	2,000.00	46100998
DISABILITY WAGES	96,744.00	1,705.31	3,789.01	92,954.99	46130931
DISABILTY FRINGE	13,984.00	551.44	1,225.22	12,758.78	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	126,117.92	304,768.45	1,651,317.55	
T&TA	42,863.00	1,662.93	5,907.63	36,955.37	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	127,780.85	310,676.08	1,688,272.92	
IN KIND	0.00	847.91	1,256.84	(1,256.84)	
ADMIN EXPENSE (LIMIT 15%)	17.86%				

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
	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	31-Oct-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:	130001.89	129238.90	126142.28	122741.73	123557.09	128447.60	127836.19	127481.45	127774.58	125165.77	128316.82	141184.38	131500.50	
INTEREST	309.92	236.27	239.76	222.82	192.26	180.71	133.87	93.01	79.17	46.70	13.00	0.00	0.00	
OTHER INCOME	0.00	0.00	367.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	130311.81	129475.17	126749.92	122964.55	123749.35	128628.31	127970.06	127574.46	127853.75	125212.47	128329.82	141184.38	131500.50	
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	90636.87	145855.75	91101.43	91483.41	90890.81	86942.17	89449.83	89463.83	89390.17	89608.99	90789.79	92122.05	92966.17	
936 FRINGE BENEFITS	28652.69	46243.78	29021.18	29590.54	28688.29	28600.97	28783.44	28493.27	28397.53	28391.13	28533.73	28960.15	29210.55	
942 CONTRACTUAL/PRO. FEES	5323.50	11468.75	56629.50	4300.00	3939.66	4297.50	7151.50	4200.00	4490.00	3297.50	5200.00	4212.50	7222.50	
943 COMPUTER EXPENSE/SOFTWARE	580.18	478.34	574.34	677.86	1033.47	29433.24	345.55	1164.33	6324.52	25327.84	30056.46	(874.81)	1102.18	
951 AREA TRAVEL	1266.90	1888.44	765.00	1386.72	1129.32	1554.97	903.74	957.96	1377.72	1216.38	1713.17	1551.87	3506.86	
952 TRAVEL/OUT OF AREA	0.00	0.00	0.00	445.47	450.47	0.00	5909.61	485.61	412.25	5402.98	5494.87	10292.12	1791.30	
956 TRAINING	410.00	0.00	195.00	1218.00	1295.00	3607.20	379.00	13418.50	3439.58	0.00	23.50	1000.00	249.00	
960 COPIER EXPENSE	1482.36	1165.40	639.85	3207.56	1732.76	1179.63	944.75	1372.41	666.18	1031.30	1159.27	1115.23	1181.12	
961 SPACE COST	2818.00	2904.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	
971 OFFICE SUPPLIES	5170.52	0.00	1164.42	3806.37	1725.02	2544.83	632.71	4197.17	642.00	(129.44)	3491.09	2873.35	2824.24	
980 FEES/LICENSING & DUES	176.85	1304.06	319.01	1466.27	3250.40	8049.31	52.50	490.97	253.26	383.90	165.44	0.00	465.60	
981 EQUIP. PURCHASED LESS THAN \$5000 COST	0.00	271.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.87	
985 ADVERTISING/PROMOTION	0.00	104.85	102.15	0.00	0.00	60.00	287.50	165.00	0.00	112.50	0.00	137.50	27.30	
991,996 BONDING/DUES/INSURANCE	0.00	0.00	0.00	0.00	0.00	462.58	34081.00	0.00	0.00	0.00	0.00	34047.00	0.00	
992 PRINTING/PUBLICATION	450.65	31.60	0.00	0.00	0.00	0.00	89.00	0.00	0.00	89.00	181.50	0.00	155.55	
993 REPAIRS & MAINTENANCE	4.05	0.00	0.00	0.00	0.00	380.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
996 TELEPHONE	2764.33	1673.70	451.06	1952.89	2187.61	477.79	2516.07	321.33	2522.54	378.39	1441.33	2451.73	1482.42	
997 POSTAGE	467.50	475.54	567.00	464.62	386.26	386.26	541.03	464.13	526.12	372.18	462.04	404.41	333.94	
	140204.40	213865.71	184390.94	142860.71	113750.07	170838.31	174928.23	148055.51	141302.87	158343.65	171573.19	181154.10	146096.60	
BALANCE TRANSFER	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	226,596.80	
CASH RECEIVED	1331208.06	1460683.23	1587433.15	1710397.70	246713.90	375342.21	503312.27	630886.73	758740.48	883952.95	1012282.77	1153467.15	1284967.65	
LESS EXPENSES	1419195.02	1633060.73	1817451.67	1980312.38	256610.78	427449.09	602377.32	750432.83	891735.70	1050079.35	1221652.54	1402806.64	1548903.24	
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	393110.01	308719.47	251078.45	231182.29	240715.57	174489.92	127531.75	107050.70	93601.58	60470.40	17227.03	(22742.69)	(37338.79)	
FUND GROWTH	(9892.59)	(84390.54)	(57641.02)	(19896.16)	9999.28	(42210.00)	(46958.17)	(20481.05)	(13449.12)	(33131.18)	(43243.37)	(39969.72)	(14596.10)	

Non-Federal Cash Analysis														
	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	31-Oct-22	
Restricted Funds:														
280 Clayton State Park	18,926	21,671	18,253	11,397	9,736	14,083	10,158	9,002	13,063	5,711	3,311	(4,434)	897	
480 Raymond Gary State Park	101,998	95,917	91,186	78,449	74,576	73,100	71,201	71,239	83,941	83,179	81,467	74,100	84,538	
Indirect Cost Pool (Admin.)	393,110	308,719	299,488	279,592	264,724	174,490	175,942	107,051	93,602	60,470	17,227	(22,743)	(37,339)	
999 Employee Benefit Pool	619,769	622,333	706,337	647,225	636,508	668,074	652,831	664,270	655,884	638,757	626,022	668,735	664,930	
Head Start:														
975 Head Start Non Fed	871,715	892,460	878,574	872,640	857,759	834,886	895,334	893,715	882,150	876,607	873,117	854,985	866,766	
Less Head Start Federal	(91,220)	(54,923)	(137,522)	(69,889)	(93,881)	(172,388)	(105,211)	(84,115)	(72,690)	(105,343)	(96,725)	(83,299)	(238,871)	
Less HS/SAF	(11,077)	(12,285)	(1,014)	0	(4,912)	(8,921)	(4,303)	(37,600)	(44,001)	0	0	0	0	
Less Early Head Start Federal	(27,116)	(25,727)	(49,136)	(26,625)	(28,694)	(2,973)	(9,815)	(27,021)	(28,793)	(30,828)	(17,107)	(29,800)	(95,523)	
Less EHS Child Care Federal	(57,207)	(83,250)	(65,172)	(37,976)	(74,685)	(41,926)	(82,869)	38,657	(98,333)	(145,651)	(49,786)	(81,312)	(124,409)	
Less EHS OECP	(12,870)	(11,972)	(26,067)	(7,487)	(20,029)	(128,024)	(2,753)	(1,451)	(957)	(3,568)	(26,349)	(26,690)	(26,513)	
Less HS/USDA	(13,280)	(40,376)	(30,552)	(26,790)	(43,297)	(18,346)	(36,970)	(27,234)	(22,435)	(18,358)	(50,877)	(94,598)	(39,801)	
Less HS CRRSA ARP	0	0	0	0	0	0	0	0	0	0	0	0	(7,104)	
Less HS/Americorp	(15,653)	(13,740)	(11,110)	(11,565)	(9,252)	(9,252)	(9,252)	(2,891)	0	0	0	0	0	
Available Head Start Non-Federal	643,292	650,188	558,003	692,308	583,009	453,054	644,161	752,060	614,941	572,860	632,273	539,285	334,545	
Housing Funds:														
915 Scattered Sites Housing	412,143	400,700	432,597	411,594	403,972	393,974	391,000	380,887	368,083	354,849	354,028	353,155	353,312	
936 Rental Apartments	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	1,066,761	
890 Housing Non-Fed Operating	866,794	813,898	809,365	803,027	768,919	757,900	764,551	752,843	735,937	726,603	725,745	730,284	728,328	
311 T&MA	105,565	241,955	181,355	(2,477)	44,987	4,900	100,712	151,341	95,043	147,064	196,983	246,614	295,507	
Less:														
180 HAC Nonfederal	54,922	54,964	54,359	54,402	54,442	54,485	54,452	54,430	54,406	54,358	54,309	54,260	54,301	
436 Kiamichi Place Oper. Nonfed	(50,996)	(51,066)	(53,217)	(56,277)	(57,765)	(59,095)	(58,706)	(58,648)	(63,333)	(64,645)	(64,732)	(64,554)	(64,945)	
441 Belmont Place Oper. Nonfed	(9,238)	(8,343)	(8,999)	(12,601)	(12,959)	(14,097)	(13,109)	(14,321)	(20,680)	(22,989)	(25,270)	(26,609)	(34,969)	
446 Clayton Place Oper. Nonfed	(164,575)	(164,253)	(163,806)	(165,284)	(164,874)	(167,308)	(166,940)	(166,572)	(170,578)	(172,861)	(173,078)	(173,704)	(177,702)	
Other Fund Deficits (Due to Billing Cycles)	(235,539)	(189,083)	(214,076)	(285,725)	(145,805)	(195,375)	(197,975)	(183,770)	(203,792)	(260,548)	(245,702)	(329,212)	(371,101)	
Subtotal	(405,426)	(357,781)	(385,739)	(465,485)	(326,962)	(381,390)	(382,279)	(368,880)	(403,977)	(466,685)	(454,474)	(539,820)	(594,416)	
Available Housing Non-Fed	566,933	698,073	604,981	335,066	486,944	381,410	482,983	535,304	427,003	406,982	468,254	437,077	429,419	
Unrestricted Non-Fed														
950 Kiamichi Park Operating	687,378	689,802	686,743	677,607	663,667	663,000	658,560	633,106	629,438	625,934	623,241	598,009	598,954	
945 Park Improvements	56,809	56,853	56,898	56,944	42,582	37,294	36,808	34,697	34,723	34,750	34,776	34,785	34,811	
900 Non-Fed Operating Account & CD	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	2,884,369	
930 Early Learning Centers (Happy Days)	433,516	465,938	468,253	486,013	588,017	611,955	640,576	671,427	688,039	721,795	738,528	800,480	789,872	
Total	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	4,308,006	
Less:														
Indirect Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	(22,743)	(37,339)	
EBP Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Building Funds Deficit (if any)	(269,988)	(263,553)	(261,670)	(258,025)	(233,503)	(236,031)	(269,129)	(269,277)	(283,168)	(281,839)	(293,175)	(291,906)	(286,600)	
Head Start Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Fund Deficits (Due To Billing Cycles)	(89,790)	(133,639)	(169,407)	(216,091)	(220,566)	(329,005)	(241,761)	(263,799)	(230,055)	(234,145)	(233,248)	(273,674)	(353,147)	
Subtotal	(359,779)	(397,193)	(431,077)	(474,116)	(454,070)	(565,035)	(510,891)	(533,076)	(513,223)	(515,984)	(526,424)	(588,323)	(677,085)	
Unrestricted Non-Fed Total	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	3,630,920	
Plus: Transit Non-Fed	521,454	342,614	589,992	614,549	532,022	448,708	448,708	245,387	64,652	(4,852)	(62,733)	(203,095)	(281,321)	
Housing Non-Fed	566,933	698,073	604,981	335,066	486,944	381,410	306,214	306,214	306,214	406,982	468,254	437,077	429,419	
Head Start Non-Fed	643,292	650,188	558,003	692,308	583,009	453,054	644,161	752,060	614,941	572,860	632,273	539,285	334,545	
Total Non-Fed Available	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	4,113,564	
CASH PER DAY REQUIRED EST.	70,691	70,500	84,485	74,211	74,211	74,211	73,082	73,082	71,354	72,600	68,795	78,423	78,824	
DAYS OF CASH CALCULATED	72	71	59	70	71	66	70	68	67	66	70	58	52	

LIFT Community Action Agency, Inc.

Credit Card Activity

for the month of

October 2022

During the month, credit card bills were paid in the amount of **\$ 60,890.95**

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>5,720.46</u>
FINISH LINE	accounts were paid in the amount of	\$ <u>13,142.88</u>
HOME DEPOT	accounts were paid in the amount of	\$ <u>7,751.15</u>
TCM	accounts were paid in the amount of	\$ <u>31,332.42</u>
WALMART	accounts were paid in the amount of	\$ <u>2,944.04</u>
Grand Total	accounts were paid in the amount of	\$ <u>60,890.95</u>

Credit Card Report for Oct - 2022

PROGRAM	BUILDINGS/GROUNDS/KITCHENS	COMPUTER SOFTWARE	EQUIP	FEES/DUES/INS	FOOD	MATERIALS	PHONE/UTIL	SUPPLIES	T&TA	TRAVEL/FUEL	PARTICIPANT ACTIVITIES	NUTRITION SUPPORT	Total
ADMINISTRATION		1,102.18		294.99				677.62	249.00	1,163.17			3,486.96
AGENCY NONFED				15.48	940.84	2,129.07		4,587.04					7,672.43
APARTMENTS	260.53						176.00			243.97			680.50
BUILDING FUNDS	776.59												776.59
CACFP				224.00			40.53						264.53
CASA/DAC VICTIMS TRANS				275.00							37.51		312.51
CSBG CARES				89.94									89.94
DRUG FREE COMM				149.90	155.98		40.53						346.41
EARLY HEAD START/SARKEYS	98.66			54.25	259.43			1,067.56	1,407.52	108.31			2,995.73
EARLY LEARNING CTRS					216.79			2,511.79	40.00				2,768.58
EHS-CC	246.53							199.11	295.55	270.61			1,011.80
HEAD START	1,238.05			876.46	132.48		123.00	2,613.68	3,336.40	505.18			8,825.25
HEALTHY START INITIATIVE							189.18	187.92					377.10
HOUSING NONFED				250.00						624.20			874.20
HS DHS								303.91					303.91
MENTORING				250.00									250.00
NWA EXPENDABLE/IMPACT	4,349.08							1,177.11					5,526.19
OECP PROGRAM										573.25			573.25
OPIOID						725.00		447.30	777.75				1,950.05
PARKS	197.55		708.90				490.08	274.99		138.88			1,810.40
RSVP/OAVP											210.38		210.38
SELF HELP HSG				420.00									420.00
SHARE										2,502.32			2,502.32
SPHH	626.73			1,978.00					250.00				2,854.73
TRANSIT									105.00	9,575.95			9,680.95
USDA/ELC					129.66								129.66
USDA/HS					41.32			119.90					161.22
WEATHERIZATION	1,384.97		658.14							63.68			2,106.79
YOUTHBUILD								1,622.70		305.87			1,928.57
Total	9,178.69	1,102.18	1,367.04	4,878.02	1,876.50	2,854.07	1,059.32	15,790.63	6,461.22	16,075.39	37.51	210.38	60,890.95

YouthBuild

The YouthBuild Program for Choctaw County provides educational instruction, occupational skills training, classroom and hands on construction training for at-risk youth ages 16-24 who have previously dropped out of high school, are adjudicated, are aging out of foster care, possess a disability, are homeless, or qualify as at risk participants. YouthBuild simultaneously addresses issues facing low-income communities including housing, education, employment and leadership development.

The YouthBuild program combines academics with career training, leadership development, and community service at no cost to our students. Participants work toward obtaining their GED or high school diploma, learn marketable job skills, leadership skills and will serve their communities by assisting in the construction of affordable housing through the 502 Self-Help Housing program.

During the 16-week program, participants will spend 50 percent of their time engaged in education instruction, 40 percent of their time applying construction skills learned to aid low-income families with building a home, and the remaining 10 percent participating in meaningful community service projects. Students will alternate days in Penn Foster High School or GED Classroom instruction and construction training; leadership building activities; community service projects and other aspects of the YouthBuild program. YouthBuild participants will receive monetary incentives based on performance while in the program.

YouthBuild Program participants will receive approximately a combined 600 hours of education instruction, occupational skills training, and leadership development activities with an additional twelve months of follow-up services.

Jami Reich – Program Director

Melissa Waterman – Case Manager

Ethan Carroll – Construction Instructor

Alisha Anderson – Job Developer



2204 East Jackson Street
Hugo, OK 74743
(580) 326-9490



900 N. Stiles Avenue
Oklahoma City, OK 73104, USA
405-815-6552 | Toll Free 800-879-6552
OKCOMMERCE.GOV

September 6, 2022

Rebecca Reynolds, Executive Director
LIFT Community Action Agency
209 North 4th
Hugo, OK 74743

Dear Ms. Reynolds:

The Oklahoma Department of Commerce/Community Development Services (ODOC/CDS) has received an additional 1% allocation of our FY'22 Community Services Block Grant (CSBG). These funds are initially withheld from our annual CSBG award by the U.S. Department of Health and Human Services/ Office of Community Services (OCS). This small allocation often has not been recognized in the past, as it was included in our final quarterly award. However, for the third year, since our funds were distributed in just three allocations rather than the usual four, this 1% was received separately. These funds are awarded for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.

Your agency's current and cumulative allocation is:

1st Allocation	\$56,823.00
2nd Allocation	\$56,823.00
3rd Allocation	\$116,544.74
4th Allocation	\$2,243.00
	\$232,433.74

Please proceed to OKGrants <https://grants.ok.gov> to request a modification to your 2022 CSBG contract and budget.

If you have questions, please contact Shellie Schlegel at Shellie.Schlegel@okcommerce.gov.

Sincerely,

Marshall Vogts, Director
Community Development

Program: Walmart Community Giving
Facility: Hugo (Store #49)
Funding Request: \$1,500
Program: Holiday Food Baskets

Walmart's local community grants are awarded through an open application process and provide funding directly from Walmart and Sam's Club facilities to local organizations in the U.S.

These grants range from \$250 to \$5,000 and are subject to approval by the local facility store manager. The 2022 grant cycle begins **Feb. 1, 2022** and the application deadline is **Dec. 31, 2022**.

LIFT Community Action Agency, Inc. is requesting the Board of Directors' approval to submit an application in the amount of \$1,500 to the Hugo Walmart store to support our Annual Holiday Food Basket Initiative.

If awarded, these funds will be used to purchase food baskets for Thanksgiving and/or Christmas for families in need. The funds will be leveraged with LIFT CAA non-federal dollars.

Funding Entity:	Sarkeys Foundation
Amount Requested:	\$30,000
Application Due Date:	December 1, 2022
Project:	Choctaw County YouthBuild Expansion (Construction Classroom)

LIFT CAA operates a YouthBuild program funded by the U.S. Department of Labor that serves young people ages 16-24. This is LIFT CAA's second consecutive round of operating the YouthBuild program. Each grant period has a time frame of 40 months. This includes a 4 month planning period and a three-year project period with two years of direct service and one year of follow-up/case management services for participants who complete the program. The current grant project began in May of 2022 and will end August of 2025. LIFT CAA purchased a building during the first grant cycle to serve as the YouthBuild facility. This large facility includes space for offices, an open-floor classroom complete with desks and computer stations, a kitchen and small meeting area. Additionally, there is a large "garage/shop" attached which serves as a construction training classroom. In this part of the facility,, the YouthBuild Construction Supervisor teaches basic construction skills which participants then apply onsite while actually working on construction of homes for families of low-income. The program entails two components 1) Education and 2) Vocational. Upon completion of both components, participants receive their high-school diploma through Penn Foster online courses and they also receive Construction certifications and Safety Certifications which includes Homebuilders PACT certification and various OSHA (Occupational Safety and Health Association) certifications.

We are requesting the Board's approval to submit an application to the Sarkeys Foundation for \$30,000 in funding to expand the YouthBuild Construction Classroom. This component of the project would provide resources to purchase materials and tools and create "Construction Stations" within the construction classroom. Currently, this area is completely open and tools are pulled out, set up and used for training. At the end of the day, tools, "work areas" etc. are "broken down" and put away. Construction Stations would be dedicated to a specific construction skill and therefore could be stationery allowing the supervisor more time to actually work with the youth. If awarded, these funds will be leveraged with approximately \$10,000 from the Federal Award for a total project cost of \$40,000. The program will serve 53 youth over the course of two years.

QRIS Encourages Quality Care for Every Child in Oklahoma

Oklahoma Quality Rating and Improvement System (QRIS) assesses, improves and communicates quality levels in early care and out-of-school education programs.



Background

The Rating System

Why Apply

Find Your Level

How to Apply

Provider Resources

Request a Child Care Coach

Parent Information



What is the Stars Program?

Children who get a high-quality early childhood education are better prepared for school. They also do better throughout their lives. The Stars program defines and maintains standards of quality beyond minimum licensing requirements so Oklahoma children benefit from care that is always improving.

[Apply for your Stars rating](#)

Our Goals

Oklahoma's Quality Rating and Improvement System (QRIS) was designed with practice and evidence-based quality criteria in 1998 with three goals in mind:

- To increase the education and competency levels of child care providers.
- To increase access to quality child care for children receiving subsidized care.
- To provide a system for parents to evaluate the quality of child care services.

Program Standards

To meet these goals, the Stars program awards different quality ratings to early childhood programs that meet a defined set of program standards based on:

- Curriculum
- Child outcomes
- Learning environments
- Teacher-child interactions
- Professional development
- Training

Program Updates

From the start, the QRIS has changed to better fit with nationally recognized quality standards. Recently, the QRIS Standing Subcommittee completed a review of Oklahoma's QRIS and made suggestions to restructure the program, effective on **June 1st, 2022**.

The major changes from the previous program include:

- An upgraded, five-level system with more incentives.
- A new path to accreditation for providers seeking to attain a 4 or 5-star rating.
- Criteria based on staff retention
- A simplified, online application process

QRIS OVERVIEW

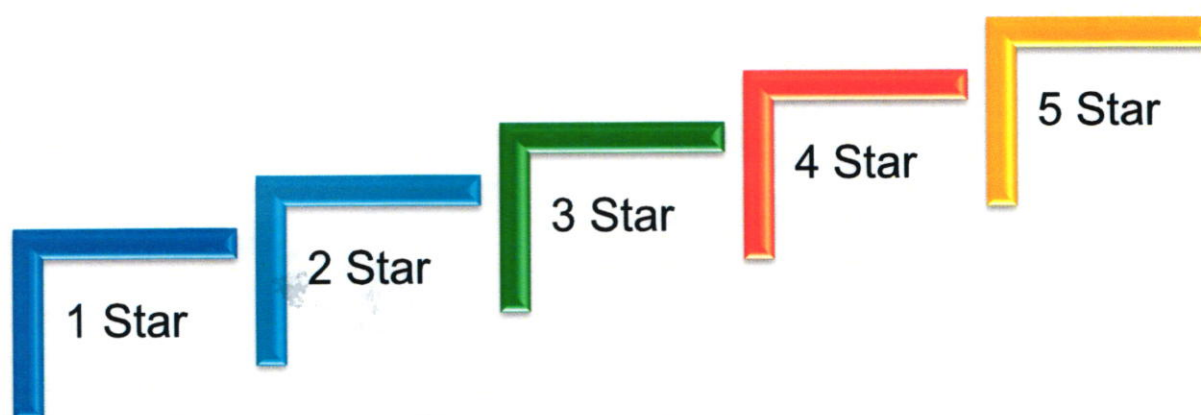
The Stars program is the name of Oklahoma's Quality Rating and Improvement System (QRIS). In 1998, Oklahoma was the first state in the nation to implement a statewide QRIS. Most states now have some form of a quality rating and improvement system. The Stars program is for all early care and education programs, including out-of-school time programs, that are shaping the lives of children and the future of our state. Our goals are for every provider to grow professionally and be recognized for their accomplishments, for parents and the public to recognize and value quality practices, and for all of Oklahoma's children to benefit from the highest quality early childhood experiences.

What is a Quality Rating and Improvement System? A QRIS is a method to assess, improve, and communicate the positive practices in early care and education settings. The criteria used in QRIS are developed from research and what is universally considered quality care. Oklahoma's QRIS is designed to help providers improve the care and education they provide for children, raise the professional development level of early care and education teachers, and increase parents' awareness of the importance of positive practices in early care settings.

Child Care Services (CCS) is committed to providing the resources and incentives needed to increase Star levels. Please consult with your Licensing Specialist or Stars Outreach Specialist (SOS) to see how you can join other providers in improving early care and education in Oklahoma.

Levels of the Stars program certification

All programs who are on permit or license are automatically designated as a One Star program. The owner and primary caregiver must complete and submit the appropriate request for Star certification for 2, 3, 4 and 5 Star. In order for programs to be approved for a higher Star level, they must meet all criteria listed in the requested Star level as well as all lower levels, unless otherwise noted.



Complete Star policy can be located at

<https://oklahoma.gov/okdhs/library/policy/current/oac-340.html>

Resources in this book can help programs understand and implement the Stars policy.

LIFT Community Action Agency, Inc. (LDCFND)

GL Audit Trail Report

11/2/2022 1:00:23 PM

Periods 9 To 10
9/1/2022 To 10/31/2022

Page 1

Fund: 930 EARLY LEARNING CENTERS

Account Number / Description				Status	Account Class	
930.10.706 / DHS STABILIZATION				Active	Income (Operating Credit)	
<u>Trans. Date</u>	<u>Trans. Reference</u>	<u>Trans. Description</u>		<u>Application</u>	<u>Debits</u>	<u>Credits</u>
<u>User ID</u>	<u>Batch Number</u>	<u>Trans. Detail Description</u>				
09/08/2022	BR000000144300030	SEPT/2022 A-30/Null		BR		22,000.00
ACW	BR0000001443AABALJ					
		SEPT/2022 A-30/DHS/BBELC/DHS/BBELC				
Totals for September					0.00	22,000.00
Balance Forward		Debits	Credits	Net Change		Balance
55,000.00 CR		0.00	22,000.00	22,000.00 CR		77,000.00 CR
930.20.706 / DHS STABILIZATION				Active	Income (Operating Credit)	
<u>Trans. Date</u>	<u>Trans. Reference</u>	<u>Trans. Description</u>		<u>Application</u>	<u>Debits</u>	<u>Credits</u>
<u>User ID</u>	<u>Batch Number</u>	<u>Trans. Detail Description</u>				
09/08/2022	BR000000144300030	SEPT/2022 A-30/Null		BR		10,000.00
ACW	BR0000001443AABALJ					
		SEPT/2022 A-30/DHS/AELC/DHS/AELC				
Totals for September					0.00	10,000.00
Balance Forward		Debits	Credits	Net Change		Balance
25,000.00 CR		0.00	10,000.00	10,000.00 CR		35,000.00 CR
930.30.706 / DHS STABILIZATION				Active	Income (Operating Credit)	
<u>Trans. Date</u>	<u>Trans. Reference</u>	<u>Trans. Description</u>		<u>Application</u>	<u>Debits</u>	<u>Credits</u>
<u>User ID</u>	<u>Batch Number</u>	<u>Trans. Detail Description</u>				
09/08/2022	BR000000144300030	SEPT/2022 A-30/Null		BR		10,000.00
ACW	BR0000001443AABALJ					
		SEPT/2022 A-30/DHS/HELC/DHS/HELC				
Totals for September					0.00	10,000.00
Balance Forward		Debits	Credits	Net Change		Balance
25,000.00 CR		0.00	10,000.00	10,000.00 CR		35,000.00 CR
930.40.706 / DHS STABILIZATION				Active	Income (Operating Credit)	
<u>Trans. Date</u>	<u>Trans. Reference</u>	<u>Trans. Description</u>		<u>Application</u>	<u>Debits</u>	<u>Credits</u>
<u>User ID</u>	<u>Batch Number</u>	<u>Trans. Detail Description</u>				
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null		BR		18,000.00
ACW	BR0000001443AABALJ					
		SEPT/2022 A-31/DHS/IELC/DHS/IELC				
Totals for September					0.00	18,000.00
Balance Forward		Debits	Credits	Net Change		Balance
19,000.00 CR		0.00	18,000.00	18,000.00 CR		37,000.00 CR
Totals for: 930 EARLY LEARNING CENTERS						
Balance Forward		Debits	Credits	Net Change		Balance
124,000.00 CR		0.00	60,000.00	60,000.00 CR		184,000.00 CR

ELC - Cycle 5 - OK DHS

LIFT Community Action Agency, Inc. (LDCFND)

GL Audit Trail Report

11/2/2022 1:01:49 PM

Periods 9 To 10
9/1/2022 To 10/31/2022

Page 1

Fund: 977 HS DHS CCDBG

Account Number / Description			Status	Account Class	
977.00.703 / HS NONFED REVENUE			Active	Income (Operating Credit)	
<u>Trans. Date</u>	<u>Trans. Reference</u>	<u>Trans. Description</u>	<u>Application</u>	<u>Debits</u>	<u>Credits</u>
<u>User ID</u>	<u>Batch Number</u>	<u>Trans. Detail Description</u>			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		22,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		18,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			
09/08/2022	BR000000144300031	SEPT/2022 A-31/Null	BR		10,000.00
ACW	BR0000001443AABALJ	SEPT/2022 A-31/DHS CYCLE 5/DHS CYCLE 5			

LIFT Community Action Agency, Inc. (LDCFND)

GL Audit Trail Report

11/2/2022 1:01:49 PM

Periods 9 To 10
9/1/2022 To 10/31/2022

Page 2

977.00.703 / HS NONFED REVENUE			Active	Income (Operating Credit)	
09/12/2022	BR000000144300039	SEPT/2022 A-39/Null	BR		22,000.00
ACW	BR0000001443AABALJ				
		SEPT/2022 A-39/DHS/DHS			
		Totals for September		0.00	296,000.00
Balance Forward		Debits	Credits	Net Change	Balance
35,000.00 DR		0.00	296,000.00	296,000.00 CR	261,000.00 CR

Totals for: 977 HS DHS CCDBG

Balance Forward	Debits	Credits	Net Change	Balance
35,000.00 DR	0.00	296,000.00	296,000.00 CR	261,000.00 CR

HS/EMS - Cycle 5

OK DHS

INTERNATIONAL PAPER
6400 POPLAR AVENUE
TOWER 1-4TH FLOOR-RM 073
MEMPHIS, TN 38197

Pay To The Order Of: LITTLE DIXIE COMMUNITY ACTION
AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809

1806161260
September 09, 2022

60-160/433

NON NEGOTIABLE AFTER 6 MONTHS

*****\$1,500.00***

Amount: ONE THOUSAND FIVE HUNDRED DOLLARS 00/100

E. Davis

Authorized Signature

THE BANK OF NEW YORK MELLON
PITTSBURGH, PENNSYLVANIA

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER - VOID FEATURE, SIMULATED WATERMARK (REVERSE SIDE), MICROPRINT (UOHOHIS/AT)

⑈ 1806161260⑈ ⑆043301601⑆ 136⑈0358⑈

Youth Build

10/05/2022

6926-00 Choctaw County, OK

Sheree Ensley
LIFT CAA, INC
209 North 4th
Hugo, OK 74743

LOCAL BOARD ID: 692600

RE: Payments made for Phase 39
LOCAL BOARD ID: 692600

Begin Spending Date: 11/01/2021
End Spending Date: 04/30/2023

Payments were made today to the following LROs in your jurisdiction under this Phase of the Emergency Food and Shelter National Board Program (EFSP). A payment letter with detail, including LRO(s) name, payment amount and guidance regarding the availability of the Second Payment/Interim Report on the EFSP website, efsp.unitedway.org, has been provided to the LRO(s).

001 - Little Dixie Community Action Agency
First (E494883)

\$1,400.00 of \$2,800.00

Second payments will be disbursed to eligible LROs only upon the submission of each LRO's Second Payment Request/Interim Report. The Local Board should authorize second payments only if they are assured that the LRO is implementing the current program as intended and according to the guidelines in the manual.

Second Payment Requests/Interim Reports have not been received for the following LROs in your jurisdiction. Please check with these LROs periodically to see when or if they need the unpaid portion of their awards. The dollar amount shown is the amount still due to these LROs. All Second Payment Requests/Interim Reports must be submitted to the National Board by the specified deadline.

001 - Little Dixie Community Action Agency

\$1,400.00 of \$2,800.00

Totals to Date:

Award to jurisdiction:	\$2,800.00
Amount paid to all LROs:	\$1,400.00

Sincerely,



Yvonne Walker
Vice President

www.efsp.unitedway.org

Emergency Food and Shelter Program
701 North Fairfax Street
Alexandria, VA 22314-2064
Phone 703-706-9660 Fax 703-706-9677

ARP-6926-00

10/07/2022

6926-00 Choctaw County, OK

Sheree Ensley
LIFT CAA, INC
209 North 4th
Hugo, OK 74743

LOCAL BOARD ID: 692600

RE: Payments made for Phase ARP
LOCAL BOARD ID: 692600

Begin Spending Date: 11/01/2021
End Spending Date: 04/30/2023

Payments were made today to the following LROs in your jurisdiction under this Phase of the Emergency Food and Shelter National Board Program (EFSP). A payment letter with detail, including LRO(s) name, payment amount and guidance regarding the availability of the Second Payment/Interim Report on the EFSP website, efsp.unitedway.org, has been provided to the LRO(s).

001 - Little Dixie Community Action Agency
First (E495271)

\$4,180.50 of \$8,361.00

Second payments will be disbursed to eligible LROs only upon the submission of each LRO's Second Payment Request/Interim Report. The Local Board should authorize second payments only if they are assured that the LRO is implementing the current program as intended and according to the guidelines in the manual.

Second Payment Requests/Interim Reports have not been received for the following LROs in your jurisdiction. Please check with these LROs periodically to see when or if they need the unpaid portion of their awards. The dollar amount shown is the amount still due to these LROs. All Second Payment Requests/Interim Reports must be submitted to the National Board by the specified deadline.

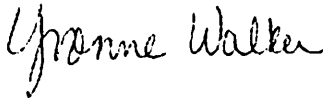
001 - Little Dixie Community Action Agency

\$4,180.50 of \$8,361.00

Totals to Date:

Award to jurisdiction:	\$8,361.00
Amount paid to all LROs:	\$4,180.50

Sincerely,



Yvonne Walker
Vice President

10/05/2022

7048-00 Pushmataha County, OK

Sheree Ensley
LIFT CAA, INC
209 North 4th St
Hugo, OK 74743

LOCAL BOARD ID: 704800

RE: Payments made for Phase 39
LOCAL BOARD ID: 704800

Begin Spending Date: 11/01/2021
End Spending Date: 04/30/2023

Payments were made today to the following LROs in your jurisdiction under this Phase of the Emergency Food and Shelter National Board Program (EFSP). A payment letter with detail, including LRO(s) name, payment amount and guidance regarding the availability of the Second Payment/Interim Report on the EFSP website, efsp.unitedway.org, has been provided to the LRO(s).

001 - Little Dixie Community Action Agency	
First (E494886)	\$1,400.00 of \$2,800.00

Second payments will be disbursed to eligible LROs only upon the submission of each LRO's Second Payment Request/Interim Report. The Local Board should authorize second payments only if they are assured that the LRO is implementing the current program as intended and according to the guidelines in the manual.

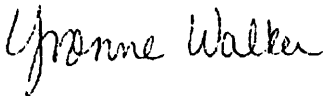
Second Payment Requests/Interim Reports have not been received for the following LROs in your jurisdiction. Please check with these LROs periodically to see when or if they need the unpaid portion of their awards. The dollar amount shown is the amount still due to these LROs. All Second Payment Requests/Interim Reports must be submitted to the National Board by the specified deadline.

001 - Little Dixie Community Action Agency	
	\$1,400.00 of \$2,800.00

Totals to Date:

Award to jurisdiction:	\$2,800.00
Amount paid to all LROs:	\$1,400.00

Sincerely,



Yvonne Walker
Vice President

www.efsp.unitedway.org

Emergency Food and Shelter Program
701 North Fairfax Street
Alexandria, VA 22314-2064
Phone 703-706-9660 Fax 703-706-9677

ARPAP-7048-00

10/07/2022

7048-00 Pushmataha County, OK

Sheree Ensley
LIFT CAA, INC
209 North 4th St
Hugo, OK 74743

LOCAL BOARD ID: 704800

RE: Payments made for Phase ARPAP
LOCAL BOARD ID: 704800

Begin Spending Date: 11/01/2021
End Spending Date: 04/30/2023

Payments were made today to the following LROs in your jurisdiction under this Phase of the Emergency Food and Shelter National Board Program (EFSP). A payment letter with detail, including LRO(s) name, payment amount and guidance regarding the availability of the Second Payment/Interim Report on the EFSP website, efsp.unitedway.org, has been provided to the LRO(s).

001 - Little Dixie Community Action Agency
First (E495276)

\$2,823.50 of \$5,647.00

Second payments will be disbursed to eligible LROs only upon the submission of each LRO's Second Payment Request/Interim Report. The Local Board should authorize second payments only if they are assured that the LRO is implementing the current program as intended and according to the guidelines in the manual.

Second Payment Requests/Interim Reports have not been received for the following LROs in your jurisdiction. Please check with these LROs periodically to see when or if they need the unpaid portion of their awards. The dollar amount shown is the amount still due to these LROs. All Second Payment Requests/Interim Reports must be submitted to the National Board by the specified deadline.

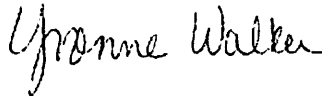
001 - Little Dixie Community Action Agency

\$2,823.50 of \$5,647.00

Totals to Date:

Award to jurisdiction:	\$5,647.00
Amount paid to all LROs:	\$2,823.50

Sincerely,



Yvonne Walker
Vice President

MEMORANDUM OF AGREEMENT

This agreement is entered into between the District Attorneys Council, Federal Grants Division, hereinafter referred to as the DAC, by virtue of the authority vested in it by Title 19 O.S. § 215.28(H), and Lift Community Action Agency, hereinafter referred to as GRANTEE.

AGREEMENT PERIOD:

This agreement will begin on October 1, 2022, and terminate on September 30, 2025. This agreement shall not take effect and no services may be provided until DAC has in its possession a copy containing original signatures of both parties and a purchase order has been issued.

PURPOSE:

The purpose of this agreement is for the GRANTEE to provide transportation assistance to victims through the Rural Domestic Violence and Dating Violence, Sexual Assault, and Stalking Assistance Program. The maximum total of this agreement is \$1,500 for the thirty-six month period October 1, 2022 – September 30, 2025. This will be accomplished through the purchase of gas cards, share ride costs, tickets/vouchers for other public transportation services, and/or reimbursement for mileage at the rate determined by the Oklahoma Office of Management and Enterprise Services (OMES).

DUTIES OF THE GRANTEE:

- The GRANTEE shall provide transportation assistance for at least 100 victims over the three-year period to attend court, legal, medical, or other appointments related to their victimization; or to seek safety, whether it is a shelter or private residence separate from the perpetrator. Any victim receiving this assistance **MUST** be a **current** client receiving other services from the victim service agency **in addition** to the transportation assistance.
- The GRANTEE shall maintain the required documentation for each gift card, share ride, bus, or public transportation fare provided to victims, or mileage reimbursement requested.
- The GRANTEE shall provide this required documentation when submitting a Rural DV Travel Reimbursement Form. Link to [Rural DV Travel Reimbursement Form](#)
- The GRANTEE must submit a completed Rural DV Travel Reimbursement Form signed by two people: 1) the agency representative who accompanied the victim, and 2) the executive director. Any Rural DV Travel Reimbursement Form on which the Client Number is not included, will not be reimbursed. A signed and notarized OMES Form 3 must also be included with the reimbursement form. Multiple travel dates can be included provided they are itemized within the OMES Form 3. Vendor Codes and Object Codes can be omitted from the OSF Form if they are unknown at the time of submission. **Original** receipts must be attached to the Rural DV Travel Reimbursement Form. Link to [OMES Form 3](#)
- The GRANTEE must maintain a Rural Transportation Assistance Log on which each Rural DV Travel Reimbursements Forms are documented.
- The GRANTEE shall secure signed a Rural DV Transportation Confidentiality Waiver from each client that allows the DAC to verify:
 - The Client Number on the Rural DV Travel Reimbursement Form and the log matches the

Client Number on file with the GRANTEE.

- The Rural DV Travel Reimbursement Form, along with the receipt copy attached, is retained in the client's file at the GRANTEE location. Link to Rural DV Transportation Confidentiality Waiver
- The GRANTEE shall not use the gasoline cards for agency vehicles or personal vehicles of staff, even if they are providing transportation to a victim. Mileage reimbursement may be requested on the vehicle.
- The GRANTEE must send an agency representative to accompany the client to the gas station in order to verify that only gas is purchased with grant funds.

DUTIES OF THE DAC:

- The DAC shall develop and disseminate the required documentation for the transportation assistance to the GRANTEE by November 15, 2022.

ASSIGNMENT AND DELEGATION:

The GRANTEE agrees that its responsibilities within this agreement are unique and may not be assigned or delegated without the written approval from the DAC. If the GRANTEE cannot perform the services as identified in this agreement, the GRANTEE will be responsible for subcontracting the services, with prior written approval from the DAC, and making alternative arrangements for the provision of the services. The terms of this agreement shall be included in any subcontract. The GRANTEE will be liable for any and all additional costs and expenses arising from such subcontract or substitution to cover performance.

It is understood between the parties that the employees of the GRANTEE are under no circumstances to be considered employees of the DAC and therefore not entitled to any benefits accrued by State employees. The GRANTEE is responsible for the provision of all salaries, benefits, taxes, liability insurance and workers compensation for said employees; in accordance with federal, state and local ordinances, statutes or regulations.

If the GRANTEE is unable to support any portion of their agreement to the DAC and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the GRANTEE, the GRANTEE shall be liable to the DAC for the monetary amount necessary to contract for that portion of the agreement that was not supported by the GRANTEE in addition to all costs, including legal, attributable to the reviewing and discovery of said unsupported portion of agreement. In no event should liability exceed the amount of this original agreement. Liability under this section shall be determined within five years of the commission of such misrepresentation of fact or fraud.

ACCESS TO RECORDS REQUIREMENTS:

The GRANTEE agrees to allow the State Auditor's Office, GAO, OVW, the DAC, or their authorized representatives access to the records, books, documents, accounting procedures, practices or any items of the services provided relevant to this agreement for purpose of audit, examination, etc. The GRANTEE agrees to provide the DAC with a copy of the applicable audit for the fiscal year(s) of this agreement or for the period in which the project is awarded, if requested. The GRANTEE further agrees to assure appropriate access by the aforementioned parties to any sub GRANTEE's associated records.

PROCUREMENT INTEGRITY (NON-COLLUSION):

By signing and notarizing this Agreement (see Exhibit A), the GRANTEE attests and assures they have

made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to the GRANTEE, in order to obtain this or other agreements. Nor has the GRANTEE entered into any agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by the GRANTEE or its employees.

CANCELLATION CLAUSE:

This agreement can be cancelled by written notice from the GRANTEE to the DAC. Notification of cancellation shall be by certified mail to the business address of record.

STATEMENT OF RESPONSIBILITY AND LIABILITY:

The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The DAC shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Governmental Tort Claims Act, Title 51 O.S. Section 151 et seq.

The GRANTEE shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment. The GRANTEE agrees to hold harmless the DAC of any claims, demands and liabilities resulting from any act or omission on the part of the GRANTEE and/or its agents and employees in the performance of this agreement.

It is the express intention of the parties hereto that this agreement shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association which would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

BILLING OR INVOICE:

All services provided by the GRANTEE pursuant to this Memorandum of Agreement shall be performed to the satisfaction of the DAC and in accord with all applicable federal, state, and local laws, ordinances, rules, and regulations. An invoice is the GRANTEE's bill or written request for payment under the agreement for services performed. Billing shall be submitted with complete and accurate documentation as per the conditions of this Memorandum of Agreement on a monthly or quarterly basis in order to receive payment.

An invoice for payment, along with appropriate documentation, shall be prepared and submitted to:

Laura Russell, Federal Grant Programs Specialist
District Attorneys Council
Federal Grants Division
421 N.W. 13th Street, Suite 290
Oklahoma City, OK 73103

A proper invoice must include the following items:

1. Name, address and FEI number of the GRANTEE; and
2. Name and address to which payment is to be sent; and
3. Invoice date; and
4. Period covered by the invoice ; and
5. Purchase order number (to be provided by the DAC); and

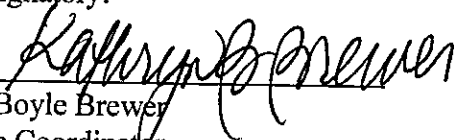
6. Name and telephone number of the GRANTEE representative (if different than on the agreement) to be notified in the event of disagreement or question over quantity, quality, or compliance with any agreement term or condition; and
7. Itemized expenses incurred by the GRANTEE, including any necessary documentation

The DAC may withhold or delay payment to any GRANTEE that fails to provide satisfactory documentation for invoiced services or products.

For the purposes of this agreement, all contacts with the DAC shall be directed to Laura Russell at telephone number: (405) 264-5008 or email address: laura.russell@dac.state.ok.us.

APPROVED:

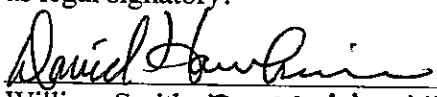
Representing the District Attorneys Council
as legal signatory:


Kathryn Boyle Brewer
Executive Coordinator
District Attorneys Council

Date

9-21-22

Representing
as legal signatory:


~~William Smith~~ David Hawkins
Board Chair
Lift Community Action Agency

Date

10/11/2022



October 20, 2022

To the Little Dixie Community Action Agency
Passport to the Future Program Director

Dear Doris Long,

I am so happy that, our "Grow the Good" program, can send this 2022 donation of \$500.00.

I'm certain that this gift will help the children in this community.

From all of us at Campbell Global LLC,

The Antlers, Oklahoma office Staff:
Deborah Waterman, David Lehman, and Allison Moss

The Mena, Arkansas office Staff:
Chad Fields & Bailey Sullivant

DEBORAH L WATERMAN
~~TRACEY LYNN SMITH~~
DBA: GROW THE GOOD
PO BOX 547
ANTLERS, OK 74523

86-339/1031

1064

DATE 10.20.2022

PAY TO
THE ORDER OF

Passport to the Future
Five Hundred dollars

\$ 500.00

DOLLARS



Security Features
Included
Check on Back

© DELUXE QUALITY OR DUPLICATE



FirstBank

— Since 1901 —

100 North High Antlers, Oklahoma 74523

MEMO

2022 Donation

Deborah L Waterman

⑆ 103103346⑆ ⑈ 2048 ⑈ 541 ⑈ 1064

SPECIALTY UNIT

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 2 (1st Quarter):

Hugo Early Learning Center: \$7,000

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$9,000

CNO Payment Remittance Advice

10/28/2022

From Payer	Choctaw Nation of Oklahoma 1802 Chukka Hina Durant Oklahoma US 74701	Supplier or Party To Payee	LIFT COMMUNITY ACTION AGENCY INC LIFT COMMUNITY ACTION AGENCY INC 209 N 4TH ST Hugo OK US 74743
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Remittance Detail							
Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
AB10170021102522	477 ARPA STABILIZATION GRANT 2ND YEAR 1ST QUARTER OCT-DEC 2022	10/25/2022	USD	7,000.00	0.00	0.00	7,000.00
AB10170022102522	477 ARPA STABILIZATION GRANT 2ND YEAR 1ST QUARTER OCT-DEC 2022	10/25/2022	USD	11,000.00	0.00	0.00	11,000.00
AB10170023102522	477 ARPA STABILIZATION GRANT 2ND YEAR 1ST QUARTER OCT-DEC 2022	10/25/2022	USD	9,000.00	0.00	0.00	9,000.00
				Total	0.00	0.00	27,000.00

PUSHMATAHA COUNTY HISTORICAL SOCIETY
P O BOX 285
ANTLERS, OK 74523

88-339/1031

2311

DATE Oct 31, 2022

© 2012 American Bank Note Company
SECURITY BLUE INK TECHNOLOGY

PAY TO LIPT - CASA \$ 500⁰⁰
THE ORDER OF FIVE HUNDRED & ⁰⁰/₁₀₀ DOLLARS ← Heat
Reactive
Ink



FirstBank
— Since 1901 —
100 North High Antlers, Oklahoma 74523

MEMO

CASA

MP

⑆103103396⑆ ⑈1735⑈ 287⑈ 2341

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

CASA - donation

LIFT Community Action Agency, Inc.
Executive Director/President/Chief Executive Officer
SUCCESSION PLAN

**Guideline for the Appointment of an Acting Executive Director in the Event of an
Unplanned Absence of the Incumbent**

1. Rationale

The Executive Director position in a nonprofit organization is a central element in the organization's success. Therefore, ensuring that the functions of the Executive Director are well-understood and even shared among the executive team and senior staff is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of LIFT Community Action Agency, Inc., hereafter known as "LCAA". The Board of Directors is adopting policies and procedures for the temporary appointment of an **Acting Executive Director** in the event of an unplanned and extended absence of the Executive Director. The Board Chair, or Board Vice Chair in the absence of the Board Chair, may determine the appropriate time to initiate the implementation of this plan.

While the Board of Directors acknowledges that such an absence is highly improbable and certainly undesirable, they believe that due diligence in exercising executive-level management functions requires that it has a succession plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations, management of external relationships and supervision of staff and finances.

2. Priority functions of the Executive Director position at LCAA

The full Executive Director job description is attached (See Attachment 1). Of the duties listed in the job description, the following are considered to be examples of the key functions of the Executive Director, and therefore, have a corresponding temporary staffing strategy. Functions to be covered by an Acting Executive Director are attached. (See Attachment 2: Succession Plan Detail: Executive Director)

The positions assigned in the Temporary Staffing Strategy are based on LCAA organizational structure as of October 2022. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board Chair may select other senior staff to support each of the key Executive Director functions. It is the responsibility of the Executive Director to ensure that positions have appropriate cross-training to successfully implement the temporary staffing strategy.

3. Business as Usual

This succession plan and the staffing structure at LCAA are intended to minimize disruption in quality service and maintain business as usual to the extent possible. In the absence of the Executive Director, unless otherwise determined by the Board of Directors, business as usual includes maintenance of the following (See Attachment 2):

- A. Delivery of services
- B. Accounting, billing, payroll, purchasing and payables
- C. Fundraising
- D. Liaison with the Board of Directors
- E. Facilities and information technology oversight
- F. Supervision and oversight of management and staff

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- Executive Management Team informs Board Chair immediately of unplanned absence.
- The Board Chair informs the Board of appointment of **Macy Self**, Associate Director to the post of Acting Executive Director.
- The Board Chair (and potentially other officers) consults with the Acting Executive Director on circumstances of the absence, organizational situation and related factors.
- After the Board Chair and Acting Executive Director consult, stakeholders will be notified following the plan.

4. Succession Plan Implementation

The Board of Directors authorizes the Board Chair to implement the terms of this succession plan in the event of a planned or unplanned temporary, short-term absence of the Executive Director.

- It is the responsibility of the Executive Director to inform the Board of Directors of a planned temporary or short-term absence, and to plan accordingly.
- As soon as feasible, following notification of an unplanned temporary or short-term absence, the Board Chair may convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

5. Succession Plan in event of a temporary, unplanned absence (SHORT-TERM)

A. Definitions

1. A temporary absence is one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved.
2. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
3. A short-term absence is three months or less.

B. Who may appoint the Acting Executive Director?

1. The Board of Directors authorizes the Board Chair to implement the terms of this succession plan in the event of the unplanned absence of the Executive Director.
2. In the event of an unplanned absence of the Executive Director, **Macy Self**, Associate Director, may immediately inform the Board Chair of the absence.
3. As soon as is feasible, the Board Chair may convene a meeting of the Executive Management Team to affirm the procedures prescribed in this plan or to make modifications the team deems appropriate.

C. First backup for the position of Acting Executive Director

The Board Chair may designate **Macy Self, Associate Director**, to the position of Acting Executive Director. His/her position description may specify that s/he may serve as the backup and Acting Executive Director in the absence of the Executive Director unless otherwise decided by the Board. S/he will have a Succession Plan with designated appointees if s/he becomes Acting Executive Director or if s/he is otherwise unable to serve his/her own functions as **Associate Director**.

D. Cross-training plan for appointees

The Executive Director may develop a plan for training the potential appointees in the priority functions of the Executive Director which are listed in section 2 above. The training plan will be attached to this document when the plan is completed. The Director of Operations may have the responsibility of handling the logistics of the plan's implementation.

E. Authority and restrictions of the appointee

The person appointed as Acting Executive Director may have the same authority for day-to-day decision making and independent action as the Executive Director. Decisions that may be made in consultation with the Board or other appropriate committee include senior management staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.

F. Compensation

The Board may consider a salary adjustment for the Acting Executive Director.

G. Board Chair responsibility for oversight and support to the Acting Executive Director
As with the Executive Director, the Board Chair and Board of Directors will have the responsibility for monitoring the work of the Acting Executive Director. The Acting Executive Director will provide regular updates and meet with the Board. The Board will also be alert to the special support needs of the Acting Executive Director serving in this temporary leadership role and act to address them.

H. Communications plan

Within eight (8) hours after an Acting Executive Director is appointed, the Board Chair and the Acting Executive Director may meet to implement an external communications plan to announce the organization's temporary leadership structure including the kind of information that will be shared and with whom (e.g. major donors, civic leaders, government officials). (See Attachment 2)

Within 24 hours to 48 hours after an Acting Executive Director is appointed, the Board Chair and Acting Executive Director may implement the communications plan to announce the organization's temporary leadership structure to the management team, the Board of Directors, and the Advisory Board.

Notifications will take place in sequence on the following timetable:

- Within 24 hours, the Acting Executive Director notifies the Management Team.
- Within 24 hours, the Acting Executive Director will notify the staff.
- Within 72 hours, the Acting Executive Director will notify the closest vendors, the banks, and the auditor.
- Within seven days, the Acting Executive Director will notify the local and state governmental funding agencies, officials, and foundations.

For a full overview of the communications plan, see Attachment 2: Succession Plan Detail: Executive Director

6. Succession Plan in event of a temporary, unplanned absence (LONG-TERM)

A. Definition

1. A temporary absence is one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved.
2. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
3. A long-term absence is one that is expected to last more than 3 months.

B. Procedures

The procedures and conditions to be followed may be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the executive management team, to temporarily backfilling the position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry out the duties of both positions. The position description of a temporary director would focus on covering the priority areas in which the Acting Executive Director needs assistance.

7. Succession Plan in event of a PERMANENT unplanned absence

A. Definition

A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

B. Procedures

The procedures and conditions may be the same as for a long-term temporary absence with one addition: The Board Chair may appoint a Transition and Search Committee of nine members in accordance with the terms of LCAA By-Laws and Succession Policy and follow the procedures set forth in LCAA By-Laws and Succession Policy.

8. Approvals and maintenance of records

A. Succession Plan approval

This succession plan will be approved by the full Board of Directors and reviewed biennial at a Board meeting to make any needed changes in the standing appointees. The Board may review and amend the plan at other times if a standing appointee is no longer available to serve in an Acting Executive Director capacity. The Board may reevaluate the plan when new designees are appointed.

B. Signatories

This plan may be signed by the Board Chair, the Executive Director, the Human Resource Director, and the standing appointees designated in this plan.

C. Maintenance of record

Copies of this plan may be maintained by the Board Secretary, Executive Director, Human Resource Director, and the standing appointees designated in this plan.

Plan has been reviewed and approved by LCAA Board of Directors on this 8 day of **November, 2022**

David Hawkins, Board Chair

Rebecca Reynolds, Executive Director

Dawn McDaniel, Human Resource Director

Macy Self, Acting Executive Director

Attachment # 2

**LIFT Community Action Agency, Inc.
Succession Plan Detail
November 18, 2022**

Name: **Rebecca Reynolds, *Executive Director***

First Backup: ***Macy Self, Associate Director***

First Backup Support: *Provides support in collaboration with Macy Self, Associate Director*

- Personnel Management: *Dawn McDaniel, Human Resource Director*
- Grants, Planning & Public Relations: *Rhonda Teague, Director Planning/PR*
- Financial: *Sheree Ensley, Fiscal Officer and Sheree Ensley, Accounting Supervisor*

Second Backup(s): ***Dawn McDaniel, Human Resource Director***

Second Backup Support: *Provides support in collaboration with First Backup Support*

- Personnel Management: *Dawn McDaniel, Human Resource Director*
- Grants, Planning & Public Relations: *Rhonda Teague, Director Planning/PR*
- Financial: *Sheree Ensley, Fiscal Officer and Sheree Ensley, Accounting Supervisor*

Short-Term Staffing of Key Functions

Key Functions	Short Term Staffing Strategies (Define Short-Term: (Up to 3 months))
Provides direction, guidance, & assistance to initiate program activities including: – Grants & Operations Management – Public Policy & Public Information – State Plan Dev., Monitor Report – Planning & Project Development	Macy Self, Associate Director (in collaboration with) Sheree Ensley, Fiscal Officer Kathy James, SR Planner Rhonda Teague, Director Planning/PR
Directs and oversees fiscal affairs of LCAA	Sheree Ensley, Fiscal Officer
Manages and oversees personnel functions	Dawn McDaniel, Human Resource Director
Provides support to the Chair, Board, Committees and Board Members	Macy Self, Associate Director Dawn McDaniel, Human Resource Director
Ensures effective relationships with state agencies, disability community, Governor's office, state legislature and federal agency	Rhonda Teague, Director Planning/PR <u>and</u> consultation with Board Chair

Attachment # 2

Notifications:

Notify: Temporary Leadership Change	Accountability: Person to Send Notification	Timeline: Notification to be Made
Board Chair	Macy Self, Associate Director <u>or</u> Dawn McDaniel, Human Resource Director	ASAP
Executive/Personnel Committee	Macy Self, Associate Director <u>or</u> Dawn McDaniel, Human Resource Director	1 – 2 hours
Program Directors	Macy Self, Associate Director <u>or</u> Dawn McDaniel, Human Resource Director	1 – 2 hours
Accounting/Payroll, HR, Others as Appropriate	Macy Self, Associate Director, Sheree Ensley, Fiscal Officer <u>or</u> Board Chair	1 st 4 hours
Board Members	Macy Self, Associate Director <u>or</u> Board Chair	1 – 2 days
Staff	Macy Self, Associate Director <u>or</u> Dawn McDaniel, Human Resource Director	1 – 2 days
Governor's Office	Macy Self, Associate Director <u>or</u> Board Chair	1 – 2 days
Grantees as needed	Macy Self, Associate Director <u>or</u> Rhonda Teague, Director Planning/PR	1 st Week
State Agency Colleagues	Macy Self, Associate Director <u>or</u> Rhonda Teague, Director Planning/PR	1 st Week
Oklahoma Secretary of State	Kathy James, Senior Planner	1 st Week
Other Interested Parties	Dawn McDaniel, Human Resource Director <u>or</u> Rhonda Teague, Director Planning/PR	1 st Week

Contact information for the above contacts is located in the following:

- Contact Information
- Membership
- LIFT CAA Who to Call
- Grantee Database

Required Contact Information Lists for the Above Contacts to be Developed:

- *State Agency Colleagues*
- *Governor's Office*

Attachment # 2

Cross-Training Plan (on Executive Director Role)

Training Area	Staff to be Cross Trained		Timeline
	Trainee	Trainer	
Grants and Regulations Training: Self-Review	Macy Self	Rebecca Reynolds	Ongoing
Board Relations Activities and Coordination	Board Chair Macy Self	Rebecca Reynolds	Ongoing
Issues/Topics of Board, Board and Government Office	Board Chair Macy Self	Rebecca Reynolds	Ongoing
Understanding of How to Develop Agendas, etc.	Macy Self Dawn McDaniel	Kathy James	ASAP Develop Written Procedures

JOB DESCRIPTION
Executive Director

- | | |
|--|-------------------------------------|
| 1. LIFT Community Action Agency, Inc. | 2. Program: Administration |
| 3. Reports To: Board of Directors | 4. Title: Executive Director |
| 5. Grade: By Contract | 6. Date: October 2021 |
| 7. Approved By: Board Chair  | 8. Status: Exempt |

JOB SUMMARY:

The Executive Director is responsible for the overall management of the Agency. This includes securing, allocating, managing, oversight, monitoring operations to meet the Agency's goals. The Executive Director further provides policy guidance, program planning, and business design to insure the accomplishment of the Agency's mission and objectives.

CLASSIFICATION:

This position is Exempt from the Fair Labor Act and its amendments.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership in developing program, organizational and financial plans with the LIFT CAA Board of Directors and the Associate Directors.
2. Executes plans and policies established and authorized by the LIFT CAA Board of Directors. Keeps the LIFT CAA Board of Directors fully informed.
3. Serves as spokesperson for the Agency and in so doing, establishes and maintains sound working relationships with all elements of the community to further their understand of the Agency's activities and objectives. Ensures that activities of the Agency programs and goals are publicized and ensures that cooperative arrangements are made with community groups and organizations.
4. Reviews and makes a final written determination of hiring and termination of personnel.
5. Responsible for the administration of all contracts and grants awarded to the Agency.
6. Works with the Board of Directors in identifying policy and planning issues.
7. Delegates assignments to the Associate Directors to carry out objectives of the various programs.
8. Provides policy and procedure guidance under which the Agency and employees operate.
9. Promotes active and broad participation by staff in all areas of the Agency's involvement.
10. Ensures compliance with Federal, State and local regulations.
11. Ensures that confidentiality is maintained regarding all matters internal to the Agency's operations, employees and clients.
12. Assures long range strategy is in place to achieve the Agency's mission and that progress is attained on all elements of the mission.
13. Provides planning and program design which involves development and articulation in grant and contract applications of program goals, objectives, procedures, processes, and budget priorities.

14. Maintains a knowledge of significant developments and trends affecting funding supporting current and future Agency programs.
15. Represents all programs and the Agency's position to other service organizations and to the general public.
16. Provides oversight and monitoring which involves measures to verify program accomplishments of the Agency's goals and objectives.
17. Ensures that sound financial practices are developed and maintained.
18. Jointly with the Chairman and Secretary of the LIFT CAA Board, conducts official correspondence and executes legal documents.
19. Ensures adequate security, upkeep and maintenance of all property and equipment owned, rented or leased by the Agency.
20. Ensures that job descriptions are developed, that regular performance evaluations are held and that sound human resources practices are in place.
21. Maintains an up-to-date organizational chart.
22. Ensures that an effective management team is in place with appropriate succession plan.
23. Maintains a climate that attracts, keeps and motivates a diverse staff of top quality employees.
24. Directly supervises and performs periodic performance evaluations of Associate Directors and administrative staff who report to the Executive Director; and
25. Performs other related duties as assigned by the Board of Directors.
26. Must comply with all Federal Grant Regulations including, but not limited to, no indictment for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offences listed in 180.800(a).

SUPERVISORY RELATIONSHIP:

The Executive Director is directly responsible for the LIFT CAA Board supervises Associate Directors and all administrative staff who report to the Executive Director.

EDUCATIONAL QUALIFICATIONS:

Degree in public or business administration or a combination of education.

1. Five (5) or more years of experience at mid-and upper-level administrative positions.
2. Bachelor's degree in public or business administration from an accredited college or university is desired. With extensive administrative and supervisory experience with government programs and equivalent combination of relative education and experience.
3. Experience in and knowledge of the principles of planning, budgeting, accounting and fiscal management.
4. Must have considerable knowledge of program administration techniques and procedures as well as proven ability to effectively supervise professional staff.
5. Knowledge of the structure and functions of governmental agencies.
6. Public relations experience is a plus.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.

3. Frequently must operate a computer and other office productive machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
6. Ability to understand, remember, and apply oral and/or written instructions and other information.
7. Make appropriate job decisions following standard office policies and past precedents.
8. Think through the consequences of a decision prior to making it.
9. Ability to make decisions which have moderate impact on the immediate work unit and monitor impact outside the immediate work unit.
10. Ability to complete routine forms, use existing form letters and/or conduct routine oral communication.
11. Ability to add, subtract, multiply, divide and to record, balance, and test results for accuracy.
12. Occasionally must move/carry items weighing up to 30 pounds or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)

**CONTRACT FOR CHILD ABUSE MULTIDISCIPLINARY TEAM ACCOUNT FUNDING
CALENDAR FISCAL YEAR 2023**

This contract is entered into between the **Oklahoma Commission on Children and Youth**, hereinafter referred to as **OCCY**, by virtue of the authority vested in it by Title 74 O.S. §85.1, and **LIFT Community Action Agency, Inc.**, hereinafter referred to as **Contractor**.

The **Contractor**, otherwise known as the "lead agency" in Title 10A O.S. §1-9-102 A(2), shall be chosen by the members of the Freestanding Multidisciplinary Team (FSMDT) for **Choctaw County(ies)** and considered to be a "sole source" for the purpose of contracting. The **Contractor** acts on behalf of and at the direction of the FSMDT. The FSMDT directs the budget, expenses, and activities of the FSMDT in accordance with a Memorandum of Understanding (MOU) between the **Contractor** and the FSMDT or a subcontract between two legal entities. The **Contractor** must provide for the purposes of this contract an Office of Management and Enterprise Services (OMES) Vendor/Payee Form and a Form W-9.

All terms and conditions herein become the contract between the **OCCY** and the **Contractor**. The **Contractor** agrees to comply with all of these terms and conditions. The **Contractor** understands and agrees that when any term and/or condition contained within this contract is or becomes applicable to the **Contractor's** officers and/or employees (collectively, "organization"), the **Contractor** agrees to ensure that its organization abides by the terms and/or conditions applicable to the organization.

Contact Persons: For the purposes of this contract, the following are the appropriate persons with all contacts should be directed.

- **Contractor: Rebecca Reynolds / 580-326-3351 / becky.reynolds@liftca.org**
- **OCCY: Brittany Gassner, FSMDT Program Manager / (405) 606-4919 / Brittany.Gassner@OCCY.ok.gov**

Contract Funding: In accordance with Title 10 O.S. §1-9-102, **OCCY** may disburse the contracted amount at the beginning of the calendar year to the **Contractor** on behalf of the FSMDT upon the FSMDT satisfactorily being recognized by **OCCY** as a functioning FSMDT (see OAC 135:10-25-1 through 10-25-8). The maximum total of this contract is **\$ 20,442.39** for the period of January 1, 2023, through December 31, 2023. This contract shall not take effect and no funds may be disbursed until **OCCY** has in its possession the contract containing original signatures of both parties and a purchase order has been issued by OMES or another approved State agency.

The FSMDT will not be allowed to carryover or lapse funds of this contract period. Any funds not expended by the FSMDT by the end of this contract period shall be returned to **OCCY** no later than January 31st of the next year for deposit in the Child Abuse Multidisciplinary Account.

Contractor's Relationship to OCCY: The **Contractor** is in all respects an independent **Contractor** and is neither an agent nor an employee of the **OCCY**. Neither the **Contractor** nor its organization shall have authority to bind the **OCCY** nor are they entitled to any of the benefits or worker's compensation provided by the **OCCY** to its employees. In the event the independent **Contractor** relationship ends in any manner, this contract shall automatically terminate without notice. The **Contractor** shall immediately notify the **OCCY** Contract Monitor of the change in the relationship.

Duties of the **Contractor** (unless otherwise assigned or delegated by the FSMDT): The **Contractor** shall

- Comply with Oklahoma Statutes (Title 10A O.S. §1-9-102 et. seq.) and Rules (Title 135:1025-1 et. seq.) that may be applicable to the **Contractor**.
- Complete and provide with this contract the OMES Vendor/Payee Form (and if not previously completed, then the Electronic Funds Transfer Enrollment Request Form), OMES Non-Collusion Form (Form CP 004), Internal Revenue Service W-9.
- Provide with this contract the Budget Request Form and the Budget Narrative Form as completed by the FSMDT and initialed by the FSMDT Coordinator and described in the General Terms and Conditions – Allowable Expenses section of this contract. If the FSMDT lists any budget request for the category "Contractual / Sub-Contractual", then the **Contractor** shall also provide copies of contracts, professional service agreements, and/or Memorandums of Understanding (MOU) between the FSMDT and any entity that provides service(s) in the budget narrative. "Contractual / Sub-Contractual".
- Collaborate with the FSMDT to develop and sign a contract, professional service agreement, or MOU that establishes the relationship between the **Contractor** and the FSMDT and describes the duties to be performed by the **Contractor**, especially as the fiduciary agency, and, if applicable, in which the FSMDT agrees to pay the **Contractor** for their services.

- If applicable, provide a copy of any contracts, professional service agreements, and MOUs no later than 30 days after the agreement is entered.
- Submit to **OCCY** the Quarterly Expenditure Report form monthly, no later than the 15th of the month following the reporting quarter, documenting expenses. The **Contractor** agrees to maintain all supporting documentation of those expenses and, if requested by OCCY, provide those documents within two weeks of the request.

Duties of OCCY: The **OCCY** shall

- Complete and submit to OMES the Sole Source form (Form CP 002) regarding the Contractor.
- Notify the **Contractor** by the end of September of the contract year the FSMDT annual status that determines if the team receives funding for the forthcoming fiscal year.
- Initiate the funding disbursement process with OMES so funds can be disbursed to the **Contractor** on behalf of the FSMDT in a timely manner (typically January of the contract year).
- Promptly review quarterly expenditure reports submitted by the **Contractor** on behalf of the FSMDT and request supporting documentation of expenses at communicate with the **Contractor** any concerns regarding unallowable expenses.
- Complete random detailed reviews of supporting documentation of submitted quarterly reports to assure that team expenses are aligned with the FSMDT's approved budget, directly related to the FSMDT purpose, and reasonable in nature.
- Initiate process for **Contractor** to return to **OCCY** any Child Abuse Multidisciplinary Team Account funds not expended by the FSMDT by the end of the contract period.

GENERAL TERMS AND CONDITIONS

Access to Records Requirements: As used in this clause, records includes books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with **OCCY**, the **Contractor** agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant contract.

The **Contractor** is required to retain records relative to the contract for the duration of the contract and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is started before the end of the seven year period, the records are required to be maintained for two years from the date that all issues arising out of the action are resolved or until the end of the seven year retention period, whichever is later.

OCCY may request supporting documentation to validate any payments made on behalf of the FSMDT. Upon request from **OCCY**, the **Contractor** shall permit any representative of the State, **OCCY**, or other authorized agency with jurisdiction to conduct a site visit and inspect and audit the books and records of the **Contractor** related to the services and/or items purchased.

Allowable Expenses: All expenses must be directly related to the purpose of the FSMDT, be reasonable in cost, and included in a budget narrative approved by **OCCY**. The projected expenses should be included in a line-item budget within the following categories. The **Contractor** may want to refer to federal guidelines 2 CFR Part 200 for federal guidance on allowable expenditures.

- | | | |
|------------|----------------|---------|
| • Training | • Equipment | • Other |
| • Travel | • Subcontracts | |
| • Supplies | • Personnel | |

Amendments, Unavailability or Redirection of Funding, and Cancellation: All modifications or amendments to this contract shall be in writing, dated and executed by both the **Contractor** and the **OCCY**. Unless the contract is amended or canceled, the contract shall be in force until the expiration date. In the event State, federal, or other funds used to support this contract become unavailable, either in full or in part, the **OCCY** may terminate or reduce the contract upon notice in writing to the **Contractor** by certified mail. In addition, this contract may be canceled without cause 30 days after written notice has been given by either party of its desire to cancel without cause. Notification of cancellation shall be by certified mail to the business address of record. In the event this contract is canceled by either party, the **Contractor** shall be responsible for reimbursement to **OCCY** within 45 days of cancellation the any remaining CAMTA funds allotted to the team for the fiscal year of this contract. In the event this contract is canceled under this section, the **Contractor** agrees to take all reasonable steps to minimize termination costs. The **Contractor** agrees to submit to **OCCY** any outstanding

expenditure reports and supporting documentation within 30 days of cancellation so that a final remaining balance can be confirmed by **OCCY**

Applicable Law: The validity, construction, and enforcement of this contract and all disputes that may arise in connection with its performance shall be governed by the laws of the State of Oklahoma without regard to its choice of law provisions. Any legal action relating in any manner to the subject matter of this contract shall be filed in a court of competent jurisdiction in the State of Oklahoma to which jurisdiction and venue the parties hereby expressly agree.

Assignment and Delegation: If the **Contractor** cannot perform the services as identified in this contract, in whole or in part, the **Contractor** will be responsible for subcontracting for the services. Subcontractors must comply with all applicable General Terms and Conditions included in this contract. All subcontracts must be provided to the **OCCY** no later than 30 days after the agreement is entered. Subcontracting of the services shall not relieve the **Contractor** of any responsibility for performance under this contract.

Audit / Availability of Records: If applicable, the **Contractor** must have a recent independent audit completed in accordance with Government Auditing Standards and 2 CFR Part 200. A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. **OCCY** retains the right to examine the work papers of said auditor. The **Contractor** must have available to **OCCY** a copy of the most recent completed annual audit along with a response to any audit findings and a copy of any management letter received within 120 calendar days of the conclusion of the contract period (i.e., March 31) to **OCCY**.

At the request of **OCCY** or the Office of the Oklahoma State Auditor and Inspector, the **Contractor** will provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

Budget Modification: The **Contractor**, at the request of the FSMDT, may modify its budget once a calendar month by transferring up to 10% of the total budget amount between categories within its budget. Transfer between categories of an amount greater than 10% of the total budget must have prior written approval from **OCCY** (an email is acceptable). The **Contractor** must submit to **OCCY** the Budget Modification form to document all modifications and no later than the end of the month in which the modification is made or requested. No modifications to the budget can be made after November 30 of the contract period.

Certification Regarding Debarment, Suspension, Proposed for Debarment, or Declared

Ineligible for Award of Contracts by any Federal or State Agency: By signing the contract, the **Contractor** attests and assures that no employee or any of its principals, including Subcontractors, performing hereunder:

- Are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency;
- Have, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of federal or State antitrust statutes relating to the submission of offers; or, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Have, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal, State, or local entity; nor,
- Are presently indicted for, or otherwise criminally indicted, or charged by a governmental entity with any of the offenses enumerated above in this section.

Confidential Information: If the **Contractor** has access to any confidential information relevant to the FSMDT, then the **Contractor** agrees to comply with all federal and State privacy laws and regulations, and the FSMDT confidentiality agreement.

Construction Costs: CAMTA funds shall not be used for construction purposes.

Contract Monitoring Plan: As a **Contractor** with the **OCCY**, this contract will be monitored to ensure compliance with the Duties, Terms, and/or Conditions outlined in this contract. Typical monitoring activities may include site visits, review of contractually required deliverables, review of expenditures and supporting documentation, and verification of licensure and/or insurance required and other monitoring activities.

The OCCY Contract Monitor for this contract is Brittany Gassner, Programs Manager, Freestanding Multidisciplinary Teams, 2915 N. Classen Blvd, Suite 300, Oklahoma City, OK 73106; (405) 606-4919; Brittany.Gassner@OCCY.ok.gov.

Disallowable Claims: If any cost items claimed by the **Contractor** on behalf of the FSMDT are subsequently disallowed by the **OCCY** with reason, the **Contractor** shall repay the **OCCY** the amount of any such disallowed items.

Entire Agreement: This contract, including referenced attachments, represents all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

Equal Opportunity and Discrimination: The **Contractor** agrees to comply with all federal and state laws prohibiting discrimination and assures services will be provided without distinction on the basis of race, sex, color, national origin, or disability and no other distinction will be made on the bases of age, except as the law allows.

Equipment: The equipment threshold is set by the FSMDT's written policy and should be available upon request. This policy shall be available for viewing by the **OCCY** Contract Monitor. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a contract will vest upon acquisition in the FSMDT. Equipment records must be maintained and include a description of the equipment, a serial number or other identification number, the acquisition date, the cost of the equipment, and the location use and condition of the equipment.

A physical inventory of the equipment must be taken, and the results reconciled with the property records once every year. This information must be available to the **OCCY** Contract Monitor upon request. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated. Adequate maintenance procedures must be developed to keep the equipment in good condition at the team's expense.

In the event that the FSMDT status changes to "Non-Functioning" and/or equipment is no longer of viable use to the FSMDT, the **Contractor** on behalf of the FSMDT shall contact **OCCY** for guidance on the future use or disposal of equipment. Communication on the use/disposal of equipment shall be in writing.

Event of Default: In the event the **Contractor** fails to meet the terms and conditions of this contract or fails to provide services in accordance with the provisions of the contract, the State of Oklahoma at its sole discretion, may cancel this contract by written notice and require the **Contractor** reimburse to **OCCY** any remaining CAMTA funds notice of default to the **Contractor**. Cancellation due to default shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided by law. In the event a Notice of Cancellation is issued, the **Contractor** shall have the right to request a review of such decision as provided by the rules and regulations promulgated by OMES Central Purchasing Division. This clause is an exemption to the Cancellation Clause.

Evidence of Insurability: If applicable, the **Contractor** shall obtain the relevant insurance, including workers' compensation, and optionally automobile insurance medical malpractice, and general liability as applicable or as required by State or federal law, and shall provide evidence of insurability from the insurance carrier prior to commencement of any work in connection with the Contract. The **Contractor** shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide **OCCY** with evidence of such insurance and renewals. Such policy shall require 30 days advance notice of cancellation be provided to **OCCY**.

If the **Contractor** is an individual, does not have employees, and does not carry workers' compensation insurance because it considers the business to be that of an independent **Contractor** as defined by the Workers Compensation Act (Title 85 O.S. §1 et. seq.), and not that of an employee, the **Contractor** must complete an Affidavit of Independent **Contractor** Status.

Expense Reports: A properly completed Expenditure Report form must be submitted quarterly to **OCCY** by email at MDTOffice@OCCY.ok.gov and received no later than the 15th of the month following the quarter. If the FSMDT has no expenses for the quarter, then the **Contractor** must submit an Expenditure Report form indicating no expenses were incurred for that quarter. The reporting periods are Quarter 1 – January, February, March; Quarter 2 – April, May, June; Quarter 3 – July, August, September; and Quarter 4 – October, November, December. Supporting documentation for all expenses must be maintained by the Contractor and provided within two weeks if requested by **OCCY**.

Using the same cost principles applicable to federal funds as provided for at 2 CFR Part 200, **Contractor** assures that all expenditures will be supported by documentation including, but not limited to, copies of paid invoices, payroll records and time reports. The **Contractor** further assures that all billings will be based on actual costs incurred and paid. If the **Contractor** is unable to support any part of an expenditure and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the **Contractor** or the expense is disallowable, the **Contractor** shall be liable to **OCCY** for an amount equal to such unsupported part of the expenditure in addition to all costs, including legal, attributable to the reviewing and discovery of paid part of claim. Liability under this paragraph shall be determined within two-years of the discovery of such misrepresentation of fact or fraud by the **Contractor**.

Failure to Comply: The **Contractor** shall be subject to all applicable State and federal laws, rules and regulations, and all amendments thereto. Compliance with the requirements shall be the responsibility of the **Contractor**, without reliance on or direction by **OCCY**.

False Claims Act: The **Contractor** shall promptly notify **OCCY** of any credible evidence that a principal, employee, agent, Subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Failure to Enforce: Failure by the State of Oklahoma at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of the State's right to do so in the future. Such failure to enforce shall not affect the validity of this contract or any part thereof or the State of Oklahoma right to enforce any provisions at any time in accordance with its terms. Further, the State's selectin of one remedy at law or in equity shall not be deemed an election of remedies and the State shall maintain all rights and remedies provided herein.

Food Items: In accordance with OMES, purchase of food and drink items used as food and refreshments and required in connection with meetings (i.e., 10A O.S. § 1-9-102, 135:10-25-5, and "MDT Minimum Standards") or similar type activities held/conducted for and in the interest of the general public, shall be considered a valid operating expense to the extent that such purchases serve a public purpose. This also includes service items, such as disposable plates/flatware, stirrers, coffee cream, sweeteners, etc.

"A *public purpose*" as used in this policy shall mean activities or functions conducted/held in the interest of the general public at large. The general public at large may include business guests of the agency."

The maximum expenditure amount per month for food, not including service items, is \$120.00.

Force Majeure: The **Contractor** shall not be liable for any damages resulting from any delay in delivery or failure to give notice to delay that directly or indirectly results from the elements, act of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the **Contractor**.

Mandatory Requirements: The use of the terms "shall," "must," or "will" (except to indicate simple futurity) in this contract indicate a mandatory requirement or condition. The word "should" or "may" in this contact indicates desirable attributes of conditions and are permissive in nature.

Non-Collusion Certification: The **Contractor** will complete and return the non-collusion certification, OMES-FORM-CP-004.

Oklahoma Taxpayer and Citizen Protection Act of 2007: The **Contractor** certifies that it and all proposed Subcontractors whether known or unknown at the time this contract is executed or awarded are in compliance with Title 25 O.S. §1312 and includes, but is not limited to, the free Employment Verification Program available at www.dhs.gov/E-Verify.

Procurement Integrity: The **Contractor** certifies they have not entered into this contract with this or any other Oklahoma State agency that would result in a substantial duplication of the services of duplication of the end product rendered by the **Contractor** or its employees.

Statement of Responsibility and Liability: The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. **OCCY** shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act. The **Contractor** shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

The **Contractor** agrees to hold harmless **OCCY** of any claims, demands liabilities resulting from any act or omission on the part of the **Contractor** and/or its agents, servants, and employees in the performance of this contract. It is the express intention of the parties hereto that this contract shall not be construed as, or given the effect of, creating a joint venture partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

Travel and Related Expenses: Reimbursement of travel expenses to the FSMDT is set by the FSMDT's written policy and should be available upon request. Travel expenses incurred by the FSMDT pursuant to this contract shall be included in the total amount of the contract award and will be limited to the current General Service Administration (GSA) rates or the Oklahoma State Travel Reimbursement Act, as applicable.

Vendor Payment System: As a recipient of funds issued from a State of Oklahoma government agency, **Contractor** information is maintained in the State of Oklahoma PeopleSoft Vendor Payment System. All payments issued by Oklahoma state agencies are subject to state law (Title 62, Section 34.64) requiring that "Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism." To comply with the law, the Treasury must collect the information necessary to pay all individuals and companies electronically.

Whistleblower Protection Act: The parties acknowledge and agree the Pilot Program for Enhancement of **Contractor** Employee Whistleblower Protections, 41 U.S.C. §4712, may apply to this contract or grant and that no employee of a **Contractor**, Subcontractor, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section when that employee reasonably believes evidence exists of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse or authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a Federal contract.

APPROVED:

Representing the OCCY as legal signatory

Brittany Gassner
Program Manager, FSMDT Department

Date

APPROVED:

Representing Contractor as legal signatory

Printed Name:
Title:

Date

**CONTRACT FOR CHILD ABUSE MULTIDISCIPLINARY TEAM ACCOUNT FUNDING
CALENDAR FISCAL YEAR 2023**

This contract is entered into between the **Oklahoma Commission on Children and Youth**, hereinafter referred to as **OCCY**, by virtue of the authority vested in it by Title 74 O.S. §85.1, and **LIFT Community Action Agency**, hereinafter referred to as **Contractor**.

The **Contractor**, otherwise known as the "lead agency" in Title 10A O.S. §1-9-102 A(2), shall be chosen by the members of the Freestanding Multidisciplinary Team (FSMDT) for **Pushmataha County(ies)** and considered to be a "sole source" for the purpose of contracting. The **Contractor** acts on behalf of and at the direction of the FSMDT. The FSMDT directs the budget, expenses, and activities of the FSMDT in accordance with a Memorandum of Understanding (MOU) between the **Contractor** and the FSMDT or a subcontract between two legal entities. The **Contractor** must provide for the purposes of this contract an Office of Management and Enterprise Services (OMES) Vendor/Payee Form and a Form W-9.

All terms and conditions herein become the contract between the **OCCY** and the **Contractor**. The **Contractor** agrees to comply with all of these terms and conditions. The **Contractor** understands and agrees that when any term and/or condition contained within this contract is or becomes applicable to the **Contractor's** officers and/or employees (collectively, "organization"), the **Contractor** agrees to ensure that its organization abides by the terms and/or conditions applicable to the organization.

Contact Persons: For the purposes of this contract, the following are the appropriate persons with all contacts should be directed.

- **Contractor: Rebecca Reynolds / 580-326-3351 / becky.reynolds@liftca.org**
- **OCCY: Brittany Gassner, FSMDT Program Manager / (405) 606-4919 / Brittany.Gassner@OCCY.ok.gov**

Contract Funding: In accordance with Title 10 O.S. §1-9-102, **OCCY** may disburse the contracted amount at the beginning of the calendar year to the **Contractor** on behalf of the FSMDT upon the FSMDT satisfactorily being recognized by **OCCY** as a functioning FSMDT (see OAC 135:10-25-1 through 10-25-8). The maximum total of this contract is **\$ 20,442.39** for the period of January 1, 2023, through December 31, 2023. This contract shall not take effect and no funds may be disbursed until **OCCY** has in its possession the contract containing original signatures of both parties and a purchase order has been issued by OMES or another approved State agency.

The FSMDT will not be allowed to carryover or lapse funds of this contract period. Any funds not expended by the FSMDT by the end of this contract period shall be returned to **OCCY** no later than January 31st of the next year for deposit in the Child Abuse Multidisciplinary Account.

Contractor's Relationship to OCCY: The **Contractor** is in all respects an independent **Contractor** and is neither an agent nor an employee of the **OCCY**. Neither the **Contractor** nor its organization shall have authority to bind the **OCCY** nor are they entitled to any of the benefits or worker's compensation provided by the **OCCY** to its employees. In the event the independent **Contractor** relationship ends in any manner, this contract shall automatically terminate without notice. The **Contractor** shall immediately notify the **OCCY** Contract Monitor of the change in the relationship.

Duties of the **Contractor** (unless otherwise assigned or delegated by the FSMDT): The **Contractor** shall

- Comply with Oklahoma Statutes (Title 10A O.S. §1-9-102 et. seq.) and Rules (Title 135:1025-1 et. seq.) that may be applicable to the **Contractor**.
- Complete and provide with this contract the OMES Vendor/Payee Form (and if not previously completed, then the Electronic Funds Transfer Enrollment Request Form), OMES Non-Collusion Form (Form CP 004), Internal Revenue Service W-9.
- Provide with this contract the Budget Request Form and the Budget Narrative Form as completed by the FSMDT and initialed by the FSMDT Coordinator and described in the General Terms and Conditions – Allowable Expenses section of this contract. If the FSMDT lists any budget request for the category "Contractual / Sub-Contractual", then the **Contractor** shall also provide copies of contracts, professional service agreements, and/or Memorandums of Understanding (MOU) between the FSMDT and any entity that provides service(s) in the budget narrative. "Contractual / Sub-Contractual".
- Collaborate with the FSMDT to develop and sign a contract, professional service agreement, or MOU that establishes the relationship between the **Contractor** and the FSMDT and describes the duties to be performed by the **Contractor**, especially as the fiduciary agency, and, if applicable, in which the FSMDT agrees to pay the **Contractor** for their services.

- If applicable, provide a copy of any contracts, professional service agreements, and MOUs no later than 30 days after the agreement is entered.
- Submit to **OCCY** the Quarterly Expenditure Report form monthly, no later than the 15th of the month following the reporting quarter, documenting expenses. The **Contractor** agrees to maintain all supporting documentation of those expenses and, if requested by OCCY, provide those documents within two weeks of the request.

Duties of OCCY: The **OCCY** shall

- Complete and submit to OMES the Sole Source form (Form CP 002) regarding the Contractor.
- Notify the **Contractor** by the end of September of the contract year the FSMDT annual status that determines if the team receives funding for the forthcoming fiscal year.
- Initiate the funding disbursement process with OMES so funds can be disbursed to the **Contractor** on behalf of the FSMDT in a timely manner (typically January of the contract year).
- Promptly review quarterly expenditure reports submitted by the **Contractor** on behalf of the FSMDT and request supporting documentation of expenses at communicate with the **Contractor** any concerns regarding unallowable expenses.
- Complete random detailed reviews of supporting documentation of submitted quarterly reports to assure that team expenses are aligned with the FSMDT's approved budget, directly related to the FSMDT purpose, and reasonable in nature.
- Initiate process for **Contractor** to return to **OCCY** any Child Abuse Multidisciplinary Team Account funds not expended by the FSMDT by the end of the contract period.

GENERAL TERMS AND CONDITIONS

Access to Records Requirements: As used in this clause, records includes books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with **OCCY**, the **Contractor** agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant contract.

The **Contractor** is required to retain records relative to the contract for the duration of the contract and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is started before the end of the seven year period, the records are required to be maintained for two years from the date that all issues arising out of the action are resolved or until the end of the seven year retention period, whichever is later.

OCCY may request supporting documentation to validate any payments made on behalf of the FSMDT. Upon request from **OCCY**, the **Contractor** shall permit any representative of the State, **OCCY**, or other authorized agency with jurisdiction to conduct a site visit and inspect and audit the books and records of the **Contractor** related to the services and/or items purchased.

Allowable Expenses: All expenses must be directly related to the purpose of the FSMDT, be reasonable in cost, and included in a budget narrative approved by **OCCY**. The projected expenses should be included in a line-item budget within the following categories. The **Contractor** may want to refer to federal guidelines 2 CFR Part 200 for federal guidance on allowable expenditures.

- | | | |
|------------|----------------|---------|
| • Training | • Equipment | • Other |
| • Travel | • Subcontracts | |
| • Supplies | • Personnel | |

Amendments, Unavailability or Redirection of Funding, and Cancellation: All modifications or amendments to this contract shall be in writing, dated and executed by both the **Contractor** and the **OCCY**. Unless the contract is amended or canceled, the contract shall be in force until the expiration date. In the event State, federal, or other funds used to support this contract become unavailable, either in full or in part, the **OCCY** may terminate or reduce the contract upon notice in writing to the **Contractor** by certified mail. In addition, this contract may be canceled without cause 30 days after written notice has been given by either party of its desire to cancel without cause. Notification of cancellation shall be by certified mail to the business address of record. In the event this contract is canceled by either party, the **Contractor** shall be responsible for reimbursement to **OCCY** within 45 days of cancellation the any remaining CAMTA funds allotted to the team for the fiscal year of this contract. In the event this contract is canceled under this section, the **Contractor** agrees to take all reasonable steps to minimize termination costs. The **Contractor** agrees to submit to **OCCY** any outstanding

expenditure reports and supporting documentation within 30 days of cancellation so that a final remaining balance can be confirmed by **OCCY**

Applicable Law: The validity, construction, and enforcement of this contract and all disputes that may arise in connection with its performance shall be governed by the laws of the State of Oklahoma without regard to its choice of law provisions. Any legal action relating in any manner to the subject matter of this contract shall be filed in a court of competent jurisdiction in the State of Oklahoma to which jurisdiction and venue the parties hereby expressly agree.

Assignment and Delegation: If the **Contractor** cannot perform the services as identified in this contract, in whole or in part, the **Contractor** will be responsible for subcontracting for the services. Subcontractors must comply with all applicable General Terms and Conditions included in this contract. All subcontracts must be provided to the **OCCY** no later than 30 days after the agreement is entered. Subcontracting of the services shall not relieve the **Contractor** of any responsibility for performance under this contract.

Audit / Availability of Records: If applicable, the **Contractor** must have a recent independent audit completed in accordance with Government Auditing Standards and 2 CFR Part 200. A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. **OCCY** retains the right to examine the work papers of said auditor. The **Contractor** must have available to **OCCY** a copy of the most recent completed annual audit along with a response to any audit findings and a copy of any management letter received within 120 calendar days of the conclusion of the contract period (i.e., March 31) to **OCCY**.

At the request of **OCCY** or the Office of the Oklahoma State Auditor and Inspector, the **Contractor** will provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

Budget Modification: The **Contractor**, at the request of the FSMDT, may modify its budget once a calendar month by transferring up to 10% of the total budget amount between categories within its budget. Transfer between categories of an amount greater than 10% of the total budget must have prior written approval from **OCCY** (an email is acceptable). The **Contractor** must submit to **OCCY** the Budget Modification form to document all modifications and no later than the end of the month in which the modification is made or requested. No modifications to the budget can be made after November 30 of the contract period.

Certification Regarding Debarment, Suspension, Proposed for Debarment, or Declared

Ineligible for Award of Contracts by any Federal or State Agency: By signing the contract, the **Contractor** attests and assures that no employee or any of its principals, including Subcontractors, performing hereunder:

- Are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency;
- Have, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of federal or State antitrust statutes relating to the submission of offers; or, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Have, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal, State, or local entity; nor,
- Are presently indicted for, or otherwise criminally indicted, or charged by a governmental entity with any of the offenses enumerated above in this section.

Confidential Information: If the **Contractor** has access to any confidential information relevant to the FSMDT, then the **Contractor** agrees to comply with all federal and State privacy laws and regulations, and the FSMDT confidentiality agreement.

Construction Costs: CAMTA funds shall not be used for construction purposes.

Contract Monitoring Plan: As a **Contractor** with the **OCCY**, this contract will be monitored to ensure compliance with the Duties, Terms, and/or Conditions outlined in this contract. Typical monitoring activities may include site visits, review of contractually required deliverables, review of expenditures and supporting documentation, and verification of licensure and/or insurance required and other monitoring activities.

The OCCY Contract Monitor for this contract is Brittany Gassner, Programs Manager, Freestanding Multidisciplinary Teams, 2915 N. Classen Blvd, Suite 300, Oklahoma City, OK 73106; (405) 606-4919; Brittany.Gassner@OCCY.ok.gov.

Disallowable Claims: If any cost items claimed by the **Contractor** on behalf of the FSMDT are subsequently disallowed by the **OCCY** with reason, the **Contractor** shall repay the **OCCY** the amount of any such disallowed items.

Entire Agreement: This contract, including referenced attachments, represents all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

Equal Opportunity and Discrimination: The **Contractor** agrees to comply with all federal and state laws prohibiting discrimination and assures services will be provided without distinction on the basis of race, sex, color, national origin, or disability and no other distinction will be made on the bases of age, except as the law allows.

Equipment: The equipment threshold is set by the FSMDT's written policy and should be available upon request. This policy shall be available for viewing by the **OCCY** Contract Monitor. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a contract will vest upon acquisition in the FSMDT. Equipment records must be maintained and include a description of the equipment, a serial number or other identification number, the acquisition date, the cost of the equipment, and the location use and condition of the equipment.

A physical inventory of the equipment must be taken, and the results reconciled with the property records once every year. This information must be available to the **OCCY** Contract Monitor upon request. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated. Adequate maintenance procedures must be developed to keep the equipment in good condition at the team's expense.

In the event that the FSMDT status changes to "Non-Functioning" and/or equipment is no longer of viable use to the FSMDT, the **Contractor** on behalf of the FSMDT shall contact **OCCY** for guidance on the future use or disposal of equipment. Communication on the use/disposal of equipment shall be in writing.

Event of Default: In the event the **Contractor** fails to meet the terms and conditions of this contract or fails to provide services in accordance with the provisions of the contract, the State of Oklahoma at its sole discretion, may cancel this contract by written notice and require the **Contractor** reimburse to **OCCY** any remaining CAMTA funds notice of default to the **Contractor**. Cancellation due to default shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided by law. In the event a Notice of Cancellation is issued, the **Contractor** shall have the right to request a review of such decision as provided by the rules and regulations promulgated by OMES Central Purchasing Division. This clause is an exemption to the Cancellation Clause.

Evidence of Insurability: If applicable, the **Contractor** shall obtain the relevant insurance, including workers' compensation, and optionally automobile insurance medical malpractice, and general liability as applicable or as required by State or federal law, and shall provide evidence of insurability from the insurance carrier prior to commencement of any work in connection with the Contract. The **Contractor** shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide **OCCY** with evidence of such insurance and renewals. Such policy shall require 30 days advance notice of cancellation be provided to **OCCY**.

If the **Contractor** is an individual, does not have employees, and does not carry workers' compensation insurance because it considers the business to be that of an independent **Contractor** as defined by the Workers Compensation Act (Title 85 O.S. §1 et. seq.), and not that of an employee, the **Contractor** must complete an Affidavit of Independent **Contractor** Status.

Expense Reports: A properly completed Expenditure Report form must be submitted quarterly to **OCCY** by email at MDTOffice@OCCY.ok.gov and received no later than the 15th of the month following the quarter. If the FSMDT has no expenses for the quarter, then the **Contractor** must submit an Expenditure Report form indicating no expenses were incurred for that quarter. The reporting periods are Quarter 1 – January, February, March; Quarter 2 – April, May, June; Quarter 3 – July, August, September; and Quarter 4 – October, November, December. Supporting documentation for all expenses must be maintained by the Contractor and provided within two weeks if requested by **OCCY**.

Using the same cost principles applicable to federal funds as provided for at 2 CFR Part 200, **Contractor** assures that all expenditures will be supported by documentation including, but not limited to, copies of paid invoices, payroll records and time reports. The **Contractor** further assures that all billings will be based on actual costs incurred and paid. If the **Contractor** is unable to support any part of an expenditure and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the **Contractor** or the expense is disallowable, the **Contractor** shall be liable to **OCCY** for an amount equal to such unsupported part of the expenditure in addition to all costs, including legal, attributable to the reviewing and discovery of paid part of claim. Liability under this paragraph shall be determined within two-years of the discovery of such misrepresentation of fact or fraud by the **Contractor**.

Failure to Comply: The **Contractor** shall be subject to all applicable State and federal laws, rules and regulations, and all amendments thereto. Compliance with the requirements shall be the responsibility of the **Contractor**, without reliance on or direction by **OCCY**.

False Claims Act: The **Contractor** shall promptly notify **OCCY** of any credible evidence that a principal, employee, agent, Subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Failure to Enforce: Failure by the State of Oklahoma at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of the State's right to do so in the future. Such failure to enforce shall not affect the validity of this contract or any part thereof or the State of Oklahoma right to enforce any provisions at any time in accordance with its terms. Further, the State's selectin of one remedy at law or in equity shall not be deemed an election of remedies and the State shall maintain all rights and remedies provided herein.

Food Items: In accordance with OMES, purchase of food and drink items used as food and refreshments and required in connection with meetings (i.e., 10A O.S. § 1-9-102, 135:10-25-5, and "MDT Minimum Standards") or similar type activities held/conducted for and in the interest of the general public, shall be considered a valid operating expense to the extent that such purchases serve a public purpose. This also includes service items, such as disposable plates/flatware, stirrers, coffee cream, sweeteners, etc.

"A *public purpose*" as used in this policy shall mean activities or functions conducted/held in the interest of the general public at large. The general public at large may include business guests of the agency."

The maximum expenditure amount per month for food, not including service items, is \$120.00.

Force Majeure: The **Contractor** shall not be liable for any damages resulting from any delay in delivery or failure to give notice to delay that directly or indirectly results from the elements, act of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the **Contractor**.

Mandatory Requirements: The use of the terms "shall," "must," or "will" (except to indicate simple futurity) in this contract indicate a mandatory requirement or condition. The word "should" or "may" in this contact indicates desirable attributes of conditions and are permissive in nature.

Non-Collusion Certification: The **Contractor** will complete and return the non-collusion certification, OMES-FORM-CP-004.

Oklahoma Taxpayer and Citizen Protection Act of 2007: The **Contractor** certifies that it and all proposed Subcontractors whether known or unknown at the time this contract is executed or awarded are in compliance with Title 25 O.S. §1312 and includes, but is not limited to, the free Employment Verification Program available at www.dhs.gov/E-Verify.

Procurement Integrity: The **Contractor** certifies they have not entered into this contract with this or any other Oklahoma State agency that would result in a substantial duplication of the services of duplication of the end product rendered by the **Contractor** or its employees.

Statement of Responsibility and Liability: The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. **OCCY** shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act. The **Contractor** shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

The **Contractor** agrees to hold harmless **OCCY** of any claims, demands liabilities resulting from any act or omission on the part of the **Contractor** and/or its agents, servants, and employees in the performance of this contract. It is the express intention of the parties hereto that this contract shall not be construed as, or given the effect of, creating a joint venture partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

Travel and Related Expenses: Reimbursement of travel expenses to the FSMDT is set by the FSMDT's written policy and should be available upon request. Travel expenses incurred by the FSMDT pursuant to this contract shall be included in the total amount of the contract award and will be limited to the current General Service Administration (GSA) rates or the Oklahoma State Travel Reimbursement Act, as applicable.

Vendor Payment System: As a recipient of funds issued from a State of Oklahoma government agency, **Contractor** information is maintained in the State of Oklahoma PeopleSoft Vendor Payment System. All payments issued by Oklahoma state agencies are subject to state law (Title 62, Section 34.64) requiring that "Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism." To comply with the law, the Treasury must collect the information necessary to pay all individuals and companies electronically.

Whistleblower Protection Act: The parties acknowledge and agree the Pilot Program for Enhancement of **Contractor** Employee Whistleblower Protections, 41 U.S.C. §4712, may apply to this contract or grant and that no employee of a **Contractor**, Subcontractor, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section when that employee reasonably believes evidence exists of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse or authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a Federal contract.

APPROVED:

Representing the OCCY as legal signatory

Brittany Gassner
Program Manager, FSMDT Department

Date

APPROVED:

Representing Contractor as legal signatory

Printed Name:
Title:

Date

Strategic Planning Activity

SWOT Analysis

LIFT Community Action Agency, Inc. Board of Directors

The following activity, referred to as a SWOT Analysis is a strategic planning technique that helps us to identify core Strengths, Weaknesses, Opportunities, and Threats. This technique is designed for use in the preliminary stages of decision-making processes and will be used as a tool for evaluation of the strategic position of the agency. The goal is to identify the internal and external factors that are favorable and unfavorable to achieving the goals and objectives of the Strategic Plan and Community Needs Assessment

The SWOT Analysis Consists of Four Parts as listed below:

- Two Internal Components which include:
 1. Strengths
 2. Weaknesses
- Two External Components which include:
 3. Opportunities
 4. Threats

The results from the SWOT analysis activity will help with the development of key objectives and strategies for inclusion in the 2023-2025 Strategic Plan. Therefore, when completing this activity, participants should be mindful of the prioritized community needs as identified in the most current community needs assessment report which are:

1. Need for Safe, Decent and Affordable Housing
2. Need for increased services for addressing substance use/abuse
- 3. Need for improved Community and Economic Development**

STRENGTHS

Example (Staff Capacity)

Internal

WEAKNESSES

Example (Staff turnover)

SWOT
Analysis

OPPORTUNITIES

Example (Community Partners)

External

THREATS

Example (Funding cuts)

LIFT Community Action Agency, Inc.

209 N 4th Hugo, OK 74743 | 580-326-3351 | www.liftca.org

Victim Services Programs Policies and Procedures Manual



**REVISIONS APPROVED BY THE BOARD OF DIRECTORS
November 8, 2022**

David Hawkins, Board Chairman

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

The purpose of this Policies and Procedures Manual is to establish operating procedures that are standard throughout LIFT Community Action Agency's Victim Services Programs (hereafter referred to as LIFT CAA), to protect the employees and to preserve the integrity of the programs. This manual shall serve as one document to be used by all persons. As the agency grows, it may become necessary to amend the plan. When this occurs, staff members will be informed of the amendments. It is the responsibility of each Victim Services Program employee, volunteer, and LIFT CAA Board Member to read this manual and to become familiar with the provisions.

MISSION

The mission of LIFT CAA's Victim Services Programs is to provide relief and support for persons who have suffered physical or emotional abuse as a result of domestic violence, sexual assault, and stalking; to empower those who have lived in violent relationships and those who are survivors of sexual assault and stalking by utilizing the concepts of individual worth, choice, self-determination and independence; to assist those persons to utilize community resources for the establishment of healthy familial relationships and self-growth; to eradicate the myths and ignorance by enlightening and educating the communities served; and to advocate unceasingly for a non-violent society. In accordance with this mission, LIFT CAA serves and is served by persons of all age, economic, ethnic, lifestyle, racial, religious and social groups.

The mission of the LIFT CAA's Court Appointed Special Advocates (CASA) Program is to provide a volunteer to serve as advocate for every abused or deprived child who comes before our District Court. A further mission of the CASA program is to raise community awareness of the needs of abused children, and to develop ways the community can participate in meeting those needs.

Philosophy

The philosophy for service provision for victims of domestic violence, sexual assault is that: All persons have the right to live without fear, abuse, oppression, violence, and child abuse. There should be equality in relationships and survivors of domestic violence, sexual assault and stalking should be helped to assume power over their own lives. Survivors should be treated with dignity and respect; all people involved in violent crimes are affected – victims, children, families, partners, friends, the community, and perpetrators. Offending is a choice, and perpetrators of domestic violence, sexual assault and stalking are solely responsible for their behavior, and they should be held accountable for their behavior. A coordinated community response is the best approach to eliminating domestic violence, sexual assault and stalking in Oklahoma; intervention and services shall be based upon the safety and well-being of individuals and communities. Services shall be provided in a non-judgmental, voluntary, non-coercive manner and take place in a safe, trauma-informed environment. Services should encourage self-determination, autonomy, physical and emotional safety, and provide information that will enable independence. Services shall respect cultural diversity by recognizing the spectrum of differences that exists among groups of people with definable and unique cultural backgrounds. Services shall be delivered from an approach that recognizes the impact of trauma and acknowledges the role of trauma in the lives of victims/survivors and their dependents.

LIFT CAA VICTIM SERVICES PROGRAMS

I. CORE SERVICES

- a. It is the policy of LIFT CAA's Victim Services Programs to serve residential and non-residential victims of domestic violence, sexual assault, and stalking, and their dependents or family members. The Court Appointed Special Advocates (CASA) Program utilizes trained volunteers to be the voice of children (from birth to age 18) who have been victims of abuse and/or neglect. The Safe Place Healing Hearts Program directly serves and works to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking. The Victim Advocacy Services Program provides direct, supportive services to all types of victims, including domestic violence and/or sexual assault. All aspects of the service components within these programs are completed through the work of agency staff and volunteers, as detailed in this Manual.
- b. LIFT CAA shall provide safe, accessible, and trauma-informed services for victims of domestic violence, sexual assault, and stalking, and their dependents or family members.
- c. LIFT CAA shall have a philosophy of service provision based upon voluntary services and individual self-determination. The written statement of the philosophy of services shall be approved by the governing Board of Directors and made available to the community, staff, volunteers and clients.
- d. LIFT CAA shall have policies and procedures to maintain facilities, staffing, and operational methods, including a policy for recruitment of board members, staff and volunteers who are representative of diversity in the local community and of clients served.
- e. LIFT CAA shall provide sexual assault services.
- f. LIFT CAA shall offer crisis intervention services (see Section II).
- g. LIFT CAA shall offer danger assessment, safety planning, counseling or support, support groups, and advocacy in a trauma-informed environment.
- h. LIFT CAA shall maintain an atmosphere of and offer services that are free from all forms of unlawful discrimination based on race, gender, religion, color, age, national origin, and/or disability (i.e., physical, mental illness, and substance abuse). Services to immigrant women will not be denied or diminished on the basis of immigration status.
- i. LIFT CAA shall provide public education to increase the community's awareness and understanding of domestic violence, sexual assault and stalking, available and needed resources, and to identify the role community can play in eliminating domestic violence, sexual assault, and stalking.
- j. The programs, in compliance with 75:15-9-2 Program Management, shall maintain written policies procedures which describe each program service component, the rules clients are expected to follow for each component, and staff or volunteer duties. Policies shall include but not be limited to: physical punishment of children shall not be allowed; length of stay limitations (if any); and participation in housekeeping, food preparation or other activities (if applicable). Rules shall be visibly posted in client areas. Clients shall be given a copy of program rules and the provision of such shall be documented in the client record. The programs shall

have a written policy of the intent to comply with the Americans with Disabilities Act of 1990. Compliance with 75:15-9-2 shall be determined by a review of the program's written policy and procedures rules; client interviews/record documentation, and on-site observation.

II. CRISIS INTERVENTION SERVICES

LIFT CAA shall offer trauma-informed crisis intervention services, to include the following:

- a. Crisis telephone services staffed twenty-four (24) hours per day by trained staff or volunteers, and 24-hour immediate, direct access to crisis advocates. Pagers, answering machines or answering services shall not be used.
- b. Emergency housing such as hotel or motel available for victims and their dependent(s).
- c. Arrangement for safe shelter, food, clothing, and incidentals as needed by victims and dependents.
- d. Twenty-four (24) hour emergency transportation or access to transportation for necessary and emergency services (i.e. shelter, to and from SANE exams, etc.). This provision shall not require service providers to be placed in a situation that could result in injury.
- e. Cooperation with law enforcement to offer assistance to the victim and accompanying dependent(s). LIFT CAA will ensure victims are educated about participating in the legal prosecution of their offender and that an appropriate release or waiver may be necessary.
- f. Provision of advocacy and referral to assist victims in obtaining needed services or resources.
- g. Foreign language interpretation.
- h. Follow-up services to all victims, if victim safety is not compromised. Clients who give permission for follow-up services will be contacted within two (2) weeks of initial contact.
- i. Group and/or individual counseling or support services, made available before or after normal business hours (8 am to 5 pm), if needed by clients. These services shall minimally offer the following:
 - 1) A facility with offices, and individual and group counseling space to offer services.
 - 2) Advocacy services, both in person and by telephone, either in the locations of other community services and systems, or in the program's offices. Other locations include, but are not limited to, those necessary to provide court advocacy services to clients.
 - 3) Service approaches shall focus on the empowerment of victims to access needed resources and to make healthy and safe decisions for themselves and dependents.
- j. LIFT CAA shall maintain at a minimum the following client resources:
 - 1) Service agreements with community service providers for client services, which shall be renewed every three (3) years; if unable to establish a service agreement, attempts shall be documented;
 - 2) A resource document of local, area, or state resources to facilitate referrals for clients;
 - 3) An updated list of identified behavioral health professionals in the community who treat clients with related trauma and need mental health or substance abuse services, since LIFT CAA does not have a behavioral health professional on staff.

III. SEXUAL ASSAULT SERVICES

- a. LIFT CAA is and shall continue to serve as an active member of the Sexual Assault Response Team/Coordinated Community Response Team in each county of its service area (Choctaw, McCurtain, and Pushmataha Counties). In addition, LIFT CAA collaborates with other certified DVSA providers in the service area. At a minimum, LIFT CAA shall offer the following services:
 - 1) Counseling or advocacy and support services offered at any safe and appropriate site (LIFT CAA offices, law enforcement, legal, medical or social service setting), as needed by the client.
 - 2) A twenty-four (24) hour crisis line, crisis intervention, in-person advocacy, active listening, and support by trained staff or volunteers with a knowledge of the issues and processes of sexual assault, rape trauma recovery, assessment, referral when indicated, and family involvement when chosen by the victim.
 - 3) Clothing, if needed, for the sexual assault victims.
 - 4) Follow-up contact that does not compromise privacy and safety needs of the victim shall be offered to all sexual assault clients seen in the medical setting.
- b. If written permission is granted by the client for follow-up contact, it shall be done no later than fourteen (14) business days after face-to-face crisis intervention. Follow-up will offer agency services or other available resources needed by the client.
- c. When appropriate staff or volunteers are available, LIFT CAA shall assist the Council on Law Enforcement Education and Training (CLEET) by providing appropriate staff or volunteers to assist in sexual assault and sexual violence training to law enforcement.
- d. Since LIFT CAA does not have a behavioral health professional on staff, the agency shall maintain an updated list of identified behavioral health professionals within the service area who treat clients with sexual assault-related trauma.

IV. CHILDREN SERVICES

LIFT CAA client records for children shall contain, at a minimum, the following information:

- a. Intake and screening information
 - 1) Client's name
 - 2) Date of initial contact/intake
 - 3) Age
 - 4) Pertinent medical information
 - 5) Mother's name
 - 6) Father's name
 - 7) Adult client's abuser (if different from child's biological father)
- b. Custody
 - 1) Has a court entered a custody order? If yes, what does the order provide?
 - 2) With whom does the child physically reside?
 - 3) Does the child have contact with the adult client's abuser?
 - 4) Is visitation court ordered with the abuser?
- c. Safety (including but not limited to)
 - 1) History of child abuse or neglect

- 2) Exposure or witnessing violence
 - 3) Child's response to witnessing violence
 - 4) History of involvement in the child welfare system, including the presence of current child welfare involvement
- d. Service notes, which shall minimally include:
- 1) Date
 - 2) Location
 - 3) Start time
 - 4) Duration
 - 5) Description of services provided delineated by time spent and service code, if applicable, or documentation of referral to other services or case management.
- e. Within five (5) business days of entry into residential services (excluding advocacy, children's activities or crisis intervention), LIFT CAA shall offer to assess the risk and needs of the children accompanying primary victims as well as offer children's services to address the impact of violence and trauma in their lives and to facilitate healing. A risk and needs screening and assessment on each child, when accepted, shall minimally include:
- 1) Brief trauma screening to assess the impact of trauma;
 - 2) Developmental history to include speech and language, hearing and visual;
 - 3) Medical or physical health history;
 - 4) Social history to include interactions with peers;
 - 5) History of use of tobacco, alcohol or other drugs;
 - 6) Parent/guardian custodial status;
 - 7) Community referral needs.
- f. Services provided to each child shall be culturally sensitive while addressing the identified risks and needs, and shall minimally include:
- 1) safety planning that is appropriate with respect to the child or adolescent's age, development, and education;
 - 2) a specific safe, protected play area for children;
 - 3) advocacy with community systems;
 - 4) referral to community resources for needed services;
 - 5) linkage and advocacy with the local school system to provide for ongoing educational needs;
 - 6) parenting support for clients, if applicable; and
 - 7) Children's groups using age-appropriate topics and based on established best practices.
- g. Pursuant to Title 10A O.S. § 1-2-101, any person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services.

V. CLIENT RECORDS

- a. LIFT CAA shall have and maintain a master client index system containing the client's name and the victim services program's discreet numerical or letter identifier.

- b. No identifying information such as initials, age, year of birth, or gender shall be part of the client ID. The same discreet identifier shall be the client ID that is entered into the Oklahoma Office of Attorney General database without further encryption.
- c. In accordance with Oklahoma Office of Attorney General standards, LIFT CAA shall correct errors on record material by lining through, initialing the error, and inserting the correct material either above the error or at the end of the entry. LIFT CAA forbids the use of "white-out" or any action which obliterates the error.

VI. RECORD CONTENT – GENERAL

LIFT CAA client records shall contain, at a minimum, the following information:

- a. Intake and screening information
 - 1) Client's name
 - 2) Date of initial contact/intake
 - 3) Pertinent medical information
 - 4) Emergency contact information
 - 5) History/nature of abuse, including an evidence-based, dangerousness assessment and screening for stalking and trauma, including a description of the event that precipitated the request for services and safety planning
 - 6) Screening for strangulation and head trauma, if applicable, information shall be given to client
 - 7) Perpetrator information, if known.
- b. Service notes, which shall minimally include:
 - 1) Date
 - 2) Location
 - 3) Start time
 - 4) Duration
 - 5) Description of services provided delineated by time spent and service code, if applicable, or documentation of referral to other services or case management.
 - 6) Signature of staff and volunteer providing the services.
- c. The service plan, which shall focus on victim safety and well-being, and shall minimally include:
 - 1) Goals and objectives of the client, which shall be agreed upon between the client and staff or volunteer.
- d. Exit information, which shall minimally include:
 - 1) Documentation that the client participated in planning for the client's exit
 - 2) The reasons for the client's exit or departure
 - 3) Client and staff or volunteer dated signatures or an explanation if staff or the volunteer were unable to obtain the client's signature.
- e. Each client record entry shall be legible.
- f. Each client record entry shall be dated by the staff member or volunteer making the entry.

VII. RECORD CONTENT – SERVICE SPECIFIC

LIFT CAA client records for specific services shall conform to the following:

a. Crisis Intervention Services

- 1) All face-to-face contacts with active clients are documented and contacts with persons not receiving additional services shall be offered and documented. Documentation shall minimally include:
 - i. Staff/Volunteer Name and signature;
 - ii. Date, time, length, and location of intervention;
 - iii. Safety planning based on risk;
 - iv. Client's name, age, race, county of residence, and contact number if given;
 - v. Protective order information if applicable;
 - vi. Personnel involved such as police, hospital, etc.;
 - vii. Summary of contact, including injuries observed and services requested;
 - viii. Outcome.
- 2) All telephone contacts shall be documented. Documentation shall minimally include:
 - i. Staff/Volunteer name;
 - ii. Date, time and length of call;
 - iii. Safety planning based on risk;
 - iv. Caller's name and contact number, if given; however, no caller shall be required to give a name, phone number or any other identifying information as a condition to receive information or domestic violence, sexual assault or stalking services;
 - v. Summary of the call, including services needed and offered;
 - vi. Outcome.
- 3) Contact information is kept by the program.
- 4) Clients to be transported to shelter facilities shall be screened before the shelter referral is made. If the client is in immediate danger, or no safe housing is available, this screening may be initially waived. If the screening is waived, documentation shall reflect the reason(s) and the notification of such to the shelter.

b. Counseling, Support, and Advocacy

- 1) LIFT CAA does not employ a counselor(s). Referrals are made to local counseling services. LIFT CAA does provide Support and Advocacy Services, with documentation to include:
 - i. An assessment of the client's needs, completed by the third (3rd) advocacy session; if a client declines to participate, staff or volunteer shall document offer of services;
 - ii. A service plan, completed by the fifth (5th) advocacy session; if a client declines to participate, staff or volunteer shall document offer of services;
 - iii. A service plan review and update shall be completed at a minimum of once every six (6) months; if a client declines to participate, staff or volunteer shall document offer of services.

c. Sexual Assault Services

- 1) For victims who continue in support sessions, a service plan shall be developed by the fifth (5th) visit; If a client declines to participate, staff or volunteer shall document offer of services; and
- 2) Service plans shall be reviewed and updated at a minimum of once every ninety (90) days; if a client declines to participate, staff or volunteer shall document offer of services.

VIII. CLIENT CONFIDENTIALITY

LIFT CAA's Victim Services Programs must comply with both State and Federal laws governing confidentiality and any exceptions to those laws.

- a. State Law: Case or client records, files or notes, of a DVSA program shall be confidential and shall only be released under certain prescribed conditions (74 O.S. § 18p-3).
 - 1) The case records, case files, case notes, client records, or similar records of LIFT CAA or of any employee or trained volunteer of a program regarding an individual who is residing or has resided in such program or who has otherwise utilized or is utilizing the services of any domestic violence or sexual assault program or counselor shall be confidential and shall not be disclosed.
 - 2) For purposes of this subsection, the term "client records" shall include, but not be limited to, all communications, records, and information regarding clients of domestic violence and sexual assault programs.
 - 3) The case records, case files, or case notes of programs specified in paragraph 1 of this subsection shall be confidential and shall not be disclosed except with the written consent of the individual, or in the case of the individual's death or disability, of the individual's personal representative or other person authorized to sue on the individual's behalf or by court order for good cause shown by the judge in camera.
- b. Federal Law:
 - 1) VAWA- 42 U.S.C. § 13925 (b)(2). Federally, the U.S. Violence Against Women Act January, 2006 and mandates that programs that receive VAWA funds may not reveal personally identifying information about victims without "reasonably time-limited," written, and informed consent.
 - 2) Under this provision, VAWA-funded programs are prohibited from disclosing personally identifying victim information to any third party, including to any database operated by any party outside of the domestic violence program.
 - 3) "Reasonably time-limited" is not defined in the statute, but it is determined by the circumstances and the purposes for which the client is requesting the release of information. It could be a few minutes, a few hours, or a few days. In no event should it be for more than 60 days.
 - 4) FVPSA U.S. Family Violence Prevention and Services Act (FVPSA) each have specific confidentiality protections that apply to many domestic violence and sexual assault programs. (42 U.S.C. 10402(a) (2) (E)). Grantees and subgrantees under this title shall

protect the confidentiality and privacy of persons receiving services. Subgrantees shall not:

- i. Disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs; or
- ii. Reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

IX. WAIVER OF CONFIDENTIAL INFORMATION

- a. For a waiver of confidentiality to be valid, it must:
 - 1) Be voluntary;
 - 2) Relate only to the participant or the participant's dependents;
 - 3) Clearly describe the scope and any limitations of the information to be released;
 - 4) Include an expiration date; and
 - 5) Inform the participant that consent can be withdrawn at any time, orally or in writing.
- b. LIFT CAA may only share the specific information the client allows in the release. The client chooses when, how and what personal information will be shared or not shared, and with whom.
- c. Even when a court mandate requires LIFT CAA to disclose or release information about the client, the program may only share the minimum information necessary to meet the statutory or court mandate.
- d. The program/LIFT CAA shall notify the victim of any disclosure and continue taking steps to protect the victim's safety and privacy.
- e. A valid written release form for disclosure of client information shall have, at a minimum, the following elements:
 - 1) the specific name or general designation of the program or person permitted to make the disclosure;
 - 2) the name and title of the individual within the organization to which disclosure is to be made;
 - 3) the name of the client whose records are to be released;
 - 4) the purpose of the disclosure;
 - 5) a description of the information to be disclosed;
 - 6) the dated signature of the client or authorized representative or both when required;
 - 7) a statement of the right of the client to revoke the release in writing and a description of how the client may do so; and

- 8) an expiration date, specified event or condition which, if not revoked before, shall ensure the release will last no longer than reasonably necessary to serve the purpose for which it is given. In no event shall the waiver extend for longer than sixty (60) days.
- f. Clients choosing to allow disclosure or sharing of information with police, prosecutors, the Oklahoma Fatality Review Board, or others indicated in the event that the client dies (due or not due to domestic violence) shall sign an "in the event of my death" exception.
- g. LIFT CAA will ensure confidentiality of client information and identity and govern the disclosure of information, including verbal disclosure contained in client records. When a client record is established, the program shall discuss the confidentiality requirements with each client and maintain documentation in the client record that they have reviewed the circumstances under which confidential information may be revealed.

X. PHYSICAL SAFETY AND INTEGRITY OF CLIENT RECORDS

- a. LIFT CAA shall safeguard client records and information contained therein against loss, theft, defacement, tampering, or unauthorized access or use. Information databases will be password-protected and client records will be stored in a secure, locking cabinet in the staff office, which will be locked whenever left unattended. No files will be left in public view.
- b. Only those program staff members and volunteers who have completed required training shall have access to client files.
- c. Client identifying information will not be released without written consent as described under Section IX.

XI. CLIENT RECORD, HANDLING, RETENTION, AND DISPOSAL

- a. LIFT CAA's policies and procedures addressing the storage, retention period, and method of disposal of client records shall be compatible with protecting clients' rights against unauthorized confidential information disclosures.
 - 1) Client records shall be stored in a manner in which they are easily retrieved by staff or volunteers as need for providing and documenting services.
 - 2) All client files shall be maintained in a locked cabinet for a period of seven (7) years after the date of discharge.
 - 3) The client's file in its entirety shall be shredded in a manner as to maintain client confidentiality seven (7) years after the client's discharge. The Executive Director will assign the job of shredding the files to appropriate staff.

XII. PHYSICAL PLANT, PRIMARY ROLE

- a. The primary role of LIFT CAA's Victim Services Programs is to offer safety as well as protect the confidentiality and privacy of victims of domestic violence, sexual assault or stalking and their dependent family members. All physical plants of LIFT CAA shall not be utilized in any manner that fails to guarantee the confidentiality, safety, and protection of the victims, their dependents and staff or volunteers.

- b. LIFT CAA's Victim Services Programs do not currently serve batterers. In the event that LIFT CAA begins to provide services to batterers, the agency will develop written procedures to ensure that those services do not jeopardize the safety and psychological well-being of victims.
- c. LIFT CAA's facilities shall meet the safety, zoning, and building code regulations required by local, state, and Federal authorities.
- d. LIFT CAA's facilities shall each have a first aid kit and fire extinguishers, maintained annually.

XIII. DISASTER PROCEDURES

- a. There shall be written procedures describing the emergency plans in case of a disaster, whether internal or external, or in case of threat to the safety of any client, staff or volunteer. Evacuation routes, inside sheltering sites, and fire extinguisher locations shall be posted.
- b. An annual fire and safety inspection shall be conducted at all locations by State Fire Marshall. A record of the inspections will be kept at the administrative offices.
- c. Fire extinguishers, Alarm panel and sprinkler system are to be inspected by a certified inspector annually and maintained as necessary.
- d. Staff/volunteers shall know the exact location, contents and use of first aid kits.
- e. Battery powered exit signs will indicate egress route at each location as determined by the fire marshal.
- f. Battery powered emergency egress lights are mounted at various locations throughout the facilities as determined by the Fire Marshal. In the event that the emergency backup lighting fails, flashlights shall be placed in various accessible areas of the facilities.
- g. Disaster Procedures have been created. All staff will be trained during orientation and yearly in these procedures.
- h. Fire, tornado, bomb threat and intruder drills shall be conducted annually. The date, time, and type of drill shall be documented.

XIV. PERSONS WITH SPECIAL NEEDS

- a. Pursuant to the Americans with Disabilities Act of 1990, LIFT CAA shall ensure that persons with disabilities are not excluded from services. Programs are required to integrate a person with a disability into agency services, unless providing separate services is the only way to offer equal opportunities for services.
- b. Referrals will be offered when necessary; the following are written procedures for referrals of disabled persons who cannot be served on-site.
 - 1) Referrals for deaf or hearing impaired clients:
 - i. A deaf or hearing-impaired individual will be admitted to the program following the standard intake procedure to the best of the agency's ability.
 - ii. Sign language interpretation will be offered as services are available or, if applicable, by the person accompanying the client.
 - iii. Staff shall consult the appropriate services that are hearing impaired accessible and present options to clients.

- iv. Staff will initiate the referral process, providing assistance in accessing referred services as well as follow-up to help ensure needs are met.
 - v. In special cases involving domestic violence and the deaf and hearing-impaired, staff shall work with Adult Protective Services through the Department of Human Services in order to offer assistance to the client.
- 2) Referrals for physically and/or mentally handicapped clients:
- i. A physically and/or mentally handicapped individual would be admitted to the program following the standard intake procedure to the best of the agency's ability.
 - ii. Staff shall consult the appropriate services that are handicapped accessible and present options to clients.
 - iii. Staff will initiate the referral process, providing assistance in accessing referred services as well as follow-up to help ensure needs are met.
 - iv. In special cases involving domestic violence and the physically and/or mentally handicapped, staff shall work with Adult Protective Services through the Department of Human Services in order to offer assistance to the client.
- 3) Referrals for blind or visually impaired clients:
- i. A blind or visually impaired individual will be admitted to the program following the standard intake procedure to the best of the agency's ability.
 - ii. The agency will provide large print materials to clients who may be visually impaired.
 - iii. Staff shall consult the appropriate services that are visually impaired accessible and present options to clients.
 - iv. Staff will initiate the referral process, providing assistance in accessing referred services as well as follow-up to help ensure needs are met.
 - v. In special cases involving domestic violence and the blind or visually impaired, staff shall work with Adult Protective Services through the Department of Human Services in order to offer assistance to the client.

LIFT CAA Victim Services Programs will maintain current service agreements (to be renewed every three years) with available community services to offer access to a continuum of needed services for clients with special needs. If unable to establish a current service agreement with all appropriate resources in the community, efforts to do so or reasons/ opinions why this is not or cannot be done will be documented. The programs will utilize existing Resource Guides as well as other available local, area, or state information to facilitate referrals for clients.

- c. Service and companion animals should be allowed in facilities unless the animal poses a direct threat to the health/safety of others.
- d. Auxiliary aids/services should be offered as necessary to ensure effective communication unless doing so would cause an undue burden (i.e., significant difficulty or expense) or fundamental alteration in services.
- e. Alterations to existing buildings must be accessible to the maximum extent feasible. All newly constructed facilities must be accessible to persons with disabilities unless it is structurally impractical.

XV. PROGRAM ENVIRONMENT

The program environment shall meet the following conditions:

- a. LIFT CAA's facilities shall have heating and air conditioning equipment adequate to maintain the temperature in areas utilized by clients at between 65°F and 85°F.
- b. Smoking shall not be allowed in any indoor portion of any facility.
- c. LIFT CAA's facilities shall have adequate space in which to carry out the Victim Services Programs' goals and objectives, including outdoor areas and equipment when appropriate.
- d. Toxic materials and dangerous substances, such as toxic cleaners, insecticides, and matches shall be stored in a non-client area, locked space where they are not accessible to children.
- e. Combustible materials shall be stored in locked non-flammable containers.
- f. The Poison Control Center's toll-free telephone number shall be posted and visible to staff and clients at all times.

XVI. ADMISSION CRITERIA

- a. The only criterion for admission into LIFT CAA's Victim Services Programs is victimization. Appropriate referrals will be made. Exit criteria will be contingent on the survivor's need for services or lack of participation. The survivor is free to leave the program at any time.
- b. The criterion for admission of a minor child is that the child is admitted to the program with the parent/guardian when either or both is in need of safety due to domestic violence, sexual assault or stalking.
- c. Exclusion criteria are that the victim is violent and/or abusive to staff, volunteer, parent, or other clients.

XVII. PROGRAM MANAGEMENT, POLICY AND PROCEDURES

- a. LIFT CAA shall maintain written policies and procedures that describe each program service component, the rules clients are expected to follow for each component, and staff or volunteer duties.
- b. Clients shall be given a copy of program rules and the provision of such shall be documented in the client record.
- c. The programs shall have a written policy of the intent to comply with the Americans with Disabilities Act of 1990.

XVIII. ANNUAL PROGRAM EVALUATION

- a. LIFT CAA shall conduct an annual evaluation of its Victim Programs services, facilities, and policies and procedures. The evaluation shall include an assessment to identify special populations of victims who are underserved or have special needs (included on the Advocacy and Supportive Services Feedback form). This annual evaluation shall be carried out according to the following plan of evaluation:

- 1) Data to be reviewed shall include: the number of clients served, type of victimization, services provided, annual staff evaluations, and compilation/trending of responses to the Advocacy and Supportive Services Feedback form, surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.).
- 2) The Victim and Youth Programs Director will compile the data collected by staff. This evaluation data will be submitted to the Executive Director and Board of Directors for review and approval. Upon review and approval by the Board of Directors, the evaluation will be made available to staff and volunteers, who will be able to ask questions and address any concerns.

XIX. CRITICAL INCIDENTS

All staff and volunteers are required to provide documentation and report all critical incidents.

- a. A Critical Incident is defined as one occurrence or set of events that is not consistent with the routine care of a client, the routine services provided by or operations of LIFT CAA, or the safety/security of the facility. Incidents include accidents, unusual occurrences, or situations that might result in injury to a person or damage the property or equipment. Incidents may involve clients, employees, visitors and other persons. An incident may involve multiple individuals and or results. Critical incidents which shall be reported include, but are not limited to: adverse drug events; self-destructive behavior; deaths and injuries to clients, staff, volunteers, and visitors; incidents involving medication; neglect or abuse of a client; fire; unauthorized disclosure of information; damage to or theft of property belonging to a client or the facility; other unexpected occurrences; or events potentially subject to litigation.
- b. Each critical incident shall be recorded and monitored as follows:
 - 1) agency name;
 - 2) name and signature of the person(s) reporting the critical incident;
 - 3) Client ID(s) or staff member(s), volunteers and/ or property, involved in the critical incident;
 - 4) the date;
 - 5) time of the critical incident;
 - 6) physical location of the critical incident, if known;
 - 7) the name of the staff or volunteer the incident was reported to;
 - 8) a description of the incident;
 - 9) severity of each injury, if applicable, which shall be indicated as follows:
 - i. no off-site medical care required or first aid care administered on-site;
 - ii. medical care by a physician or nurse or follow-up attention required; or
 - iii. hospitalization or immediate off-site medical attention was required.
 - 10) resolution or action taken, date action taken and signature of the agency director or authorized designee.
- c. Critical incidents that shall be reported to the Office of the Attorney General are reported as follows:

- 1) Critical incidents requiring medical care by a physician or nurse or follow-up attention and incidents requiring hospitalization or immediate off-site medical attention shall be delivered via fax or mail, including electronic mail, to the Office of the Attorney General Victims Services within forty-eight (48) hours, or if the incident occurs on the weekend or holiday, the next business day of the incident being documented.
- 2) Incidents involving disaster at a facility, death or client abuse shall be reported to the Safeline at 1-800-522-7233 immediately via telephone. The notification shall be followed with a written report from the reporting agency within twenty-four (24) hours of the incident and delivered via fax or mail, including electronic mail, to the Office of the Attorney General Victims Services Unit.

XX. PERSONNEL POLICIES AND PROCEDURES

- a. LIFT CAA has written policies and procedures governing the conditions of agency employment, to include appropriate screening and background inquiries to ensure client safety and confidentiality.
- b. Prior to employment and at least annually, LIFT CAA shall conduct a name search of employees against the registries maintained pursuant to the Oklahoma Sex Offenders Registration Act and the Mary Rippey Violent Crime Offenders Registration Act.
- c. LIFT CAA's policies and procedures shall be accessible to all personnel and each shall be informed of personnel policies and procedures, and any other materials regulating or governing the conditions of their employment. Staff will complete an attestation of receipt of the policies and procedures upon hire/beginning work within the Victim Services Programs, as well as any revisions to the policies and procedures that may occur.
- d. Written policies and procedures shall ensure personnel are informed of any changes to these aforementioned materials.

XXI. NON-DISCRIMINATION

The agency's policies and procedures shall include provisions for non-discrimination with regard to the agency's relationship with personnel in accordance with applicable state and federal laws.

XXII. SELECTION OF PERSONNEL

The methods for selecting personnel shall be described in the policies and procedures manual, and shall include, but not be limited to:

- a. The processes for recruitment, selection and appointment; and
- b. Written criteria demonstrably related to the position being filled.

XXIII. JOB DESCRIPTIONS, PERSONNEL

LIFT CAA shall have written job descriptions for personnel defining the duties of, and minimum qualifications for, each position. Job descriptions will be reviewed and revised as appropriate.

XXIV. SUPERVISION OF PERSONNEL

LIFT CAA has established in writing lines of supervision for all personnel.

XXV. PERFORMANCE EVALUATION OF PERSONNEL

LIFT CAA shall have policies and procedures mandating the evaluation of personnel employment and service performance. These policies and procedures shall minimally include:

- a. performance evaluations shall be completed at least annually, to include an evaluation of the Executive Director;
- b. define the reason(s) for any evaluation other than annual;
- c. performance evaluations shall be in writing and based on the staff's or volunteer's job description;
- d. each evaluation shall be individually discussed with the staff or volunteers ;
- e. personnel shall have a documented opportunity to respond, in writing, to each of their individual performance evaluations;
- f. both staff or volunteer and supervisor shall sign and date the performance evaluation; however, the evaluation document shall state the staff's or volunteer's signature does not necessarily constitute agreement with the evaluation content.

XXVI. VOLUNTEER POLICIES AND PROCEDURE

- a. LIFT CAA shall have written policies and procedures governing volunteer utilization to include appropriate screening and background inquiries to ensure client safety and confidentiality. The agency's policies and procedures will be accessible to all personnel and each shall be informed of such, and any other materials regulating or governing the conditions of their volunteer service. There are no specific criteria such as related experience or education required to become a volunteer; the programs accept all concerned citizens who would like to be of service in their community. To be accepted into the program(s) and prior to providing services, volunteers must first undergo a thorough screening process consisting of an intensive interview and comprehensive background check through the Oklahoma State Bureau of Investigation and AmericanChecked – which includes a check for any traffic violations, social security number verification, criminal offenses nationwide, sexual offenders list, and warrants for arrest. The interview process begins with a brief overview of the program such as program goals, expectations, and volunteer responsibilities. Volunteers who pass the screening process must then complete mandatory pre-service training.
- b. LIFT CAA's policies and procedures shall include provisions for non-discrimination with regard to the agency's relationship with volunteers in accordance with applicable state and federal laws. All personnel shall have access to the Policies and Procedures and be informed of any changes. It is the policy of LIFT Community Action Agency, Inc. that no volunteer shall on the basis of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information and testing, sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or

any other characteristic protected by law, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which the agency operates or is applying for funding. The agency shall recruit volunteers who are representative of the diversity in the local community and clients served.

- c. Volunteers shall be utilized to offer direct or indirect services. The program shall ensure each volunteer has the knowledge appropriate to the volunteer's job duties and is appropriately supervised.
- d. The programs shall maintain record(s) for each volunteer selected and utilized. Documentation will minimally include:
 - 1. Duty or work assignment;
 - 2. Record of hours worked or hours of service performed;
 - 3. Record of participation in training; and
 - 4. Emergency notification information.

XXVII. SUPERVISION OF VOLUNTEERS

- a. LIFT CAA shall have in writing lines of supervision for all volunteers.
- b. LIFT CAA shall ensure each volunteer has the knowledge appropriate to the volunteers' job duties and is appropriately supervised.

XXVIII. ORIENTATION – GENERAL, PERSONNEL AND VOLUNTEERS

- a. LIFT CAA Victim Services Programs shall provide a minimum of thirty (30) hours orientation training that incorporates the use of adult learning techniques, (i.e., scenarios, role playing, shadowing) to familiarize new personnel and volunteers providing direct services with the program which includes, but is not limited to:
 - 1) Program goals and services of each service component;
 - 2) Program policies and procedures;
 - 3) Confidentiality, to include verbal confidentiality whether inside or outside the facility and client records;
 - 4) Facility safety and disaster plans;
 - 5) First aid kits and fire extinguishers, their location, contents and use;
 - 6) Universal precautions;
 - 7) Client rights;
 - 8) Domestic violence and its effects on victims and children;
 - 9) Power and control tactics of abuse;
 - 10) Dangerousness and lethality assessment including strangulation and head trauma;
 - 11) Crisis intervention techniques;
 - 12) Sexual assault;
 - 13) Stalking;
 - 14) Victim advocacy;
 - 15) Parenting and disciplinary techniques for children who have been exposed to domestic violence and trauma;

- 16) Active and empathetic listening techniques including hotline skills;
 - 17) Accessing resources needed by victims and their families including how to ensure services and access resources for persons with special needs including cognitive disabilities or who are deaf or hard of hearing, non-English speaking persons, or undocumented immigrants to include basic information on U Visas and T Visas;
 - 18) Safety planning for adults and age appropriate safety planning for children;
 - 19) Basic child development;
 - 20) Legal and ethical issues;
 - 21) Cultural Sensitivity;
 - 22) Effects of Trauma including posttraumatic stress disorder;
 - 23) Victim's use of force; and
 - 24) Documentation of services.
- b. Staff and volunteers providing indirect services and children's activities are required to complete orientation as prescribed by the Executive Director and Victim and Youth Programs Director, which shall include training on confidentiality and facility safety and disaster plans.
 - c. Orientation for personnel must take place within thirty (30) days of employment or prior to unsupervised direct client contact and services.
 - d. Volunteer orientation must occur within six (6) months or prior to unsupervised, direct client contact and services. The Executive Director of a facility may waive orientation training if documented that the staff or volunteer has completed the requisite program training within the past year.
 - e. Program Directors shall attend New Director Orientation and training offered by the Oklahoma Office of the Attorney General, within the first six (6) months of employment.

XXIX. IN-SERVICE AND ONGOING TRAINING FOR PERSONNEL AND VOLUNTEERS

- a. LIFT CAA shall mandate, at the minimum, sixteen (16) hours of annual training of all staff, to include:
 - 1) Confidentiality, to include verbal confidentiality whether inside or outside the facility and client records;
 - 2) Facility safety and disaster plans;
 - 3) First aid kits and fire extinguishers, their location, contents and use;
 - 4) Universal precautions;
 - 5) Client rights; and
 - 6) Legal and ethical issues.
- b. The remaining hours of annual training shall be related to domestic violence, sexual assault, stalking, batterers intervention and administration as prescribed and approved by the Executive Director.
- c. LIFT CAA shall mandate a minimum of four (4) hours annual training of all volunteers providing direct services, related to domestic violence, sexual assault, and stalking as prescribed and approved by the Executive Director.

- d. Staff and volunteers who provide indirect services and do not meet the requirements for staff and volunteers providing direct services as defined in OAC 75:15-1-2 shall receive annual training as prescribed by the Executive Director, but do not have a minimum number of training hours required.
- e. Documentation of training must include the topic of the training, the name of the trainer(s), the date of the training, the length of the training session, the sponsor of the training, and approval of the training by the Executive Director of the agency.
- f. A Certified Domestic and Sexual Violence Response Professional in good standing with the Oklahoma Coalition Against Domestic Violence and Sexual Assault (OCADVSA) shall be deemed to be current with annual training requirements upon completion of required annual training set forth above under subsection (a). A copy of the current certification card issued by the OCADVSA shall be evidence of good standing.

XXX. PERSONNEL TRAINING, CHILDREN'S SERVICES

Prior to providing any direct services, children's services personnel shall receive the prescribed orientation training and minimally have one (1) year employment or volunteer experience in a child care or service related field, or an equivalent combination of education, training and experience in child care or development issues.

XXXI. PERSONNEL TRAINING, SEXUAL ASSAULT SERVICES

Prior to providing any direct services or CLEET training, all sexual assault services staff or volunteers shall receive a minimum of six (6) hours classroom training in addition to basic orientation which shall include but not be limited to:

- 1) Sexual abuse within the family (i.e., incest, sibling abuse, marital and domestic relationship rapes)
- 2) Sexual assault outside the family (i.e., stranger, non-stranger, abuse by professionals, sexual harassment and bullying)
- 3) Sexual assault within institutions (i.e., nursing homes, residential facilities, prisons, military)
- 4) Commercial sexual exploitation (i.e., prostitution, trafficking, pornography, escort services)
- 5) Non-traditional client populations (i.e., males, same sex, bisexual or transgender victims, non-English speaking, undocumented immigrants, victims with cognitive disabilities or who are deaf or hard of hearing)
- 6) Other topics to increase skills such as post-traumatic stress syndrome as it relates to rape trauma, rape trauma syndrome, self-injury and alcohol and drug use.

XXXII. PERSONNEL TRAINING, COURT ADVOCATES

Prior to providing services, Court Advocates shall receive the prescribed orientation training, and training in the following:

- 1) protective orders (i.e. the requirements for obtaining an ex-parte emergency protective order and permanent protective order and an understanding of what happens after a protective order is issued);
- 2) full faith and credit;
- 3) the court process, including safety planning during this time;
- 4) at least three (3) hours of accompanied court time with a trained court advocate that includes observation of an ex parte emergency protective order hearing and a final protective order hearing.

XXXIII. GOVERNING AUTHORITY, ORIENTATION

- a. LIFT CAA shall provide a minimum of two (2) hours orientation training to members of the governing authority which includes, but is not limited to:
 - 1) Program goals and services of each service component;
 - 2) Program policies and procedures;
 - 3) Underlying philosophy [OAC 75:15-1-1.1];
 - 4) Confidentiality, to include verbal confidentiality whether inside or outside of the facility and client records;
 - 5) Client rights and grievance procedure;
 - 6) Legal and ethical issues;
 - 7) Overview of domestic violence, sexual assault and stalking;
 - 8) Open Meeting Act and recording of meeting minutes;
 - 9) Open Records Act;
 - 10) Rules, including standards and criteria, used in certifying to ensure multi-cultural needs of clients are met, used in certifying programs;
 - 11) Roles and responsibilities of the Executive Director; and
 - 12) Roles and responsibilities of the governing Board of Directors.
- b. Orientation training shall take place within ninety (90) days of election to the governing Board.
- c. Members of the governing Board providing volunteer direct or indirect services to clients shall receive the prescribed orientation and training required for program personnel in addition to the orientation set forth in this section.

XXXIV. CLIENT RIGHTS

- a. Each client shall be afforded all constitutional and statutory rights of all citizens of the State of Oklahoma and the United States, unless abridged through due process of law by a court of competent jurisdiction. Each program shall ensure each client has the rights which are listed below:
 - 1) Each client has the right to be treated with respect and dignity. This shall be construed to protect and promote human dignity and respect for individual dignity.
 - 2) Each client has the right to a safe, sanitary, and humane living environment.
 - 3) Each client has the right to a humane psychological environment protecting the client from harm, abuse, and neglect.

- 4) Each client has the right to an environment that provides reasonable privacy, promotes personal dignity, and provides physical and emotional safety.
- 5) Each client has the right to receive services suited to the client's needs without regard to race, religion, gender, ethnic origin, age, degree of disability or legal status.
- 6) Each client, on admission, has the absolute right to communicate with a relative, friend, clergy, or attorney, by telephone or mail, at the expense of the program if the client is indigent.
- 7) Each client shall have and retain the right to confidential communication with an attorney, personal physician, or clergy.
- 8) Each client has the right to uncensored, private communications including, but not limited to, letters and telephone calls. Copies of any personal letter, sent or received, by a client shall not be kept in the client's record without the written consent of the client.
- 9) No client shall be neglected or sexually, physically, verbally, or otherwise abused.
- 10) Each client shall have the right to practice free exercise of religious beliefs, and be afforded the opportunity for religious worship that does not infringe on the health or safety of others. No client shall be coerced into engaging in, or refraining from, any personal religious activity, practice, or belief.
- 11) Each client has the right to be provided with prompt, competent, appropriate services and an individualized service plan.
 - i. The client shall be afforded the opportunity to participate in the creation of the client's service plan.
 - ii. The client may consent, or refuse to consent, to the proposed services.
- 12) The records of each client shall be treated as confidential. This confidentiality remains intact even after the client's death.
- 13) Each client has the right to refuse to participate in any research project or medical experiment without informed consent of the client, as defined by law. A refusal to participate shall not affect the services available to the client.
- 14) Each client has the right to assert grievances with respect to any alleged infringement of these stated rights of clients, or any other subsequently statutorily granted rights.
- 15) No client shall ever be retaliated against, or subject to, any adverse conditions or services solely or partially because of having asserted her or his rights as stated in this section.
- 16) Upon request, each client has the right to review and receive a copy of the client's own records or authorize an attorney or other person to do so. However, records regarding mental health or substance abuse treatment shall be released pursuant to the provisions of 43A O.S. § 1-109 and 42 CFR shall apply.
- 17) Each client has the right to know why services are refused and can expect an explanation concerning the reason why the client was refused particular services.
- 18) Each client has the right to voluntary services that are self-determined.
- 19) Each client has the right to decide whether or not to participate in supportive services offered by the program.

- b. Each client shall be given a copy of these rights and the provision of such shall be documented in the client record.
- c. Clients will sign an attestation of receipt with regards to the explanation of these rights, which are visibly posted in client areas of the facility.

XXXV. CLIENT GRIEVANCE POLICY AND PROCEDURES

- a. LIFT CAA has a written client grievance policy providing for, but not limited to, the following:
 - 1) Written notice of the grievance and appeal procedure provided to the client; and, if involved with the client, to family members or significant others;
 - 2) Time frames for the grievance policy's procedures, which allow for an expedient resolution of client grievances;
 - i. Non-transitional living and non-shelter services timeframes for resolution of grievances by program staff or volunteers shall be fourteen (14) days unless appealed;
 - 3) Name(s) of the individual(s) who are responsible for coordinating the grievance policy and the individual responsible for or authority to make decision(s) for resolution of the grievance. In the instance where the decision maker is the subject of a grievance, decision-making authority shall be delegated;
 - i. The LIFT CAA Executive Director (Rebecca Reynolds) is responsible for coordinating the grievance policy. The Victim and Youth Programs Director (Doris Long) and/or the Executive Director are responsible for and have the authority to make decision(s) for the resolution of the grievance.
 - ii. If the Victim and Youth Programs Director (Doris Long) is the subject of the grievance, decision-making authority will fall directly to the Executive Director (Rebecca Reynolds). If a grievance is raised against the Executive Director that cannot be resolved through the informal and formal action process with the Program Director, the grievance will be directed to the Chairman of LIFT CAA's Board of Directors (David Hawkins). The Board Chairman (with assistance as needed by the Board Personnel Committee) shall have the responsibility for hearing grievances on matters involving the Executive Director.
 - 4) Provide for notice to the client that he or she has a right to make a complaint to the Office of Attorney General's Victims Services Unit;
 - 5) Clients shall be given a copy of the grievance policy including the right to make a complaint to the OAG and the provision of such shall be documented in the client record including the phone number, mailing address, and email address of the Victims Services Unit of the Office of the Attorney General.
 - 6) Annual review of the grievance policy and procedures, with revisions as needed.
 - 7) The mechanism to monitor the grievance process and improve performance based on outcomes will consist of an internal feedback loop. The Victim and Youth Programs Director, who will be responsible for documenting all program grievances and steps taken during the process, will regularly report to the Executive Director, supervising Associate

Director, and Human Resources Director regarding all grievances reported. The Director will detail the circumstances concerning the grievance, process, and outcome (including staff and client input), facilitating discussion over improvements that could be made to garner more positive outcomes or even avoid the situation in the first place. These reports will be used to inform the annual review of the grievance policy and procedures, including whether revisions are needed.



DOMESTIC VIOLENCE

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.

Did you know?

- In the United States, more than 10 million adults experience domestic violence annually.¹
- If each of these adults experienced only once incidence of violence, an adult in the US would experience violence every three seconds. However, because domestic violence is a pattern, many experience repeated acts of abuse annually, so an incident of abuse happens far more frequently than every three seconds.
- 1 in 4 women and 1 in 10 men experience sexual violence, physical violence and/or stalking by an intimate partner during their lifetime with 'IPV-related impact' such as being concerned for their safety, PTSD symptoms, injury, or needing victim services.²
 - Approximately 1 in 5 female victims and 1 in 20 male victims need medical care.³
 - Female victims sustain injuries 3x more often than male victims.⁴
 - 1 in 5 female victims and 1 in 9 male victims need legal services.⁵
 - 23.2% of women and 13.9% of men have experienced severe physical violence by an intimate partner during their lifetime.⁶
- From 2016 through 2018 the number of intimate partner violence victimizations in the United States increased 42%.⁷
- On a typical day, domestic violence hotlines nationwide receive over 19,000 calls.⁸
- An abuser's access to a firearm increases the risk of intimate partner femicide by 400%.⁹
- In 2018, partner violence accounted for 20% of all violent crime.¹⁰
- Intimate partner violence is most common against women between the ages of 18-24.¹¹
- 19% of intimate partner violence involves a weapon.¹²

Impact

Domestic violence is prevalent in every community, and affects all people regardless of age, socio-economic status, sexual orientation, gender, race, religion, or nationality. Physical violence is often accompanied by emotionally abusive and controlling behavior as part of a much larger, systematic pattern of dominance and control. Domestic violence can result in physical injury, psychological trauma, and even death. The devastating consequences of domestic violence can cross generations and last a lifetime.

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.

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DOMESTIC VIOLENCE

Sexual assault

- 1 in 5 women and 1 in 40 men in the United States are victims of rape or attempted rape during their lifetime.¹³
- Nearly 1 in 5 women and 1 in 12 men have experienced contact sexual violence by an intimate partner in their lifetime.¹⁴
- From 2016 through 2018 the number of rape/sexual assault victimizations in the United States increased 146%.¹⁵

Stalking

- Stalking victimization involves a pattern of harassing or threatening tactics used by a perpetrator that causes the victim to fear for their safety or the safety of others.
- 19.1 million women and 6.4 million men in the United States have been stalked.¹⁶
- 66.2% of female stalking victims reported stalking by a current or former intimate partner.¹⁷
- 1 in 10 women and 1 in 50 men have experienced stalking by an intimate partner during their lifetime.¹⁸

Homicide

- 1 in 2 female murder victims and 1 in 13 male murder victims are killed by intimate partners.¹⁹
- A study of intimate partner homicides found 20% of victims were family members or friends of the abused partner, neighbors, persons who intervened, law enforcement responders, or bystanders.²⁰
- 65% of all murder-suicides are perpetrated by intimate partners.²¹
- 96% of murder-suicide victims are female.²²
- Most intimate partner homicides are committed with firearms.²³
- Abusers' access to firearms increases the risk of intimate partner femicide at least five-fold. When firearms have been used in the most severe abuse incident, the risk increases 41-fold.²⁴
- While the overall rate of intimate partner has decreased, intimate partner femicide has increased in recent years, driven by an increase in intimate partner femicide committed with a firearm.²⁵

Physical & mental effects

- Victims of intimate partner violence are at increased risk of contracting HIV or other STI's due to forced intercourse and/or prolonged exposure to stress.²⁶
- Intimate partner victimization is correlated with a higher rate of depression and suicidal behavior.²⁷
- Only 34% of people who are injured by intimate partners receive medical care for their injuries.²⁸

Economic effects

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DOMESTIC VIOLENCE

- Victims of intimate partner violence lose a total of 8,000,000 days of paid work each year, the equivalent of 32,000 full-time jobs.²⁹
- Intimate partner violence is estimated to cost the US economy between \$5.8 billion and \$12.6 billion annually, up to 0.125% of the national gross domestic product.³⁰
- Between 21-60% of victims of intimate partner violence lose their jobs due to reasons stemming from the abuse.³¹
- Between 2003 and 2008, 142 women were murdered in their workplace by former or current intimate partners. This amounts to 22% of workplace homicides among women.³²

¹ 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*. Retrieved from http://www.cdc.gov/violenceprevention/pdf/nisvs_report2010-a.pdf.

² 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: 2015 data brief - updated release*. Atlanta: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/violenceprevention/pdf/2015data-brief508.pdf>.

³ 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*. Atlanta: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/violenceprevention/pdf/NISVS-StateReportBook.pdf>.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

⁷ Morgan, R.E., & Oudekerk, B.A. (2019). *Criminal victimization, 2018*. Bureau of Justice Statistics. Retrieved from <https://www.bjs.gov/content/pub/pdf/cv18.pdf>.

⁸ National Network to End Domestic Violence (2020). *14th annual domestic violence counts report*. Retrieved from [NNEDV.org/DVCounts](https://www.nnedv.org/DVCounts).

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

¹¹ Ibid.

¹² Ibid.

¹³ 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: 2015 data brief - updated release*. Atlanta: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/violenceprevention/pdf/2015data-brief508.pdf>.

¹⁴ Ibid.

¹⁵ Morgan, R.E., & Oudekerk, B.A. (2019). *Criminal victimization, 2018*. Bureau of Justice Statistics. Retrieved from <https://www.bjs.gov/content/pub/pdf/cv18.pdf>.

¹⁶ 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: 2015 data brief - updated release*. Atlanta: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/violenceprevention/pdf/2015data-brief508.pdf>.

¹⁷ Ibid.

¹⁸ Ibid.

¹⁹ Ertl, A., Sheats, K.J., Petrosky, E., Betz, C.J., Yuan, K., & Fowler, K.A. (2019). Surveillance for violent deaths — national violent death reporting system, 32 states, 2016. *MMWR. Surveillance Summaries, 68*(9). Retrieved from <https://www.cdc.gov/mmwr/volumes/68/ss/ss6809a1.htm>.

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DOMESTIC VIOLENCE

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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;

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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>.

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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

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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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WHAT IS SEXUAL VIOLENCE?

Fact Sheet

Sexual violence affects women, men and children throughout their lives and can be devastating for individuals, families, and communities. However, help is available. Together, we can change the conditions that contribute to sexual violence.

What is sexual violence?

Sexual violence means that someone forces or manipulates someone else into unwanted sexual activity without their consent. Reasons someone might not consent include fear, age, illness, disability, and/or influence of alcohol or other drugs. Anyone can experience sexual violence including: children, teens, adults, and elders. Those who sexually abuse can be acquaintances, family members, trusted individuals or strangers.

Forms of sexual violence

- Rape or sexual assault
- Child sexual assault and incest
- Intimate partner sexual assault
- Unwanted sexual contact/touching
- Sexual harassment
- Sexual exploitation
- Showing one's genitals or naked body to other(s) without consent
- Masturbating in public
- Watching someone in a private act without their knowledge or permission

Facts about sexual violence

FACT: Chances are you know someone who has been sexually assaulted.

- Sexual violence affects people of all genders, ages, races, religions, incomes, abilities, professions, ethnicities, and

sexual orientations. However, social inequalities can heighten the risk.

- By age 18, 1 in 4 girls will be sexually assaulted; by age 18, 1 in 6 boys will be assaulted (Finkelhor, Hotaling, Lewis & Smith, 1990).
- At some time in their lives, 1 in 6 women have experienced an attempted or completed rape; more than half occurred before the woman was 18, and 22% before age 12 (Tjaden & Thoennes, 2000).
- During their lives, 1 in 33 men have experienced an attempted or completed rape; 75% occurred before the men were 18, and 48% before age 12 (Tjaden & Thoennes, 2000).

FACT: Victims usually know their assaulter.

- People who sexually assault usually attack someone they know – a friend, classmate, neighbor, coworker, or relative.
- Of adults, 73% knew the attacker, 38% were friends of the attacker, 28% were an intimate partner of the attacker, and 7% were a relative of the attacker (Maston & Klaus, 2005).
- Child victims knew the offender before the attack 90% of the time (Greenfeld, 1996).
- About 40% of sexual assaults take place in the victim's own home. Another 20% occur in the home of a



friend, neighbor, or relative (Greenfeld, 1997).

FACT: Victims are never at fault for a sexual assault.

- It doesn't matter what someone is wearing or how they are acting, no one asks to be raped.
- People who sexually assault often use force, threat, or injury.
- An absence of injuries to the victim does not indicate the victim consented.

FACT: Rape is the least reported and convicted violent crime in the U.S.

There are many reasons why victims may choose not to report to law enforcement or tell anyone about what happened to him/her. Some include:

- Concern for not being believed
- Fear of the attackers getting back at him/her
- Embarrassment or shame
- Fear of being blamed
- Pressure from others not to tell
- Distrust of law enforcement
- Belief that there is not enough evidence
- Desire to protect the attacker

Many victims who do report a rape or sexual assault find that there is no arrest or conviction.

- Probability of arrest after a report is 50.8% (Reynolds, 1999) and the probability of a rapist being sent to prison is 16.3% (Reynolds, 1999).

FACT: Sexual violence is preventable.

By working with your community's sexual assault center, you can:

- Model supportive relationships and behaviors with your friends and families
- Stand up for victims and believe them
- Speak up when you hear harmful comments or witness violent acts

- Create policies at your workplace or school system to stop sexual violence and help victims
- Coordinate a community event to raise awareness about sexual violence or talk with community members about ways they can get involved
- Talk with your legislators and ask them to support prevention and victim services

FACT: Help is available

- Local sexual assault centers can provide help. In crisis situations, contact RAINN at 1-800-656-4673. For more information, visit <http://www.nsvrc.org>.

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What is Teen Dating Violence?

A pattern or series of abusive behaviors over a course of time that reflects the perpetrator's desire to control, dominate, and exert power over a dating partner.

Physical

- Hitting, slapping, punching, kicking, shoving
- Scratching, pinching, biting, choking, hair pulling
- Grabbing a dating partner's body parts or clothing to prevent partner from leaving or forcing him/her to go somewhere
- Grabbing a partner's face to make him/her look at them
- Throwing a foreign object at a dating partner
- Using a gun, knife, bat, mace, or other weapon

Sexual

- Unwanted kissing, touching, and sexual activity gained through force, pressure, threats, manipulation and/or intimidation
- Sexual assault or attempted sexual assault
- Getting a dating partner drunk/drugged for sex
- Sexual contact with a dating partner who is drunk, drugged, unconscious, or otherwise unable to give a clear and informed "yes" or "no"
- Keeping a dating partner from protecting him/herself from STIs or getting pregnant
- Sexual slurs or attacks on a dating partner's gender or sexual orientation
- Sending unwanted, explicit pictures/videos and/or demanding them in return

Any of these behaviors can be perpetuated via electronic methods (i.e. phone calls, texts, emails, social media, etc.)

Psychological

Verbal and Emotional

- Yelling and screaming
- Name-calling, ridiculing, criticizing, humiliating
- Starting rumors about a dating partner
- Making a dating partner feel guilty or insecure
- Making a dating partner think s/he is irrational
- Emotional blackmailing
- Playing mind games

Threatening to...

- Harm a dating partner or his/her pet or loved ones
- Report a dating partner to police
- Have children taken away
- Expose a dating partner's secrets such as sexual orientation or immigration status
- Leave the dating partner
- Commit suicide

Controlling Behaviors

- Isolation
- Preventing a dating partner from interacting with friends/family
- Controlling what a dating partner does and who s/he sees and talks to

Includes telling the dating partner who he/she can and can't be friends with on social media and constantly checking and sending texts, emails, etc.

Intimidation

- Stalking
- Using looks, actions, gestures to scare a dating partner
- Smashing things/destroying personal property
- Displaying weapons

Manipulation

- Blaming dating partner's actions for perpetrator's abusive or unhealthy behavior
- Forcing a partner to drop charges/do illegal activities
- Using jealousy to justify actions
- Minimizing – making light of the abuse and not taking concerns about it seriously
- Denying the abuse happened
- Shifting responsibility for abusive behavior

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Teen Dating Violence Statistics

Nearly 1.5 million high school students nationwide experience physical abuse from a dating partner in a single year.¹

The Victims/Survivors*

- **One in three adolescents** in the U.S. is a survivor of physical, sexual, emotional, or verbal abuse from a dating partner, a figure that far exceeds rates of other types of youth violence.^{1,2}
- **Girls and young women between the ages of 16 and 24** experience the highest rate of intimate partner violence – almost triple the national average.^{1,3}
- **Nearly one in four girls (23%) who have been in a relationship** reported going further sexually than they wanted as a result of pressure.²
- Only **33% of teens** who were in a violent relationship ever told anyone about the abuse, and **86%** said they would confide in a friend rather than a caring adult.^{1,4}
- **Hispanic immigrant girls have less than half** the risk of TDV as their non-immigrant Hispanic peers.⁶
- TDV is extremely common in LGBTQ relationships – **up to 50% of LGBTQ individuals** will be abused by a dating partner.⁷

*The terms victims and survivors are both used because sometimes individuals identify as one or the other.

1 in 5 high school female students are physically and/or sexually abused by their dating partner.⁴

The Perpetrators

- Violent behavior typically begins **between the ages of 12 and 18.**¹ **More than 50% of sexual assaults** are committed by a woman's romantic partner.⁹
- **Individuals with a history of physical violence against their partners are 13 times more likely** to commit future acts of physical aggression compared to persons who have never committed this form of physical abuse.⁹
- Youth who engaged in high rates of self-reported **bully perpetration during middle school were almost 7 times more likely** to engage in physical TDV perpetration four years later in high school.¹⁰

The Bystanders

- **81% of parents** believe TDV is not an issue or admit they don't know if it's an issue for teens.^{1,4}
- **Over 80% of high school counselors** report feeling unprepared to address incidents of abuse on their school campus.²
- **50-80% of teens** have reported knowing others who were involved in violent relationships.³
- **57% of teens** say they know of a peer who has been physically, sexually, or verbally abusive to their dating partner. **33% of teens** have actually seen the abuse or violence themselves.⁴

Risks of Teen Dating Violence

- **Half of youth survivors** of both TDV and sexual assault attempt suicide, compared to **12.5% of non-abused girls** and **5.4% of non-abused boys.**¹
- Physical or sexual abuse makes **teen girls 6 times more likely** to become pregnant and **twice as likely** to get an STI.¹
- Survivors of TDV are significantly more likely to use drugs, smoke, or drink alcohol than those who did not experience abuse.⁵

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against sexual assault
NJCEDV
New Jersey Coalition to End Domestic Violence

STALKING & INTIMATE PARTNER VIOLENCE: FACT SHEET



There is a real and frighteningly significant connection between stalking and intimate partner violence. Stalking often co-occurs with intimate partner violence and can be an indicator of other forms of violence. Stalking can be a way to exert power and control during and/or after an abusive relationship.

DID YOU KNOW?

- 40% of stalking victims are stalked by current or former intimate partners.^A
- 57% of intimate partner stalking victims are stalked during the relationship.^B
- 74% of those stalked by a former intimate partner report violence and/or coercive control during the relationship.^C
- 81% of women stalked by a current or former husband or cohabitating partner were also physically assaulted by that partner.^D
- 31% of women stalked by an intimate partner were also sexually assaulted.^E
- 41% of victims stalked by a current intimate partner and 35% stalked by a former intimate partner experience threats of harm, compared to 24% stalked by a non-intimate partner.^F
- The average length of partner stalking is 2.2 years (longer than the average of just over 1 year for non-intimate partner cases).^G

STALKING & PARTNER HOMICIDE

- Stalking increases the risk of intimate partner homicide by three times.^H
- The most common use of the criminal justice system prior to attempted or completed intimate partner homicide was reporting intimate partner stalking.^I
- Among female victims of attempted and completed intimate partner homicide by male partners, in the 12 months prior to the attack:^J
 - 85% of attempted and 76% of completed homicide victims were stalked.
 - 91% of attempted and 89% of completed homicide victims who had been physically abused during the relationship had also been stalked.
 - 46% of attempted and 54% of completed homicide victims reported stalking before the attack, most commonly to police.

INTIMATE PARTNER STALKING OFFENDERS

- Abusive partners who stalk are more likely (than abusive partners who do not stalk) to verbally degrade, threaten, use a weapon to attack, sexually assault, and/or physically injure their victims.^K
- Intimate partner stalkers are more likely (than stalkers who are not intimate partners) to:
 - Use the widest range of stalking tactics.^L
 - Contact and approach victims more frequently.^M
 - Assault their victims.^N
 - Be insulting and interfere in the victim's life.^O
 - Escalate the frequency and intensity of pursuit more often.^P
 - Threaten victims with weapons or actually use weapons on their victims.^Q
 - Be threatening to their victims and reoffend.^R
 - Follow through on threats of violence.^S One study found that among stalking victims threatened, 71% of intimate partner victims were actually assaulted compared to 33% of non-intimate partner victims.^T
 - Assault third parties.^U
 - Reoffend after a court intervention and reoffend more quickly.^V
- The risk of physical violence is heightened when the intimate partner stalker:^W
 - Issues direct threats of violence;
 - Expresses jealousy of the victim's relationships with others during the relationship; and
 - Uses illegal drugs.

STALKING & SEPARATION

- Victims stalked by violent partners report more separation attempts than partner violence victims who were not stalked.^X
- Intimate partner stalking made victims more likely to want to leave the relationship than other factors, including psychological aggression and injury.^Y
- Stalking after a separation may increase the risk of violence.^{ZAABB}

STALKING & INTIMATE PARTNER VIOLENCE: FACT SHEET

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Children's Exposure to Domestic Violence Fact Sheet

Overview

The traumatic effects of domestic violence can impact more than just adult survivors. Children who are exposed to the abuse of a parent or guardian can face increased health risks, higher likelihood of engaging in or experiencing violence, difficulties in school, and psychological or developmental impairments. However, there are numerous protective factors that can promote resilience in children and youth, and can support their ability to heal and find wellness. By being aware of the impact of domestic violence on children, service providers and professionals who work with youth can be more trauma-informed and child-centered in their approach.

- **Domestic violence:** refers to a pattern of behavior that one partner uses to control the other and includes physical, emotional, psychological, sexual, or financial abuse.
- **Children's exposure to domestic violence:** refers to when a child directly witnesses the abuse of a parent or guardian, notices the aftermath, or generally experiences the dynamic of abuse in the home.

Prevalence

The research and data available about children's exposure or experience of domestic violence demonstrates the need for screening and support to child victims and non-abusing caregivers. Child advocates note that this data may suffer from underreporting, given children's dependence on adults and the stigma of domestic violence.

- According to the [2008 National Survey on Children's Exposure to Violence](#), 1 in 4 children (26%) had been exposed to family violence in their lifetime. 1 in 15 (6.6%) had been exposed to intimate partner violence involving a parent in the last year.
- [A 2003 study published by the Journal of Interpersonal Violence](#) indicated that 15.5 million children in the United States lived in families where partner violence took place in the past year, and seven million children lived in families where severe partner violence took place.

Impact

The effects of witnessing and experiencing domestic violence can have damaging short- and long-term effects on children's emotional, psychological and physical wellness. This points to the need for professionals who work with youth to be

trauma-informed in their practice, and to understand the impact that adverse childhood experiences (ACES) can have on their developmental growth and behavior.

- [A 1997 study conducted by the Centers for Disease Control \(CDC\) and Kaiser Permanente](#) found that children who experience childhood trauma (including witnessing domestic violence) were more likely to have serious adult health problems such as depression, heart disease, substance abuse, tobacco use, and a higher risk of unintended pregnancy. They were also more likely to experience symptoms of anxiety, suicidal thoughts, and post-traumatic stress disorder (PTSD).
- [Futures Without Violence notes](#) that children who witness domestic violence can experience changes in emotions (such as mood swings, fearfulness, and aggression) and behavior (such as sleep troubles, temper tantrums, and separation anxiety).

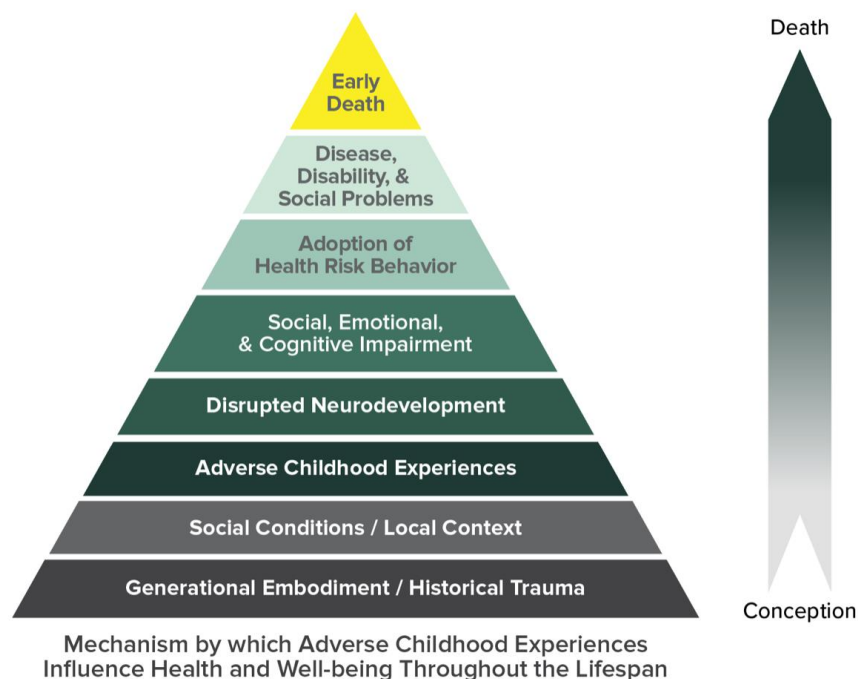


Image Credit: ACE Pyramid, [CDC](#)

Protective Factors

Resilience is the ability for an individual to be well despite hardship or trauma. Many protective factors at the individual, family, community, and societal level can promote resilience in children who have witnessed domestic violence. Most significantly, a positive relationship with non-abusing caregivers can provide much needed love, support, and safety to children. Service providers can promote this protective factor by engaging non-abusing caregivers in programming and services,

such as offering counseling to both the adult and child at the same time. Other protective factors include feelings of connection to community and culture, healthy relationships with other adults and peers, consistent attendance at school, and strengthened emotional literacy and self-calming techniques. For further learning, [read “Protective Factors for Survivors of Domestic Violence”](#) from the Quality Improvement Center on Domestic Violence in Child Welfare

Promising Interventions

There are many promising trauma-informed therapeutic interventions for children and youth exposed to domestic violence. There is no single “one size fits all” approach, so it is important for advocates, youth serving organizations, schools, and protective parents to be informed about the variety of practices available, as well as the credentials and training of the individual providing the therapeutic intervention. The National Child Traumatic Stress Network has developed [fact sheets](#) and [assessment tools](#) to help with the process. Additionally, Futures Without Violence has compiled [a list of evidence-based practices](#) for prevention, intervention/treatment, and systems response programs for children exposed to violence. All interventions should be trauma-informed, culturally responsive and centered on fostering resilience, healing and hope for children exposed to violence and harm.

Getting Support

In addition to on-the-ground support from the [OVW Children & Youth and Engaging Men grantee programs](#) across the country, much work is being done to understand how to support children who have witnessed or experienced domestic violence.

- [ACEs Aware](#) offers resources for clinicians on screening and responding to Adverse Childhood Experiences
- [The National Child Traumatic Stress Network](#) maintains a resource library of fact sheets (in English and Spanish) for parents and service providers about intimate partner violence and children
- [Promising Futures](#) is a useful resource for helping programs transform or enhance their ability to effectively meet the needs of women, children and youth experiencing domestic violence. The site includes fact sheets, program readiness assessments, intervention models, and more.
- Read Futures Without Violence’s publication entitled [“Everyday Magic: 16 Ways Adults Can Support Children Exposed to Violence and Trauma”](#)



Children's Exposure to Domestic Violence Action Sheet

To commemorate October as Domestic Violence Awareness Month, the Serving Our Youth team has compiled a list of tangible ways grantees and their communities can take action to support children who are exposed to domestic violence.

Community Based Programs Who Work with Youth

Build trusting, supportive, and dependable relationships with the youth you work with.

Having positive adults in their lives who consistently make time to check in and offer support can be a major [protective factor](#) for youth who have witnessed domestic violence.

Disrupt hurtful or oppressive language and behavior when you see it. Co-create community agreements to set expectations in your space.

Whether it comes from youth or adults, be clear that controlling behavior, put-downs, and violence are not tolerated in your space. Letting this language or behavior go unaddressed can make students feel like your space is not safe for them, and can further trigger or traumatize them.



Audit your agency's youth-facing programs for safety and climate.

Doing an organization-wide audit can help you understand what gaps in your services there are, and where safety for youth can be increased to avoid re-traumatization. [The BE SAFE Project has developed an evaluation form](#) that can help with assessments.

Understand what evidence-based practices support children exposed to violence.

The U.S. Department of Justice and U.S. Department of Health and Human Services [has compiled a list of evidence-based practices](#) for prevention, intervention/treatment, and systems response programs for children exposed to violence.

Understand and communicate your mandated reporter status.

Make sure that the youth you work with understand what your mandated reporter status means for them, so they don't feel betrayed if you have to call child protective services. If you have to call, notify a non-abusing caregiver and evaluate the immediate safety needs of the child.

Creating Safe & Supportive Schools

Be prepared to support safety planning at school with trauma-informed policy that all school staff are trained on and understand how to implement.

Students who have been exposed to domestic violence may have additional safety needs at school (e.g. enforcing orders of protection or making sure only a non-abusing caregiver picks them up from school).

Communicate to families and youth what resources and services are available through your school and in the community.

Building partnerships with domestic & sexual violence resource organizations can help streamline the referral process to get children and/or non-abusing caregivers counseling, court advocacy, and safety planning.



Embrace trauma-informed practices school-wide.

Experiencing trauma can impact students' mental health, behavior, academic performance, and feelings of safety. Trauma-informed practices understand the role of trauma in context and promote students' resilience. To learn more about trauma-informed schools, visit [the National Education Association's Trauma-Informed Schools](#) page, or [TraumaAwareSchools.org](#).

Promote healthy relationships messaging and programming school-wide and for all grade levels.

Violence prevention programming can help assert healthy/unhealthy relationship behaviors and de-normalize violence. If possible, have a youth advocate or counselor in the room who can respond to potential disclosures from students.



Engaging Men and Boys

Be a loving and consistent presence.

We know that mentoring boys and young men requires nurturing and structure as key ingredients to healthy development--whether you're a relative, teacher, coach, or a youth-serving professional. These two elements are the main philosophy of guiding boys and young men, especially those exposed to violence.



Lead with empathy.

As Dr. Brené Brown points out, empathy is something you do—it's an action that doesn't seek to fix things, but instead seeks to create a healthy, supportive connection. If someone discloses to you, remember to begin by listening and offering an empathetic response, before moving into how you can help.

It's okay to wait on the tough issues.

Domestic violence can bring complicated feelings that are difficult to name or talk about, especially given stigmas unique to boys and men. Give yourself time to build relationships to create a solid foundation for the hard discussions later.

Define your own manhood, and share with other boys and men.

Consider how common messages like “don't let a woman push you around” play a role in creating unhealthy versions of manhood and unsafe relationships for women and children. Men can decide to define themselves through healthy actions and language, and the boys and young men you work with can learn from you.



LIFT CAA
**Policy for Response to Workplace Related Incidents of Sexual Misconduct,
Domestic Violence, and Dating Violence**
(This policy applies to OVW funded staff.)

I. Purpose

LIFT CAA institutes this policy as part of its commitment to a safer and more supportive organizational climate and to the prevention and reduction of the incidence and effects of domestic violence, sexual violence, and stalking [hereinafter “violence”] at the workplace. LIFT CAA recognizes violence presents unique issues for its employees, volunteers, consultants, and contractors [hereinafter “employees”]. Violence can be workplace-related even if incidents occur elsewhere. It crosses economic, educational, cultural, age, gender, racial, and religious lines and occurs in a wide variety of contexts.

The purposes and goals of this policy are to:

- Support a comprehensive workplace education and training program to prevent violence and promote healthy relationships for employees and their families;
- Institutionalize responsive policies and procedures to assist and support employees who are impacted by violence;
- Create a supportive and healthful work environment that helps employees to avoid the use of violence in any context.

II. Definitions

- “Domestic violence” is a pattern of coercive behavior, including acts or threatened acts, that is used by a perpetrator to gain power and control over a current or former spouse, family member, intimate partner, or person with whom the perpetrator shares a child in common. Domestic violence includes, but is not limited to: physical violence, injury, or intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; stalking; or economic abuse and control.
- “Sexual violence” is a range of behaviors, including but not limited to: sexual harassment; a completed nonconsensual sex act (i.e. rape); an attempted nonconsensual sex act; abusive sexual contact (i.e. unwanted touching); and non-contact sexual abuse (e.g. threatened sexual violence, exhibitionism, verbal harassment). Some or all of these acts may also be addressed in LIFT CAA’s Harassment Policy. Sexual violence is any sexual act or behavior that is perpetrated against someone’s will when someone does not or cannot consent. Survivors of sexual violence may know the perpetrator(s), such as a coworker or a supervisor, and/or may be involved in a dating or marital relationship with the perpetrator, or the perpetrator may be unknown to the survivor. Consent is not given when a perpetrator uses force, harassment, threat of force, threat of adverse personnel action, coercion, or when the survivor is asleep, incapacitated, or unconscious.
- “Stalking” refers to harassing, intimidating or threatening conduct that causes the survivor to fear for his or her safety or the safety of a family member, or would cause a reasonable person in a similar situation to fear for his or her safety. Stalking conduct includes, but is not limited to: following or spying on a person; appearing at a person’s home or work;

engaging in unwanted, harassing, or threatening phone calling, emailing, texting, etc.; waiting at places in order to make unwanted contact with the survivor or to monitor the survivor; leaving unwanted items, presents, or flowers for the survivor; and posting information or spreading rumors about the survivor on the internet, in a public place, or by word of mouth. Stalking may occur through use of technology including, but not limited to: email; voicemail; text messaging; and use of GPS and social networking sites.

- “Survivor” or “victim” is an individual who is currently subject to, or has in the past been subjected to, domestic violence, sexual violence, stalking or other forms of violence.
- “Perpetrator” is an individual who commits or threatens to commit an act of domestic violence, sexual violence, or stalking, including unwarranted violence against animals.
- “Protection or restraining order” allows a survivor to petition the court for protection from a perpetrator, as well as establish custody and visitation guidelines and provide for other forms of support, like rent or mortgage payments, which last for the duration of the order. Protection orders may also be issued in criminal cases as a condition of probation or condition of release particularly in a domestic violence, sexual violence, dating violence, or stalking related crime. In addition, some states have enacted laws that allow employers to apply for protection orders to prevent violent, harassment, or stalking of their employees.
- “Workplace-related incidents” of domestic violence, sexual violence, dating violence and stalking include acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety or well-being of any person associated with an employee of LIFT CAA, regardless of whether the act occurred in or outside the organization’s physical workplace. An employee is considered to be in the workplace while in, or using the resources of LIFT C.A.A’s offices or facilities, using its equipment or vehicles, engaging in approved telework, on work-related travel, or otherwise conducting business on behalf of LIFT CAA. The availability and nature of the response to a work-lace-related incident may depend on the location at issue.
- “Workplace Safety Plan” is a strategy developed in collaboration with a victim and victim service provider to implement workplace safety options.

III. Persons Covered by this Policy

Persons covered by this policy include full, part-time or temporary employees funded by OVW, interns, contractors, consultants, or volunteers engaged by LIFT CAA’s Safe Place Healing Hearts Program in any workplace location as defined above.

IV. Statement of Confidentiality

LIFT CAA recognizes and respects an employee’s right to privacy and the need for confidentiality and autonomy. LIFT CAA shall maintain the confidentiality of an employee’s disclosure regarding violence to the extent allowed by law, and unless to do so would result in physical harm to any person, and/or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals within the workplace, LIFT CAA shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others, and to comply with the law. LIFT CAA shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. LIFT CAA

shall also provide the employee with the name and title of the person whom LIFT CAA intends to share the employee's statements, and shall explain the necessity and purpose regarding said disclosure.

When information must be disclosed to protect the safety of individuals within any location or event controlled by LIFT CAA, LIFT CAA shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employees and others, and to comply with the law. LIFT CAA shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in any location or event controlled by LIFT CAA or elsewhere.

LIFT CAA shall also provide the employee with the name and title of the person to whom LIFT CAA intends to share the employee's statements, and shall explain the necessity and purpose regarding said disclosure.

V. LIFT CAA Responses to Violence

A. Responses to Victims

i. Non-Discrimination and Non-Retaliation

LIFT CAA will not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of domestic violence, sexual violence, or stalking, if the victim provides notice to the organization of the status, or the organization has actual knowledge of the status.

LIFT CAA will not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting leave or a reasonable accommodation (see Section V(A)(ii)), regardless of whether the request was granted.

ii. Leave and Other Reasonable Accommodations and Assistance

LIFT CAA recognizes that victims of domestic violence, sexual assault, stalking and dating violence may need time off to obtain or attempt to obtain a protection or restraining order or any other legal assistance to help ensure his or her health, safety, or welfare or that of his or her child.

An employee must provide reasonable advance notice to LIFT CAA of the need to take time off unless advance notice is not feasible. LIFT CAA may require the employee to provide documentation or other certification verifying that the employee was a victim of violence. To request leave, employee should contact their supervisor.

LIFT CAA will maintain the confidentiality of a person who requests leave under this policy, to the extent allowed by law.

iii. Work Performance

LIFT CAA recognizes that employees who are victims of violence may experience temporary difficulty fulfilling job responsibilities. If LIFT CAA becomes aware that an employee's work performance or conduct has been impacted by domestic violence, sexual assault, or stalking, LIFT CAA will offer support to the employee and work in collaboration with the employee to address the issues, in accordance with established policies within the workplace. LIFT CAA may develop a work plan with employee, provide referrals to support or advocacy agencies, and maintain a separate and confidential record of employee's status as a victim of domestic violence, sexual assault and stalking to ensure to victim that his or her rights and privileges of employment are not impacted or compromised as a result of the violence.

iv. Protection and Restraining Orders

LIFT CAA recognizes that a victim of violence may seek an order of protection, or may receive a protection or restraining order, as part of his or her efforts to become safe and as part of his or her workplace safety plan. LIFT CAA recognizes that the workplace may or may not be included on an order as a location from which a perpetrator must remain away. If an employee chooses to disclose the existence of a protection or restraining order to LIFT CAA, LIFT CAA may, wherever possible, assist the employee to enforce his or her order, shall archive said order in a confidential and separate file from employee's personnel file, and, if applicable, may assist employee to gather documentation from the workplace, such as emails or voice messages, that could support the employee's efforts in the justice system or otherwise to obtain or maintain safety from a perpetrator.

B. Reporting by Employees with Information About Violence

Employees who have information about or witness an act of violence perpetrated by another employee, or who have information about or witness violence against an employee, are encouraged to report all information to the Human Resource Director.

LIFT CAA will not retaliate against, terminate, or discipline any employee for reporting information about alleged incidents of violence, as defined in this policy that may have been committed by any other employee, including a member of management. Prohibited acts of retaliation include, but are not limited to, demotion or withholding of earned pay, as well as acts of personal retaliation, such as those related to an employee's immigration status or sexual orientation, for example.

An employee who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy should contact the Human Resource Director.

C. Responses to Employees Who Commit Violence

If LIFT CAA receives information that alleges or suggests that an employee has committed an incident of workplace-related violence, as defined in this Policy, or if any manager receives information that any employee has engaged in any incident of workplace related violence, then the matter shall be referred to the Human Resource Director for the purpose of investigating the information or allegation.

LIFT CAA shall conduct an immediate investigation of the information or allegation, which investigation shall be completed within 45 days of receipt of the information or allegation concerning the alleged incident of violence.

Every employee shall have a duty to cooperate with the investigation, and failure to do so will result in disciplinary action being taken against the uncooperative employee up to and including termination. Additionally, every employee has the duty to be truthful and must disclose all information known to the employee when requested to do so by any person designated by LIFT CAA to investigate an alleged incident of violence. Any employee who fails to be completely truthful or who withholds information shall be subject to disciplinary action up to and including termination.

At the conclusion of the investigation conducted by LIFT CAA, the investigator shall report their findings to the Executive Director. If the investigator concludes, by a preponderance of the evidence, that the employee has engaged in a workplace-related incident, as defined in this Policy, then that employee shall be subject to disciplinary action up to and including termination. Employees are prohibited from utilizing any workplace resources, such as work times, phones, email, computers, fax machines or other means to threaten, harass, intimidate, embarrass or otherwise harm another person.

An employee who is subject to a protection or restraining order, or a named defendant in a criminal action as a result of a threat or act of domestic violence, sexual violence, or stalking must notify the LIFT CAA Human Resources Department immediately regarding the existence of such criminal or civil action. Failure to disclose the existence of such criminal or civil actions in these circumstances will result in disciplinary action, up to and including termination from employment.

VI. Reporting by Employees Who Are Victims

Employees who are victims of domestic violence, sexual assault, and stalking, and employees who are concerned about coworkers who might be victims, are encouraged to provide a report to LIFT CAA. LIFT CAA has designated the Human Resource Director as the person to whom such reports should be made. LIFT CAA's designated employee shall provide community referrals and resources to employees in order to assist employees with concerns or experiences regarding violence.

VII. Reporting Violation of Policy

A person who wishes to report a violation of this policy should contact the Human Resource Director. LIFT CAA will not subject employees who report violence or report a violation of this policy to work-related or personal retaliation as described in Section V(B). Any allegations of violations of this policy will be immediately investigated in accordance with the timeline and procedure outlined in Section V(C).

LIFT Community Action Agency

Personally Identifiable Information or Confidentiality Breach Response Policy

In the course of conducting routine operations, LIFT Community Action Agency's Victim Services Programs may create, collect, use, process, store, maintain, disseminate, disclose, or dispose of Personally Identifiable Information (PII). This can include PII (stored electronically or in paper files) on individuals, including victims served, their families, their placement providers, Board Members, employees, and other people the agency/programs have a relationship with or may need to contact in the course of serving clients or conducting work. As defined in 2 CFR § 200.79, PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

The Victims Services Programs have Confidentiality Policies and Procedures to safeguard such information. The programs comply with all applicable laws, and PII collected is used fairly, stored safely, and not disclosed unlawfully. PII shall be limited to personnel who need access to conduct program work; appropriate security is in place to avoid unauthorized sharing of information. While such an event is unlikely, the Victim Services Programs have in place procedures to prepare for and respond to a breach of confidentiality or PII (actual or imminent), which are set forth in this policy.

In the event of an actual or imminent breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to PII, the Victim Services Program Director and Program Staff shall promptly assess the risk to people's rights/freedoms and develop a mechanism to report the breach to the impacted victim(s) as well as reporting to the awarding agency (District Attorneys Council, Office on Violence Against Women, and Oklahoma CASA Association) no later than 12 hours after the occurrence. The Program Director (with the assistance of program staff, as needed) will work with the awarding agency (District Attorneys Council, Office on Violence Against Women, and Oklahoma CASA Association) to properly de-escalate, refer, and respond to the situation. As part of this reporting process, the Victim Services Programs Director will complete and submit the "Breach of Personally Identifiable Information (PII) Report" to the District Attorney's Council no later than 12 hours after an occurrence of an actual breach or detection of an imminent breach.

The Victim Services Director shall take responsibility for ongoing compliance, in consultation with executive leadership of LIFT Community Action Agency. The policy will be reviewed at least annually to ensure data protection standards are being met and the programs/policy complies with all applicable laws, along with any requirements set forth by funding agencies. The Victim Services Director will provide training as needed to all program employees to better understanding of their responsibilities when handling sensitive data and PII.

Rules – Victim Services Programs LIFT Community Action Agency, Inc.

The following are prohibited activities and will be considered a breach of the standards of conduct, leading to discharge from LIFT CAA's Victim Services Programs:

1. The use of alcohol, illegal drugs, or the abuse of non-prescription and/or prescription drugs by clients and staff on the premises of any agency facility or function;
2. Smoking and tobacco use of any kind on the premises of agency facilities (includes, but is not limited to, smokeless tobacco, chewing tobacco products, cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, and any other electronic nicotine delivery systems);
3. Physical violence and other abuse between staff and/or clients, including physical discipline/punishment of children. All real and suspected child abuse will be reported to the Department of Human Services' Child Welfare Unit or other appropriate authority;
4. Disorderly conduct or any act which may endanger the safety or well-being of others and/or the agency;
5. Threatening, intimidating, coercing, harassing (in any form), using abusive or vulgar language, or interfering with clients or the performance of employees;
6. Unauthorized possession of agency, employee or client property, gambling, carrying weapons or explosives, or violating criminal laws on agency premises;
7. Engaging in acts of dishonesty, fraud, theft or sabotage, including damaging or destroying agency property through careless or willful acts;
8. Violating confidentiality of clients, staff or volunteers;
9. Falsifying an application for services or any other agency documents or records;
10. Willfully destroying or deleting any files and agency records;
11. Willfully disregarding or violating any agency policy, procedure, or rule; and
12. Engaging in such other practices as may be determined to be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the agency, its employees or clients.

LIFT CASA Program Goals

Goal #1: To increase the capacity of qualified, trained, dependable staff to manage growth, maintain program quality, and support program volunteers and cases.

Goal #2: To educate the community on their responsibility to abused and neglected children, as well as enhance recruitment efforts to gain additional new volunteers and increase program diversity.

Goal #3: To increase the total number of CASA volunteers available for court appointment to deprived cases.

Goal #4: Provide volunteer support to achieve high retention rates of volunteers.

Goal #5: To increase the number of cases served by a CASA volunteer.

Goal #6: To improve overall program capacity to appropriately respond to the needs of abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.

Victim Advocacy Services Program Goals

Goal #1: To enhance and more efficiently deliver appropriate services to crime victims and their families in Choctaw, McCurtain, and Pushmataha Counties, in order to meet their emotional/mental health and physical needs, as well as ensure victim safety and security.

Goal #2: To raise victim, Provider, and community awareness of crime victims' services, rights, and resources available in Choctaw, McCurtain, and Pushmataha Counties.

Goal #3: To enhance collaboration and accountability among victim service providers within Choctaw, McCurtain, and Pushmataha Counties.

Safe Place Healing Hearts Program Goals

The overall aim of the Safe Place Healing Hearts Program will be to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking. To accomplish this, the project will work towards the goal of expanding and more efficiently delivering appropriate services to victims of sexual assault, domestic violence, dating violence, and stalking in Choctaw, McCurtain, and Pushmataha Counties, in order to meet their emotional and physical needs, as well as ensure victim safety and security. Secondly, the project will work towards the goal of enhancing collaboration between and building the capacity of service providers in the target rural communities to appropriately respond to, improve the rate of prosecution, coordinate service delivery, and assist victims in cases of domestic violence, dating violence, sexual assault, and stalking.

Safe Place Healing Hearts Too Program Goals

The overall aim of Safe Place Healing Hearts Too will be to support comprehensive, community-based efforts to address the needs of children impacted by domestic violence, dating violence, sexual assault, and stalking in southeast Oklahoma. To accomplish this, the project will work towards the goal of developing, expanding and strengthening prevention strategies, intervention services and treatment targeting children ages 0-10 years who are victims of and/or exposed to domestic violence, dating violence, sexual assault, and stalking in Choctaw, McCurtain, and Pushmataha Counties. The project will work towards another goal of supporting a coordinated community response, by enhancing collaboration between and building the capacity of service providers in the target counties to appropriately respond to and assist child victims or those exposed to domestic violence, dating violence, sexual assault, and stalking.

WE will HELP YOU find SAFETY.



Services are provided with fairness and respect for the victim's dignity and privacy.

Services provided to residents of
Choctaw, Pushmataha and
McCurtain counties

DeeDee Atwood
Victim Services Coordinator
Lift Community Action Agency, Inc.

Dianna.Atwood@liftca.org

580-298-2921

24 HOUR HELP CALL OR TEXT

580-317-3905

580-372-0806 or

580-372-0816

*This institution is an equal opportunity
provider and employer*



CONTACT:

DeeDee Atwood

Lift CAA

603 S. W. B Street

Antlers, OK 74523

580-298-2921

Dianna.Atwood@liftca.org

24 HOUR HELP

CALL OR TEXT

580-317-3905

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The Promise of Community Action

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



*"This project is supported by VOCA Grant # 2021-VO-
CA-Little Dixie CAA-101 awarded by the US Department of
Justice through the Oklahoma District Attorneys Council."*

Know Your Rights
&

SEEK HELP



CONTACT:

DeeDee Atwood

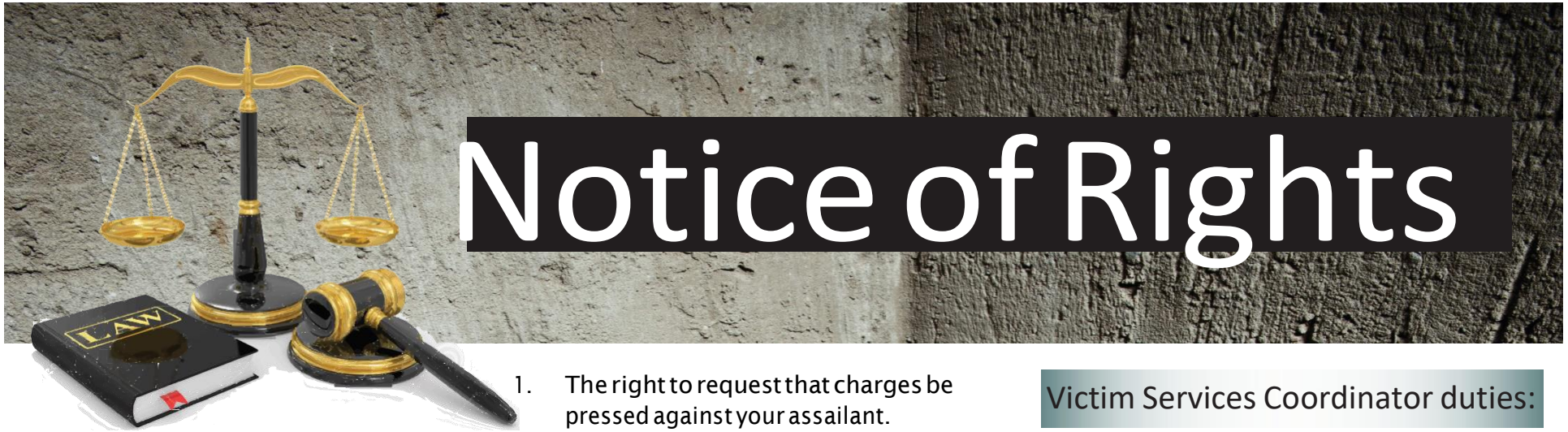
Victim Services Coordinator

580-298-2921

24 HOUR HELP CALL OR TEXT

580-317-3905

580-372-0806 or 580-372-0816



Notice of Rights

WHO IS ELIGIBLE?

Victims of any crime which include but are not limited to:

- Child physical abuse and neglect
- Elder abuse/neglect
- Sexual abuse
- Domestic and or family violence
- Arson
- Bullying
- Stalking
- Burglary
- Homicide
- Identity theft
- Court order violation

Services provided: Emergency services to victims such as resources, food, clothing and shelter, community outreach, victim advocacy, safety plans, court system advocacy, accompaniment to hospitals for medical examinations.

1. The right to request that charges be pressed against your assailant.
2. The right to request protection from any harm or threat of harm arising out of cooperation with law enforcement and prosecution efforts and to be provided with information on the level of protection available.
3. The right to be informed of financial assistance and other social services available, including information on how to apply for the assistance and services.
4. The right to file a petition for a protective order or, when the court is not open for business, an emergency temporary protective order.

Victim Services Coordinator duties:

- Respond to the emotional and physical needs of crime victims
- Assist primary and secondary victims of crime to stabilize their lives after victimization
- Assist victims to understand and participate in the criminal justice system
- Provide the victims of crime a measure of safety and security
- Assistance with Victim Compensation Claim Forms and Victim Restitution Recovery Forms.



"This project is supported by VOCA Grant # 2021-VO-CA-Little Dixie CAA-101 awarded by the US Department of Justice through the Oklahoma District Attorneys Council."



**Lift Community
Action Agency, Inc.
Safe Place Healing Hearts Program**

Office Locations:

Pushmataha County

603 S.W. "B" Street
Antlers, Ok. 74523
580-298-2921

Choctaw County

500 E. Rosewood
Hugo, Ok. 74743
580-326-5201

McCurtain County

312 W. Texas St.
Idabel, Ok. 74745
580-286-9348

www.liftcaa.org

**The Promise of
Community Action**

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

FREE, 24/7, CONFIDENTIAL
NATIONAL DOMESTIC VIOLENCE
HOTLINE
1(800) 799-7233

**LOCAL VICTIM ADVOCACY
SERVICES**

24/7

CALL or TEXT

580-372-0806

or

580-372-0816

**Serving Choctaw,
Pushmataha, and
McCurtain Counties**

This project was supported by Grant # 2017-WR-AX-0046 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

This institution is an equal opportunity provider
& employer



**Meeting the needs of
rural victims of
sexual assault,
domestic violence,
dating violence,
and stalking in
Pushmataha,
Choctaw, and McCurtain
Counties**





Domestic Violence.

It's never this obvious.

Get Help. Get Answers. Make the Call.

24/7 Call or Text

580-372-0806 or 580-372-0816



You didn't deserve it. It's *NEVER* the victim's fault. No excuse for sexual assault.

24/7 Call or Text

580-372-0806 or 580-372-0816

ASSISTANCE AVAILABLE:

Services provided: Emergency services to victims such as resources, food, clothing, shelter, community outreach, victim advocacy, safety plans, court system advocacy, accompaniment for medical examinations, and transportation

Victim Advocate duties:

Respond to the emotional and physical needs of crime victims

Assist primary and secondary victims of crime to stabilize their lives after victimization

Assist victims to understand and participate in the criminal justice system

Provide the victims of crime a measure of safety and security

Assistance with Victim Compensation Claim Forms and Victim Restitution Recovery Forms

STALKING IS ONE OF THE FEW CRIMES WHERE EARLY INTERVENTION CAN PREVENT VIOLENCE & DEATH

Not romantic.....Not a joke.....

It's a crime.

24/7 Call or Text

580-372-0806 or 580-372-0816

DATING ABUSE



Don't be that ONE. Get Help.

24/7 Call or Text

580-372-0806 or 580-372-0816



Program Service Data – Victim Advocacy Services

Period: October 1, 2021 through September 30, 2022

<i>Crime</i>	<i>Primary & Secondary Victims - NEW</i>
Adult Physical Assault	76
Elder Abuse	1
Adult Sexual Assault	7
Bullying	4
Kidnapping (Non-custodial)	1
Child Physical Abuse	5
Child Sexual Abuse/assault	1
Domestic/Family Violence	26
Stalking/Harassment	14
Identity Theft	1
Total number of new victims served	136

Program Service Data – Safe Place Healing Hearts

Period: July 1, 2021 through June 30, 2022

<i>Crime</i>	<i>Primary and Secondary Victims - NEW</i>
Domestic Violence /Dating Violence	317
Sexual Assault	32
Stalking	11
Child Sexual Abuse	8
Total number of new victims served	368

The Victim Advocacy Services program was established through a Victims of Crime Act Grant from the Oklahoma District Attorney's Council on July 1, 2015. This program serves victims of any crime. The Safe Place Healing Hearts Program was established in October 2017 through a Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program Grant from the Office on Violence Against Women. Since July 2015, the programs combined have served a total of **2,297 unduplicated victims of crime.**

Program Service Data – Court Appointed Special Advocates

Period: October 1, 2021 through September 30, 2022

<i>Crime</i>	<i>New Child Victims</i>
Child Physical Abuse or Neglect	60
Child Sexual Abuse	3

The LIFT CASA program has been in existence for 25 years. This past year, 63 new children were served and 17 had their cases closed achieving reunification or safe placement. This data is not included in service counts for the Safe Place Healing Hearts or Victim Advocacy Services. The program is funded through a VOCA Grant from the District Attorney's Council and the Oklahoma CASA Association.

Program Service Data – Safe Place Healing Hearts Too

Period: October 1, 2021 through September 30, 2022

The agency's newest program is Safe Place Healing Hearts Too, which was established in October 2021. The program is funded by the Office on Violence Against Women, under the Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault and Stalking Against Children and Youth Program. The budget clearance process was completed in April 2022, project staff have been hired/ trained, and the program is currently undergoing needs assessment/planning. Once the required pre-implementation activities are complete and the Needs Assessment/ Strategic Planning documents are approved by OVW, the program can begin to provide direct services. It is expected that the program will provide direct services to at least 345 children during the three-year grant period.

LIFT Victim Services Programs



Support Services & Advocacy Feedback Form

1. People come to our program for different types of assistance. The following list describes different types of services you may have wanted, and may have received from someone in this program. Every person wants and needs different things, so there are no "right" answers.

Please "Check" beside the type of help you have received or hope to receive while working with our agency.

100% talking to someone who understands my situation
100% help figuring out how I can be safer
60% help keeping custody of my children
20% help with safe visitation for my children
10% help getting child support
30% help getting access to child care
15% help with child protection hearings or requirements
10% education/school for my children
10% help with health insurance for my children
25% getting access to health care
10% help getting medical benefits
50% help getting access to mental health services
30% help getting access to substance abuse services
80% help with government benefits (e.g. welfare/TANF, food stamps, others)
90% Learning more about why/how domestic violence happens
5% help meeting my needs related to my disability or my child's
30% help with budgeting
80% help getting safe and adequate housing
60% Help getting a job
10% education/school for myself
60% information about counseling options
90% support to make some changes in my life
90% help with a protective order
80% information about the legal system process
90% someone to go with me to court
100% information about my legal rights and options

LIFT Victim Services Programs



80%help supporting the court case against the person who abused me
0%help stopping the court case against the person who abused me
0%help with probation issues
30%help getting access to an attorney
0%help with police issues
60%help preparing to testify in court
0%help dealing with my arrest
25%help dealing with sexual abuse services for me or my children
1%help understanding my rights & options related to my residency status
1%help getting benefits as an immigrant
1%help getting residency status
40%help getting support from faith community
95%help arranging transportation to meet my needs
70%help ending my relationship
2%help staying in my relationship safely

Because of the advocacy/support services I have received from this program so far, I feel (please check either yes or no):

Yes	No		Yes	No	
<u>100%</u>	___	I know more ways to plan for my safety	<u>99%</u>	___	more hopeful about the future
<u>99%</u>	___	I know more about community resources	<u>99%</u>	___	more comfortable asking for help
<u>95%</u>	___	I know more about my rights and options	<u>98%</u>	___	more confident in my decision-making
<u>95%</u>	___	that I will achieve the goals I set for myself	<u>98%</u>	___	like I can do more things on my own

2. Overall, thinking about my experience with this program so far, I would rate the help I have received as:

90%very helpful 10%helpful ___a little helpful ___not at all helpful

3. If a friend of mine told me she was thinking of coming here for help, I would:

95%strongly recommend 5%recommend ___not recommend ___strongly not recommend

PARTNER SATISFACTION QUESTIONNAIRE

LIFT Victim Services Programs						
		strongly disagree	somewhat disagree	neutral	somewhat agree	strongly agree
1.	Overall I am satisfied with LIFT Victim Services Program	100%				
2.	When provided with technology, training, resources, or supplies by the LIFT Victim Services Program-it helped me improve service to victims	100%				
3.	LIFT Victim Services Program staff are available and timely when needed	100%				
4.	Assistance from the LIFT Victim Services Program staff was helpful and provided additional assistance to victims	100%				
5.	I have increased knowledge about resources and services provided by LIFT Victim Services Program	100%				
6.	Communication and partnership with LIFT Victim Services Program staff has been open and beneficial	100%				
7.	LIFT Victim Services Program assistance has enhanced or increased evidence and prosecution efforts	100%				



Quarterly Production Summary Report

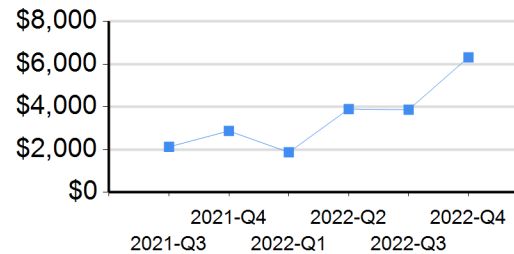
July 1 - September 30 2022

8251 - LIFT Community Action Agency

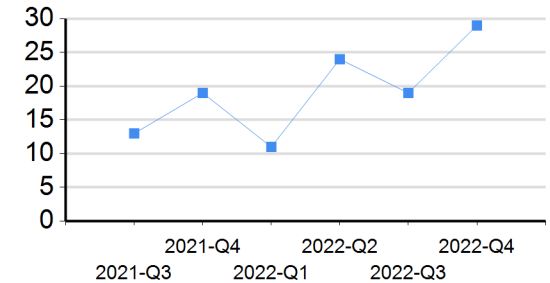
Midwest Region

Total Reported Investment	\$6,319,091.89
Homeowners Created - Customers	29
Preserved Homeownership - Customers	2
Rental Homes Constructed, Acquired, and Preserved	0
Created and Preserved Homes and Customers	31
Owner Occupied Repairs - Homes	5
Rental Homes, Repaired	0
Total Repaired - Homes	5
Group Education - Customers	0
One-on-one Counseling - Customers	0
One-on-one Counseling - Services	0
Foreclosure Mitigation Counseling, Home Not Retained - Customers	0
All Counseling and Education - Customers	0
Foreclosure Mitigation Counseling Intake - Customers	0
Financial Capability - Customers	
Rental Homes Portfolio, Owned and/or Managed	124

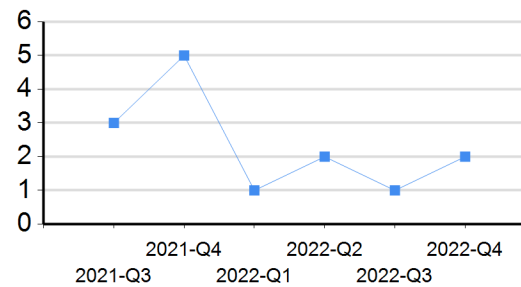
Total Reported Investment (in thousands)



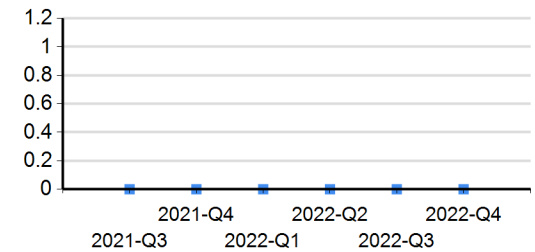
Homeowners Created - Customers



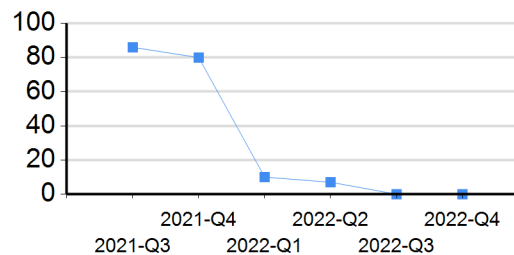
Preserved Homeownership - Customers



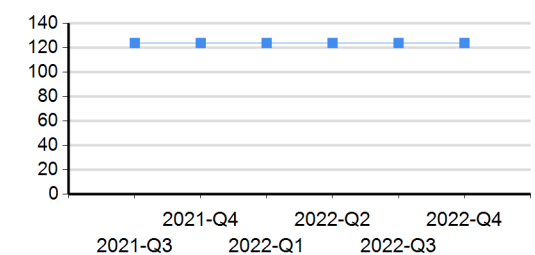
Rental Homes Constructed, Acquired, and Preserved



All Counseling and Education - Customers



Rental Homes Portfolio, Owned and/or Managed



'Total Reported Investment' and 'Created and Preserved Homes and Customers' are the two measures that NeighborWorks America uses to demonstrate and evaluate the strength and impact of network organizations.

Quarterly Production Summary Report

July 1 - September 30 2022

8251 - LIFT Community Action Agency

Midwest Region

I. Clients & Financing	Homeowners Created					
	NWO Constructs New Unit for New Home Owner	NWO Sells a Unit it Had Purchased (with or without rehab) to New Home Owner	Directly Provides Self-Help Housing for New Home Owner	Plays Intermediary Role in Providing Self-Help Housing for New Home Owner	Counselor and/or Broker/Lender ONLY for New Home Owner	Total Homeowners Created
Investment	\$0.00	\$0.00	\$725,612.56	\$5,572,972.33	\$0.00	\$6,298,584.89
Homes	0	0	4	25	0	29
Customers	0	0	4	25	0	29
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$7,394.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,394.00
Homes	2	0	0	0	0	2
Customers	2	0	0	0	0	2

II. Projects & Summary	Rental Homes									
	Owner-Occupied Repairs	For-Sale Homes Developed	Development Services	Constructed and Purchased	Rehabilitated and Refinanced	Repaired	Commercial Development	Commercial Lending	Special Projects	Financial Assistance and Supportive Services
Investment	\$6,249.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,864.00
Homes	5	* 0	0	0	0	0				

*Units reported under For-Sale Homes Developed do not count towards Total Production, Investment does count toward Total Investment.

Quarterly Production Summary Report

July 1 - September 30 2022

8251 - LIFT Community Action Agency

Midwest Region

III. Rental Homes Portfolio	
a. Owned	124
b. Managed not Owned	0
c. Number of units covered by project-based rental assistance program	0
d. Number of units covered by tenant-based rental assistance program	58

IV. Commercial Development Portfolio	
Number of Projects	0
Square Footage	0
Shared Equity and Cooperative Housing Portfolio	
Community Land Trust	0
Deed-Restricted Homeownership	0
Limited Equity Cooperative	0

V. Group Education Customers	
a. Completed financial literacy workshop; including home affordability; budgeting and understanding use of credit	0
b. Completed predatory lending; loan scam or other fraud prevention workshop	0
c. Completed fair housing workshop	0
d. Completed homelessness prevention workshop	0
e. Completed rental workshop	0
f. Completed pre-purchase homebuyer education workshop	0
g. Completed non-delinquency post-purchase workshop; including home maintenance and/or financial management for homeowners	0
h. Completed resolving or preventing mortgage delinquency workshop	0
i. Completed disaster preparedness assistance workshop	0
j. Completed disaster recovery assistance workshop	0
Total Group Education	0

VI. Counseling Results - Customers					
Preserved Homeownership, Foreclosure Mitigation - Customers		Foreclosure Mitigation Counseling, Home Not Retained - Customers		Individual Counseling - Services	
a. Mortgage refinanced	0	a. Executed a deed-in-lieu	0	a. Homeless Assistance	0
b. Brought mortgage current	0	b. Sold property/chose alternative housing solution	0	b. Rental Topics	0
c. Mortgage modified	0	c. Pre-foreclosure sale	0	c. Pre-purchase/Homebuying	0
d. Received second mortgage	0	d. Mortgage Foreclosed	0	d. Non-Delinquency Post-Purchase	0
e. Initiated forbearance agreement/repayment plan	0	e. Bankruptcy	0	e. Reverse Mortgage	0
f. Obtained partial claim loan from FHA lender	0	f. Entered debt management	0	f. Resolving or Preventing Forward Mortgage Delinquency or Default	0
Preserved Homeownership, Foreclosure Mitigation - Customers (Total)	0	g. Counseled and referred for legal assistance	0	g. Resolving or Preventing Reverse Mortgage Delinquency or Default	0
		h. Other (final result not listed above)	0	h. Disaster Preparedness Assistance	0
		Foreclosure Mitigation Counseling, Home Not Retained - Customers (Total)	0	i. Disaster Recovery Assistance	0
				Total Counseling Services	0

Quarterly Production Summary Report

July 1 - September 30 2022

8251 - LIFT Community Action Agency

Midwest Region

VII. Revolving Loan Fund (RLF), Excluding Forgivable and Deferred

First Mortgages		Subordinate Mortgages		Revolving Loan Fund (RLF), Non Amortized	
a. Total outstanding number of RLF loans	6	j. Total outstanding number of RLF loans	0	a. Total number of outstanding non-amortized loans (excluding forgivable)	0
b. Total outstanding value RLF loans	\$360,851.00	k. Total outstanding value of RLF loans	\$0.00	b. Total value of outstanding non-amortized loans (excluding forgivable)	\$0.00
c. Number currently 30-59 days delinquent	0	l. Number currently 30-59 days delinquent	0		
d. Value currently 30-59 days delinquent	\$0.00	m. Value currently 30-59 days delinquent	\$0.00		
e. Number currently 60-89 days delinquent	0	n. Number currently 60-89 days delinquent	0		
f. Value currently 60-89 days delinquent	\$0.00	o. Value currently 60-89 days delinquent	\$0.00		
g. Number currently 90 days or more delinquent	1	p. Number currently 90 days or more delinquent	0		
h. Value currently 90 days or more delinquent	\$1,012.00	q. Value currently 90 days or more delinquent	\$0.00		
i. Delinquency Rate (90 days or more)	0.28 %	i. Delinquency Rate (90 days or more)	0.00 %		

IX. Volunteers

Volunteer Hours	125
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X. Home Ownership Customers: Education and Counseling Hours

0 Hours		>0 and <4 Hours		=>4 and <8 Hours		=>8 Hours	
# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients
0	0	0	0	0	0	29	100.00 %

YTD Production Summary Report

October 1 - September 30 2022

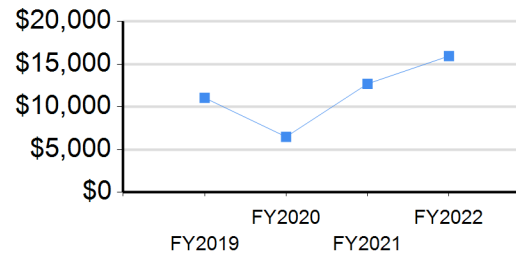
8251 - LIFT Community Action Agency

Midwest Region

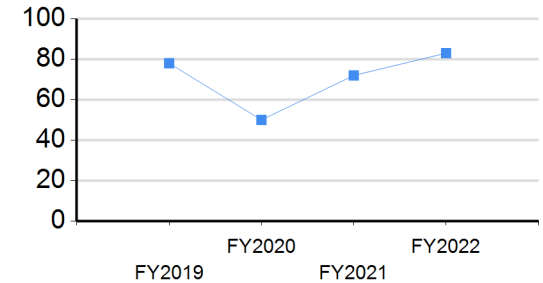
Total Reported Investment	\$15,946,903.87
Homeowners Created - Customers	83
Preserved Homeownership - Customers	6
Rental Homes Constructed, Acquired, and Preserved	0
Created and Preserved Homes and Customers	89
Owner Occupied Repairs - Homes	17
Rental Homes, Repaired	0
Total Repaired - Homes	17
Group Education - Customers	10
One-on-one Counseling - Customers	7
One-on-one Counseling - Services	7
Foreclosure Mitigation Counseling, Home Not Retained - Customers	0
All Counseling and Education - Customers	17
Foreclosure Mitigation Counseling Intake - Customers	0
Financial Capability - Customers	
Rental Homes Portfolio, Owned and/or Managed	124

Production Goals	FY 2021 Projections	FY 2022 Projections
Homeownership Promotion Clients	60	65
Homeownership Preservation Clients	10	15
Rental Units Developed	5	7
Rental Units Preserved	0	0

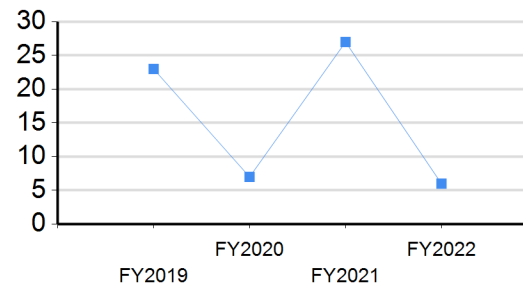
Total Reported Investment (in thousands)



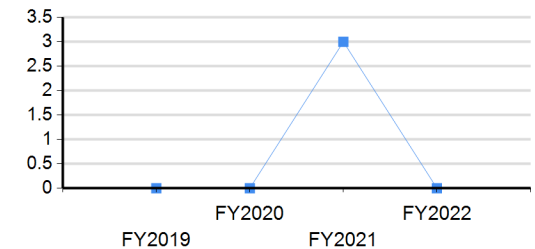
Homeowners Created - Customers



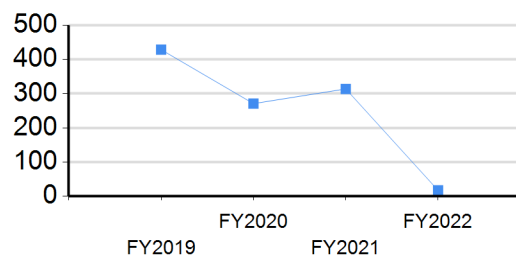
Preserved Homeownership - Customers



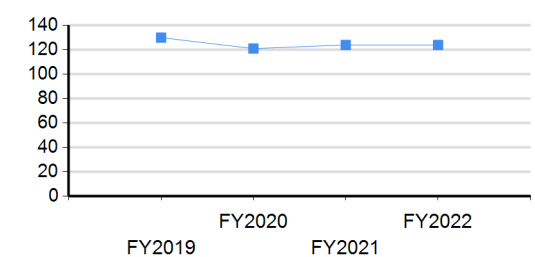
Rental Homes Constructed, Acquired, and Preserved



All Counseling and Education - Customers



Rental Homes Portfolio, Owned and/or Managed



YTD Production Summary Report

October 1 - September 30 2022

8251 - LIFT Community Action Agency

Midwest Region

I. Clients & Financing	Homeowners Created					
	NWO Constructs New Unit for New Home Owner	NWO Sells a Unit it Had Purchased (with or without rehab) to New Home Owner	Directly Provides Self-Help Housing for New Home Owner	Plays Intermediary Role in Providing Self-Help Housing for New Home Owner	Counselor and/or Broker/Lender ONLY for New Home Owner	Total Homeowners Created
Investment	\$0.00	\$0.00	\$1,808,433.06	\$13,613,330.62	\$61,246.00	\$15,483,009.68
Homes	0	0	11	71	1	83
Customers	0	0	11	71	1	83
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$23,490.19	\$0.00	\$0.00	\$0.00	\$0.00	\$23,490.19
Homes	6	0	0	0	0	6
Customers	6	0	0	0	0	6

II. Projects & Summary	Rental Homes									
	Owner-Occupied Repairs	For-Sale Homes Developed	Development Services	Constructed and Purchased	Rehabilitated and Refinanced	Repaired	Commercial Development	Commercial Lending	Special Projects	Financial Assistance and Supportive Services
Investment	\$19,782.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394,125.00	\$0.00	\$26,497.00
Homes	17	* 0	0	0	0	0				

*Units reported under For-Sale Homes Developed do not count towards Total Production, Investment does count toward Total Investment.

YTD Production Summary Report

October 1 - September 30 2022

8251 - LIFT Community Action Agency

Midwest Region

III. Rental Homes Portfolio	
a. Owned	124
b. Managed not Owned	0
c. Number of units covered by project-based rental assistance program	0
d. Number of units covered by tenant-based rental assistance program	58

IV. Commercial Development Portfolio	
Number of Projects	0
Square Footage	0
Shared Equity and Cooperative Housing Portfolio	
Community Land Trust	0
Deed-Restricted Homeownership	0
Limited Equity Cooperative	0

V. Group Education Customers	
a. Completed financial literacy workshop; including home affordability; budgeting and understanding use of credit	0
b. Completed predatory lending; loan scam or other fraud prevention workshop	0
c. Completed fair housing workshop	0
d. Completed homelessness prevention workshop	0
e. Completed rental workshop	0
f. Completed pre-purchase homebuyer education workshop	10
g. Completed non-delinquency post-purchase workshop; including home maintenance and/or financial management for homeowners	0
h. Completed resolving or preventing mortgage delinquency workshop	0
i. Completed disaster preparedness assistance workshop	0
j. Completed disaster recovery assistance workshop	0
Total Group Education	10

VI. Counseling Results - Customers			
Preserved Homeownership, Foreclosure Mitigation - Customers		Foreclosure Mitigation Counseling, Home Not Retained - Customers	
a. Mortgage refinanced	0	a. Executed a deed-in-lieu	0
b. Brought mortgage current	0	b. Sold property/chose alternative housing solution	0
c. Mortgage modified	0	c. Pre-foreclosure sale	0
d. Received second mortgage	0	d. Mortgage Foreclosed	0
e. Initiated forbearance agreement/repayment plan	0	e. Bankruptcy	0
f. Obtained partial claim loan from FHA lender	0	f. Entered debt management	0
Preserved Homeownership, Foreclosure Mitigation - Customers (Total)	0	g. Counseled and referred for legal assistance	0
		h. Other (final result not listed above)	0
		Foreclosure Mitigation Counseling, Home Not Retained - Customers (Total)	0
Individual Counseling - Services			
a. Homeless Assistance		0	
b. Rental Topics		0	
c. Pre-purchase/Homebuying		6	
d. Non-Delinquency Post-Purchase		1	
e. Reverse Mortgage		0	
f. Resolving or Preventing Forward Mortgage Delinquency or Default		0	
g. Resolving or Preventing Reverse Mortgage Delinquency or Default		0	
h. Disaster Preparedness Assistance		0	
i. Disaster Recovery Assistance		0	
Total Counseling Services		7	

YTD Production Summary Report

October 1 - September 30 2022

8251 - LIFT Community Action Agency

Midwest Region

VII. Revolving Loan Fund (RLF), Excluding Forgivable and Deferred

First Mortgages		Subordinate Mortgages		Revolving Loan Fund (RLF), Non Amortized	
a. Total outstanding number of RLF loans	6	j. Total outstanding number of RLF loans	0	a. Total number of outstanding non-amortized loans (excluding forgivable)	0
b. Total outstanding value RLF loans	\$360,851.00	k. Total outstanding value of RLF loans	\$0.00	b. Total value of outstanding non-amortized loans (excluding forgivable)	\$0.00
c. Number currently 30-59 days delinquent	0	l. Number currently 30-59 days delinquent	0		
d. Value currently 30-59 days delinquent	\$0.00	m. Value currently 30-59 days delinquent	\$0.00		
e. Number currently 60-89 days delinquent	0	n. Number currently 60-89 days delinquent	0		
f. Value currently 60-89 days delinquent	\$0.00	o. Value currently 60-89 days delinquent	\$0.00		
g. Number currently 90 days or more delinquent	1	p. Number currently 90 days or more delinquent	0		
h. Value currently 90 days or more delinquent	\$1,012.00	q. Value currently 90 days or more delinquent	\$0.00		
i. Delinquency Rate (90 days or more)	0.28 %	i. Delinquency Rate (90 days or more)	0.00 %		

VIII. Inventory For-Sale / Days on the Market

Inventory For-Sale Homes		Days on the Market for For-Sale Homes in Inventory	
Units Held in Portfolio at End of Quarter	0	For sale less than 120 days	0
Units moved to rental portfolio or lease purchase program	0	For sale between 120-180 days	0
# of Unimproved Owned Buildings	0	For sale greater than 180 days	0
# of Owned Undeveloped Lot	0		
# of Units Under Construction	0		
# of Units Sold	0		

IX. Volunteers

Volunteer Hours	24,870
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X. Home Ownership Customers: Education and Counseling Hours

0 Hours		>0 and <4 Hours		=>4 and <8 Hours		=>8 Hours	
# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients	# Clients	% Total Clients
0	0	2	2.41 %	1	1.20 %	80	96.39 %

LIFT Head Start Program



Office of Head Start - Program Information Report (PIR) Summary Report - 2022 - Program Level

For a summary of the filters selected to generate this report, please see the last page of this document.

A. PROGRAM INFORMATION

GENERAL INFORMATION

<i>Program Types</i>	<i># Programs</i>
Total	1
Head Start	1
Early Head Start	0
Migrant and Seasonal Head Start	0
Migrant and Seasonal Early Head Start	0
AIAN Head Start	0
AIAN Early Head Start	0

<i>Agency Types</i>	<i># Programs</i>
Community Action Agency (CAA)	1
Government Agency (Non-CAA)	0
Charter School	0
Private/Public For-Profit (e.g., for-profit hospitals)	0
Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospital)	0
School System	0
Tribal Government or Consortium (American Indian/Alaska Native)	0

<i>Agency Descriptions</i>	<i># Programs</i>
Delegate agency	0
Grantee that delegates all of its programs; it operates no programs directly and maintains no central office staff	0
Grantee that directly operates program(s) and has no delegates	1
Grantee that directly operates programs and delegates service delivery	0
Grantee that maintains central office staff only and operates no program(s) directly	0

FUNDED ENROLLMENT

Funded enrollment by funding source

<i>Funded enrollment by funding source</i>	<i># of children / pregnant women</i>
A.1 Funded Enrollment	387
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	387
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

<i>Funded enrollment by program option</i>	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	387
1. Of these, the number that are available for the full-working-day and full-calendar-year	387
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

<i>Funded slots at child care partner</i>	<i># of slots</i>
A.7 Total number of slots in the center-based or locally designed option	387
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	

CLASSES IN CENTER-BASED

<i>Classes</i>	<i># of classes</i>
A.9 Total number of center-based classes operated	28
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

<i>Children by age</i>	<i># of children at enrollment</i>
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	27
d. 3 years old	181
e. 4 years old	116
f. 5 years and older	0

Total cumulative enrollment

<i>Total cumulative enrollment</i>	<i># of children / pregnant women</i>
Total cumulative enrollment	324
Children	324
HS Children	324
Preschool Children - (HS all ages) and (MSHS age 3-5)	324

Primary type of eligibility

<i>A.13 Report each enrollee only once by primary type of eligibility:</i>	<i># of children / pregnant women</i>
a. Income at or below 100% of federal poverty line	210
b. Public assistance such as TANF and SSI	9
c. Foster care	7
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	84
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	13

Prior enrollment

<i>A.15 Enrolled in Head Start or Early Head Start for:</i>	<i># of children</i>
a. The second year	58
b. Three or more years	17

Transition and turnover (HS programs)

<i>Transition and turnover</i>	<i># of children</i>
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	43
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	12

<i>Transition and turnover</i>	<i># of preschool children</i>
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	95

Child care subsidy

<i>Child care subsidy</i>	<i># of children</i>
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

<i>A.25 Ethnicity and Race:</i>	<i># of Hispanic or Latino Origin children / pregnant women</i>	<i># of Non-Hispanic or Non-Latino Origin children / pregnant women</i>

A.25 Ethnicity and Race:	# of Hispanic or Latino Origin children / pregnant women	# of Non-Hispanic or Non-Latino Origin children / pregnant women
a. American Indian or Alaska Native	5	73
b. Asian	0	2
c. Black or African American	5	40
d. Native Hawaiian or other Pacific Islander	0	0
e. White	23	139
f. Bi-racial/Multi-racial	7	28
g. Other	0	0
h. Unspecified	2	0

Primary language of family at home

A.26 Primary language of family at home:	# of children / pregnant women
a. English	316
1. Of these, the number of children acquiring/learning another language in addition to English	6
b. Spanish	7
c. Native Central American, South American & Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	1
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. American Sign Language	0
l. Other	0
m. Unspecified	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	14

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	10

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
--	------------------------------

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	56	0
a. the number who are current or former Head Start or Early Head Start parents	34	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	867
a. Of these, the number who are current or former Head Start or Early Head Start parents	308

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	28	28
<i>Of the number of preschool education and child development staff by position, the number with the following:</i>		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	1	0
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	17	0
c. An associate degree in one of the following:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	9	3
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	1	9
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	1	9
e. None of the qualifications listed in B.3.a through B.3.d	0	16

Preschool classroom teachers program enrollment

	<i># of classroom teachers</i>
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	10
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	<i># of assistant teachers</i>
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	16
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	16

Home visitors and family child care provider staff qualifications

	<i># of home visitors</i>
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	<i># of family child care providers</i>
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	<i># of child development specialists</i>
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

B.13 Race and Ethnicity	(1) # of hispanic or latino origin non-supervisory child development staff	(2) # of non-hispanic or non-latino origin non-supervisory child development staff
a. American Indian or Alaska Native	0	13
b. Asian	0	0
c. Black or African American	0	2
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	38
f. Biracial/Multi-racial	0	3
g. Other	0	0
h. Unspecified	0	0

Language

	# of non-supervisory and child development staff
B.14 The number who are proficient in a language(s) other than English.	2
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory and child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages	0
c. Caribbean Languages	0
d. Middle Eastern and South Asian Languages	0
e. East Asian Languages	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages	0
h. European and Slavic Languages	1
i. African Languages	0
j. American Sign Language	1
k. Other	0
l. Unspecified	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	24	0
a. Of these, the number who were replaced	15	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	17
a. Of these, the number who were replaced	11
b. Of these, the number who left while classes and home visits were in session	5
c. Of these, the number that were teachers who left the program	3
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	# of staff
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	17
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	3

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance – Children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	304	304
a. Number enrolled in Medicaid and/or CHIP	272	271
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance), private insurance, or other health insurance	32	33
C.2 Number of children with no health insurance	20	20

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	300	295
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	28	26

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	10	50

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	3
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	6
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	0

Body Mass Index (BMI) - children (HS and Migrant programs)

C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	# of children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	31
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	224
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	29
d. Obese (BMI at or above 95th percentile for child's age and sex)	40

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	322	322
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	2	2

Oral health

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	300	300

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	299
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	255
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	14
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	7
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0
9. Other	0

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	28
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	28

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	32
a. Of these, the number who received an evaluation to determine IDEA eligibility	32
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	32
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	# of children
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	58
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to this program year	26
2. During this enrollment year	32
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

C.25 Diagnosed primary disability	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment	1	1
b. Emotional disturbance	0	0
c. Speech or language impairments	1	1
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	1	1
h. Specific learning disability	0	0
i. Autism	1	1
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	51	51
l. Multiple disabilities (excluding deaf-blind)	2	2
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	249
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	220
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

Classroom and home visit observation tools

	<i># of programs</i>
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	1
C.32 Programs using classroom and home visit observation tools	
a. Center-based settings	1

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families at enrollment</i>
C.33 Total number of families:	307
a. Of these, the number of two-parent families	128
b. Of these, the number of single-parent families	179
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	<i># of families at enrollment</i>
a. Parent(s) (e.g., biological, adoptive, stepparents)	285
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	167
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	14
b. Grandparents	12
c. Relative(s) other than grandparents	4
d. Foster parent(s) not including relatives	4
e. Other	2

Parent/guardian education

C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	<i># of families at enrollment</i>
a. An advanced degree or baccalaureate degree	116
b. An associate degree, vocational school, or some college	30
c. A high school graduate or GED	139
d. Less than high school graduate	17

Employment, Job Training, and School

C.36 Total number of families in which:	<i># of families at enrollment</i>
a. At least one parent/guardian is employed, in job training, or in school at enrollment	240
1. Of these families, the number in which one or more parent/guardian is employed	239
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	5
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	67

C.37 Total number of families in which:	# of families at end of enrollment
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	226
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	223
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	3
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	81
1. Of these families, the number of families that were also counted in C.36.a	17
2. Of these families, the number of families that were also counted in C.36.b	65

C.38 Total number of families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	4
b. At least one parent/guardian is a veteran of the United States military	10

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	10	10
C.40 Total number of families receiving Supplemental Security Income (SSI)	18	18
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	160	157
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	156	156

Family services

C.43 The number of families that received the following program service to promote family outcomes:	# of families
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	3
b. Housing assistance (e.g., subsidies, utilities, repairs)	1
c. Asset building services (e.g., financial education, debt counseling)	307
d. Mental health services	31
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	1
i. Research-based parenting curriculum	93
j. Involvement in discussing their child's screening and assessment results and their child's progress	108
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	91
l. Education on preventive medical and oral health	286
m. Education on health and developmental consequences of tobacco product use	39
n. Education on nutrition	170
o. Education on postpartum care (e.g., breastfeeding support)	17
p. Education on relationship/marriage	1
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	307

Father engagement

C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	76
b. Family goal setting	74
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	77
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	59

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	4
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	4
	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	2

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	15
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	0
	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	0

EDUCATION MANAGEMENT STAFF QUALIFICATIONS

	# of education managers/ coordinators
D.4 Total number of education managers/coordinators	2
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience	2
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that would meet a qualification described in D.4.a	0

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	6
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	5
b. Of these, the number that do not meet one of the qualifications described in D.5.a	1
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	1
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	1

FORMAL AGREEMENTS FOR COLLABORATION

	# of formal agreements
D.6 Total number of formal agreements with child care partners	0
D.7 Total number of LEAs in the service area	27
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	25
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	25

LIFT Early Head Start Program



Office of Head Start - Program Information Report (PIR) Summary Report - 2022 - Program Level

For a summary of the filters selected to generate this report, please see the last page of this document.

A. PROGRAM INFORMATION

GENERAL INFORMATION

<i>Program Types</i>	<i># Programs</i>
Total	1
Head Start	0
Early Head Start	1
Migrant and Seasonal Head Start	0
Migrant and Seasonal Early Head Start	0
AIAN Head Start	0
AIAN Early Head Start	0

<i>Agency Types</i>	<i># Programs</i>
Community Action Agency (CAA)	1
Government Agency (Non-CAA)	0
Charter School	0
Private/Public For-Profit (e.g., for-profit hospitals)	0
Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospital)	0
School System	0
Tribal Government or Consortium (American Indian/Alaska Native)	0

<i>Agency Descriptions</i>	<i># Programs</i>
Delegate agency	0
Grantee that delegates all of its programs; it operates no programs directly and maintains no central office staff	0
Grantee that directly operates program(s) and has no delegates	1
Grantee that directly operates programs and delegates service delivery	0
Grantee that maintains central office staff only and operates no program(s) directly	0

FUNDED ENROLLMENT

Funded enrollment by funding source

<i>Funded enrollment by funding source</i>	<i># of children / pregnant women</i>
A.1 Funded Enrollment	48
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	48
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

<i>Funded enrollment by program option</i>	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	48
1. Of these, the number that are available for the full-working-day and full-calendar-year	48
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0
	<i># of pregnant women slots</i>
A.6 Pregnant women slots	0

Funded slots at child care partner

<i>Funded slots at child care partner</i>	<i># of slots</i>
A.7 Total number of slots in the center-based or locally designed option	48
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	

CLASSES IN CENTER-BASED

<i>Classes</i>	<i># of classes</i>
A.9 Total number of center-based classes operated	7
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

<i>A.10 Children by age:</i>	<i># of children at enrollment</i>
a. Under 1 year	23
b. 1 year old	31
c. 2 years old	21
d. 3 years old	4

Pregnant women (EHS programs)

<i>Pregnant women (EHS programs)</i>	<i># of pregnant women</i>
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

<i>Total cumulative enrollment</i>	<i># of children / pregnant women</i>
Total cumulative enrollment	79
Children	79
EHS Children	79
Infants and Toddlers - (EHS all ages) and (MSHS age 0-2)	79

Primary type of eligibility

<i>A.13 Report each enrollee only once by primary type of eligibility:</i>	<i># of children / pregnant women</i>
a. Income at or below 100% of federal poverty line	60
b. Public assistance such as TANF and SSI	9
c. Foster care	1
d. Homeless	2
e. Eligibility based on other type of need, but not counted in A.13.a through d	7
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	0

Prior enrollment

<i>A.15 Enrolled in Head Start or Early Head Start for:</i>	<i># of children</i>
a. The second year	30
b. Three or more years	15

Transition and turnover (EHS programs)

<i>Transition and turnover</i>	<i># of children</i>
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	31
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	10
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	13
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	7
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	6
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

<i>Transition and turnover</i>	<i># of pregnant women</i>
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Child care subsidy

<i>Child care subsidy</i>	<i># of children</i>
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

A.25 Ethnicity and Race:	<i># of Hispanic or Latino Origin children / pregnant women</i>	<i># of Non-Hispanic or Non-Latino Origin children / pregnant women</i>
a. American Indian or Alaska Native	1	9
b. Asian	0	0
c. Black or African American	0	14
d. Native Hawaiian or other Pacific Islander	0	0
e. White	11	31
f. Bi-racial/Multi-racial	2	11
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

A.26 Primary language of family at home:	<i># of children / pregnant women</i>
a. English	78
1. Of these, the number of children acquiring/learning another language in addition to English	0
b. Spanish	1
c. Native Central American, South American & Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. American Sign Language	0
l. Other	0
m. Unspecified	0

Dual language learners

	<i># of children</i>
A.27 Total number of Dual Language Learners	1

Transportation

	<i># of children</i>
A.28 Number of children for whom transportation is provided to and from classes	0

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	43	0
a. the number who are current or former Head Start or Early Head Start parents	16	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	127
a. Of these, the number who are current or former Head Start or Early Head Start parents	123

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	16
<i>Of the number of infant and toddler classroom teachers, the number with the following:</i>	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	2
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	3
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	10
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	10
e. None of the qualifications listed in B.6.a through B.6.d	1

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed above	1
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed above	1

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

B.13 Race and Ethnicity	(1) # of hispanic or latino origin non-supervisory child development staff	(2) # of non-hispanic or non-latino origin non-supervisory child development staff
a. American Indian or Alaska Native	0	2
b. Asian	0	0
c. Black or African American	0	2
d. Native Hawaiian or other Pacific Islander	0	1
e. White	0	11
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Language

	# of non-supervisory and child development staff
B.14 The number who are proficient in a language(s) other than English.	1
a. Of these, the number who are proficient in more than one language other than English	0
B.15 Language groups in which staff are proficient:	# of non-supervisory and child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages	0
c. Caribbean Languages	0
d. Middle Eastern and South Asian Languages	0
e. East Asian Languages	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages	1
h. European and Slavic Languages	0
i. African Languages	0
j. American Sign Language	0
k. Other	0
l. Unspecified	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	10	0
a. Of these, the number who were replaced	8	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	4
a. Of these, the number who were replaced	3
b. Of these, the number who left while classes and home visits were in session	4
c. Of these, the number that were teachers who left the program	4
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	# of staff
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	1
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	3
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance – Children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	77	77
a. Number enrolled in Medicaid and/or CHIP	77	77
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance), private insurance, or other health insurance	0	0
C.2 Number of children with no health insurance	2	2

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Number enrolled in Medicaid	0	0
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	77	77
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	2	2

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	20	65

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	1
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	1
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	79	79
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	# of pregnant women
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	# of pregnant women
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Oral health

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	76	76

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	56

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	16
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	16

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	1
a. Of these, the number who received an evaluation to determine IDEA eligibility	1
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	1
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	# of children
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Infant and toddler part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	0
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to this program year	0
2. During this enrollment year	0
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	33
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	28
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

Classroom and home visit observation tools

	<i># of programs</i>
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	1
C.32 Programs using classroom and home visit observation tools	
a. Center-based settings	1

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families at enrollment</i>
C.33 Total number of families:	67
a. Of these, the number of two-parent families	16
b. Of these, the number of single-parent families	51
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	<i># of families at enrollment</i>
a. Parent(s) (e.g., biological, adoptive, stepparents)	63
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	45
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	1
b. Grandparents	3
c. Relative(s) other than grandparents	1
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	<i># of families at enrollment</i>
a. An advanced degree or baccalaureate degree	23
b. An associate degree, vocational school, or some college	3
c. A high school graduate or GED	32
d. Less than high school graduate	8

Employment, Job Training, and School

C.36 Total number of families in which:	<i># of families at enrollment</i>
a. At least one parent/guardian is employed, in job training, or in school at enrollment	47
1. Of these families, the number in which one or more parent/guardian is employed	47
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	17

C.37 Total number of families in which:	# of families at end of enrollment
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	44
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	44
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.36.a	1
2. Of these families, the number of families that were also counted in C.36.b	11

C.38 Total number of families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	2

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	3	4
C.40 Total number of families receiving Supplemental Security Income (SSI)	4	5
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	44	44
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	31	31

Family services

C.43 The number of families that received the following program service to promote family outcomes:	# of families
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	0
b. Housing assistance (e.g., subsidies, utilities, repairs)	0
c. Asset building services (e.g., financial education, debt counseling)	67
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	0
i. Research-based parenting curriculum	1
j. Involvement in discussing their child's screening and assessment results and their child's progress	67
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	16
l. Education on preventive medical and oral health	67
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	67
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	67

Father engagement

C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	1
b. Family goal setting	1
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	51
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	1
	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	1
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

LIFT Early Head Start-Child Care Program



Office of Head Start - Program Information Report (PIR) Summary Report - 2022 - Program Level

For a summary of the filters selected to generate this report, please see the last page of this document.

A. PROGRAM INFORMATION

GENERAL INFORMATION

<i>Program Types</i>	<i># Programs</i>
Total	1
Head Start	0
Early Head Start	1
Migrant and Seasonal Head Start	0
Migrant and Seasonal Early Head Start	0
AIAN Head Start	0
AIAN Early Head Start	0

<i>Agency Types</i>	<i># Programs</i>
Community Action Agency (CAA)	1
Government Agency (Non-CAA)	0
Charter School	0
Private/Public For-Profit (e.g., for-profit hospitals)	0
Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospital)	0
School System	0
Tribal Government or Consortium (American Indian/Alaska Native)	0

<i>Agency Descriptions</i>	<i># Programs</i>
Delegate agency	0
Grantee that delegates all of its programs; it operates no programs directly and maintains no central office staff	0
Grantee that directly operates program(s) and has no delegates	1
Grantee that directly operates programs and delegates service delivery	0
Grantee that maintains central office staff only and operates no program(s) directly	0

FUNDED ENROLLMENT

Funded enrollment by funding source

<i>Funded enrollment by funding source</i>	<i># of children / pregnant women</i>
A.1 Funded Enrollment	120
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	120
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

<i>Funded enrollment by program option</i>	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	120
1. Of these, the number that are available for the full-working-day and full-calendar-year	120
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0
	<i># of pregnant women slots</i>
A.6 Pregnant women slots	0

Funded slots at child care partner

<i>Funded slots at child care partner</i>	<i># of slots</i>
A.7 Total number of slots in the center-based or locally designed option	120
a. Of these, the total number of slots at a child care partner	120
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	120

CLASSES IN CENTER-BASED

<i>Classes</i>	<i># of classes</i>
A.9 Total number of center-based classes operated	24
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

<i>Children by age</i>	<i># of children at enrollment</i>
A.10 Children by age:	
a. Under 1 year	50
b. 1 year old	58
c. 2 years old	51
d. 3 years old	9
e. 4 years old	0
f. 5 years and older	0

Pregnant women (EHS programs)

<i>Pregnant women (EHS programs)</i>	<i># of pregnant women</i>
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

<i>Total cumulative enrollment</i>	<i># of children / pregnant women</i>
Total cumulative enrollment	168
Children	168
EHS Children	168
Infants and Toddlers - (EHS all ages) and (MSHS age 0-2)	168

Primary type of eligibility

<i>A.13 Report each enrollee only once by primary type of eligibility:</i>	<i># of children / pregnant women</i>
a. Income at or below 100% of federal poverty line	127
b. Public assistance such as TANF and SSI	6
c. Foster care	11
d. Homeless	3
e. Eligibility based on other type of need, but not counted in A.13.a through d	15
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	6

Prior enrollment

<i>A.15 Enrolled in Head Start or Early Head Start for:</i>	<i># of children</i>
a. The second year	53
b. Three or more years	45

Transition and turnover (EHS programs)

<i>Transition and turnover</i>	<i># of children</i>
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	59
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	19
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	30
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	5
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	25
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

<i>Transition and turnover</i>	<i># of pregnant women</i>
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Child care subsidy

<i>Child care subsidy</i>	<i># of children</i>
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	106

Ethnicity and race

A.25 Ethnicity and Race:	<i># of Hispanic or Latino Origin children / pregnant women</i>	<i># of Non-Hispanic or Non-Latino Origin children / pregnant women</i>
a. American Indian or Alaska Native	3	40
b. Asian	0	1
c. Black or African American	2	35
d. Native Hawaiian or other Pacific Islander	0	0
e. White	5	47
f. Bi-racial/Multi-racial	7	28
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

A.26 Primary language of family at home:	<i># of children / pregnant women</i>
a. English	166
1. Of these, the number of children acquiring/learning another language in addition to English	1
b. Spanish	1
c. Native Central American, South American & Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. American Sign Language	0
l. Other	0
m. Unspecified	1

Dual language learners

	<i># of children</i>
A.27 Total number of Dual Language Learners	3

Transportation

	<i># of children</i>
A.28 Number of children for whom transportation is provided to and from classes	0

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	41	16
a. the number who are current or former Head Start or Early Head Start parents	13	5

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	68
a. Of these, the number who are current or former Head Start or Early Head Start parents	67

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	30
<i>Of the number of infant and toddler classroom teachers, the number with the following:</i>	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	1
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	2
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	19
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	19
e. None of the qualifications listed in B.6.a through B.6.d	8

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed above	8
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed above	8

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

B.13 Race and Ethnicity	(1) # of hispanic or latino origin non-supervisory child development staff	(2) # of non-hispanic or non-latino origin non-supervisory child development staff
a. American Indian or Alaska Native	0	6
b. Asian	0	0
c. Black or African American	0	6
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	15
f. Biracial/Multi-racial	0	2
g. Other	0	0
h. Unspecified	0	0

Language

	# of non-supervisory and child development staff
B.14 The number who are proficient in a language(s) other than English.	0
a. Of these, the number who are proficient in more than one language other than English	0
B.15 Language groups in which staff are proficient:	# of non-supervisory and child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages	0
c. Caribbean Languages	0
d. Middle Eastern and South Asian Languages	0
e. East Asian Languages	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages	0
h. European and Slavic Languages	0
i. African Languages	0
j. American Sign Language	0
k. Other	0
l. Unspecified	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	13	7
a. Of these, the number who were replaced	11	6

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	15
a. Of these, the number who were replaced	13
b. Of these, the number who left while classes and home visits were in session	15
c. Of these, the number that were teachers who left the program	15
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	# of staff
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	15
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance – Children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	163	163
a. Number enrolled in Medicaid and/or CHIP	155	155
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance), private insurance, or other health insurance	8	8
C.2 Number of children with no health insurance	5	5

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Number enrolled in Medicaid	0	0
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	159	160
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	11	11

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	37	108

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	1
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	164	164
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	2	2

Medical services – pregnant women (EHS programs)

C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	# of pregnant women
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	# of pregnant women
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Oral health

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	159	159

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	0
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	49
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	0
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	0
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0

b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
9. Other	0

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	103

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	30
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	30

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	0
a. Of these, the number who received an evaluation to determine IDEA eligibility	0
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	0
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	# of children
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	0
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to this program year	0
2. During this enrollment year	0
b. Of these, the number who have not received special education and related services	0

Infant and toddler part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	10
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to this program year	6
2. During this enrollment year	4
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	71
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	41
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

Classroom and home visit observation tools

	# of programs
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	1
C.32 Programs using classroom and home visit observation tools	
a. Center-based settings	1

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	141
a. Of these, the number of two-parent families	36
b. Of these, the number of single-parent families	105
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	# of families at enrollment
a. Parent(s) (e.g., biological, adoptive, stepparents)	126
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	97
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	2
b. Grandparents	4
c. Relative(s) other than grandparents	3
d. Foster parent(s) not including relatives	7
e. Other	1

Parent/guardian education

C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	61
b. An associate degree, vocational school, or some college	8
c. A high school graduate or GED	64
d. Less than high school graduate	8

Employment, Job Training, and School

C.36 Total number of families in which:	# of families at enrollment
a. At least one parent/guardian is employed, in job training, or in school at enrollment	126
1. Of these families, the number in which one or more parent/guardian is employed	125
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	6
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	2
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	13

C.37 Total number of families in which:	# of families at end of enrollment
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	102
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	101
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	1
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	9
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	9

C.38 Total number of families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	2

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	6	5
C.40 Total number of families receiving Supplemental Security Income (SSI)	3	3
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	108	108
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	78	78

Family services

C.43 The number of families that received the following program service to promote family outcomes:	# of families
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	0
b. Housing assistance (e.g., subsidies, utilities, repairs)	0
c. Asset building services (e.g., financial education, debt counseling)	141
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	0
i. Research-based parenting curriculum	5
j. Involvement in discussing their child's screening and assessment results and their child's progress	141
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	35
l. Education on preventive medical and oral health	141
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	141
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	141

Father engagement

C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/father figures
a. Family assessment	1
b. Family goal setting	1
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	37
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	0

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	2
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	3
	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	13
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	0
	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	0

EDUCATION MANAGEMENT STAFF QUALIFICATIONS

	# of education managers/coordinators
D.4 Total number of education managers/coordinators	2
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience	2
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that would meet a qualification described in D.4.a	0

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	4
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	4
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	# of formal agreements
D.6 Total number of formal agreements with child care partners	4
D.7 Total number of LEAs in the service area	1
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	1
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	0



National CASA Core Model

National CASA Board of Trustees Approved Oct. 11, 2016

The National CASA Association core model identifies the foundational elements of CASA/GAL best interest advocacy. This includes our guiding principle, the types of cases served, the primary activities performed by CASA/GAL volunteers, parameters for staff serving cases and the screening, training and supervision requirements. National CASA assistance and support is limited to core model activities.

The National CASA Core Model:

The CASA/GAL program provides screened, trained, and qualified community volunteers to advocate for the best interests of children and youth who are before the court as a result of abuse or neglect as defined by the state child welfare laws¹, living at home or in out-of-home care. State statute takes precedence if it provides for the CASA/GAL volunteer to take other types of cases.

CASA/GAL best interest advocacy is driven by the guiding principle that children grow and develop best with their family of origin if that can be safely achieved. CASA/GAL volunteers serve children from birth through the age defined by state statute as the limit to youth remaining in care.

CASA/GAL volunteers advocate for children's best-interest through the following activities:

- Information gathering
- Visit the child at least monthly
- Collaborate and coordinate with legal, child welfare and other partners to assure service provision that is in the child's best interests
- Report to the court with recommendations regarding the child's placement and needed services
- Monitor the case until released by the court

¹ State statute takes precedence if it provides for the CASA/GAL volunteer to take other types of cases. National CASA assistance and support is limited to work with dependent children who have experienced abuse or neglect. CASA/GAL staff serving children is kept to a minimum and only occurs under extraordinary circumstances or when mandated. Anyone serving children must adhere to the service provisions and standards outlined in the core model.



CASA/GAL volunteers are:

- Screened per National CASA/GAL Association Standards
- Trained according to National CASA/GAL Training and Facilitation Standards
- Supported by staff or peer in accordance with National CASA/GAL Standards

EFFECTIVE DATE: May 10, 2019 (last updated)

APPROVED BY: Tara Perry

TITLE: Chief Executive Officer

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

**October 18, 2022
MINUTES**

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, October 18, 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 10:35 a.m. by Martha Frakes, Policy Council Chairperson, a quorum was met. Members present were Martha Frakes, Antlers I; Hunter McCall Harmon, Antlers EHS; Dulce Villeda, Broken Bow I; Darla White, Broken Bow III; Tiffany Powell, Ft. Towson; Chrisabian Wilder, Horace Mann III; Shelby Lowerance-Noah, Hugo II; John Hickman, Rattan I; Patsy Guess, Consuelo Splawn and Clinton Crawley, 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; Lauren Barger, Nutrition Assistant; Susie Mashburn, ECE & CC Specialist; Nikki McAdams, ECE & CC Assistant ; Lisa Thompson, Mentor Coach; 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; Ashley Gaddy, Outreach Specialist and Taryn Creasman, FCE Specialist.

Guest Present Lindsey Miller, LIFT CAA Associate Director.

Consideration, Discussion and Vote to Accept the minutes from the September 20, 2022 meeting: Copies of the minutes were provided to the council for review. Patsy Guess made a motion to approve the minutes as written, and Darla White seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Chelsea Womack-Antlers EHS Cook, Catherine Amber Williams-Soper I Teacher Aide, Debra Michael-Procurement Clerk, Seaerra Jordan-Substitute and Sonya Bond-Harvey-Substitute, 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. John Hickman made a motion to approve and Patsy Guess seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of the Head Start Child and Adult Care Food Program Application to the Oklahoma Department of Education in the amount of \$626,691.33: Jordan Mack, HS/EHS/EHS-CC Assistant Director stated that this was an annual re-application process and that all USDA guidelines are followed. Mrs. Mack also stated that this grant provides children in the Head Start & Early Head Start programs with the adequate nutritional meals appropriate to their age group. Meals include breakfast, lunch and snack. This funding will also support food-related supplies and salaries for the cooks. Darla White made a motion to approve submittal and Shelby Lowerance-Noah seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of the Head Start/Early Head Start FY 2022 Budget Revision-Amendment-Non-Federal Share Waiver: Darla Galyon, HS/EHS/EHS-CC Director stated that in total, LIFT CAA is requesting a Waiver for \$393,866 in required Non-Federal Share associated with \$4,036,395 in Federal funding for Program Operations/Training and Technical Assistance provided by the Administration for Children and Families, Office of Head Start. Of the total Non-Federal Share required (\$1,009,099), LIFT CAA has so far been able to provide \$615,232.97 in funding. The timeframe for the Non-Federal Share Waiver would be the Year 4/FY 2022 Budget Period of 12/1/2021–11/30/2022. Patsy Guess made a motion to approve submittal and John Hickman seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of the Head Start/Early Head Start American Rescue Plan Child Care Stabilization (Cycle 6) Grant Applications to Oklahoma DHS in the amount of \$294,000: Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that if awarded, these funds would provide key operating support to maintain child care services with the Head Start and Early Head Start programs. Patsy Guess made a motion to approve submittal and Darla White seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Acceptance of SFY 2022 Community Action Agencies State Appropriated Head Start Funds Award from the Oklahoma Department of Commerce/Community Development in the amount of \$84,396: Darla Galyon, HS/EHS/EHS-CC Director explained to the council that these funds go toward Head Start and Early Head Start Teachers Salaries. John Hickman made a motion to approve and Darla White seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Head Start/Early Head Start/EHS-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy: Mattie McKee, HS/EHS/EHS-CC Assistant Director provided copies and reviewed the Policy

Council Operating Procedures; the purpose in serving as a link to parents, grantees, public and private organizations and the communities served; the membership, as representatives of Head Start families and as community representatives; offices duties, including Chairperson, Vice-Chairperson, and Secretary; committees, such as Parent Committees, Grievance Committees, and special committees as needed. Mattie McKee also explained that the Impasse Policy is a conflict resolution policy between the Policy Council and the Governing Board. Darla White made a motion to approved and Patsy Guess seconded the motion. The motion carried.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, AmeriCorps, OECP, USDA, and Non-Fed August, 2022 Financial Statements and Credit Card Distribution Reports and Presentation of September, 2022 Financial Statements and Credit Card Distribution Reports for November, 2022 Consideration and Vote: Darla Galyon provided copies and an overview of the August, 2022 financial statements and Credit Card Distribution Report for the Council and copies and an overview of the September Financial Statements and Credit Card Distribution Reports were presented and will be voted on at the November, 2022 scheduled meeting. A motion was made by Darla White to accept the August, 2022 Financial Statements and Credit Card Distribution Reports and was seconded by Patsy Guess. The motion Carried.

Policy Council Training: Recognizing and Reporting Child Abuse: Taryn Creasman, Family and Community Engagement Specialist provided and Power Point presentation along with a video and discussion for the policy council members.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 10/18/2022 Head Start has 254 children enrolled and that attendance for August, 2022 was 90.4 %. Mrs. Bailey reported that Early Head Start currently has 46 children enrolled, and attendance was 83.9 for August, 2022. Mrs. Bailey also reported that EHS-CC currently has 95 children and attendance was 86.1 % for August, 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: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on Tuesday, October 11, 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.

USDA Meals and Snack Report Lauren Barger: Lauren Barger, Nutrition Assistant provided a copy and an overview summary of meals and snacks served for August, 2022

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

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.

Volunteers to serve on Finance Committee, HSAC, FCPAC & School Readiness Committee-Darla Galyon, Tori Williams, Taryn Creasman & Susie Mashburn- Darla Galyon explained to the council the function of each committee, the duties they would have and how often each committee meets. She then asked for volunteers to serve on the committees. The following members volunteered to serve on the committees:

Finance Committee

John Hickman
Tiffany Powell
Darla White

Health Services

Shelby Lowerance-Noah
John Hickman
Tiffany Powell
Martha Frakes

Family & Community Engagement

Shelby Lowerance-Noah
John Hickman
Tiffany Powell
Martha Frakes

School Readiness

Shelby Lowerance-Noah
Tiffany Powell
John Hickman

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): Darla Galyon stated that the previous policy council secretary could no longer serve in the position therefore the vacancy of that position needs to be filled. Mrs. Galyon explained the roles and responsibilities of the position and then asked for nomination/volunteers. Shelby Lowerance-Noah, representing Hugo II Head Start was the only volunteer and with no other nominations/volunteers John Hickman made a motion to approve Shelby Lowerance-Noah as the 2022-2023 Policy Council Secretary and Tiffany Powell seconded the motion. The motion carried.

There being no other business to come before the board, John Hickman made a motion to adjourn and Tiffany Powell seconded the motion. The motion carried and the meeting ended at 11:37 a.m.

Martha Frakes-Chairperson
Harli Phillips-Vice-Chairperson
Shelby Lowerance-Noah-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: September 2, 2022

Name of Person being nominated for Employee of the Month: Amy Craven

Name of Person submitting the nomination: KellyThomas

- X Is a hard worker Amy works hard ensuring the center runs at a standard of quality & excellence
- X Respects others Amy respects all staff and parents
- X Is on time Amy comes when the doors open and leaves when they close
- X Is organized to a fault
- X Keeps a positive attitude in the misty of change and trying times Amy is positive and looks for the brightside
- X Encourages other people does an excellent job with the parents in this area
- X Is willing to help others Will work overtime so that her staff will not have to
- Makes a good first impression
- X Follows all workplace rules Amy is a rule follower
- X Uses resources wisely Amy compares cost and quality before making purchasing decisions
- X Has good work attendance yes- rarely misses
- X Represents the agency well
- X Is a loyal employee
- X Handles crisis well She is excellent at this, as she remains calm and gets it under control
- X Goes above and beyond the call of duty Amy mostly works a 10 hour day when she doesnt have to
- X Works well with others (team player) Amy works well with others

Amy Craven

- X Is creative Amy is creative, she is helping design our booth for the agency inservice
- X Likes to learn new things Amy is currently enrolled in a Leadership class see notes below
- X Is a good listener See notes below
- X Communicates well Excellent skills
- X Dependable Amy meets deadlines and gets things done, she has not once let me down
- X Respectful, considerate of others _____
- X Safety conscious Again, she is a rule follower, which is indicative of her "Gold" personality
- X Good problem solving skills The best
- _____ Other _____
- _____ Other _____
- _____ Other _____

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

Amy had the desire to become a Leader of excellence and she requested to attend a Leadership Academy sponsored by the Center for Early Childhood Professional Development/University of Oklahoma. She is attending courses one Friday of each month for 6 months to which she will receive a Leadership Credential.

Amy is a good listener, she doesn't just listen she hears. She hears what the staff and parents tell her and she communicates with me some things they would like to see differently or how things appear to them and we work together to make the best possible child care experience and workplace possible.

When I first met Amy in 2015 she was a part time cook at the Broken Bow "Happy Days" and was very shy and unsure of herself. From there she has worked her way up to full time teacher, then to teacher in the EHS-CC partnership then to EHS-CC family advocate and now to Assistant Director/Center Director. And in between those years earned her Associate in Early Childhood Education.

If you could see my Amy as I see her you would have no reservations in naming her Employee of the month

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.



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: 10-19-22

Name of Person being nominated for Employee of the Month: Amy Craven

Name of Person submitting the nomination: Diana Spaulding

- ☒ Is a hard worker always working on something.
- ☒ Respects others absolutely
- ☒ Is on time shes early everyday
- ☒ Is organized her office space is clean & she helps in other rooms
- ☒ Keeps a positive attitude always positive
- ☒ Encourages other people yes! Pushes us to do better daily
- ☒ Is willing to help others yes! Always there when we need her
- ☒ Makes a good first impression yes! Everyone loves her
- ☒ Follows all workplace rules yes! Stickler for them
- ☒ Uses resources wisely yes! She helps us use them to
- ☒ Has good work attendance yes! Shes here everyday
- ☒ Represents the agency well absolutely!
- ☒ Is a loyal employee yes!
- ☒ Handles crisis well yes! She even helps outside of work.
- ☒ Goes above and beyond the call of duty yes! Even outside of work
- ☒ Works well with others (team player) yes!

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www.liftca.org



- ☒ Is creative yes! always coming up with stuff to do.
- ☒ Likes to learn new things yes & she shows us!
- ☒ Is a good listener yes I know I can talk to her & she'll understand
- ☒ Communicates well yes she is a great communicator
- ☒ Dependable yes always there when we need her
- ☒ Respectful, considerate of others yes she puts other's feelings into consideration about stuff
- ☒ Safety conscious oh yes! always!!
- ☒ Good problem solving skills Always helping us with solutions.
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

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

Amy is always willing to help others, respects her employees, a great listener and problem solver.
She is sweet & courteous and always there for us!

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.

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Office of Head Start

Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of October. 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

- [ACF-IM-HS-22-08 Fiscal Year \(FY\) 2023 Monitoring Process for Head Start and Early Head Start Recipients](#)
 - Available in [Spanish \(español\)](#)
- [A Message from Assistant Secretary January Contreras](#) (email)
- [Addressing the Impacts of Parent and Caregiver Loss on Children](#) (email)
- [Celebrating Head Start Awareness Month](#) (vlog)
- [Conducting Background Checks in Head Start Programs](#) (email)
- [Encouraging IDEA Collaboration Between State Agencies, Local Agencies, and Head Start Programs](#)
- [FY 2023 Head Start Monitoring Protocols](#)
 - [FY 2023 Monitoring Kickoff](#) (video)
- [Head Start Approach](#)
- [Head Start Connects: A Study of Family Support Services](#) (email)
- [Supporting Children and Families Since 1965](#) (blog)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [10 Tips for Creating Supportive Environments That Can Prevent Behaviors That Challenge Us](#) (video)
- [Child Development in the Second Year of Life: How Toddlers Think and Feel](#) (podcast)
- [Outdoor Learning Environments for Preschool-aged Children](#) (video)
- [Parallel Play: A Podcast for Educators Who Love Toddlers](#)
 - [Initiative, Creativity, Curiosity](#)
 - [Self-regulation and Reframing the "Terrible Twos"](#)
- [Using the 5Rs of Early Learning Leaders to Support Creativity in Young Children](#) (video)

Health, Behavioral Health, and Safety

- [Connecting All Parents with Perinatal Mental Health Services](#) (video)
- [Discipline and the Influence of Our Upbringing](#) (video)
- [Introduction to Active Supervision](#) (video)
- [Preparing for Emergencies with Mental Health in Mind](#) (video)
- [Preventing and Responding to Eye Injuries](#)
- [Prioritizing Staff Wellness in Unprecedented Times: Coming Full Circle](#) (video)

Parent, Family, and Community Engagement

- [Family Recruitment Video and Implementation Guide](#)
- [Parent Tips for Effective Family Engagement](#)

Professional Development

- [National Head Start Fellowship](#) (video)

Program Management and Fiscal Operations

- [Background Checks FAQs](#)
- [Financial Essentials Series](#) (email)
- [Make the Most of COVID-19 Response Funding Opportunities](#) (email)

Newsletters

- [Disabilities Services Newsletter Issue No. 60](#)
- [Resources to Make You Smile! Issue No. 20](#)
 - Available in [Spanish \(español\)](#)
- [Sesame Street in Communities Issue No. 14](#)
 - Available in [Spanish \(español\)](#)

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

Head Start Careers

- [Education Manager](#) *Fairbanks, AK*
- [Bilingual ERSEA Specialist](#) *Hendersonville, NC*
- [Head Start Center Director](#) *Barre, VT*

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

Upcoming Events for November

- Tuesday, Nov. 1: [MyPeers Orientation](#)
- Wednesday, Nov. 2: [Competitive Grants Opportunities Webinar](#)
- Thursday, Nov. 3: [Building Relationships with Preschool Children](#)
- Wednesday, Nov. 9
 - [Leveraging Sources of Resilience to Support Mental Health](#)
 - [Coaching to Support Social and Emotional Skills](#)
- Thursday, Nov. 10: [Tribal Early Childhood Series: Native American Heritage Month Celebration](#)
- Tuesday, Nov. 15: [Building Belonging as an Early Learning Leader](#)
- Thursday, Nov. 17: [Building Healthy Habits with Sesame Street in Communities](#)
- Monday, Nov. 28: [Infant and Early Childhood Mental Health Consultation National Office Hours](#)

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

Supporting Children and Families Since 1965

Do you work with families in vulnerable situations? Do you know a young child, infant to kindergarten age, who needs some extra support? Connect them with their [local Head Start program](#)!

In her new blog, Deputy Director Tala Hooban acknowledges the incredible work Head Start programs do every day and describes her visit to an exceptional center in Chicago, Illinois. Head Start programs promote children's school readiness, strengthen families, and contribute to the well-being of communities. They provide a range of services to support the development of infants, toddlers, and preschoolers, as well as the success of the child's parents or guardian. Local programs are customized to meet the needs of the whole child, giving both parents and their children a strong foundation to build their future.

Every October, during Head Start Awareness Month, the Office of Head Start take extra steps to:

- Raise awareness about the importance of supporting all areas of children's growth from birth to age 5
- Share our appreciation for the dedicated Head Start staff working as superheroes in local programs, as well as the community partners and volunteers who ensure the provision of services
- Recognize our legacy of working toward a more equitable America

This month, please continue raising awareness of the ways Head Start programs and services support vulnerable children and families to succeed in school and in life. We've designed a [digital toolkit](#) with social media assets for you to share with eligible families as well as early care, education, and family service providers of all kinds. Tag us in your posts using #HeadStartAwarenessMonth!

Read the Blog

Select the link to view the resource: <https://eclkc.ohs.acf.hhs.gov/blog/supporting-children-families-1965>

Related Resources

Explore related resources on the Early Childhood Learning and Knowledge Center (ECLKC) to learn more.

- [Head Start History](#)
- [Head Start Programs](#)
- [Head Start Timeline](#)

All ECLKC pages are translated into Spanish. Select the Español button on the top right corner to see the Spanish translation.

Stay Connected!

Join [MyPeers](#) to connect with Head Start and early childhood colleagues around the country on this and other topics. Please share this message with colleagues who may be interested in this topic. Did someone forward you this announcement? [Subscribe](#) to stay up to date!



OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-08	2. Issuance Date: 10/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2023; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients**SUBJECT:** Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients**INFORMATION:**

Section 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. OHS recognizes that grant recipients are recovering from and continue to face multiple challenges as a result of the COVID-19 pandemic. In FY 2023, OHS will conduct Focus Area 1 (FA1) and Focus Area 2 (FA2) reviews and Classroom Assessment Scoring System (CLASS®) video pilot and CLASS tribal pilot.

This Information Memorandum outlines the OHS monitoring process for FY 2023 and introduces the CLASS pilots to be conducted. For the FY 2023 review only, OHS is suspending the use of CLASS scores for **Designation Renewal System (DRS)** determinations.

On-site review monitors will follow U.S. Centers for Disease Control and Prevention health and safety guidelines. OHS is committed to partnering with grant recipients when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program.

FY 2023 Monitoring Reviews

Review Type	FY 2023 Implementation	Start Date
FA1	FA1 reviews will be conducted through a virtual format.	November 2022
FA2	FA2 reviews will be conducted using a hybrid model, which is a combination of on-site and virtual monitoring for the FY23.	October 2022
CLASS Video Pilot	CLASS reviews will be conducted as part of a video pilot for the FY23. Scores will not be used for DRS determinations.	October 2022
CLASS American Indian and Alaska Native (AIAN) Self-review Pilot	AIAN CLASS reviews will be conducted in a self-review pilot for the FY23.	November 2022
Follow-up Reviews	Follow-up reviews will be conducted either in-person or virtually by the OHS regional office.	Start dates will coincide with the end of the corrective action period.
AIAN Reevaluations	AIAN reevaluation reviews will be conducted either in-person or virtually by the OHS Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.
Other	OHS reserves the right to conduct special off-site or on-site reviews	TBD, as needed

FA1 Reviews

The FA1 review is an opportunity for recipients to discuss their program design, management, and governance structure. This focus area develops OHS's understanding of each recipient's foundation for program services. Recipients describe approaches to staffing structure, program design and governance, health and family services, and fiscal infrastructure.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. This focus area broadens OHS's understanding of each recipient's performance. It also determines if programs are meeting the requirements of the Head Start Program Performance Standards, Uniform Guidance, and Head Start Act.

CLASS

In FY 2023, OHS is conducting CLASS video and tribal pilots. The pilots engage recipients in the CLASS review process, determine the viability of video reviews, ensure cultural sensitivity, and provide scores and information to support recipient professional development. They also allow OHS to better understand the experiences of Head Start programs during the pandemic in a way that is positive, proactive, and supportive. The CLASS video and tribal pilots offer additional insight into programs serving children, families, and communities that have been disproportionately impacted by the COVID-19 pandemic.

The CLASS video pilot allows recipients to upload videos for scoring through OHS-designated software. Recipients who would have been scheduled for an on-site CLASS review in FY 2023 are selected to participate in the pilot. They will receive a letter with detailed instructions on video submission, technology requirements, and other general participation instructions. Recipients who are not selected for the pilot but who would like to participate can be added to a waitlist in case a slot becomes available. The tribal pilot does not currently include video.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability. The information is used to schedule monitoring reviews by OHS regional office staff. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should update their calendars as changes in program availability occur. Please note that OHS is unable to accommodate requests to reschedule reviews. OHS also reserves the right to conduct unannounced reviews at any time.

Recipients scheduled to receive a monitoring review in FY 2023 will receive a notification letter at least 45 days prior to the start of the event. Recipients can expect a planning call with their assigned review lead to discuss their FA2 review. During the initial call, recipients may share their program's current service delivery options and any changes as a result of the COVID-19 pandemic.

Advancing Equity

As one of our top priorities, OHS is focused on advancing equity, supporting programs' pandemic response and recovery, investing in the workforce, and reaching more children and families. Head Start programs lead their communities in advancing equity by providing services that support the development of the whole child cognitively, physically, socially, and emotionally, and by implementing systems that promote an inclusive culture. OHS is committed to advancing equity for all eligible individuals to support historically underserved communities.

If you have any questions or concerns regarding the FY 2023 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

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You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe [here](#). You also may modify your ECLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. Contact customer service for additional support.

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

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of October there were 43 children, age birth to 3, that were provided services in the Early Head Start centers and 94 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 263 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 September, we had 178 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 23 participants, with 6 of them being father figures.

Father Involvement

The dad's day activities for the month of September were a name collage, fall leafs, tree crafts, and various fish activities based off the book "One Fish, Two Fish, Red Fish, Blue Fish". For the Septembers Dad's Day, there were 208 people that participated in dads day activities with 105 being father figures. In addition, 36 dads/father figures participated in parent meetings for September. Since the beginning of the 2022 school year, we have had 255 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 October employee Physical tracking continued. ELCCT meeting was held. Folder checks were completed for HS, 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. One CPR classes was held in October. HS centers were updated on requirements regarding physicals and immunizations due and coming due. Of the 269 children that is currently enrolled in head start only 19 need hearing/vision screens and most of these are new students. Only 64 dentals are need out of the 269, only 45 physicals are needed. 73 lead results are need out of 269, 90 hemoglobin's are needed out of 269, and only 4 children need immunizations. EHS & ELC-CC are ongoing with there health screens and are looking good as well. Stay Healthy, Wash your hands!

Education

The Education Team has been busy visiting Head Start classrooms and completing folder checks. TSGOLD accounts for each child have been finalized. This will give teachers information as to the future goals of each child. It will also provide them with two reports on the child's progress and what to expect next. The Individual Child Report is placed in the child's folder, it is a graph of the child's developmental accomplishments. The Child Development and Learning Report is an explanation of the child's developmental accomplishments and what can be expected in the future. These reports can be copied for your information and the teacher can also use them in conferencing. This month, teachers learned information on the Challenging Behaviors at the HS/EHS/EHS-CC Fall In-Service. Social Emotional development and behaviors are very important in the life of a child and their family. Our children need to learn self-regulation and how to get along with others. This is becoming a major concern in the Head Starts/EHS/ and EHS-CC classrooms. Your child's teacher can give you expectations on Social Emotional development. Please be aware and watch your child for any signs of emotional stress and misbehavior.

Professional Development

During the month of October, the Professional Development Specialist scheduled CPR/First Aid classes taught by LIFT CPR Instructors Tori Williams/Taryn Creasman/Ronda Spear, where four 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 two newly hired LIFT employees participated.

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

In October Professional Development coordinated in-service held at the Hugo Kiamichi Technology Center for Head Start/Early Head Start/Early Head Start – Child Care staff. The October in-service covered various topics such as the Strategic Plan, Attendance updates, and

the required CACFP Civil Rights and Child Abuse Awareness training. Steven Lacy from Oklahoma DHS presented the Child Abuse Awareness training this year and he introduced the staff to Brandi Elwood from the Oklahoma Warmline. Ms. Elwood presented a very captivating and compelling training over Children's Challenging Behaviors.

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 two children that have been identified to receive Sooner Start services and six others are in the referral process.

In Head Start for the school year 2022-2023, 34 students are on an IEP and will receive special education services from the staff/consultants from the public schools. 25 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 October, seven children were eligible for transition to the next level.

Recruitment/Outreach

The following recruitment and outreach strategies/activities were implemented or held during the month of October 2022.

Recruitment for Job Applicants

- Created flyer with open job positions and sign-on incentives

- Approved flyer (shown below) was posted on Facebook and shared across groups and organizations. The Facebook post had 99,190 impressions, 22,501 people reached, 3,389 post engagements, 1,632 link clicks, and 67 shares. This ad had a target focus of Choctaw, McCurtain and Pushmataha Counties, with a 50-mile radius around each county. This was to help ensure that our entire service area was reached to help draw in possible job applicants.

	*COME JOIN OUR HEAD START TEAM* Check out the flyer below to learn more about this amazing opportunity! If you would like to apply for an open position, please click the link for direct access-->https://liftca.org/careers/ *Incentives will be discussed during the interview... Tue, Oct 4	Post reach 22501	Engagement 3389
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- Flyer was sent out to all Head Start/Early Head Start and Early Head Start-Child Care Centers to be sent home with parents/guardians
- Radio ad announcing our open positions and sign-on incentive
- Attended monthly coalition meeting and reported on our sign-on incentive
- The secretary of each coalition (Choctaw, McCurtain and Pushmataha Counties) sent out our Now Hiring Flyer to all coalition members
- Sent out Now Hiring flyer to the Help Me Grow email list (over 600 people)
- Additional flyer posts on Facebook highlighting incentives reached a total of 4,548 people (shown below)

	~We are HIRING~ Come join our Head Start team and take advantage of all the great benefits our agency has to offer! Complete an application by clicking the link -->https://liftca.org/careers/ Mon, Sep 26	Post reach 3072	Engagement 171
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	Attention: Choctaw, McCurtain and Pushmataha Counties Check out this amazing opportunity! Click the link to submit your application-->https://liftca.org/careers/ *Incentives will be discussed during the interview process* Wed, Oct 5	Post reach 1476	Engagement 216
---	--	-----------------------------------	----------------------------------

- October In-Service post on Facebook highlighting team building/training within a fun work environment garnered a reach of 2,792 people and 1,397 post engagements (shown below)

	😊 October In-service 2022 We had a great time at our training today for Head Start, Early Head Start and Early Head Start-Child Care! Thu, Oct 13	Post reach 2792	Engagement 1397
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Recruitment for Programs

- Fall Festival- 10/29/2022- set up a booth and passed out information about our services/programs and information on available jobs
- Facebook posts throughout the month to promote Head Start Awareness Month
- Provided more kid menus for Red B in Idabel
- Provided more kid menus for Angie's Circus City Diner in Hugo
- Attended coalition meeting and provided information over all three of our programs
- Sent out info regarding our programs to the Help Me Grow email list (over 600 people)

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
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
September-22	3032	3044	4097	10173
YEARLY TOTALS	24960	25229	33147	83336

September 2022 HEAD START TIME & ATTENDANCE REPORT

As of 9/30/22	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	2	11	1		1	10	0		10		20	91.4%
Antlers 2	6		6	1		1	5	0		5	2	20	92.0%
Battiest	8	5	13		1	1	12	1	9/12/2022	13	10	16	86.9%
Boswell 1	11		11			0	11	0		11	6	16	92.1%
Boswell 2	10		10		1	1	9	1	9/12/2022	10	4	16	80.5%
Broken Bow 1	9	2	11	2		2	9	0		9		21	91.7%
Broken Bow 3	5		5			0	5	0		5		21	90.5%
Clayton 1	3	1	4			0	4	0		4	1	20	90.8%
Clayton 2	10		10	1	1	2	8	1	9/15/2022	9	3	20	91.1%
Forest Grove 1	14		14	1		1	13	0		13	5	16	86.5%
Forest Grove 2	5		5			0	5	0		5		16	92.5%
Fort Towson	8	1	9			0	9	0		9	3	16	84.5%
Haworth	17		17	1		1	16	0		16	6	16	92.2%
Horace Mann 1	8		8			0	8	0		8		21	86.3%
Horace Mann 2	12		12	1		1	11	0		11		21	87.0%
Horace Mann 3	10		10			0	10	0		10	1	21	87.6%
Hugo 2	9		9	2		2	7	0		7	1	21	90.5%
Hugo 4	8	2	10			0	10	0		10	2	21	83.4%
Idabel 1	6		6			0	6	0		6		20	79.2%
Idabel 2	5	3	8			0	8	0		8		20	95.6%
Idabel 3	5	3	8			0	8	0		8		20	80.3%
Rattan 1	11		11			0	11	0		11	5	16	89.8%
Rattan 2	5		5			0	5	0		5	3	16	97.5%
Rattan 3	5		5			0	5	0		5	2	16	95.0%
Soper 1	9		9			0	9	0		9	3	21	92.6%
Soper 2	18		18			0	18	0		18	11	21	81.4%
Valliant 1	6		6			0	6	0		6	2	21	93.7%
Valliant 2	6		6			0	6	0		6	2	21	92.1%
TOTALS	238	19	257	10	3	13	244	3		247	72		88.4%

September 2022 Pre-K TIME & ATTENDANCE REPORT

As of 9/30/22	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	1	4			0	4	16	84.8%
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	3	1	4	0	0	0	4		100.0%

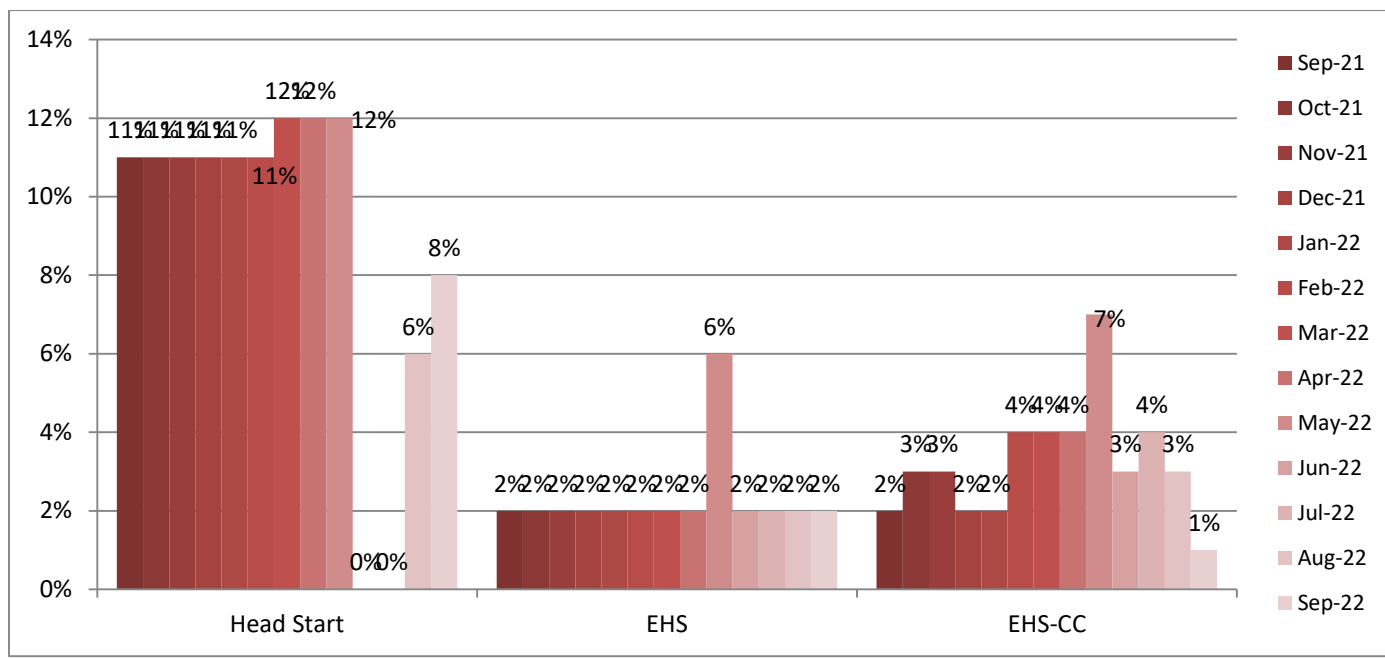
September 2022 EHS Time and Attendance												
As of 9/30/22	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
Antlers	29	4	33	7	2	9	24	1	2	9/2/2022	19	86.3%
Hugo	14		14	2	1	3	11		1	9/28/2022	16	89.1%
Idabel	13	3	16	2	2	4	12		2	9/16/2022	19	77.2%
TOTALS	56	7	63	11	5	16	47	1	5			84.6%

September 2022 EHS-CC Time and Attendance												
As of 9/30/22	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	10	1	11	2	1	3	8	1	1	9/2/2022	20	82.9%
ELC-Broken Bow	22	3	25	4	1	5	20		1	9/16/2022	20	73.0%
ELC-Hugo	6	2	8			0	8		0		20	87.9%
ELC-Idabel	14		14	2		2	12		0		20	88.8%
Cabbage Patch	13		13	2		2	11	2	0		21	93.5%
The LearningTree	42	5	47	8	1	9	38	1	1	9/16/2022	21	88.6%
Turner Learning	11		11	4	7	11	0		7	9/6/2022		
TOTALS	118	11	129	22	10	32	97	4	10			85.7%

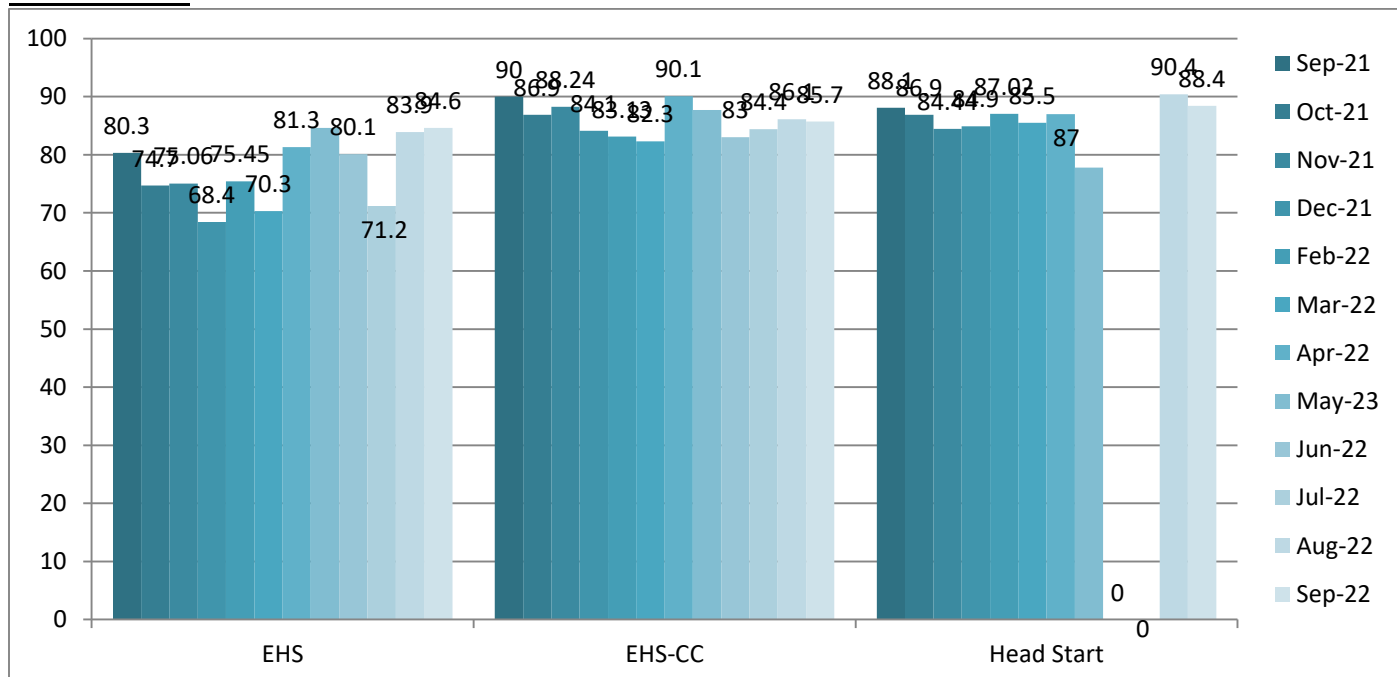
Data Analysis Report Summary September 2022

Disabilities

IEP/IFSP –

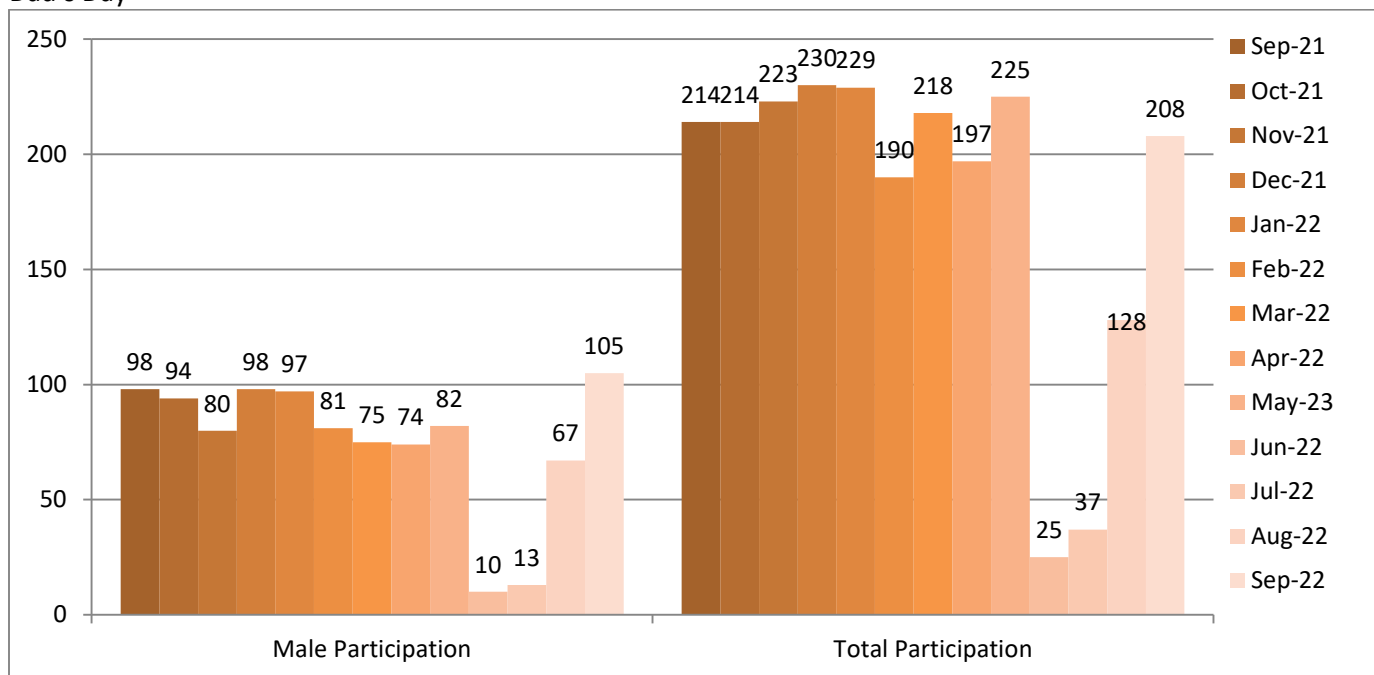


Attendance

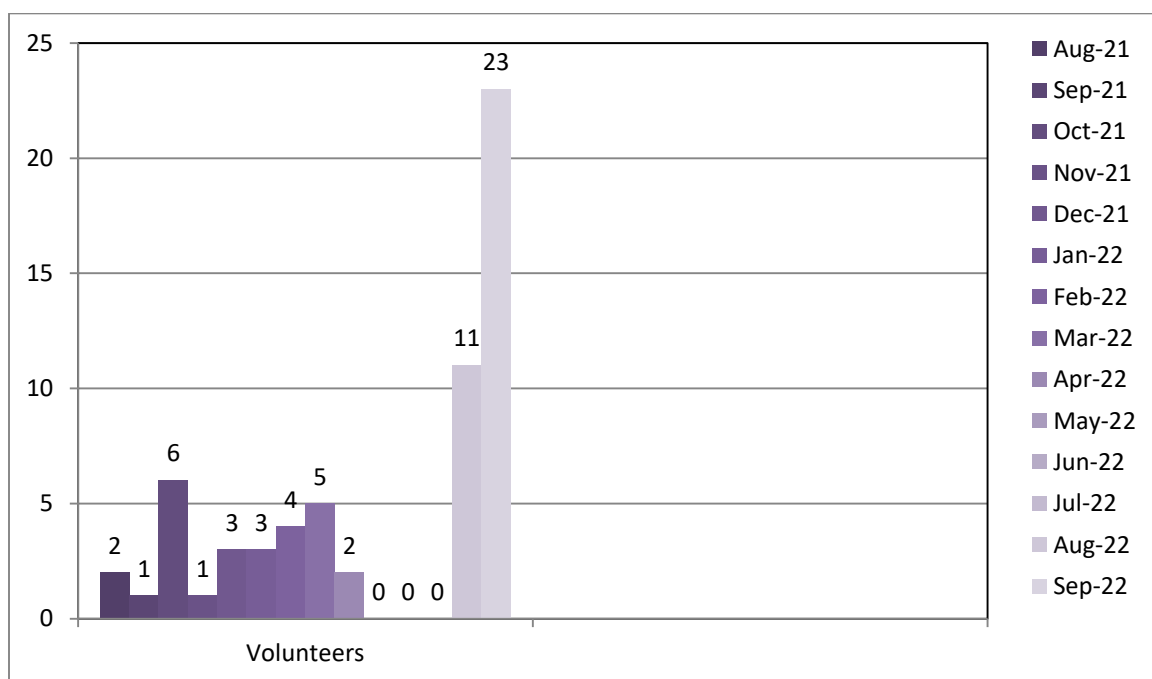


Family & Community Engagement

Dad's Day



Parents Ready to Read





Organizational Assessment Division

4435 Main Street
Suite 700
Kansas City, Missouri 64111
(816) 753-2404

Oct-17-2022

AUDIT COMPLIANCE

NOTICE

Rebecca Reynolds
LIFT Community Action Agency, Inc.
209 North 4th
Hugo, OK 74743

Dear Rebecca Reynolds,

Based on our review of your 2021 fiscal year audit and related financial statements, your organization complies with our current audit requirements. Thank you for meeting this important audit responsibility in an effective manner.

We appreciate both your diligence and responsiveness to our needs. Please contact me at 816-714-1214 or by e-mail at oadaudit@nw.org with any questions or for further information.

Sincerely,

A handwritten signature in black ink that reads "Kent Hawkins CPA". The signature is written in a cursive, flowing style.

Kent Hawkins, CPA
Sr. Director, Financial & Off-Site Analysis
Organizational Assessment Division

cc: Relationship Manager
Financial Analyst
Financial Admin

KATHRYN BOYLE BREWER
Executive Coordinator

ERIC EPPLIN
Assistant Executive Coordinator



STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

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405-264-5099

UVED
405-264-5010
405-429-4274

October 7, 2022

Jodi Allen
LIFT Community Action Agency
209 North 4th Street
Hugo, OK 74743

Dear Jodi:

As you may know, the District Attorneys Council, in collaboration with the Oklahoma Coalition Against Domestic Violence and Sexual Assault, the Department of Human Services, the Native Alliance Against Violence, and the Office of the Attorney General, hosts various activities during October in honor of Domestic Violence Awareness Month. One of those activities is to recognize individuals for their contributions through the Award for Excellence in Action against Domestic Violence. We received a number of nominations, and as a member of the committee, it is rewarding to read about the many individuals throughout the state that dedicate their time, effort, knowledge, and expertise to assist survivors of domestic violence.

It isn't every day that our colleagues recognize us for the work that we do. However, Captain Alicia Manning recognizes your efforts as do we. In honor of your nomination, we want to thank you for your service and have enclosed a certificate as a commemoration of our heartfelt appreciation for going above and beyond and demonstrating true excellence in action against domestic violence.

Sincerely,

A handwritten signature in cursive script that reads "Laura A. Russell".

Laura A. Russell
Rural, SASP, and VAWA Grant Programs Specialist

Pc: ReJania Tolliver
Karen Cunningham
Shelley Miller



Certificate of Appreciation

In Recognition of those who go above and beyond to assist victims of domestic violence and to increase awareness regarding the significant problem of domestic violence in our communities.

This certificate is awarded to

Jodi Allen

*in recognition of valuable contributions
to domestic violence awareness.*



JOIN US FOR
LIFT CAA'S
**1ST ANNUAL
CHRISTMAS
IN THE PARK**

**3
DECEMBER**

HUGO LAKE PARK
HWY 70, HUGO OK
DECEMBER 3RD
12:00-5:00 P.M.