



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

AUGUST 8, 2023 • 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, August 8, 2023 · 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.** Report from the Committee for Nominations
- D.** Consideration, Discussion, and Vote to Elect LIFT CAA Board of Directors Officers for 2023-2024 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2*)
- E.** Consideration, Discussion, and Vote to Elect LIFT CAA Executive and Personnel Committee Members for 2023-2024 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1*)
- F.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- G.** Consideration, Discussion, and Vote to Approve July 2023 Regular Meeting Minutes (*Organizational Standard 5.5*)
- H.** Consideration, Discussion, and Vote to Approve June 2023 Financial Reports; Distribution of July 2023 Financials for September 2023 Consideration and Vote (*O.S. 8.7*)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$140,352**
 - 1. Food and Nutrition for Better Health Leadership Training Institute Request to National Healthy Start Association - **\$10,000**
 - 2. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - **\$130,352**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,720,100**
 - 1. FY 2023 Healthy Start Initiative Supplemental Grant Award (Mother and Infant Supply Kits) from Health Resources and Services Administration - **\$15,000** (*Total Awarded: \$1,159,121*)
 - 2. SFY 2023 Older Americans Act Title III & American Rescue Plan KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma - **\$82,447**
 - 3. Child Care Stabilization Grant Program Awards (Year 2/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$20,000**
 - 4. Child Care Stabilization Grant Program Awards (Year 2/Quarter 4, ELC) from Choctaw Nation of Oklahoma - **\$27,000**
 - 5. FY 2023 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) from Office of Head Start - **\$358,908** (*Non-Federal Share Waiver Total: \$89,727*)

6. FY 2023 Early Head Start-Child Care Partnership Grant Award (Continuation, Year 5) from OHS - **\$2,053,548** (*Non-Federal Share Waiver Total: \$513,387*)
 7. FY 2023 EHS-Child Care Partnership Supplement Grant Award (COLA/Quality Improvement) from OHS - **\$163,197** (*Non-Federal Share Waiver Total: \$40,799.25*)
- K. Consideration, Discussion, and Vote to Approve Submission of FY 2024 Head Start/EHS Program Grant Application to Administration for Children and Families, Office of Head Start
 - L. Consideration, Discussion, and Vote to Approve LIFT CAA Personnel Policy Manual (*O.S. 7.1*)
 - M. Consideration, Discussion, and Vote to Approve LIFT CAA Policy and Procedures for Communication with Persons with Limited English Proficiency
 - N. Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale
 - O. Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2023-2024 School Year
 - P. Consideration, Discussion, and Vote to Approve 2023-2024 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC
 - Q. Consideration, Discussion, and Vote to Approve Updates to HS/EHS/EHS-CC Community Assessment
 - R. Board Training/Programmatic Report: Update on Full Enrollment Initiative (*O.S. 5.7 & 5.9*)
 - S. Board Training/Programmatic Report: Quarterly Housing Production as Reported to NeighborWorks® America (*O.S. 5.7 & 5.9*)
 - T. Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Spring 2022-2023 (*O.S. 5.7 & 5.9*)
 - U. Policy Council Report (*O.S. 2.1 & 5.9*)
 - V. Recognition of August 2023 Employee of the Month:
Ashley Gaddy, Outreach Specialist – Head Start/Early Head Start/EHS-Child Care Programs
 - W. Recognition of Service Awards
Five Years: William Bates, Crew Leader/Rehab Carpenter – Weatherization Program
Misty Burleson, Care Coordinator – Healthy Start Program
Ten Years: Monique Knight, Teacher – Head Start Program
Fifteen Years: Tonya Finley, Victim Advocate/Program Coordinator – Safe Place Healing Hearts Program
Teresa Phelps, Teacher – Head Start Program
Thirty Years: Radonda Moffatt, Teacher – Head Start Program
 - X. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Tri-County Opioid Response Program No-Cost Extension Approval; TikTok Prohibition Notice;

Transportation Waiver Approval Notice for 2023-2024 Head Start Program Year; Monitoring Closeout Letter from Oklahoma Department of Commerce (O.S. 5.7 & 5.9)

- Y.** 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*)
- Z.** Consideration, Discussion, and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____

LIFT COMMUNITY ACTION AGENCY, INC. EXECUTIVE AND PERSONNEL COMMITTEE (2022-2023)		
NAME	OFFICE	COUNTY REPRESENTED
David Hawkins	Board Chairman	McCurtain
Leah Savage	Vice-Chairman	Choctaw
Brad Burgett	Secretary/Treasurer	Pushmataha
Kevin Cory		Choctaw
Craig Young		McCurtain
Vickie Leathers		Pushmataha
Sandra Meeks		McCurtain

From LIFT CAA Amended and Restated By-Laws (approved September 14, 2021)

ARTICLE VI
Meetings

Section 2. The annual meeting shall be held in August each year at which the Board of Directors shall elect officers and Executive Committee members.

ARTICLE X
Executive Committee

Section 1. The Board shall annually elect an Executive Committee to transact routine and ordinary business between meetings of the full Board. The composition of this committee shall consist of seven members. The Committee shall be comprised of the elected officers of the Board of Directors; the remaining members shall consist of at least a representative from each sector (public, low-income, and private) elected by majority vote of the Board.

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

MINUTES
BOARD OF DIRECTORS MEETING
July 11, 2023
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, July 11, 2023 at 10:03 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (21 Board Members present, 6 absent). The following Board Members were present at the meeting site: Tami Barnes, Brad Burgett, Danny Cornish, Kevin Cory, Tina Foshee-Thomas, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Sharon Johnson, Vickie Leathers, Cindy Logan, Kara Maness, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, Vicky Wade, and Craig Young. The following members were absent: Patsy Guess, Jia Johnson, Consuelo Splawn, Kelli Stacy, Jim Bob Sullivan, and Debra Williams. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Diosselyn Tot-Velasquez, Macy Self, Darla Galyon, Sheree Ensley, Kathy James, Mattie McKee, Jordan Mack, W.F. Grammar, Amber Duncan, Stella Dennis, Tasha Clark, Terra Jackman, Ernest McCarty, Brandon McDaniel, and Rebecca (Reynolds) Porter.

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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on July 11, 2023 at 9:10 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. All loans in the agency's portfolio are current with the exception of two that are past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for May 2023. The Committee was presented with the June 2023 Financial Reports and Meeting Minutes. The Committee also received an update on properties.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the June 2023 Regular Meeting Minutes and the May 2023 Financial Reports; the June 2023 Financials were distributed for consideration and vote at the August 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Wade Scott to approve the June 2023 Regular Meeting Minutes and the May 2023 Financial Reports. The roll call vote was as follows: Yes 19; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2024 Domestic Violence/Sexual Assault Program Application to Oklahoma Office of Attorney General; if awarded, the one-year grant would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services would include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation. The grant funding would also be used for the provision of dating violence intervention and prevention, culturally and linguistically appropriate services, and outreach to underserved populations. As LIFT CAA has not received funding through this program in the past, the proposed amount of funding is not known at this time, but would be determined based on the number of grants awarded.
2. FY 2024 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$23,830; if awarded, the proposed one-year grant would be used to provide staff salary support as well as associated operating expenses for the CASA Program.
3. Section 523 Self-Help Housing Technical Assistance Grant Extension Request to U.S. Department of Agriculture, Rural Development in the amount of \$733,930.30; if awarded the request, the current Self-Help Housing Grant will be extended by an additional 18 months (until July 31, 2025), to allow for completion of the proposed deliverables.

After discussion and Board Member input with regards to the applications presented, a motion was made by Kara Maness and seconded by Cindy Logan to approve the submission of resolutions and/or grant applications in the amount of \$757,760.30 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. American Rescue Plan Act Child Care Stabilization Grant Award (Cycle 9, Early Learning Centers) from Oklahoma Department of Human Services in the amount of \$25,000; these funds for Cycle 8 (the Agenda incorrectly listed Cycle 9) will provide key operating support to maintain child care services within the agency's Early Learning Centers.

A motion was made by Andrea Henkel and seconded by Cindy Logan to approve acceptance of grants, contracts, and awards in the amount of \$25,000 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve submission of Teacher Qualifications Waiver Request for Sahvanna Walker to the Office of Head Start. Galyon explained that the Head Start Teacher for the Forest Grove II classroom has resigned. The Head Start Program has been unsuccessful in recruiting qualified applicants for teaching positions, who have at least an Associate Degree in early childhood education or related field and the required coursework and experience. Sahvanna Walker (who is a current Head Start Teacher Assistant at the Forest Grove II classroom) meets the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Walker holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Arts Degree in Child Development (expected completion in July 2024). If approved, Walker will be eligible to be hired as a Head Start Teacher to fill the vacant position within the Forest Grove II classroom; during the timeframe for the requested three-year waiver, she will work with the Professional Development Specialist to ensure completion of her goals. A motion was made by Tina Foshee-Thomas and seconded by Cindy Logan to approve submission of Teacher Qualifications Waiver Request for Sahvanna Walker to the Office of Head Start. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve revised Carryover Requests for the Head Start/Early Head Start and Early Head Start-Child Care Programs. James first provided status updates on the Carryover Applications submitted for the programs. She also explained that in the original Carryover Applications, Retention Incentives were proposed to complement existing practices to stabilize the HS/EHS/EHS-CC workforce, promote recruitment, and help maintain consistency of staffing. Following issuance of guidance regarding competitive bonuses and other retention practices from the Office of Head Start, program leadership developed a formal policy for such expenses. Unfortunately, due to the timing of the agency's approval of the Staff Wellness, Retention, and Incentive Compensation Policy, the proposed Retention Incentives were unallowable under the Carryover applications as the original program funding was received prior to approval of the policy. Therefore, it will be necessary to submit new applications to carry over the funding originally intended for staff Retention Incentives, which equates to \$189,405 for Head Start, \$40,595 for Early Head Start, and \$90,656 for EHS-Child Care. This funding will instead be proposed to provide for staff salary increases, center and playground supplies/resources, and staff wellness and retention supports. A motion was made by Brad Burgett and seconded by Jordan Hill to approve the revised Carryover Requests as presented for the Head Start/Early Head Start and Early Head Start-Child Care Programs. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2022-2023 Self-Assessment Plan. The annual Self-Assessment is geared toward reviewing and understanding program data. During the Self-Assessment, staff work to identify areas of need within the Head Start, Early Head Start, and EHS-Child Care Programs on which to focus and improve. As shown on the Self-Assessment 2022-2023 documentation included in the Board Meeting packet, all recommendations to help address the discoveries have been completed. Mack facilitated discussion about the Self-Assessment; Board Members were asked to provide input and suggestions on the plan. While

there was nothing further provided by the Board during the meeting, members are always encouraged to contact the Head Start/EHS/EHS-CC Administration Office with any additional input or suggestions. A motion was made by Jordan Hill and seconded by Brad Burgett to approve the 2022-2023 Self-Assessment Plan. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the FY 2024 CASA Program Goals and Objectives. The Board was presented with the FY 2024 Goals and Objectives for the program, to be accomplished during the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Andrea Henkel and seconded by Cindy Logan to approve the FY 2024 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Diosselyn Tot-Velasquez, Associate Relationship Manager for NeighborWorks® America, provided a Board Training over NeighborWorks® America - Working Together for Strong Communities® (Organizational Standard 5.7). Tot-Velasquez spoke about NeighborWorks® America, along with various offerings available for benefit to LIFT CAA, such as Board evaluations (through BoardSource), implementation of new committees for peer-to-peer work, and upcoming NeighborWorks Training Institutes.

Kathy James, Senior Program Planner, provided a Board Training over the National CASA Core Model and Guiding Principles (Organizational Standard 5.7). James reviewed the Core Model and Guiding Principles with the Board and discussed the fundamental elements of CASA.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over Community Services Block Grant Organizational Standards (Organizational Standard 5.7). The CSBG Organizational Standards are a comprehensive set of standards organized into three thematic groups (Maximum Feasible Participation, Vision and Direction Standards, and Operations and Accountability Standards). The Organizational Standards are comprised of nine categories, with 58 total standards that must be met for private, nonprofit entities. The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network. Cox provided a brief overview of all the CSBG Organizational Standards, and then conducted a discussion of Category 5 pertaining to Board Governance.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2023 Customer Satisfaction Report for the 2nd Quarter (April – June) in accordance with CSBG Organizational Standard 1.3. The Customer Satisfaction Surveys are completed by clients after having inquired about or received a service through an agency-operated program. During the 2nd Quarter, a total of 88 surveys were collected, with 56% from Choctaw County, 31% from McCurtain County, and 13% from Pushmataha County. The programs represented from these survey responses included the Tri-County Opioid Response Program, Volunteer Income Tax

Assistance, Apartments, and YouthBuild. Of the surveys collected, 100% of respondents were satisfied with regards to agency services received.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the June 20, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Tasha Clark (Teacher, Head Start Program) as the July 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Terra Jackman (Site Supervisor/Family Advocate, Head Start/Early Head Start/EHS-Child Care Programs & Early Learning Centers), Makannah Smith (Caregiver, Early Head Start Program), and Amy Wilson (Bookkeeper, Administration).

Other Reports/Announcements/Correspondence were presented as follows: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Hand to Hand, Inc. Food Pantry Report; and AmeriCorps Seniors Retired and Senior Volunteer Program Bingo Event 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 Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

The Regular Meeting adjourned at 10:57 a.m.

Brad Burgett, Secretary/Treasurer

CALL
TO
ORDER:
10:03
am

July 11, 2023			Present	Absent	D&E			F			G			H			I		
					Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓			✓			✓			✓			✓			✓		
2	Brad Burgett	✓			✓			✓			✓			✓			✓		
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	Jim Bob Sullivan		✓																
24	Vicky Wade	✓			✓			✓			✓			✓			✓		
25	Debra Williams		✓																
26	Craig Young	✓			✓			✓			✓			✓			✓		
27	David Hawkins	✓																	

①

July 11, 2023		Present	Absent	J. HILL			B. BURGETT			A. HENKEL			C. LOGAN			B. BURGETT			B. FRANKS								
				J			K			L																	
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓														
2	Brad Burgett	✓		✓			✓			✓			✓														
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	Jim Bob Sullivan		✓																								
24	Vicky Wade	✓		✓			✓			✓			✓														
25	Debra Williams		✓																								
26	Craig Young	✓		✓			✓			✓			✓														
27	David Hawkins	✓																									

ADJOURN:
10:57am

(2)

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Jul 2023

FINANCIAL ROW	AMOUNT (AS OF JUL 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$10,329,785.34	\$8,328,681.92	\$2,001,103.42	24.03%
1020 - Payroll Account	(\$346,039.92)	\$1,753.85	(\$347,793.77)	-19,830.30%
1021 - First United Accounts Payable	\$20,489.58	\$6,250.82	\$14,238.76	227.79%
1022 - First United TH Reserve	\$134,895.07	\$131,955.09	\$2,939.98	2.23%
1023 - First United General Escrow	\$74,340.14	\$113,538.59	(\$39,198.45)	-34.52%
1024 - First United Marina License	\$240.67	\$240.46	\$0.21	0.09%
1025 - First United Deposit (PayPal)	\$1,734.40	\$1,695.01	\$39.39	2.32%
1028 - First United Unrestricted Funds CD	\$815,029.94	\$815,029.94	\$0.00	0.00%
1030 - Shamrock Bank - Clayton	\$1,829.04	\$1,823.39	\$5.65	0.31%
1040 - Petty Cash	\$410.00	\$410.00	\$0.00	0.00%
1050 - McCurtain County National Bank	\$66,089.67	\$26,015.47	\$40,074.20	154.04%
Total - 1000 - Cash	\$11,098,803.93	\$9,427,394.54	\$1,671,409.39	17.73%
Total Bank	\$11,098,803.93	\$9,427,394.54	\$1,671,409.39	17.73%
Accounts Receivable				
1100 - Receivables				
1300 - Other receivables				
1320 - Notes/loans receivable	\$430,121.14	\$430,121.14	\$0.00	0.00%
1321 - Loans Receivable from Belmont	\$155,088.48	\$138,180.48	\$16,908.00	12.24%
1322 - Loans Receivable from Clayton	\$194,524.53	\$192,896.53	\$1,628.00	0.84%
1323 - Loans Receivable rom Kiamichi	\$113,880.90	\$108,305.90	\$5,575.00	5.15%
1324 - Loans Receivable from SOCDC	\$422,001.57	\$422,001.57	\$0.00	0.00%
1325 - Reserve for Loan Loss	(\$3,908.79)	(\$3,908.79)	\$0.00	0.00%
1326 - Loans Receivable from Rouleau House	\$55,857.61	\$58,109.09	(\$2,251.48)	-3.87%
Total - 1300 - Other receivables	\$1,367,565.44	\$1,345,705.92	\$21,859.52	1.62%
Total Accounts Receivable	\$3,565,748.01	\$3,089,903.17	\$475,844.84	15.40%
Other Current Asset				
1400 - Other assets				
1500 - Investments				
NS097 - Interfund Due to /Due from	(\$90,683.45)	\$2,001.28	(\$92,684.73)	-4,631.27%
Payroll Float	(\$6,593.73)	\$0.00	(\$6,593.73)	0.00%
Total Other Current Asset	\$443,045.00	\$448,525.53	(\$5,480.53)	-1.22%
Total Current Assets	\$15,107,596.94	\$12,965,823.24	\$2,141,773.70	16.52%
Fixed Assets				
1600 - Fixed operating assets				
1610 - Land	\$345,647.21	\$345,647.21	\$0.00	0.00%
1620 - Buildings	\$6,463,324.18	\$6,463,324.18	\$0.00	0.00%
1630 - Leasehold Improvements	\$2,123,010.79	\$2,123,010.79	\$0.00	0.00%
1640 - Computers & Equipment over \$5,000	\$910,706.64	\$910,706.64	\$0.00	0.00%

FINANCIAL ROW	AMOUNT (AS OF JUL 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	VARIANCE %
1650 - Vehicles	\$4,000,373.21	\$4,000,373.21	\$0.00	0.00%
Total - 1600 - Fixed operating assets	\$13,843,062.03	\$13,843,062.03	\$0.00	0.00%
1700 - Accum deprec - fixed operating assets				
1725 - Accum deprec - building	(\$7,637,932.68)	(\$7,637,932.68)	\$0.00	0.00%
1735 - Accum amort - leasehold improvements	(\$9,594.28)	(\$9,594.28)	\$0.00	0.00%
Total - 1700 - Accum deprec - fixed operating assets	(\$7,647,526.96)	(\$7,647,526.96)	\$0.00	0.00%
Total Fixed Assets	\$6,195,535.07	\$6,195,535.07	\$0.00	0.00%
Total ASSETS	\$21,303,132.01	\$19,161,358.31	\$2,141,773.70	11.18%
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	\$1,286,426.14	\$1,335,589.60	(\$49,163.46)	-3.68%
Total Accounts Payable	\$1,286,426.14	\$1,335,589.60	(\$49,163.46)	-3.68%
Other Current Liability				
2100 - Accrued liabilities	\$499,072.76	\$387,051.65	\$112,021.11	28.94%
2400 - Refundable Advances	\$28,942.42	\$25,975.50	\$2,966.92	11.42%
2500 - Short-term notes & loans payable	\$329.18	\$0.00	\$329.18	0.00%
Total Other Current Liability	\$528,344.36	\$413,027.15	\$115,317.21	27.92%
Total Current Liabilities	\$1,814,770.50	\$1,748,616.75	\$66,153.75	3.78%
Long Term Liabilities				
2700 - Long-term notes & loans payable	\$6,264.13	\$8,510.62	(\$2,246.49)	-26.40%
Total Long Term Liabilities	\$6,264.13	\$8,510.62	(\$2,246.49)	-26.40%
Equity	\$19,482,097.38	\$17,404,230.94	\$2,077,866.44	11.94%
Total Liabilities & Equity	\$21,303,132.01	\$19,161,358.31	\$2,141,773.70	11.18%

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Comparative Income Statement
From Jan 2023 to Jul 2023

FINANCIAL ROW	AMOUNT (JAN 2023 - JUL 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$21,340.69	\$50,852.00	(\$29,511.31)	-58.03%
4100 - Inkind Revenue	\$620,819.69	\$1,291,033.69	(\$670,214.00)	-51.91%
4200 - Miscellaneous Revenue	\$2,548,964.19	(\$2,781,811.38)	\$5,330,775.57	-191.63%
4400 - State Revenue	\$672,705.66	\$1,025,603.52	(\$352,897.86)	-34.41%
4500 - Federal Revenue	\$9,126,329.24	\$22,865,991.81	(\$13,739,662.57)	-60.09%
4900 - Recoveries from Programs	\$2,067,533.50	\$3,120,202.13	(\$1,052,668.63)	-33.74%
5000 - Rental Revenue	\$370,470.42	\$640,981.50	(\$270,511.08)	-42.20%
5100 - Program Fee Revenue	\$1,064,214.21	\$1,892,620.37	(\$828,406.16)	-43.77%
5300 - Interest and Dividends	\$1,489.04	\$729,339.40	(\$727,850.36)	-99.80%
5400 - Revenue from other sources	\$615,991.20	\$712,306.59	(\$96,315.39)	-13.52%
5800 - Special Event Expense	\$1,790.00	\$0.00	\$1,790.00	0.00%
Total - Income	\$17,111,647.84	\$29,547,119.63	(\$12,435,471.79)	-42.09%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$2,060.72	(\$2,060.72)	-100.00%
Total - Cost Of Sales	\$0.00	\$2,060.72	(\$2,060.72)	-100.00%
Gross Profit	\$17,111,647.84	\$29,545,058.91	(\$12,433,411.07)	-42.08%
Expense				
7000 - Grants, contracts, & direct assistance	\$761,705.60	(\$85,955.63)	\$847,661.23	-986.16%
7200 - Salaries & related expenses				
7200 - Salaries & related expenses	\$3,599.94	\$0.00	\$3,599.94	0.00%
7210 - Officers & directors salaries	\$51,140.17	\$0.00	\$51,140.17	0.00%
7220 - Salaries & wages - other	\$4,862,999.08	\$10,649,726.94	(\$5,786,727.86)	-54.34%
7230 - Pension plan contributions	\$303,232.72	\$201,125.17	\$102,107.55	50.77%
7240 - Employee benefits - not pension	\$649,510.26	\$1,099,574.02	(\$450,063.76)	-40.93%
7250 - Payroll taxes, etc.	\$391,368.63	\$1,793,089.18	(\$1,401,720.55)	-78.17%
7260 - Stipends (AmeriCorps & YB)	\$0.00	\$265,497.70	(\$265,497.70)	-100.00%
7265 - Stipend Fringe (AmeriCorps & YB)	\$0.00	\$6,931.13	(\$6,931.13)	-100.00%
Total - 7200 - Salaries & related expenses	\$6,261,850.80	\$14,015,944.14	(\$7,754,093.34)	-55.32%
7300 - Indirect Cost Pool Expense	\$981,843.95	\$2,082,333.42	(\$1,100,489.47)	-52.85%
7500 - Contract/Consultant Services	\$823,426.43	\$1,809,644.80	(\$986,218.37)	-54.50%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$333,383.63	\$850,202.07	(\$516,818.44)	-60.79%
8120 - Other/Maint Supplies	\$86,090.50	\$715,348.51	(\$629,258.01)	-87.97%
8130 - Telephone & Internet	\$138,385.13	\$256,567.19	(\$118,182.06)	-46.06%
8140 - Postage & shipping	\$6,675.53	\$14,936.78	(\$8,261.25)	-55.31%
8150 - Medical/Dental Supplies	\$32,885.32	\$29,597.36	\$3,287.96	11.11%
8160 - Events/Meeting Expense	\$18,718.99	\$75,310.62	(\$56,591.63)	-75.14%
8165 - SPECAIL EVENT/CHRISTMAS IN THE PARK	\$0.00	\$6,577.97	(\$6,577.97)	-100.00%
8170 - Printing & copying	\$44,019.29	\$82,154.76	(\$38,135.47)	-46.42%
8180 - Fatherhood	\$500.00	\$755.65	(\$255.65)	-33.83%
8190 - WX Materials	\$22,752.25	\$67,701.59	(\$44,949.34)	-66.39%
Total - 8100 - Non personnel expenses	\$683,410.64	\$2,099,152.50	(\$1,415,741.86)	-67.44%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$105,884.00	\$254,356.94	(\$148,472.94)	-58.37%
8215 - Equipment Lease	\$2,746.72	\$0.00	\$2,746.72	0.00%

FINANCIAL ROW	AMOUNT (JAN 2023 - JUL 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
8220 - Electric	\$139,725.45	\$343,175.73	(\$203,450.28)	-59.28%
8225 - Water	\$32,950.64	\$29,914.70	\$3,035.94	10.15%
8230 - Trash	\$23,232.90	\$38,354.79	(\$15,121.89)	-39.43%
8235 - Sewer	\$18,750.72	\$9,904.91	\$8,845.81	89.31%
8240 - Natural Gas	\$15,963.10	\$10,612.56	\$5,350.54	50.42%
8250 - Equip & Over \$5000.00 (Inv Items)	\$414,018.34	\$181,147.20	\$232,871.14	128.55%
8255 - WX Tools & Equipment	\$23,315.88	\$1,288.94	\$22,026.94	1,708.92%
8260 - Repair/Maint for Building/Equip	\$359,113.58	\$611,863.05	(\$252,749.47)	-41.31%
8265 - Construction Rehab & Renovation	\$21,180.24	\$359,258.86	(\$338,078.62)	-94.10%
8270 - Deprec & amort - allowable	\$1,303.23	\$0.00	\$1,303.23	0.00%
8290 - Construction Leverage	\$209,066.92	\$43,225.82	\$165,841.10	383.66%
Total - 8200 - Facility & equipment expenses	\$1,367,251.72	\$1,883,103.50	(\$515,851.78)	-27.39%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$103,177.28	\$397,694.49	(\$294,517.21)	-74.06%
8320 - Out of Area Travel	\$156,186.16	\$133,218.77	\$22,967.39	17.24%
8330 - Fuel Cost	\$70,224.03	\$141,418.06	(\$71,194.03)	-50.34%
8335 - Vehicle Repair & Maint	\$33,050.51	\$98,918.26	(\$65,867.75)	-66.59%
8340 - Child Transportation Exp	\$978.00	\$40,202.08	(\$39,224.08)	-97.57%
8350 - Non Reimb Travel	\$0.00	\$671.96	(\$671.96)	-100.00%
Total - 8300 - Travel & meetings expenses	\$363,615.98	\$812,123.62	(\$448,507.64)	-55.23%
8400 - Insurance Expense	\$1,343,725.00	\$1,810,983.83	(\$467,258.83)	-25.80%
8600 - Business expenses	\$8,063.62	\$0.00	\$8,063.62	0.00%
8700 - Food Expenses				
8710 - Food Nutrition Cost	\$245,062.16	\$536,972.71	(\$291,910.55)	-54.36%
8720 - Non -Food, Nutrition Cost	\$12,844.57	\$18,738.63	(\$5,894.06)	-31.45%
8730 - Other Food Expense	\$579,644.35	\$1,121,294.09	(\$541,649.74)	-48.31%
Total - 8700 - Food Expenses	\$837,551.08	\$1,677,005.43	(\$839,454.35)	-50.06%
8800 - In-Kind Expenses	\$621,169.69	\$1,294,333.69	(\$673,164.00)	-52.01%
Total - Expense	\$14,053,614.51	\$27,398,669.30	(\$13,345,054.79)	-48.71%
Net Ordinary Income	\$3,058,033.33	\$2,146,389.61	\$911,643.72	42.47%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,013,064.54	\$1,745,474.22	(\$732,409.68)	-41.96%
Unrealized Matching Gain/Loss	\$0.00	\$74.80	(\$74.80)	-100.00%
Total - Other Expense	\$1,013,064.54	\$1,745,549.02	(\$732,484.48)	-41.96%
Net Other Income	(\$1,013,064.54)	(\$1,745,549.02)	\$732,484.48	-41.96%
Net Income	\$2,044,968.79	\$400,840.59	\$1,644,128.20	410.17%

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Statement of Financial Position
End of Jul 2023

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$10,329,785.34
1020 - Payroll Account	(\$346,039.92)
1021 - First United Accounts Payable	\$20,489.58
1022 - First United TH Reserve	\$134,895.07
1023 - First United General Escrow	\$74,340.14
1024 - First United Marina License	\$240.67
1025 - First United Deposit (PayPal)	\$1,734.40
1028 - First United Unrestricted Funds CD	\$815,029.94
1030 - Shamrock Bank - Clayton	\$1,829.04
1040 - Petty Cash	\$410.00
1050 - McCurtain County National Bank	\$66,089.67
Total - 1000 - Cash	\$11,098,803.93
Total Bank	\$11,098,803.93
Accounts Receivable	
1100 - Receivables	\$2,198,182.57
1300 - Other receivables	
1320 - Notes/loans receivable	\$430,121.14
1321 - Loans Receivable from Belmont	\$155,088.48
1322 - Loans Receivable from Clayton	\$194,524.53
1323 - Loans Receivable rom Kiamichi	\$113,880.90
1324 - Loans Receivable from SOCDC	\$422,001.57
1325 - Reserve for Loan Loss	(\$3,908.79)
1326 - Loans Receivable from Rouleau House	\$55,857.61
Total - 1300 - Other receivables	\$1,367,565.44
Total Accounts Receivable	\$3,565,748.01
Other Current Asset	
1400 - Other assets	\$19,014.15
1500 - Investments	\$521,308.03
NS097 - Interfund Due to /Due from	(\$90,683.45)
Payroll Float	(\$6,593.73)
Total Other Current Asset	\$443,045.00
Total Current Assets	\$15,107,596.94
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	\$345,647.21
1620 - Buildings	\$6,463,324.18
1630 - Leasehold Improvements	\$2,123,010.79
1640 - Computers & Equipment over \$5,000	\$910,706.64
1650 - Vehicles	\$4,000,373.21
Total - 1600 - Fixed operating assets	\$13,843,062.03
1700 - Accum deprec - fixed operating assets	(\$7,647,526.96)
Total Fixed Assets	\$6,195,535.07
Total ASSETS	\$21,303,132.01
Liabilities & Equity	
Current Liabilities	
Accounts Payable	\$1,286,426.14
Other Current Liability	

FINANCIAL ROW	AMOUNT
2100 - Accrued liabilities	\$499,072.76
2400 - Refundable Advances	\$28,942.42
2500 - Short-term notes & loans payable	\$329.18
Total Other Current Liability	\$528,344.36
Total Current Liabilities	\$1,814,770.50
Long Term Liabilities	
2700 - Long-term notes & loans payable	\$6,264.13
Total Long Term Liabilities	\$6,264.13
Equity	\$19,482,097.38
Total Liabilities & Equity	\$21,303,132.01

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Statement of Cash Flow
From Jan 2023 to Jul 2023

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	\$2,044,968.79
Adjustments to Net Income	
Accounts Receivable	(\$475,844.84)
Other Current Asset	\$104,882.37
Accounts Payable	(\$49,163.46)
Sales Tax Payable	\$2,591.92
Other Current Liabilities	\$112,725.29
Total Adjustments to Net Income	(\$304,808.72)
Total Operating Activities	\$1,740,160.07
Financing Activities	
Long Term Liabilities	(\$2,246.49)
Other Equity	\$32,897.65
Total Financing Activities	\$30,651.16
Net Change in Cash for Period	\$1,770,811.23
Cash at Beginning of Period	\$9,328,579.41
Cash at End of Period	\$11,099,390.64

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Comparative Revenue Summary
August 1, 2023 - August 31, 2023

REVENUE STREAM	AMOUNT (THIS MONTH) (8/1/2023 - 8/31/2023)	AMOUNT (LAST MONTH) (7/1/2023 - 7/31/2023)	AMOUNT (THIS FY) (1/1/2023 - 12/31/2023)	AMOUNT (LAST FY) (1/1/2022 - 12/31/2022)
- Unassigned -		\$392.00	\$15,143.03	\$37,821,157.05
Federal Grants	\$632.47	\$934,544.98	\$6,961,185.10	(\$1,846,507.39)
Non Federal	\$618.62	\$130,045.88	\$2,635,922.87	(\$457,883.16)
Recoveries		\$294,473.03	\$1,933,921.74	\$333.49
Program Revenue	\$13,829.50	\$167,157.20	\$1,293,844.99	(\$79,660.62)
State Pass Through	\$1,848.62	\$137,834.04	\$930,707.28	\$81,816.90
State Grants	\$346.05	\$17,333.85	\$277,575.19	\$17,484.10
Federal Pass Through		\$285,206.61	\$1,975,487.59	(\$1,747,675.91)
Apartment Revenue		\$16,589.00	\$88,818.00	
Transit Contract			\$57,546.79	
Transit Fares		\$5,514.85	\$42,586.56	
Management Fees		\$1,878.91	\$15,198.42	\$25,684.36
Transfer Revenue			\$40,336.79	
State Contracts		\$8,450.50	\$54,335.33	(\$45,641.41)
Interest			\$7,564.23	
Miscellaneous		(\$1.27)	\$2,389.89	
Other Contract Revenue				\$815.64
Corporate/Business/Foundation		(\$8.88)	\$12,012.91	(\$13,058.61)
Federal Contract		\$103,759.10	\$783,991.13	(\$4,209,744.81)
Total	\$17,275.26	\$2,103,169.80	\$17,128,567.84	\$29,547,119.63

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Comparative Expense Summary
August 1, 2023 - August 31, 2023

PROGRAM	AMOUNT (THIS MONTH) (8/1/2023 - 8/31/2023)	AMOUNT (LAST MONTH) (7/1/2023 - 7/31/2023)	AMOUNT (THIS YEAR) (1/1/2023 - 12/31/2023)	AMOUNT (LAST YEAR) (1/1/2022 - 12/31/2022)
- Unassigned -	\$332,401.79	\$1,425,562.59	\$7,544,044.28	\$26,624,510.54
Fundraising				
Youth Build			\$19.28	
Total - Fundraising			\$19.28	
Management & General (Admin)				
RSVP		(\$2,177.66)	\$9,404.89	
VOCA		\$14,372.88	\$77,191.40	\$28,328.78
Housing		\$32,205.67	\$190,137.18	\$75,912.42
Transit			\$85,629.23	(\$3,748.66)
Mentoring			\$27,686.79	
Apartments		\$4,606.16	\$55,491.86	
Head Start	(\$20.00)	\$81,887.11	\$1,858,228.59	\$315,867.80
Healthy Start		\$4,752.96	\$119,872.04	
Administration	\$311.76	(\$48,153.19)	\$532,475.03	
Early Head Start		\$31,351.72	\$490,022.02	\$172,190.35
Community Services			(\$991.38)	(\$2,176.65)
Emergency Services			(\$150.00)	
CACFP - Daycare Homes		(\$4,519.19)	\$50,295.30	\$33,105.82
Drug Free Communities		(\$1,052.75)	\$27,701.15	\$16,438.46
Early Learning Centers		\$1,274.97	\$29,850.74	\$17,361.99
Early Head Start Child Care		\$65,882.21	\$578,338.63	\$431,634.22
Total - Management & General (Admin)	\$291.76	\$180,430.89	\$4,131,183.47	\$1,084,914.53
Total	\$332,693.55	\$1,605,993.48	\$11,675,247.03	\$27,709,425.07

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2023 to Dec 2023
Options: Activity Only

Agency Wide Budget

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$25,000.00	\$21,340.69	\$3,659.31	85.36%
4100 - Inkind Revenue	\$601,045.94	\$620,819.69	(\$19,773.75)	103.29%
4200 - Miscellaneous Revenue	\$28,311.00	\$2,548,964.19	(\$2,520,653.19)	9,003.44%
4400 - State Revenue	\$581,080.35	\$673,051.71	(\$91,971.36)	115.83%
4500 - Federal Revenue	\$23,673,886.17	\$9,128,177.86	\$14,545,708.31	38.56%
4900 - Recoveries from Programs	\$1,677,332.00	\$2,067,533.50	(\$390,201.50)	123.26%
5000 - Rental Revenue	\$0.00	\$382,709.42	(\$382,709.42)	0.00%
5100 - Program Fee Revenue	\$450,250.00	\$1,067,055.80	(\$616,805.80)	236.99%
5300 - Interest and Dividends	\$500.04	\$1,489.04	(\$989.00)	297.78%
5400 - Revenue from other sources	\$105,397.92	\$615,991.20	(\$510,593.28)	584.44%
5800 - Special Event Expense	\$0.00	\$1,790.00	(\$1,790.00)	0.00%
Total - Income	\$27,142,803.42	\$17,128,923.10	\$10,013,880.32	63.11%
Gross Profit	\$27,142,803.42	\$17,128,923.10	\$10,013,880.32	63.11%
Expense				
7000 - Grants, contracts, & direct assistance	\$178,084.92	\$761,863.83	(\$583,778.91)	427.81%
7200 - Salaries & related expenses	\$14,869,666.87	\$6,696,108.28	\$8,173,558.59	45.03%
7300 - Indirect Cost Pool Expense	\$2,444,976.97	\$1,058,404.63	\$1,386,572.34	43.29%
7500 - Contract/Consultant Services	\$1,490,050.96	\$825,572.90	\$664,478.06	55.41%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$964,212.13	\$336,405.61	\$627,806.52	34.89%
8120 - Other/Maint Supplies	\$275,095.14	\$86,192.98	\$188,902.16	31.33%
8130 - Telephone & Internet	\$177,781.08	\$142,995.02	\$34,786.06	80.43%
8140 - Postage & shipping	\$32,668.79	\$6,675.53	\$25,993.26	20.43%
8150 - Medical/Dental Supplies	\$95,972.96	\$33,729.57	\$62,243.39	35.14%
8160 - Events/Meeting Expense	\$74,947.16	\$18,838.99	\$56,108.17	25.14%
8170 - Printing & copying	\$89,125.06	\$44,337.95	\$44,787.11	49.75%
8180 - Fatherhood	\$6,999.96	\$500.00	\$6,499.96	7.14%
8190 - WX Materials	\$79,268.39	\$22,752.25	\$56,516.14	28.70%
Total - 8100 - Non personnel expenses	\$1,796,070.67	\$692,427.90	\$1,103,642.77	38.55%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$259,223.26	\$106,434.00	\$152,789.26	41.06%
8215 - Equipment Lease	\$0.00	\$2,746.72	(\$2,746.72)	0.00%
8220 - Electric	\$123,574.48	\$143,438.36	(\$19,863.88)	116.07%
8225 - Water	\$23,350.00	\$33,167.98	(\$9,817.98)	142.05%
8230 - Trash	\$12,881.88	\$23,244.40	(\$10,362.52)	180.44%
8235 - Sewer	\$8,299.92	\$18,783.02	(\$10,483.10)	226.30%
8240 - Natural Gas	\$3,999.96	\$15,963.10	(\$11,963.14)	399.08%
8250 - Equip & Over \$5000.00 (Inv Items)	\$922,981.19	\$414,018.34	\$508,962.85	44.86%
8255 - WX Tools & Equipment	\$9,999.96	\$23,315.88	(\$13,315.92)	233.16%
8260 - Repair/Maint for Building/Equip	\$297,488.81	\$375,599.70	(\$78,110.89)	126.26%
8265 - Construction Rehab & Renovation	\$779,993.00	\$21,180.24	\$758,812.76	2.72%
8270 - Deprec & amort - allowable	\$0.00	\$1,303.23	(\$1,303.23)	0.00%
8290 - Construction Leverage	\$0.00	\$215,894.36	(\$215,894.36)	0.00%
Total - 8200 - Facility & equipment expenses	\$2,441,792.46	\$1,395,089.33	\$1,046,703.13	57.13%
8300 - Travel & meetings expenses	\$1,741,148.20	\$365,133.29	\$1,376,014.91	20.97%
8400 - Insurance Expense	\$247,376.80	\$1,343,725.00	(\$1,096,348.20)	543.19%
8600 - Business expenses	\$0.00	\$8,063.62	(\$8,063.62)	0.00%
8700 - Food Expenses	\$88,370.04	\$841,208.98	(\$752,838.94)	951.92%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
8800 - In-Kind Expenses	\$601,045.94	\$621,169.69	(\$20,123.75)	103.35%
Total - Expense	\$25,898,583.83	\$14,608,767.45	\$11,289,816.38	56.41%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,708,887.24	\$1,027,144.35	\$681,742.89	60.11%
Total - Other Expense	\$1,708,887.24	\$1,027,144.35	\$681,742.89	60.11%
Net Income	(\$464,667.65)	\$1,493,011.30	(\$1,957,678.95)	-321.31%

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Jul 2023

Financial Row	- No Department -		Dept. Operating		Total
	Amount	Amount	Administration	Building Funds	
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	\$889.35	\$0.00	\$8,208.34	\$0.00	\$8,208.34
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$173,076.00	\$0.00	\$640.57	\$25.00	\$665.57
4400 - State Revenue	\$921.25	\$0.00	\$0.00	\$0.00	\$0.00
4500 - Federal Revenue	\$89,983.26	\$0.00	\$46,277.78	\$0.00	\$46,277.78
4900 - Recoveries from Programs	\$59,304.63	\$358.17	\$2,007,870.70	\$0.00	\$2,008,228.87
5000 - Rental Revenue	\$6,364.50	\$0.00	\$0.00	\$138,521.00	\$138,521.00
5100 - Program Fee Revenue	\$24,117.36	\$0.00	(\$150.00)	\$0.00	(\$150.00)
5300 - Interest and Dividends	\$0.00	\$0.00	\$13,242.40	\$713.70	\$13,956.10
5400 - Revenue from other sources	\$0.00	\$0.00	\$408,000.00	\$0.00	\$408,000.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$354,656.35	\$358.17	\$2,484,089.79	\$139,259.70	\$2,623,707.66
Expense					
7000 - Grants, contracts, & direct assistance	\$3,696.33	\$0.00	\$335,934.39	\$0.00	\$335,934.39
7200 - Salaries & related expenses					
7200 - Salaries & related expenses	(\$1,945,839.24)	\$278,551.96	(\$7,995.66)	\$0.00	\$270,556.30
7210 - Officers & directors salaries	\$0.00	\$0.00	\$51,140.17	\$0.00	\$51,140.17
7220 - Salaries & wages - other	(\$240,079.89)	\$11,592.26	\$560,353.20	\$0.00	\$571,945.46
7230 - Pension plan contributions	(\$151,189.56)	\$26,165.93	\$52,025.80	\$0.00	\$78,191.73
7240 - Employee benefits - not pension	(\$315,596.11)	\$43,110.47	\$86,879.08	\$0.00	\$129,989.55
7250 - Payroll taxes, etc.	(\$175,779.61)	\$23,627.04	\$46,762.21	\$0.00	\$70,389.25
Total - 7200 - Salaries & related expenses	(\$2,828,484.41)	\$383,047.66	\$789,164.80	\$0.00	\$1,172,212.46
7300 - Indirect Cost Pool Expense	(\$455,204.50)	\$4,147.00	\$2,412.64	\$0.00	\$6,559.64
7500 - Contract/Consultant Services	\$55,660.54	\$25,000.00	\$91,393.01	\$52,825.26	\$169,218.27
8100 - Non personnel expenses					
8110 - Office/Teaching Supplies	\$14,095.65	\$0.00	\$11,993.48	\$1,698.73	\$13,692.21
8120 - Other/Maint Supplies	\$427.88	\$69.30	\$28,795.68	\$3,993.54	\$32,858.52
8130 - Telephone & Internet	\$10,496.33	\$61.28	\$7,647.68	\$853.71	\$8,562.67
8140 - Postage & shipping	\$0.00	\$0.00	\$3,144.57	\$0.00	\$3,144.57
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$30.78	\$0.00	\$290.46	\$0.00	\$290.46
8170 - Printing & copying	\$1,021.68	(\$1,240.16)	\$1,744.56	\$2,028.98	\$2,533.38
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$206.91	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$26,279.23	(\$1,109.58)	\$53,616.43	\$8,574.96	\$61,081.81
8200 - Facility & equipment expenses					
8210 - Space Lease	\$675.71	\$3,966.00	\$21,012.00	\$0.00	\$24,978.00
8215 - Equipment Lease	\$959.64	\$0.00	\$1,787.08	\$0.00	\$1,787.08
8220 - Electric	\$0.00	\$378.77	\$0.00	\$32,773.55	\$33,152.32
8225 - Water	\$0.00	\$85.02	\$0.00	\$2,903.09	\$2,988.11
8230 - Trash	\$4,071.15	\$0.00	\$0.00	\$3,794.00	\$3,794.00
8235 - Sewer	\$0.00	\$46.50	\$0.00	\$1,695.58	\$1,742.08
8240 - Natural Gas	\$0.00	\$0.00	\$0.00	\$8,614.41	\$8,614.41
8250 - Equip & Over \$5000.00 (Inv Items)	\$241,867.99	\$0.00	\$0.00	\$10,000.00	\$10,000.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$7,163.78	\$0.00	\$0.00	\$26,131.74	\$26,131.74
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	(\$9,000.00)	\$10,000.00	\$1,000.00
8290 - Construction Leverage	\$11,960.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$266,698.27	\$4,476.29	\$13,799.08	\$95,912.37	\$114,187.74
8300 - Travel & meetings expenses					
8310 - Local Travel	(\$901.93)	\$296.06	\$10,071.27	\$45.85	\$10,413.18
8320 - Out of Area Travel	\$10,039.12	\$7.85	\$29,396.19	\$33.14	\$29,437.18
8330 - Fuel Cost	\$0.00	\$0.00	\$0.00	\$191.23	\$191.23
8335 - Vehicle Repair & Maint	\$1,268.35	\$0.00	(\$3.94)	\$0.00	(\$3.94)
8340 - Child Transportation Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8300 - Travel & meetings expenses	\$10,405.54	\$303.91	\$39,463.52	\$270.22	\$40,037.65
8400 - Insurance Expense	\$13,403.24	\$954.00	\$876,268.31	\$47,996.00	\$925,218.31
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$7,642.70	\$106.26	\$5,708.55	\$0.00	\$5,814.81
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	(\$2,899,903.06)	\$416,925.54	\$2,207,760.73	\$205,578.81	\$2,830,265.08
Net Ordinary Income	\$3,254,559.41	(\$416,567.37)	\$276,329.06	(\$66,319.11)	(\$206,557.42)
Other Income and Expenses					
Other Expense					
8500 - Other Expense	\$102,805.98	\$11,411.48	\$90,495.68	\$677.61	\$102,584.77
Total - Other Expense	\$102,805.98	\$11,411.48	\$90,495.68	\$677.61	\$102,584.77

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Jul 2023

Dept. Early Childhood

	CACFP - Daycare				HS/EHS		Total	
	Homes	Early Head Start - CC	Early Learning Centers		EHS	Head Start	Total	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$1,950.51	\$0.00	\$0.00	\$83,300.35	\$451,245.91	\$534,546.26	\$555,313.32
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$387,758.64	\$1,635,723.80	\$0.00	\$29,057.60	\$1,664,781.40	\$2,105,403.78
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$63,303.10	\$115,097.05	\$0.00	\$178,400.15	\$178,400.15
4500 - Federal Revenue	\$635,873.70	\$1,071,860.00	\$30,076.77	\$204,331.92	\$563,289.00	\$2,097,865.00	\$2,865,485.92	\$4,790,872.75
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$0.00	\$418,316.80	\$0.00	\$0.00	\$0.00	\$0.00	\$420,845.10
5300 - Interest and Dividends	\$0.00	\$0.00	\$3,769.02	\$6,357.93	\$0.00	\$0.00	\$6,357.93	\$10,145.90
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$635,873.70	\$1,073,810.51	\$839,921.23	\$1,909,716.75	\$761,686.40	\$2,578,168.51	\$5,249,571.66	\$7,799,177.10
Expense								
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses								
7200 - Salaries & related expenses	\$0.00	\$473.39	\$2,878.50	\$0.00	\$0.00	\$681.24	\$681.24	\$4,033.13
7210 - Officers & directors salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7220 - Salaries & wages - other	\$40,912.95	\$215,495.71	\$369,955.72	\$283,785.56	\$336,642.61	\$933,328.02	\$1,553,756.19	\$2,180,120.57
7230 - Pension plan contributions	\$4,091.23	\$11,529.19	\$10,350.65	\$26,109.92	\$19,029.76	\$51,284.93	\$96,424.61	\$122,395.68
7240 - Employee benefits - not pension	\$6,271.20	\$44,405.16	\$41,016.48	\$955.38	\$52,887.10	\$124,175.35	\$178,017.83	\$269,710.67
7250 - Payroll taxes, etc.	\$3,259.69	\$11,429.80	\$28,633.89	\$34,914.45	\$26,992.86	\$70,638.49	\$132,545.80	\$175,869.18
Total - 7200 - Salaries & related expenses	\$54,535.07	\$283,333.25	\$452,835.24	\$345,765.31	\$435,552.33	\$1,180,108.03	\$1,961,425.67	\$2,752,129.23
7300 - Indirect Cost Pool Expense	\$10,760.08	\$55,400.97	\$71,502.30	\$49,530.42	\$83,063.87	\$210,753.02	\$343,347.31	\$714,962.58
7500 - Contract/Consultant Services	\$2,602.81	\$343,613.75	\$1,359.71	\$17,312.82	\$5,480.71	\$29,889.04	\$52,682.57	\$446,409.78
8100 - Non personnel expenses								
8110 - Office/Teaching Supplies	\$990.52	\$30,006.84	\$39,042.13	\$76,752.35	\$17,650.17	\$50,444.17	\$144,846.69	\$214,886.18
8120 - Other/Maint Supplies	\$0.00	\$4,375.26	\$99.97	\$20,756.44	\$2,077.62	\$12,227.82	\$35,061.88	\$39,537.11
8130 - Telephone & Internet	\$157.37	\$2,474.49	\$5,583.04	\$8,151.65	\$3,105.03	\$24,101.27	\$35,357.95	\$43,572.85
8140 - Postage & shipping	\$425.64	\$275.56	\$3.90	\$30.86	\$124.18	\$478.09	\$633.13	\$1,338.23
8150 - Medical/Dental Supplies	\$0.00	\$6,183.03	\$0.00	\$0.00	\$2,480.69	\$1,518.66	\$3,999.35	\$10,182.38
8160 - Events/Meeting Expense	\$0.00	\$844.16	\$1,694.99	\$378.91	\$430.22	\$1,665.77	\$2,474.90	\$5,014.05
8170 - Printing & copying	\$313.22	\$6,641.69	\$791.42	\$0.00	\$2,656.87	\$12,387.23	\$15,044.10	\$22,790.43
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$1,886.75	\$50,801.03	\$47,215.45	\$106,070.21	\$28,524.78	\$102,823.01	\$237,418.00	\$337,321.23
8200 - Facility & equipment expenses								
8210 - Space Lease	\$2,618.00	\$224.96	\$770.00	\$235.00	\$90.06	\$1,659.27	\$1,984.33	\$5,597.29
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$0.00	\$4,432.45	\$5,611.54	\$2,060.84	\$1,945.00	\$21,055.98	\$25,061.82	\$35,105.81
8225 - Water	\$0.00	\$162.12	\$418.87	\$12.87	\$95.65	\$3,357.29	\$3,465.81	\$4,046.80
8230 - Trash	\$0.00	\$512.46	\$945.26	\$752.26	\$609.12	\$4,939.15	\$6,300.53	\$7,758.27
8235 - Sewer	\$0.00	\$76.69	\$531.04	\$15.91	\$138.18	\$2,395.80	\$2,549.89	\$3,157.62
8240 - Natural Gas	\$0.00	\$633.24	\$840.37	\$420.87	\$588.93	\$2,324.40	\$3,334.20	\$4,807.81
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$0.00	\$6,959.95	\$3,999.61	\$21,990.99	\$16,938.34	\$62,998.60	\$101,927.93	\$112,887.49
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$2,618.00	\$13,001.87	\$13,116.71	\$25,488.74	\$20,405.28	\$98,730.49	\$144,624.51	\$173,361.09
8300 - Travel & meetings expenses								
8310 - Local Travel	\$324.88	\$3,828.44	\$4,407.72	\$2,826.17	\$2,046.83	\$12,615.97	\$17,488.97	\$26,050.01
8320 - Out of Area Travel	\$9,863.78	\$5,161.48	\$0.00	\$178.00	\$350.47	\$2,524.68	\$3,053.15	\$18,078.41
8330 - Fuel Cost	\$0.00	\$1,240.86	\$0.00	\$150.13	\$496.58	\$2,185.72	\$2,832.43	\$4,073.29
8335 - Vehicle Repair & Maint	\$0.00	\$213.33	\$0.00	\$382.19	\$85.31	\$392.34	\$859.84	\$1,073.17
8340 - Child Transportation Exp	\$0.00	\$0.00	\$0.00	\$567.00	\$0.00	\$411.00	\$978.00	\$978.00
Total - 8300 - Travel & meetings expenses	\$10,188.66	\$10,444.11	\$4,407.72	\$4,103.49	\$2,979.19	\$18,129.71	\$25,212.39	\$50,252.88
8400 - Insurance Expense	\$0.00	\$10,539.66	\$16,653.62	\$0.00	\$14,777.84	\$60,020.52	\$74,798.36	\$101,991.64
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$397,550.49	\$0.00	\$59,369.80	\$100,103.92	\$10,702.20	\$84,822.06	\$195,628.18	\$820,267.22
8800 - In-Kind Expenses	\$0.00	\$1,950.51	\$0.00	\$0.00	\$83,300.35	\$451,595.91	\$534,896.26	\$555,663.32
Total - Expense	\$480,141.86	\$769,085.15	\$666,460.55	\$648,374.91	\$684,786.55	\$2,236,871.79	\$3,570,033.25	\$5,485,720.81
Net Ordinary Income	\$155,731.84	\$304,725.36	\$173,460.68	\$1,261,341.84	\$76,899.85	\$341,296.72	\$1,679,538.41	\$2,313,456.29
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$542.57	\$198,357.07	\$4,873.14	\$49,213.42	\$24,887.03	\$97,346.52	\$171,446.97	\$388,628.23
Total - Other Expense	\$542.57	\$198,357.07	\$4,873.14	\$49,213.42	\$24,887.03	\$97,346.52	\$171,446.97	\$375,219.75

LIFT Community Action Agency, Inc.
Parent - LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Jul 2023

Dept. Community Service

	CASA	Community Services	Drug Free Communities	Emergency Services	EFSP	Total	Healthy Start	Mentoring	RCUR and CORP	RSVP	RX	Safe Place Healing Hearts	Second Chance	VOCA	Youth Build	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																
Income																
4000 - Contribution Revenue	\$85.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$30.00	\$0.00	\$10,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125.00	\$12,200.00
4100 - In-kind Revenue	\$0.00	\$0.00	\$7,115.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,115.37
4200 - Miscellaneous Revenue	\$7,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$7,500.00	\$5,000.00	\$15,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$42,170.00
4400 - State Revenue	\$3,702.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,540.95	\$0.00	\$0.00	\$93,750.00	\$0.00	\$126,962.26
4500 - Federal Revenue	\$0.00	\$0.00	\$47,967.00	\$3,700.00	\$6,080.50	\$9,780.50	\$762,226.00	\$42,000.00	\$180,665.00	\$30,626.00	\$0.00	\$167,932.01	\$120,465.08	\$67,017.49	\$252,992.00	\$1,692,466.08
4900 - Recoveries from Programs	\$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	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$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	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$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	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$83.34	\$0.00	\$47.65	\$31.30	\$2.57	\$33.87	\$6.12	\$67.00	(\$0.31)	\$0.76	\$0.00	\$0.00	(\$0.31)	\$185.01	\$10.35	\$454.22
5400 - Revenue from other sources	\$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	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$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	\$0.00	\$1,790.00	\$1,790.00
Total - Income	\$11,540.72	\$0.00	\$55,130.02	\$3,781.30	\$6,083.07	\$9,864.37	\$764,232.12	\$49,597.00	\$185,664.69	\$56,536.76	\$6,540.95	\$167,932.01	\$125,464.77	\$160,952.50	\$255,917.35	\$1,849,373.26
Expense																
7000 - Grants, contracts, & direct assistance	\$24.27	\$2,356.12	\$0.00	\$6,516.13	\$3,007.57	\$9,523.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,653.80	\$0.00	\$902.30	\$58.00	\$36,348.85
7200 - Salaries & related expenses																
7200 - Salaries & related expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,300.99)	\$0.00	\$0.00	(\$1,562.50)	(\$5,863.49)
7210 - Officers & directors salaries	\$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	\$0.00	\$0.00	\$0.00
7220 - Salaries & wages - other	\$0.00	\$0.00	\$21,205.30	\$0.00	\$0.00	\$0.00	\$288,515.42	\$13,359.43	\$84,006.84	\$21,395.63	\$2,478.10	\$70,124.56	\$47,454.37	\$58,882.99	\$81,278.49	\$688,701.13
7230 - Pension plan contributions	\$0.00	\$0.00	\$1,924.03	\$0.00	\$0.00	\$0.00	\$21,465.39	\$446.09	\$6,595.07	\$1,514.30	\$92.50	\$4,268.08	\$3,118.22	\$4,502.70	\$2,111.96	\$46,038.34
7240 - Employee benefits - not pension	\$0.00	\$0.00	\$2,954.25	\$0.00	\$0.00	\$0.00	\$39,450.81	\$2,008.12	\$12,865.53	\$2,436.01	\$520.88	\$10,859.87	\$7,249.46	\$7,334.10	\$12,913.48	\$98,592.51
7250 - Payroll taxes, etc.	\$0.00	\$0.00	\$1,558.81	\$0.00	\$0.00	\$0.00	\$22,662.38	\$1,137.12	\$6,232.28	\$1,700.01	\$102.24	\$5,538.82	\$4,087.06	\$4,639.18	\$6,694.61	\$54,352.51
Total - 7200 - Salaries & related expenses	\$0.00	\$0.00	\$27,642.39	\$0.00	\$0.00	\$0.00	\$372,094.00	\$16,950.76	\$109,699.72	\$27,045.95	\$3,193.72	\$86,490.34	\$61,909.11	\$75,358.97	\$101,436.04	\$881,821.00
7300 - Indirect Cost Pool Expense	\$0.00	\$0.00	\$5,070.73	\$0.00	\$0.00	\$0.00	\$71,124.38	\$4,190.07	\$22,060.40	\$5,980.34	\$644.84	\$16,742.61	\$12,466.37	\$12,622.11	\$19,853.84	\$253,492.51
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,054.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,850.00	\$0.00	(\$24,750.00)	\$51,557.47
8100 - Non personnel expenses																
8110 - Office/Teaching Supplies	\$0.00	\$0.00	\$1,715.53	\$0.00	\$0.00	\$0.00	\$14,407.01	\$403.94	\$1,347.21	\$17.75	\$422.76	\$4,859.48	\$3,762.46	\$0.00	\$1,808.51	\$28,744.65
8120 - Other/Maint Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.34	\$26.14	\$0.00	\$0.00	\$0.00	\$67.74	\$0.00	\$0.00	\$192.16	\$318.38
8130 - Telephone & Internet	\$178.84	\$0.00	\$91.92	\$0.00	\$0.00	\$0.00	\$4,021.83	\$175.96	\$168.52	\$1,144.92	\$0.00	\$1,048.22	\$151.97	\$150.83	\$0.00	\$7,133.01
8140 - Postage & shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,008.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.00	\$1,071.00
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,972.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,472.00
8160 - Events/Meeting Expense	\$1,500.00	\$0.00	\$154.29	\$0.00	\$0.00	\$0.00	\$2,393.32	\$7,372.37	\$453.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,873.23
8170 - Printing & copying	\$0.00	\$0.00	\$0.12	\$0.00	\$0.00	\$0.00	\$9,561.23	\$0.00	\$0.00	\$17.33	\$0.00	\$29.12	\$3,898.29	\$0.00	\$428.33	\$13,934.42
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
8190 - WX Materials	\$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	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$1,678.84	\$0.00	\$1,961.86	\$0.00	\$0.00	\$0.00	\$40,895.73	\$7,978.41	\$15,468.98	\$1,180.00	\$422.76	\$6,004.56	\$7,812.72	\$150.83	\$2,492.00	\$86,046.69
8200 - Facility & equipment expenses																
8210 - Space Lease	\$1,456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,578.00	\$614.00	\$4,655.00	\$1,733.00	\$0.00	\$3,748.07	\$2,590.00	\$1,050.93	\$7,000.00	\$38,425.00
8215 - Equipment Lease	\$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	\$0.00	\$0.00	\$0.00
8220 - Electric	\$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	\$0.00	(\$2,448.86)	(\$2,448.86)
8225 - Water	\$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	\$0.00	(\$223.37)	(\$223.37)
8230 - Trash	\$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	\$0.00	(\$469.37)	(\$469.37)
8235 - Sewer	\$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	\$0.00	(\$88.55)	(\$88.55)
8240 - Natural Gas	\$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	\$0.00	\$0.00	\$0.00
8250 - Equip & Over \$5000.00 (Inv Items)	\$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	\$0.00	\$0.00	\$0.00
8255 - WX Tools & Equipment	\$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	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121.00	\$346.00
8265 - Construction Rehab & Renovation	\$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	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$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	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$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	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$1,456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,578.00	\$614.00	\$4,655.00	\$1,958.00	\$0.00	\$3,748.07	\$2,590.00	\$1,050.93	\$3,890.85	\$35,540.85
8300 - Travel & meetings expenses																
8310 - Local Travel	\$303.27	\$0.00	\$96.29	\$0.00	\$0.00	\$0.00	\$15,205.83	\$1,302.87	\$3,299.95	\$1,184.90	\$267.27	\$3,613.09	\$7,508.40	\$2,706.56	\$0.00	\$35,488.43
8320 - Out of Area Travel	\$334.66	\$0.00	\$15,691.86	\$0.00	\$0.00	\$0.00	\$17,777.45	\$0.00	\$3,497.02	\$0.00	\$0.00	\$4,646.48	\$0.00	\$0.00	\$10,205.11	\$52,152.58
8330 - Fuel Cost	\$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	\$0.00	\$1,175.17	\$1,175.17
8335 - Vehicle Repair & Maint	\$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	\$0.00	\$328.04	\$328.04
8340 - Child Transportation Exp	\$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	\$0.00	\$0.00	\$0.00
Total - 8300 - Travel & meetings expenses	\$637.93	\$0.00	\$15,788.15	\$0.00	\$0.00	\$0.00	\$32,983.28	\$1,302.87	\$6,796.97	\$1,184.90	\$267.27	\$3,613.09	\$12,154.88	\$2,706.56	\$11,708.32	\$89,144.22
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00	\$0.00	\$0.00	\$1,878.20	\$0.00	\$0.00	\$0.00	\$0.00	\$4,229.00	\$6,239.20
8600 - Business expenses	\$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	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$196.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,294.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,490.83
8800 - In-Kind Expenses	\$0.00	\$0.00	\$7,115.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,115.37
Total - Expense	\$3,797.04	\$2,356.12	\$57,774.96	\$6,516.13	\$3,007.57	\$9,523.70	\$567,861.39	\$31,036.11	\$158,681.07	\$42,521.76	\$4,528.59	\$135,252.47	\$106,783.08	\$92,791.70	\$118,918.05	\$1,331,826.04
Net Ordinary Income	\$7,743.68	(\$2,356.12)	(\$2,644.94)	(\$2,734.83)	\$3,075.50	\$340.67	\$196,370.73	\$18,560.89	\$26,983.62	\$14,015.00	\$2,012.36	\$32,679.54	\$18,681.69	\$68,160.80	\$136,999.30	\$517,547.22
Other Income and Expenses																
Other Expense																
8500 - Other Expense	(\$1,240.81)	\$930.00	\$152.27	\$0.00	\$0.00	\$0.00	\$106,692.99	\$1,436.56	\$16,627.77	\$559.36	\$0.00	\$695.03	\$2,382.75	\$0.00	\$70,668.15	\$213,327.73
Total - Other Expense	(\$1,240.81)	\$930.00	\$152.27	\$0.00	\$0.00	\$0.00	\$106,692.99	\$1,436.56	\$16,627.77	\$559.36	\$0.00	\$695.03	\$2,382.75	\$0.00	\$70,668.15	\$198,904.07

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Jul 2023

Dept. Housing

	Apartment	Construction	HUD Apartments (Lift)	Housing	Self Help Housing	TRMA	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense							
Income							
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$26,373.28	\$33,970.61	\$0.00	(\$1,952.89)	\$0.00	\$0.00	\$58,391.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$92,292.95	\$0.00	\$0.00	\$105,518.41
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$5,780.35	\$0.00	\$0.00	\$13,295.35
4500 - Federal Revenue	\$165,492.66	\$240,542.98	\$0.00	\$416,279.04	\$393,385.00	\$783,296.33	\$2,037,812.37
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$216,995.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225,584.92
5100 - Program Fee Revenue	\$4,262.71	\$0.00	\$12,986.44	\$72,638.41	\$0.00	\$0.00	\$93,691.40
5300 - Interest and Dividends	(\$115,814.12)	\$837.74	\$0.00	\$4,153.03	\$0.00	\$938.83	(\$27,330.52)
5400 - Revenue from other sources	\$7,350.00	\$0.00	\$0.00	\$198,143.30	\$0.00	\$0.00	\$205,493.30
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$304,660.45	\$275,351.33	\$12,986.44	\$787,334.19	\$393,385.00	\$784,235.16	\$2,557,952.57
Expense							
7000 - Grants, contracts, & direct assistance	(\$120,219.00)	\$0.00	\$0.00	\$81,321.03	\$0.00	\$333,000.00	\$385,726.03
7200 - Salaries & related expenses							
7200 - Salaries & related expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,471.62)	(\$1,471.62)
7210 - Officers & directors salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7220 - Salaries & wages - other	\$20,894.61	\$117,123.31	\$1,317.22	\$196,351.39	\$194,606.16	\$268,505.80	\$798,798.49
7230 - Pension plan contributions	\$2,206.72	\$7,666.40	\$1,400.40	\$13,018.28	\$13,544.48	\$11,668.13	\$49,504.41
7240 - Employee benefits - not pension	\$3,380.78	\$15,564.96	(\$1,787.56)	\$23,133.71	\$29,346.66	\$34,433.04	\$104,071.59
7250 - Payroll taxes, etc.	\$1,607.50	\$9,836.82	\$1,105.24	\$15,036.70	\$14,695.71	\$19,605.44	\$61,887.41
Total - 7200 - Salaries & related expenses	\$28,089.61	\$150,191.49	\$2,035.30	\$247,540.08	\$252,193.01	\$332,740.79	\$1,012,790.28
7300 - Indirect Cost Pool Expense	\$5,907.58	\$27,181.86	\$3,561.64	\$33,687.59	\$50,354.43	\$65,127.32	\$248,648.95
7500 - Contract/Consultant Services	\$20,505.80	\$7,548.50	\$0.00	\$11,106.32	\$18.11	\$219.87	\$43,918.68
8100 - Non personnel expenses							
8110 - Office/Teaching Supplies	\$799.64	\$0.00	\$0.00	\$8,457.84	\$2,092.54	\$2,637.29	\$13,987.31
8120 - Other/Maint Supplies	\$759.86	\$1,153.41	\$0.00	\$381.22	\$32.08	\$709.05	\$3,035.62
8130 - Telephone & Internet	\$1,579.28	\$0.00	\$0.00	\$3,888.79	\$1,816.63	\$3,505.45	\$10,790.15
8140 - Postage & shipping	\$149.94	\$0.00	(\$41.97)	\$402.13	\$199.20	\$282.85	\$992.15
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$0.00	\$0.00	\$0.00	\$75.90	\$0.00	\$0.00	\$75.90
8170 - Printing & copying	\$0.00	\$0.00	\$0.00	\$364.30	\$0.00	\$0.07	\$364.37
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$13,822.01	\$0.00	\$8,452.57	\$0.00	\$0.00	\$22,274.58
Total - 8100 - Non personnel expenses	\$3,288.72	\$14,975.42	(\$41.97)	\$22,022.75	\$4,140.45	\$7,134.71	\$51,520.08
8200 - Facility & equipment expenses							
8210 - Space Lease	\$0.00	\$0.00	\$0.00	\$6,600.50	\$11,414.50	\$7,735.00	\$25,750.00
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$698.57	\$0.00	\$0.00	\$155.06	\$144.03	\$0.00	\$997.66
8225 - Water	\$1,037.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,037.49
8230 - Trash	\$575.17	\$544.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,119.17
8235 - Sewer	\$545.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545.39
8240 - Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$50,000.00	\$0.00	\$42,427.22	\$1,362.13	\$0.00	\$93,789.35
8255 - WX Tools & Equipment	\$0.00	\$100.62	\$0.00	\$23,155.33	\$0.00	\$0.00	\$23,255.95
8260 - Repair/Maint for Building/Equip	\$81,515.13	\$11,249.98	\$0.01	\$362.44	\$998.20	\$0.00	\$94,125.76
8265 - Construction Rehab & Renovation	\$4,021.84	\$16,941.00	\$0.00	\$217.40	\$0.00	\$0.00	\$21,180.24
8270 - Deprec & amort - allowable	\$303.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$303.23
8290 - Construction Leverage	\$121,049.28	\$76,057.64	\$0.00	\$0.00	\$0.00	\$0.00	\$197,106.92
Total - 8200 - Facility & equipment expenses	\$209,746.10	\$154,893.24	\$0.01	\$72,917.95	\$13,918.86	\$7,735.00	\$459,211.16
8300 - Travel & meetings expenses							
8310 - Local Travel	\$1,217.77	\$1,734.30	(\$513.31)	\$763.45	\$10,596.36	\$1,053.02	\$14,851.59
8320 - Out of Area Travel	\$0.00	\$2,310.25	\$0.00	\$5,406.86	\$0.00	\$28,798.98	\$36,516.09
8330 - Fuel Cost	\$1,192.31	\$1,391.16	\$0.00	\$6,297.64	\$452.13	\$114.10	\$9,447.34
8335 - Vehicle Repair & Maint	\$584.93	\$678.91	\$0.00	\$1,662.79	\$326.90	\$0.00	\$3,253.53
8340 - Child Transportation Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8300 - Travel & meetings expenses	\$2,995.01	\$6,114.62	(\$513.31)	\$14,130.74	\$11,375.39	\$29,966.10	\$64,068.55
8400 - Insurance Expense	\$138,237.39	\$0.00	(\$252.82)	\$16,061.32	\$147.00	\$0.00	\$154,192.89
8600 - Business expenses	\$8,063.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,063.62
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$335.52	\$0.00	\$0.00	\$335.52
8800 - In-Kind Expenses	\$26,373.28	\$33,970.61	\$0.00	(\$1,952.89)	\$0.00	\$0.00	\$58,391.00
Total - Expense	\$322,988.11	\$394,875.74	\$4,788.85	\$497,170.41	\$332,147.25	\$775,923.79	\$2,327,894.15
Net Ordinary Income	(\$18,327.66)	(\$119,524.41)	\$8,197.59	\$290,163.78	\$61,237.75	\$8,311.37	\$230,058.42
Other Income and Expenses							
Other Expense							
8500 - Other Expense	\$9,548.61	\$39,860.36	\$84.00	\$62,564.84	\$2,504.14	\$7,102.81	\$166,156.43
Total - Other Expense	\$9,548.61	\$39,860.36	\$84.00	\$62,564.84	\$2,504.14	\$7,102.81	\$121,664.76

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Jul 2023

Dept. Transportation

	Transit	Total
	Amount	Amount
Ordinary Income/Expense		
Income		
4000 - Contribution Revenue	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$121,982.43	\$121,982.43
4400 - State Revenue	\$0.00	\$284,319.00
4500 - Federal Revenue	\$418,917.00	\$418,917.00
4900 - Recoveries from Programs	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00
5100 - Program Fee Revenue	\$237,591.74	\$237,838.74
5300 - Interest and Dividends	\$546.34	\$546.34
5400 - Revenue from other sources	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00
Total - Income	\$779,037.51	\$779,037.51
Expense		
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00
7200 - Salaries & related expenses		
7200 - Salaries & related expenses	\$0.00	\$0.00
7210 - Officers & directors salaries	\$0.00	\$0.00
7220 - Salaries & wages - other	\$412,824.60	\$412,824.60
7230 - Pension plan contributions	\$19,347.80	\$19,347.80
7240 - Employee benefits - not pension	\$56,029.56	\$56,029.56
7250 - Payroll taxes, etc.	\$33,066.63	\$33,066.63
Total - 7200 - Salaries & related expenses	\$521,268.59	\$521,268.59
7300 - Indirect Cost Pool Expense	\$98,413.97	\$151,601.12
7500 - Contract/Consultant Services	\$15,482.98	\$15,712.24
8100 - Non personnel expenses		
8110 - Office/Teaching Supplies	\$6,729.36	\$6,729.36
8120 - Other/Maint Supplies	\$235.70	\$235.70
8130 - Telephone & Internet	\$17,999.58	\$17,999.58
8140 - Postage & shipping	\$78.78	\$78.78
8150 - Medical/Dental Supplies	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$472.56	\$472.56
8170 - Printing & copying	\$180.68	\$180.68
8180 - Fatherhood	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$25,696.66	\$25,696.66
8200 - Facility & equipment expenses		
8210 - Space Lease	\$7,630.00	\$7,630.00
8215 - Equipment Lease	\$0.00	\$0.00
8220 - Electric	\$6,279.49	\$6,279.49
8225 - Water	\$1,220.46	\$1,220.46
8230 - Trash	\$818.66	\$818.66
8235 - Sewer	\$709.00	\$709.00
8240 - Natural Gas	\$533.18	\$533.18
8250 - Equip & Over \$5000.00 (Inv Items)	\$68,361.00	\$68,361.00
8255 - WX Tools & Equipment	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$6,756.23	\$6,756.23
8265 - Construction Rehab & Renovation	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$92,308.02	\$92,308.02
8300 - Travel & meetings expenses		
8310 - Local Travel	\$1,813.65	\$1,813.65
8320 - Out of Area Travel	\$452.80	\$452.80
8330 - Fuel Cost	\$49,815.37	\$49,815.37
8335 - Vehicle Repair & Maint	\$23,391.05	\$23,391.05
8340 - Child Transportation Exp	\$0.00	\$0.00
Total - 8300 - Travel & meetings expenses	\$75,472.87	\$75,472.87
8400 - Insurance Expense	\$56,965.15	\$56,965.15
8600 - Business expenses	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00
Total - Expense	\$885,608.24	\$885,608.24
Net Ordinary Income	(\$106,570.73)	(\$106,570.73)
Other Income and Expenses		
Other Expense		
8500 - Other Expense	\$6,639.97	\$6,639.97
Total - Other Expense	\$6,639.97	\$6,639.97

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Jul 2023

Dept. Economic Development

	Economic Development/Lending Amount	Clayton Lake Amount	Hugo Lake Amount	Raymond Gary Amount	Total Amount
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$43.00	\$43.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$120.00	\$28.00	\$0.00	\$148.00
4400 - State Revenue	\$0.00	\$28,515.00	\$0.00	\$35,540.15	\$64,055.15
4500 - Federal Revenue	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$30,094.63	\$19,081.83	\$184,138.19	\$52,309.25	\$255,660.98
5300 - Interest and Dividends	\$1,870.82	\$0.00	\$1,595.86	\$250.32	\$1,846.18
5400 - Revenue from other sources	\$0.00	\$0.00	\$2,189.55	\$0.00	\$2,264.55
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$81,965.45	\$47,716.83	\$187,951.60	\$88,142.72	\$323,811.15
Expense					
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses					
7200 - Salaries & related expenses	\$0.00	\$0.00	\$2,080.00	\$0.00	\$2,080.00
7210 - Officers & directors salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7220 - Salaries & wages - other	\$3,605.42	\$27,434.37	\$47,192.48	\$34,098.90	\$108,725.75
7230 - Pension plan contributions	\$108.16	\$1,586.26	\$1,333.12	\$1,320.89	\$4,240.27
7240 - Employee benefits - not pension	\$542.98	\$2,574.21	\$6,538.63	\$4,730.46	\$13,843.30
7250 - Payroll taxes, etc.	\$294.06	\$2,301.88	\$3,822.33	\$2,736.36	\$8,860.57
Total - 7200 - Salaries & related expenses	\$4,550.62	\$33,896.72	\$60,966.56	\$42,886.61	\$137,749.89
7300 - Indirect Cost Pool Expense	\$948.22	\$6,526.69	\$11,131.99	\$8,085.40	\$25,744.08
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$29,845.10	\$4,445.00	\$34,290.10
8100 - Non personnel expenses					
8110 - Office/Teaching Supplies	\$0.00	(\$33.70)	\$13.19	\$111.66	\$91.15
8120 - Other/Maint Supplies	\$0.00	\$470.86	\$6,544.67	\$809.82	\$7,825.35
8130 - Telephone & Internet	\$0.00	\$392.67	\$3,634.71	\$1,393.21	\$5,420.59
8140 - Postage & shipping	\$0.00	\$0.00	\$0.00	\$50.80	\$50.80
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8170 - Printing & copying	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$0.00	\$829.83	\$10,192.57	\$2,365.49	\$13,387.89
8200 - Facility & equipment expenses					
8210 - Space Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$0.00	\$0.00	\$1,822.88	\$2,968.76	\$4,791.64
8225 - Water	\$0.00	\$136.36	\$0.00	\$265.90	\$402.26
8230 - Trash	\$0.00	\$574.50	\$366.80	\$137.02	\$1,078.32
8235 - Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8240 - Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$0.00	\$13,558.02	\$15,307.28	\$6,684.74	\$35,550.04
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$0.00	\$14,268.88	\$17,496.96	\$10,056.42	\$41,822.26
8300 - Travel & meetings expenses					
8310 - Local Travel	\$0.00	\$179.51	\$457.89	\$0.00	\$637.40
8320 - Out of Area Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8330 - Fuel Cost	\$0.00	\$526.46	\$2,581.86	\$1,250.52	\$4,358.84
8335 - Vehicle Repair & Maint	\$0.00	\$0.00	\$0.00	\$24.35	\$24.35
8340 - Child Transportation Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8300 - Travel & meetings expenses	\$0.00	\$705.97	\$3,039.75	\$1,274.87	\$5,020.59
8400 - Insurance Expense	\$0.00	\$4,476.26	\$72,273.92	\$8,964.39	\$85,714.57
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$5,498.84	\$60,704.35	\$204,946.85	\$78,078.18	\$343,729.38
Net Ordinary Income	\$76,466.61	(\$12,987.52)	(\$16,995.25)	\$10,064.54	(\$19,918.23)
Other Income and Expenses					
Other Expense					
8500 - Other Expense	\$0.00	\$3,380.20	\$21,535.79	\$6,658.12	\$31,574.11
Total - Other Expense	\$0.00	\$3,380.20	\$21,535.79	\$6,658.12	\$31,574.11

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Vendor Totals
July 1, 2023 - July 31, 2023
Options: Show Zeros

NAME	AMOUNT (GROSS)
CAPITAL ONE	\$7,219.90
DAVISON FUELS & OIL, LLC	\$11,093.61
DOLLAR GENERAL CHARGE SALES	\$17.68
HOME DEPOT BRC/GECF	\$3,633.16
TCM BANK NA	\$27,897.73
WAL-MART COMMUNITY BRC	\$5,592.22
Total	\$55,454.30

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Report
July 1, 2023 - July 31, 2023

PROGRAM	FACILITY & EQUIPMENT EXPENSES		FOOD EXPENSES		GRANTS, CONTRACTS, & DIRECT ASSISTANCE			NON PERSONNEL EXPENSES										OTHER EXPENSE								
	Repair/Maint for Building/Equip	Food Nutrition Cost	Non - Food, Nutrition Cost	Other Food Expense	Total	Awards & grants - Individuals	VICTIM ASSISTANCE	Total	Events/Meeting Expense	Medical/Dental Supplies	Office/Teaching Supplies	Other/Maint Supplies	Postage & shipping	Telephone & Internet	WX Materials	Total	Advertising & Community Sponsorships	Computer & Software Related Expenses	Fees/Dues	Fundraising Expense	Incentive Expense	Other Expenses	Recognition	Training & TTA	To	
																										Amount
Administration				\$259.33	\$259.33			\$0.00			\$55.02	\$78.08					\$133.10	\$1,000.00	\$5,567.96	\$105.28				\$194.25	\$105.00	\$8.9
Apartments					\$0.00			\$0.00							\$176.00		\$176.00						\$426.80			\$4
CACFP - Daycare Homes					\$0.00			\$0.00					\$132.00				\$132.00									
CASA					\$0.00			\$0.00									\$0.00			\$76.00						\$
Drug Free Communities					\$0.00			\$0.00									\$0.00									
Early Head Start				\$260.50	\$260.50			\$0.00	\$92.40	\$42.94	\$804.05						\$939.39			\$9.10				\$74.00	\$	
Early Head Start Child Care					\$0.00			\$0.00		\$48.31	(\$180.11)						(\$131.80)	\$310.50		\$22.72				\$283.00	\$6	
Early Learning Centers			\$268.04		\$268.04			\$0.00			\$1,163.62						\$1,163.62			\$325.50				\$40.00	\$3	
Emergency Services					\$0.00	\$87.97		\$87.97									\$0.00									
Head Start		\$360.23	\$1,422.03	\$37.63	\$1,819.89			\$0.00			\$1,529.60	\$135.63					\$1,665.23	\$1,155.58		\$316.99			\$948.45	\$2,135.16	\$1,360.34	\$5.9
Healthy Start					\$0.00			\$0.00			\$873.99	\$32.34					\$906.33				\$1,425.00			\$837.35	\$2.2	
Housing					\$0.00			\$0.00							\$380.00		\$380.00			\$98.05						\$
RSVP					\$0.00			\$0.00									\$0.00				\$118.05					\$1
Safe Place Healing Hearts					\$0.00			\$0.00			\$541.04	\$541.04					\$0.00									
Second Chance					\$0.00			\$0.00									\$0.00									
State Park Operations	\$168.74				\$0.00			\$0.00					\$127.02	\$836.10			\$963.12									
T&MA					\$0.00			\$0.00							\$223.80		\$223.80			\$191.88						\$1
Transit					\$0.00			\$0.00			\$4,092.00						\$4,092.00									
Tri-CORPS					\$0.00			\$0.00			\$731.49						\$731.49									
Youth Build					\$0.00			\$0.00									\$0.00			\$103.32			\$96.62	\$143.07		\$3
- Unassigned					\$0.00						(\$542.20)	(\$542.20)					\$0.00									
Total	\$168.74	\$360.23	\$1,690.07	\$557.46	\$2,607.76	\$87.97	(\$1.16)	\$86.81	\$92.40	\$91.25	\$9,069.66	\$373.07	\$355.80	\$1,012.10	\$380.00	\$11,374.28	\$2,466.08	\$5,567.96	\$1,248.84	\$118.05	\$1,425.00	\$1,471.87	\$2,472.48	\$2,699.69	\$17.4	

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2022 to Jul 2023
Options: Activity Only

HS

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$451,245.91	(\$451,245.91)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$36,982.40	(\$36,982.40)	0.00%
4500 - Federal Revenue	\$1,880,067.56	\$2,257,195.00	(\$377,127.44)	120.06%
Total - Income	\$1,880,067.56	\$2,745,423.31	(\$865,355.75)	146.03%
Gross Profit	\$1,880,067.56	\$2,745,423.31	(\$865,355.75)	146.03%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$934,405.22	\$1,216,072.75	(\$281,667.53)	130.14%
7230 - Pension plan contributions	\$93,440.13	\$58,343.54	\$35,096.59	62.44%
7240 - Employee benefits - not pension	\$140,602.00	\$193,230.70	(\$52,628.70)	137.43%
7250 - Payroll taxes, etc.	\$71,481.83	\$77,942.82	(\$6,460.99)	109.04%
Total - 7200 - Salaries & related expenses	\$1,239,929.18	\$1,545,589.81	(\$305,660.63)	124.65%
7300 - Indirect Cost Pool Expense				
7310 - Indirect Expense	\$256,281.69	\$276,490.86	(\$20,209.17)	107.89%
Total - 7300 - Indirect Cost Pool Expense	\$256,281.69	\$276,490.86	(\$20,209.17)	107.89%
7500 - Contract/Consultant Services				
7550 - Contract Services	\$27,241.69	\$38,962.59	(\$11,720.90)	143.03%
7560 - Partner Contracts	\$0.00	\$616.67	(\$616.67)	0.00%
Total - 7500 - Contract/Consultant Services	\$27,241.69	\$39,579.26	(\$12,337.57)	145.29%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$7,729.19	\$70,492.43	(\$62,763.24)	912.03%
8120 - Other/Maint Supplies	\$0.00	\$12,227.82	(\$12,227.82)	0.00%
8130 - Telephone & Internet	\$10,208.31	\$33,084.49	(\$22,876.18)	324.09%
8140 - Postage & shipping	\$385.00	\$525.73	(\$140.73)	136.55%
8150 - Medical/Dental Supplies	\$0.00	\$1,518.66	(\$1,518.66)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$1,665.77	(\$1,665.77)	0.00%
8170 - Printing & copying	\$875.00	\$12,387.23	(\$11,512.23)	1,415.68%
8180 - Fatherhood	\$583.31	\$0.00	\$583.31	0.00%
Total - 8100 - Non personnel expenses	\$19,780.81	\$131,902.13	(\$112,121.32)	666.82%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$1,979.98	(\$1,979.98)	0.00%
8220 - Electric	\$3,208.31	\$27,841.32	(\$24,633.01)	867.79%
8225 - Water	\$2,625.00	\$4,060.78	(\$1,435.78)	154.70%
8230 - Trash	\$1,458.31	\$5,852.58	(\$4,394.27)	401.33%
8235 - Sewer	\$1,458.31	\$2,924.98	(\$1,466.67)	200.57%
8240 - Natural Gas	\$1,458.31	\$2,823.25	(\$1,364.94)	193.60%
8260 - Repair/Maint for Building/Equip	\$8,288.00	\$73,732.34	(\$65,444.34)	889.63%
Total - 8200 - Facility & equipment expenses	\$18,496.24	\$119,215.23	(\$100,718.99)	644.54%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$5,833.31	\$16,098.24	(\$10,264.93)	275.97%
8320 - Out of Area Travel	\$20,066.69	\$2,652.68	\$17,414.01	13.22%
8330 - Fuel Cost	\$2,041.69	\$2,715.28	(\$673.59)	132.99%
8335 - Vehicle Repair & Maint	\$2,041.69	\$1,160.01	\$881.68	56.82%
8340 - Child Transportation Exp	\$0.00	\$1,002.00	(\$1,002.00)	0.00%
Total - 8300 - Travel & meetings expenses	\$29,983.38	\$23,628.21	\$6,355.17	78.80%
8400 - Insurance Expense	\$13,708.31	\$60,020.52	(\$46,312.21)	437.84%
8700 - Food Expenses				
8710 - Food Nutrition Cost	\$27,300.00	\$80,331.06	(\$53,031.06)	294.25%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
8720 - Non -Food, Nutrition Cost	\$0.00	\$454.22	(\$454.22)	0.00%
8730 - Other Food Expense	\$0.00	\$14,881.15	(\$14,881.15)	0.00%
Total - 8700 - Food Expenses	\$27,300.00	\$95,666.43	(\$68,366.43)	350.43%
8800 - In-Kind Expenses	\$0.00	\$451,595.91	(\$451,595.91)	0.00%
Total - Expense	\$1,632,721.30	\$2,743,688.36	(\$1,110,967.06)	168.04%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$3,611.52	(\$3,611.52)	0.00%
8530 - Fees/Dues	\$504.56	\$39,061.10	(\$38,556.54)	7,741.62%
8540 - Training & TTA	\$23,307.69	\$47,425.03	(\$24,117.34)	203.47%
8560 - Computer & Software Related Expenses	\$0.00	\$9,773.87	(\$9,773.87)	0.00%
8570 - Advertising & Community Sponsorships	\$0.00	\$9,193.69	(\$9,193.69)	0.00%
8590 - Other Expenses	\$0.00	\$94.06	(\$94.06)	0.00%
Total - 8500 - Other Expense	\$23,812.25	\$109,159.27	(\$85,347.02)	458.42%
Total - Other Expense	\$23,812.25	\$109,159.27	(\$85,347.02)	458.42%
Net Income	\$223,534.01	(\$107,424.32)	\$330,958.33	-48.06%

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2022 to Jul 2023
Options: Activity Only

EHS

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$46,901.69	(\$46,901.69)	0.00%
4500 - Federal Revenue	\$530,107.06	\$599,410.00	(\$69,302.94)	113.07%
Total - Income	\$530,107.06	\$646,311.69	(\$116,204.63)	121.92%
Gross Profit	\$530,107.06	\$646,311.69	(\$116,204.63)	121.92%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$278,537.63	\$337,388.29	(\$58,850.66)	121.13%
7230 - Pension plan contributions	\$27,853.00	\$14,970.67	\$12,882.33	53.75%
7240 - Employee benefits - not pension	\$42,543.69	\$52,921.63	(\$10,377.94)	124.39%
7250 - Payroll taxes, etc.	\$23,814.56	\$22,373.44	\$1,441.12	93.95%
Total - 7200 - Salaries & related expenses	\$372,748.88	\$427,654.03	(\$54,905.15)	114.73%
7300 - Indirect Cost Pool Expense				
7310 - Indirect Expense	\$64,063.44	\$75,719.68	(\$11,656.24)	118.19%
Total - 7300 - Indirect Cost Pool Expense	\$64,063.44	\$75,719.68	(\$11,656.24)	118.19%
7500 - Contract/Consultant Services				
7550 - Contract Services	\$1,458.31	\$6,099.04	(\$4,640.73)	418.23%
7560 - Partner Contracts	\$0.00	\$116.67	(\$116.67)	0.00%
Total - 7500 - Contract/Consultant Services	\$1,458.31	\$6,215.71	(\$4,757.40)	426.23%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$18,573.31	\$20,653.63	(\$2,080.32)	111.20%
8120 - Other/Maint Supplies	\$0.00	\$2,077.62	(\$2,077.62)	0.00%
8130 - Telephone & Internet	\$5,833.31	\$4,482.71	\$1,350.60	76.85%
8140 - Postage & shipping	\$0.00	\$127.78	(\$127.78)	0.00%
8150 - Medical/Dental Supplies	\$1,458.31	\$2,480.69	(\$1,022.38)	170.11%
8160 - Events/Meeting Expense	\$0.00	\$430.22	(\$430.22)	0.00%
8170 - Printing & copying	\$875.00	\$2,656.87	(\$1,781.87)	303.64%
Total - 8100 - Non personnel expenses	\$26,739.93	\$32,909.52	(\$6,169.59)	123.07%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$90.06	(\$90.06)	0.00%
8220 - Electric	\$7,000.00	\$7,268.45	(\$268.45)	103.84%
8225 - Water	\$583.31	\$993.69	(\$410.38)	170.35%
8230 - Trash	\$583.31	\$1,334.76	(\$751.45)	228.83%
8235 - Sewer	\$583.31	\$604.91	(\$21.60)	103.70%
8240 - Natural Gas	\$291.69	\$838.93	(\$547.24)	287.61%
8260 - Repair/Maint for Building/Equip	\$15,750.00	\$8,118.88	\$7,631.12	51.55%
Total - 8200 - Facility & equipment expenses	\$24,791.62	\$19,249.68	\$5,541.94	77.65%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$2,916.69	\$2,431.59	\$485.10	83.37%
8320 - Out of Area Travel	\$2,349.69	\$350.47	\$1,999.22	14.92%
8330 - Fuel Cost	\$0.00	\$560.37	(\$560.37)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$85.31	(\$85.31)	0.00%
Total - 8300 - Travel & meetings expenses	\$5,266.38	\$3,427.74	\$1,838.64	65.09%
8400 - Insurance Expense	\$7,875.00	\$14,777.84	(\$6,902.84)	187.66%
8700 - Food Expenses				
8710 - Food Nutrition Cost	\$12,874.19	\$12,859.81	\$14.38	99.89%
8730 - Other Food Expense	\$0.00	\$1,198.67	(\$1,198.67)	0.00%
Total - 8700 - Food Expenses	\$12,874.19	\$14,058.48	(\$1,184.29)	109.20%
8800 - In-Kind Expenses	\$0.00	\$46,901.69	(\$46,901.69)	0.00%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Total - Expense	\$515,817.75	\$640,914.37	(\$125,096.62)	124.25%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$583.31	\$345.79	\$237.52	59.28%
8530 - Fees/Dues	\$0.00	\$7,445.13	(\$7,445.13)	0.00%
8540 - Training & TTA	\$11,260.69	\$12,762.16	(\$1,501.47)	113.33%
8560 - Computer & Software Related Expenses	\$0.00	\$2,084.95	(\$2,084.95)	0.00%
8570 - Advertising & Community Sponsorships	\$291.69	\$3,813.90	(\$3,522.21)	1,307.52%
8590 - Other Expenses	\$2,153.69	\$0.00	\$2,153.69	0.00%
Total - 8500 - Other Expense	\$14,289.38	\$26,451.93	(\$12,162.55)	185.12%
Total - Other Expense	\$14,289.38	\$26,451.93	(\$12,162.55)	185.12%
Net Income	(\$0.07)	(\$21,054.61)	\$21,054.54	30,078,014.29%

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2022 to Jul 2023
Options: Activity Only

22-23 budget
EHS CC

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$4,089.05	(\$4,089.05)	0.00%
4500 - Federal Revenue	\$1,998,949.00	\$1,575,297.00	\$423,652.00	78.81%
Total - Income	\$1,998,949.00	\$1,579,386.05	\$419,562.95	79.01%
Gross Profit	\$1,998,949.00	\$1,579,386.05	\$419,562.95	79.01%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$381,007.69	\$340,161.71	\$40,845.98	89.28%
7230 - Pension plan contributions	\$38,101.00	\$10,504.39	\$27,596.61	27.57%
7240 - Employee benefits - not pension	\$40,267.94	\$84,454.68	(\$44,186.74)	209.73%
7250 - Payroll taxes, etc.	\$32,576.75	\$10,778.22	\$21,798.53	33.09%
Total - 7200 - Salaries & related expenses	\$491,953.38	\$445,899.00	\$46,054.38	90.64%
7300 - Indirect Cost Pool Expense				
7310 - Indirect Expense	\$92,691.00	\$83,852.92	\$8,838.08	90.47%
Total - 7300 - Indirect Cost Pool Expense	\$92,691.00	\$83,852.92	\$8,838.08	90.47%
7500 - Contract/Consultant Services				
7550 - Contract Services	\$36,840.00	\$14,249.44	\$22,590.56	38.68%
7560 - Partner Contracts	\$859,165.00	\$650,215.75	\$208,949.25	75.68%
Total - 7500 - Contract/Consultant Services	\$896,005.00	\$664,465.19	\$231,539.81	74.16%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$49,500.00	\$64,710.35	(\$15,210.35)	130.73%
8120 - Other/Maint Supplies	\$7,000.00	\$4,397.80	\$2,602.20	62.83%
8130 - Telephone & Internet	\$7,450.00	\$4,711.40	\$2,738.60	63.24%
8140 - Postage & shipping	\$2,500.00	\$366.95	\$2,133.05	14.68%
8150 - Medical/Dental Supplies	\$2,500.00	\$6,222.97	(\$3,722.97)	248.92%
8160 - Events/Meeting Expense	\$0.00	\$844.16	(\$844.16)	0.00%
8170 - Printing & copying	\$10,000.00	\$9,028.21	\$971.79	90.28%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$80,950.00	\$90,281.84	(\$9,331.84)	111.53%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$224.96	(\$224.96)	0.00%
8220 - Electric	\$6,950.00	\$5,267.24	\$1,682.76	75.79%
8225 - Water	\$0.00	\$232.09	(\$232.09)	0.00%
8230 - Trash	\$0.00	\$702.13	(\$702.13)	0.00%
8235 - Sewer	\$0.00	\$121.73	(\$121.73)	0.00%
8240 - Natural Gas	\$0.00	\$769.34	(\$769.34)	0.00%
8260 - Repair/Maint for Building/Equip	\$45,000.00	\$11,257.80	\$33,742.20	25.02%
Total - 8200 - Facility & equipment expenses	\$51,950.00	\$18,575.29	\$33,374.71	35.76%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$7,083.31	\$7,574.26	(\$490.95)	106.93%
8320 - Out of Area Travel	\$4,583.31	\$5,404.61	(\$821.30)	117.92%
8330 - Fuel Cost	\$2,500.00	\$2,257.73	\$242.27	90.31%
8335 - Vehicle Repair & Maint	\$2,500.00	\$213.33	\$2,286.67	8.53%
Total - 8300 - Travel & meetings expenses	\$16,666.62	\$15,449.93	\$1,216.69	92.70%
8400 - Insurance Expense	\$6,000.00	\$11,843.03	(\$5,843.03)	197.38%
8700 - Food Expenses				
8730 - Other Food Expense	\$6,000.00	(\$0.03)	\$6,000.03	0.00%
Total - 8700 - Food Expenses	\$6,000.00	(\$0.03)	\$6,000.03	0.00%
8800 - In-Kind Expenses	\$0.00	\$4,089.05	(\$4,089.05)	0.00%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Total - Expense	\$1,642,216.00	\$1,334,456.22	\$307,759.78	81.26%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$25,000.00	\$864.04	\$24,135.96	3.46%
8530 - Fees/Dues	\$1,500.00	\$16,839.21	(\$15,339.21)	1,122.61%
8540 - Training & TTA	\$42,863.00	\$39,764.42	\$3,098.58	92.77%
8560 - Computer & Software Related Expenses	\$12,000.00	\$5,215.75	\$6,784.25	43.46%
8570 - Advertising & Community Sponsorships	\$2,500.00	\$3,645.85	(\$1,145.85)	145.83%
8590 - Other Expenses	\$2,000.00	\$0.00	\$2,000.00	0.00%
8595 - Subsidy Expense	\$240,535.00	\$234,948.62	\$5,586.38	97.68%
Total - 8500 - Other Expense	\$326,398.00	\$301,277.89	\$25,120.11	92.30%
Total - Other Expense	\$326,398.00	\$301,277.89	\$25,120.11	92.30%
Net Income	\$30,335.00	(\$56,348.06)	\$86,683.06	-185.75%

Funding Entity: National Healthy Start Association
Funding Opportunity: FAN (Food and Nutrition) for Better Health
Leadership Training Institute
Amount Requested: \$10,000

The National Healthy Start Association is seeking 15 Healthy Start communities for the FAN (Food and Nutrition) for Better Health Leadership Training Institute funding opportunity. This opportunity is made possible through a partnership with the U.S. Department of Agriculture. The purpose of the project will be to conduct planning and implementation work to bring nutritious food options to communities and families served by the program, in addition to the provision of education over nutrition and healthy foods. This could include information on planting a garden, healthy cooking, the vitamin content of fruits and vegetables, or how to pick good produce. The project will also work to spur local policy change, such as expanding market offerings and healthier food choices at local stores. This project fits well with the purpose of the Healthy Start Grant program, which is to improve perinatal health outcomes and reduce racial and ethnic disparities in perinatal health outcomes by using community-based approaches to service delivery, and to facilitate access to comprehensive health and social services for women, infants, and their families. If awarded, the funding will be used to conduct the activities of the project (planning, training, implementation). Each Healthy Start team will include the Project Director, Fatherhood Practitioner, Community Action Network Coordinator, and a Healthy Start program participant, who will each participate in the Leadership Training Institute. This team would represent the leadership for the Healthy Start program to ensure support for integration of the project locally.

LIFT Transit

Public Transit Revolving Fund

The public transit revolving fund is an operational subsidy provided to eligible transit systems across the state of Oklahoma. This money is provided by the state to assist transit systems with the overall costs of operations for a particular program year. The funds can be used to cover costs for anything that improves, enhances or supports the operation of the transit system. Typically, LIFT Transit uses the funding to off-set costs in the areas of vehicle insurance and fuel.

The amount of funding each system receives is based on the number of revenue miles the system provides in a program year. The revenue miles for FY 2022 was certified through an audit with Saunders and Associates in July, 2023.

Estimated Award amount: \$130,352.00

Proposed budget for period of July 1, 2023 through June 30, 2024:

Fuel	\$100,000.00
Vehicle Insurance	<u>\$ 30,352.00</u>

Total Budget: \$130,352.00

Budget Justification

Funds received from the Public Transit Revolving Fund will enable the LIFT Transit System to meet the operational expenses for fuel and vehicle insurance.



Department of Health and Human Services
Health Resources and Services Administration

Notice of Award
FAIN# H4927826
Federal Award Date: 07/07/2023

Recipient Information	Federal Award Information
1. Recipient Name LIFT COMMUNITY ACTION AGENCY, INC. 209 N 4th St Hugo, OK 74743-3809 2. Congressional District of Recipient 02 3. Payment System Identifier (ID) 1730772321A1 4. Employer Identification Number (EIN) 730772321 5. Data Universal Numbering System (DUNS) 095453171 6. Recipient's Unique Entity Identifier XL9DVU1YDGU2 7. Project Director or Principal Investigator Pam Waugh Program Director pwaugh@littledixie.org (580)326-6441 8. Authorized Official	11. Award Number 6 H49MC27826-10-01 12. Unique Federal Award Identification Number (FAIN) H4927826 13. Statutory Authority 42 U.S.C. § 254c-8 14. Federal Award Project Title Healthy Start Initiative-Eliminating Racial/Ethnic Disparities 15. Assistance Listing Number 93.926 16. Assistance Listing Program Title Healthy Start Initiative 17. Award Action Type Administrative 18. Is the Award R&D? No
Federal Agency Information 9. Awarding Agency Contact Information Tonya Randall Grants Management Specialist Office of Federal Assistance Management (OFAM) Division of Grants Management Office (DGMO) trandall@hrsa.gov (301) 594-4259 10. Program Official Contact Information Shontelle Dixon Project Officer Maternal and Child Health Bureau (MCHB) sdixon@hrsa.gov (301) 443-0543	Summary Federal Award Financial Information 19. Budget Period Start Date 04/01/2023 - End Date 03/31/2024 20. Total Amount of Federal Funds Obligated by this Action \$15,000.00 20a. Direct Cost Amount 20b. Indirect Cost Amount 21. Authorized Carryover \$0.00 22. Offset \$0.00 23. Total Amount of Federal Funds Obligated this budget period \$1,159,121.00 24. Total Approved Cost Sharing or Matching, where applicable \$0.00 25. Total Federal and Non-Federal Approved this Budget Period \$1,159,121.00 26. Project Period Start Date 04/01/2019 - End Date 03/31/2024 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$5,744,784.00
28. Authorized Treatment of Program Income Addition 29. Grants Management Officer – Signature LaShawna Smith on 07/07/2023	
30. Remarks	



Notice of Award
Award Number: 6 H49MC27826-10-01
Federal Award Date: 07/07/2023

Maternal and Child Health Bureau (MCHB)

31. APPROVED BUDGET: (Excludes Direct Assistance) ☒ Grant Funds Only ☐ Total project costs including grant funds and all other financial participation <table><tr><td>a. Salaries and Wages:</td><td>\$539,391.00</td></tr><tr><td>b. Fringe Benefits:</td><td>\$183,986.00</td></tr><tr><td>c. Total Personnel Costs:</td><td>\$723,377.00</td></tr><tr><td>d. Consultant Costs:</td><td>\$0.00</td></tr><tr><td>e. Equipment:</td><td>\$0.00</td></tr><tr><td>f. Supplies:</td><td>\$28,600.00</td></tr><tr><td>g. Travel:</td><td>\$52,089.00</td></tr><tr><td>h. Construction/Alteration and Renovation:</td><td>\$0.00</td></tr><tr><td>i. Other:</td><td>\$165,555.00</td></tr><tr><td>j. Consortium/Contractual Costs:</td><td>\$65,440.00</td></tr><tr><td>k. Trainee Related Expenses:</td><td>\$0.00</td></tr><tr><td>l. Trainee Stipends:</td><td>\$0.00</td></tr><tr><td>m. Trainee Tuition and Fees:</td><td>\$0.00</td></tr><tr><td>n. Trainee Travel:</td><td>\$0.00</td></tr><tr><td>o. TOTAL DIRECT COSTS:</td><td>\$1,035,061.00</td></tr><tr><td>p. INDIRECT COSTS (Rate: % of S&W/TADC):</td><td>\$124,060.00</td></tr><tr><td>q. TOTAL APPROVED BUDGET:</td><td>\$1,159,121.00</td></tr><tr><td> i. Less Non-Federal Share:</td><td>\$0.00</td></tr><tr><td> ii. Federal Share:</td><td>\$1,159,121.00</td></tr></table>	a. Salaries and Wages:	\$539,391.00	b. Fringe Benefits:	\$183,986.00	c. Total Personnel Costs:	\$723,377.00	d. Consultant Costs:	\$0.00	e. Equipment:	\$0.00	f. Supplies:	\$28,600.00	g. Travel:	\$52,089.00	h. Construction/Alteration and Renovation:	\$0.00	i. Other:	\$165,555.00	j. Consortium/Contractual Costs:	\$65,440.00	k. Trainee Related Expenses:	\$0.00	l. Trainee Stipends:	\$0.00	m. Trainee Tuition and Fees:	\$0.00	n. Trainee Travel:	\$0.00	o. TOTAL DIRECT COSTS:	\$1,035,061.00	p. INDIRECT COSTS (Rate: % of S&W/TADC):	\$124,060.00	q. TOTAL APPROVED BUDGET:	\$1,159,121.00	i. Less Non-Federal Share:	\$0.00	ii. Federal Share:	\$1,159,121.00	33. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project) <table><tr><th>YEAR</th><th>TOTAL COSTS</th></tr><tr><td colspan="2">Not applicable</td></tr></table> 34. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash) <table><tr><td>a. Amount of Direct Assistance</td><td>\$0.00</td></tr><tr><td>b. Less Unawarded Balance of Current Year's Funds</td><td>\$0.00</td></tr><tr><td>c. Less Cumulative Prior Award(s) This Budget Period</td><td>\$0.00</td></tr><tr><td>d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION</td><td>\$0.00</td></tr></table> 35. FORMER GRANT NUMBER 36. OBJECT CLASS 41.51 37. BHCNIS#	YEAR	TOTAL COSTS	Not applicable		a. Amount of Direct Assistance	\$0.00	b. Less Unawarded Balance of Current Year's Funds	\$0.00	c. Less Cumulative Prior Award(s) This Budget Period	\$0.00	d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00
a. Salaries and Wages:	\$539,391.00																																																		
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d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00																																																		
32. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE: <table><tr><td>a. Authorized Financial Assistance This Period</td><td>\$1,159,121.00</td></tr><tr><td>b. Less Unobligated Balance from Prior Budget Periods</td><td></td></tr><tr><td> i. Additional Authority</td><td>\$0.00</td></tr><tr><td> ii. Offset</td><td>\$0.00</td></tr><tr><td>c. Unawarded Balance of Current Year's Funds</td><td>\$0.00</td></tr><tr><td>d. Less Cumulative Prior Award(s) This Budget Period</td><td>\$1,144,121.00</td></tr><tr><td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td><td>\$15,000.00</td></tr></table>		a. Authorized Financial Assistance This Period	\$1,159,121.00	b. Less Unobligated Balance from Prior Budget Periods		i. Additional Authority	\$0.00	ii. Offset	\$0.00	c. Unawarded Balance of Current Year's Funds	\$0.00	d. Less Cumulative Prior Award(s) This Budget Period	\$1,144,121.00	e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$15,000.00																																				
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d. Less Cumulative Prior Award(s) This Budget Period	\$1,144,121.00																																																		
e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$15,000.00																																																		
38. THIS AWARD IS BASED ON THE APPLICATION APPROVED BY HRSA FOR THE PROJECT NAMED IN ITEM 14. FEDERAL AWARD PROJECT TITLE AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE AS: a. The program authorizing statute and program regulation cited in this Notice of Award; b. Conditions on activities and expenditures of funds in certain other applicable statutory requirements, such as those included in appropriations restrictions applicable to HRSA funds; c. 45 CFR Part 75; d. National Policy Requirements and all other requirements described in the HHS Grants Policy Statement; e. Federal Award Performance Goals; and f. The Terms and Conditions cited in this Notice of Award. In the event there are conflicting or otherwise inconsistent policies applicable to the award, the above order of precedence shall prevail. Recipients indicate acceptance of the award, and terms and conditions by obtaining funds from the payment system.																																																			
39. ACCOUNTING CLASSIFICATION CODES <table><tr><th>FY-CAN</th><th>CFDA</th><th>DOCUMENT NUMBER</th><th>AMT. FIN. ASST.</th><th>AMT. DIR. ASST.</th><th>SUB PROGRAM CODE</th><th>SUB ACCOUNT CODE</th></tr><tr><td>23 - 3898020</td><td>93.926</td><td>19H49MC27826</td><td>\$15,000.00</td><td>\$0.00</td><td>N/A</td><td>19-HIS-ERED</td></tr></table>		FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE	23 - 3898020	93.926	19H49MC27826	\$15,000.00	\$0.00	N/A	19-HIS-ERED																																				
FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE																																													
23 - 3898020	93.926	19H49MC27826	\$15,000.00	\$0.00	N/A	19-HIS-ERED																																													

HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Grant Specific Condition(s)

1. Due Date: Within 21 Days of Award Issue Date

Provide a plan for the use of supplemental funds to purchase Mother and Infant Supply Kits.

1. Discuss the types of supplies your program will purchase and include in the kits.
2. Provide the total number of kits your program will distribute to enrolled HS participants.
3. Discuss strategies for distributing the supply kits (e.g., baby showers, home visits etc.)
4. Provide a timeline for purchasing and distributing the supply kits

2. Due Date: Within 21 Days of Award Issue Date

Please provide an itemized budget of supplies included in each kit.

Grant Specific Term(s)

1. The Notice of Award is revised to provide supplemental funding to support recruitment and retention of HS participants by providing enrolled HS participants with a newborn or postpartum supply kit. Examples of allowable supplies include breast pumps and breastfeeding supplies, bottles, diapers, newborn clothing, toys, books, portable cribs, informational materials, items for new fathers. Please note that this supplement is not intended for purchase and distribution of gift cards.

All prior terms and conditions remain in effect unless specifically removed.

Contacts

NoA Email Address(es):

Name	Role	Email
Pam Waugh	Program Director	pwaugh@littledixie.org

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov/>).



KIAMICHI ECONOMIC DEVELOPMENT DISTRICT OF OKLAHOMA

Contract



15004959

Purchase Authorization #

This contract is hereby entered into between the Kiamichi Economic Development District of Oklahoma (KEDDO) and LIFT Community Action Agency, Inc. (Contractor).

209 North 4 th Street	Hugo	OK	74743
Billing address	City	State	ZIP code

Employer Identification Number (EIN Number), Social Security number or vendor number when a state agency

1.0 Contract Period

Both parties are in agreement that this contract shall be in effect for a period beginning **July 1, 2023** and ending **June 30, 2024**.

2.0 Scope of Work

Contractor hereby offers and agrees to perform services as described in KEDDO Board approved Request for Proposal (**Transportation Services**); Emergency Operations Plan and Attachment A, Additional Terms and Conditions for Information Security and Technology. Contractor agrees to perform services as identified within the Older Americans Act (OAA) and Oklahoma Administrative Code (OAC) sections of Title III which are located within 340:105-10's and Title VII which are located within 340:105-11's.

3.0 Compensation and Billing

In consideration of the performance of said services, KEDDO agrees to pay Contractor: on a cost reimbursement basis in accordance with Request for Proposal; Emergency Operations Plan; and Attachment A, Additional Terms and Conditions for Information Security and Technology

Payment against this contract shall be cost reimbursement and KEDDO shall not pay nor be liable for any other additional costs including, but not limited to: taxes, attorney fees, liquidated damages.

Pursuant to Section 85.44(B) of Title 74 of the Oklahoma Statute (74 O.S. § 85.44 (B)) payment for all services herein shall be made in arrears after products have been delivered or services provided. KEDDO shall not make any advance payments or advance deposits. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.71 and 62 O.S. § 34.72. Contractor must have sufficient capital to operate for 45 days.

Contractor will bill KEDDO on a monthly basis for services. Claims for reimbursement of services shall be submitted within 90-calendar days of the provision of services. Contractor will provide documentation of such expenses to support requests for reimbursement that may include copies of invoices, evidence of payment by Contractor, and other documents as requested by KEDDO.

Supporting encumbrances may be canceled upon a lapse of six months from the actual provision of services. KEDDO will have 45-calendar days from presentation of a proper invoice to issue payment to Contractor. A proper invoice is defined as the timely and accurate submission of all required reports and subsequent documentation.

Questionable items within an invoice will be disallowed and resolution will occur in a subsequent month. If KEDDO finds that an overpayment or underpayment has been made to Contractor, KEDDO may adjust any subsequent payments to Contractor to correct the account. A written explanation of the adjustment will be issued to Contractor by KEDDO.

Invoices for reimbursement of the prior month's expenditures shall be submitted no more than one time per month. Contractor will submit invoices in a format and detail designated by KEDDO. The Contractor will submit required reports and documentation supporting the monthly invoices to KEDDO by the stated due date.

KEDDO will review reports for accuracy, completeness and timeliness. Compensation for the prior month's expenditures will not be paid until all required reports are received and declared accurate and complete by KEDDO.

Reports and documentation required to fulfill the contract include, but are not limited to, those listed in the following table.

Report	Due Date	QA Form/Method
02AG010E (S-8)	15 th of the month	Cash Receipts Journal
02AG011E (S-10)	15 th of the month	Cash Disbursements Journal, by line item
02AG012E (S-11)	15 th of the month	Cash Disbursements Journal, by allotment
02AG015E (S-20)	15 th of the month	Organization Financial Report
*AIM and/or statewide Database	10 business days following the end of the month	Systems Data Reports
OKP605 AIM Report	25 th of the month	Expenditures Report

*All updates to the Advanced Information Manager (AIM) and/or statewide database including new services, new clients, new intakes, updates, data changes, deletes or any other type of information modification must be entered into AIM no later than 10 business days following the end of the month of the occurrence of the new service, client, intake, update or change.

4.0 Modification

It is agreed by both parties that all modifications between any approved line items exceeding 10% and all changes in any amount in the Personnel and Equipment line items must be in writing and approved by the Contractor and KEDDO prior to any change in service. Any additional services provided prior to the execution of a mutually approved Contract Modification will not be eligible for payment.

A Request for Proposal and Emergency Operations Plan will be submitted annually for review and approval by KEDDO prior to contract renewal.

5.0 Termination for Convenience

KEDDO may terminate the contract in whole or in part for convenience if it is in the COG's best interest. KEDDO shall terminate the contract by delivering to the Contractor a Notice of Termination for Convenience specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 30-calendar days from the date KEDDO issues the Notice of Termination for Convenience. Any notice of termination is made by certified mail and/or electronic notification.

When the contract is terminated, KEDDO shall be liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the Contractor.

6.0 Termination for Cause

Contractor may terminate the contract for default or other just cause with a 30-calendar day written request and upon KEDDO written approval. KEDDO may terminate the contract for default or any other just cause upon written notification to the Contractor. Any notice of termination is made by certified mail and/or electronic notification.

When the contract is terminated, KEDDO shall be liable only for payment for products and/or services delivered and accepted.

7.0 Sub-Contracting

The service to be performed under this contract shall not be assigned or sub-contracted in whole or in part to any other person or entity without advance KEDDO written consent. The terms of this contract and such additional terms as KEDDO may require shall be included in any approved sub-contract and approval of any subcontract shall not relieve Contractor of any responsibility for performance under this contract.

8.0 Travel Expenses

Travel expenses incurred by the Contractor pursuant to this contract shall be included in the total amount of the contract award and will not be in excess of the rates established by the Oklahoma State Travel Reimbursement Act. A state agency shall not pay any supplier travel expenses in addition to the total price of the acquisition.

9.0 Unavailability of Funding

KEDDO cannot guarantee the continued availability of funding for this contract, notwithstanding the consideration stated herein. In the event funds to finance this contract become unavailable either in full or in part due to insufficient funding, KEDDO may terminate this contract or reduce this contract consideration upon notice in writing to Contractor. The notice shall be delivered by

certified mail, return receipt requested or in person with written proof of delivery. KEDDO shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction in consideration shall be specified in the notice, provided that the funding adjustments stated in this paragraph shall not apply to payments made for services satisfactorily completed prior to the effective date of the termination or reduction. In the event of a reduction in contract consideration, Contractor may work with KEDDO to reduce the Scope of Work proportionately or cancel this contract as of the effective date of the proposed reduction upon advance written notice to KEDDO. Both parties shall make a good faith effort to reach mutual agreement on reasonable phase-out costs upon notice of termination or reduction of contract.

10.0 Insurance

Contractor shall obtain and retain insurance including workers' compensation, automobile insurance, medical malpractice, and general liability as applicable or as required by state or federal law prior to commencement of any work on this contract. Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of this contract and shall provide KEDDO with evidence of such insurance and renewals upon request.

11.0 Limitation of Liability

Contractor agrees to indemnify KEDDO and the State of Oklahoma in respect to all damages, expenses, fines, judgments, and costs including attorney fees arising from negligence, acts or omissions of Contractor, Contractor's agents, Sub-Contractors, and assigns in connection with performance of this contract. Without waiving any defense or immunity and subject to the Oklahoma Governmental Tort Claims Act, KEDDO agrees to bear all expenses, fines, judgments, and costs that may arise from any acts or omission of its officials or employees in connection with this contract.

12.0 Employment Relationship

This contract does not create an employment relationship. Individuals performing services required by this contract are not employees of KEDDO. Contractor's employees shall not be considered employees of KEDDO for any purpose and accordingly shall not be eligible for rights or benefits accruing to KEDDO. KEDDO retains the right to request replacement of assigned staff paid in full or partially by this contract.

13.0 Confidential Information

Contractor recognizes that KEDDO has and will have agency and client information that are confidential and need to be protected from improper disclosure. Contractor agrees that Contractor, any employees of Contractor, or any agents of Contractor will not at any time or in any manner, either directly or indirectly, use any information for Contractor's own benefit or divulge, disclose, or communicate in any manner any confidential information to any third party.

14.0 Grievance Procedure

If this contract involved services to KEDDO clients, Contractor shall have in place a system for resolution of said grievances. The grievance system used by Contractor shall be subject to prior approval.

15.0 Access to and Retention of Records

As used in this clause, records include 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 KEDDO the Contractor or sub-contractor agrees 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.

16.0 Audit

Contractors that receive in excess of \$750,000 per year in federal funds must have a certified independent audit conducted in accordance with Government Auditing Standards and Office of Management and Budget (OMB) Compliance Supplement.

Contractors that receive in excess of \$50,000 per year in state or federal funds must have a certified independent audit of its entire operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. KEDDO retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.

Contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, within 150 days of the conclusion of Contractor's fiscal year. Reports should be sent to KEDDO, 1002 Hwy 2 North, Wilburton, Oklahoma 74578.

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

17.0 Compliance with Law

Contractor shall be subject to all applicable state and federal laws, rules, and regulations and all amendments thereto. Contractor agrees to devote special attention to its responsibilities under Oklahoma state statutes; observance of the compliance with the requirements therefore shall be the responsibility of the Contractor, without reliance on or direction by KEDDO.

18.0 Contract Jurisdiction

This contract will be governed in all respects by the laws of the State of Oklahoma. In the event any litigation shall occur concerning the terms and conditions of this contract or the rights and duties of the parties, the parties agree that such suit shall be brought in the Courts of the State of

Oklahoma. To the extent that any provision of the contract is contrary to the Constitution or laws of this state or of the United States, that provision shall be null, void, and unenforceable. However, the balance of the contract shall remain in force and effect.

19.0 Severability

If any provision of this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

20.0 Equipment

Any equipment or other tangible materials directly and/or specifically purchased with funds provided through this contract and previously approved for said purchase by KEDDO shall remain/become the property of the State of Oklahoma and shall be held, maintained, and insured by Contractor for the benefit of KEDDO. Upon termination or cancellation of this contract, for any reason, KEDDO may demand the delivery/return of such equipment or materials at Contractor's sole cost and expense. Contractor shall notify KEDDO prior to relocation or substantial alteration of such equipment or materials.

21.0 Conflict of Interest

All Contractors must disclose any contractual relationship or any other contact with any state personnel, Contractor, or Sub-Contractor involved in the development of Contractor's response to the solicitation resulting in this contract. Any conflict of interest shall, at the sole discretion of KEDDO, be the grounds for rejection of Contractor's proposal or termination of this contract.

In addition to any requirements of law or through a professional code of ethics or conduct, Contractor is required to disclose any outside activities or interests that conflict or may conflict with the best interests of KEDDO or the State of Oklahoma. Further, Contractor shall not plan, prepare, or engage in any activity that conflicts or may conflict with the best interests of KEDDO or the State of Oklahoma during the period of this contract without prior written approval of KEDDO. Prompt disclosure is required under this paragraph if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with KEDDO.

22.0 Failure to Enforce

Failure by KEDDO at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of KEDDO'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 KEDDO's right to enforce any provisions at any time in accordance with its terms. Further, KEDDO's selection of one remedy at law or in equity shall not be deemed an election of remedies and KEDDO shall maintain all rights and remedies provided herein.

23.0 Oklahoma Taxpayer and Citizen Protection Act of 2007

The Contractor certifies that it and all proposed Sub-Contractors whether known or unknown at the time this contract is executed or awarded are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.OKDHS.gov/E-Verify.

24.0 Equal Opportunity and Discrimination

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 basis of age except as the law allows.

Contractor assures compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, Executive Orders 11246 and 11375, and the Americans with Disabilities Act of 1990 (Public Law 101-336) and all amendments to and all requirements imposed by the regulations issued pursuant to these acts.

25.0 Drug-free Workplace

Contractors that:

- receive a federal grant;
- have a contract with a federal agency;
- have a subcontract that includes a drug-free workplace requirement; or
- are subject to any federal agency regulations such as, but not limited to, those of the Department of Health and Human Services, Department of Transportation, Department of Defense, or Nuclear Regulatory Commission; and
- must certify compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

26.0 Environmental Protection

If the payments pursuant to this contract are expected to exceed \$100,000, then Contractor must comply with Section 306 of the Clean Air Act (42 U.S.C. 1957(L)), Section 508 of the Clean Water Act (33 U.S.C. 1638), Executive Order 11738, and Environmental Protection Agency (EPA) Regulations (40 C.F.R. Part 15) that prohibits the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

27.0 Whistleblower Protection Act

The parties acknowledge and agree the Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, 41 U.S.C. Section 4712, may apply to this contract or grant and that no employee of a Contractor, Sub-Contractor, 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 of 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.

28.0 Lobbying

Contractor certifies compliance with the Anti-Lobbying law (31 U.S.C 1325) and implemented at 45 C.F.R. Part 93, for persons entering into a grant or cooperative contract over \$100,000 as defined at 45 C.F.R. 93 §§ 93.105 and 93.110. C.F.S

29.0 Debarment, Suspension, and Other Responsibility Matters

By signing this contract, the Contractor and any Sub-Contractor certifies to the best of their knowledge and belief that they and their principals or participants:

- are not presently debarred, suspended, proposed for debarment or declared ineligible, or voluntarily excluded by any federal, state, or local department or agency;

- have not within a three-year period preceding this contract been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract whether federal, state, or local; or for violation federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- are not presently indicted for or otherwise criminally indicted or charged by a governmental entity whether federal, state, or local with commission of any of the offenses enumerated in the paragraph above of this certification; and with any of the offenses enumerated above in this section; or
- have not within a three-year period preceding this contract, had one or more public contract whether federal, state, or local terminated for cause or default.

30.0 False Claims Act

Contractor shall promptly notify KEDDO of any credible evidence that a principal, employee, agent, contractor, sub-grantee, Sub-Contractor, 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.

31.0 Resources

When Contractor is another governmental entity, Contractor affirms that it has or shall have by the date services are delivered, under its control, the personal services, labor and equipment, machinery, or other facilities to perform work required from it pursuant to this contract.

32.0 KEDDO Logo Requirements

During the term of the contract and any subsequent renewal period of the contract, the Contractor is authorized and shall include the KEDDO and OKDHS logo on its website and on all printed materials to indicate services are provided in coordination with KEDDO and OKDHS. A KEDDO logo may be obtained by contacting our office directly and the OKDHS logo may be obtained from OKDHS website at: <https://oklahoma.gov/okdhs/library/okdhslogo/fullcolor.html> or by navigating to the OKDHS website at www.okOKDHS.org, select *Newsroom* and select *Logos*. Size selection and placement of the logo on materials or website should be appropriate as determined by the Contractor. Records of the use of the KEDDO and OKDHS logo should be maintained by the Contractor and be made available for review at the discretion of KEDDO and OKDHS. Contractor is not authorized to modify the KEDDO or OKDHS logo or to use in any inappropriate fashion. KEDDO or OKDHS bears no costs associated with the contractor's placement or use of the KEDDO or OKDHS logo.

Upon KEDDO request, termination of the contract or expiration of the contract, the Contractor will remove the KEDDO and OKDHS logo from its website and cease production of the KEDDO and OKDHS logo on printed materials. KEDDO solely reserves the right to determine enforceability of this clause.

33.0 Summation

This contract constitutes the entire contract and understanding between the parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral of the parties relating to the work to be performed.

Signature and Agreement

This contract includes by reference, Request for Proposal, Emergency Operations Plan and Attachment A.

Contractor, as shown on page one: LIFT Community Action Agency, Inc.

	<u>Rebecca Porter</u>	<u>7/20/2023</u>
Contractor representative Signature	Contractor Representative name (print)	Date
	<u>Kim Rose</u>	<u>7/11/2023</u>
KEDDO representative Signature	KEDDO Representative name (print)	Date

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 2 (3rd Quarter):

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$9,000

3rd Quarter Total: \$20,000**CNO Payment Remittance Advice**

04/12/2023

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
10170023033123	PROVIDER ID 53 03312023	03/31/2023	USD	2,251.00	0.00	0.00	2,251.00
AB10170021040523	477-ARPA STABILIZATION GRANT 2ND YEAR 3RD QUARTER APRIL-JUNE 2023 BROKEN BOW	04/05/2023	USD	11,000.00	0.00	0.00	11,000.00
AB10170022040523	477-ARPA STABILIZATION GRANT 2ND YEAR 3RD QUARTER APRIL-JUNE 2023 IDABEL	04/05/2023	USD	9,000.00	0.00	0.00	9,000.00
				Total	0.00	0.00	22,251.00

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 2 (4th Quarter):

Broken Bow Early Learning Center: \$11,000

Idabel Early Learning Center: \$9,000

Hugo Early Learning Center: \$7,000

4th Quarter Total: \$27,000**CNO Payment Remittance Advice**

07/14/2023

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
10170026063023A	PROVIDER ID 1170 06302023	06/30/2023	USD	383.00	0.00	0.00	383.00
AB10170021071323	477ARPA STABILIZATION GRANT 2ND YEAR 4TH QUARTER JULY-SEPT2023	07/13/2023	USD	11,000.00	0.00	0.00	11,000.00
AB10170022071323	477ARPA STABILIZATION GRANT 2ND YEAR 4TH QUARTER JULY-SEPT2023	07/13/2023	USD	9,000.00	0.00	0.00	9,000.00
				Total	0.00	0.00	20,383.00

07/19/2023

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
AB10170021071423	477 ARPA STABILIZATION GRANT 2ND YEAR 4TH QUARTER JULY-SEPT 2023	07/14/2023	USD	7,000.00	0.00	0.00	7,000.00
				Total	0.00	0.00	7,000.00



Award# 06CH010743-05-03

FAIN# 06CH010743

Federal Award Date: 07/27/2023

Recipient Information**1. Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4th St
Hugo, OK 74743-3809
580-326-3351

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVUIYDGU2

7. Project Director or Principal Investigator

Ms. Darla Galyon
dgalyon@ldcaahs.org
580-326-7581

8. Authorized Official

Mr. David Hawkins
boardchair@liftca.org
(580) 326-7581

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information

Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF/OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information**11. Award Number**

06CH010743-05-03

12. Unique Federal Award Identification Number (FAIN)

06CH010743

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	12/01/2022	- End Date	11/30/2023
20. Total Amount of Federal Funds Obligated by this Action	\$358,908.00		
20a. Direct Cost Amount	\$299,950.00		
20b. Indirect Cost Amount	\$58,958.00		
21. Authorized Carryover	\$277,281.00		
22. Offset	\$0.00		
23. Total Amount of Federal Funds Obligated this budget period	\$4,151,032.00		
24. Total Approved Cost Sharing or Matching, where applicable	\$0.00		
25. Total Federal and Non-Federal Approved this Budget Period	\$4,509,940.00		
26. Period of Performance Start Date	12/01/2018	- End Date	11/30/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	\$23,645,755.00		

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Award# 06CH010743-05-03

FAIN# 06CH010743

Federal Award Date: 07/27/2023

Recipient Information**Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4th St
Hugo, OK 74743-3809
580-326-3351

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A1

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$2,611,839.00
b. Fringe Benefits	\$865,903.00
c. Total Personnel Costs	\$3,477,742.00
d. Equipment	\$113,687.00
e. Supplies	\$66,985.00
f. Travel	\$20,717.00
g. Construction	\$0.00
h. Other	\$442,269.00
i. Contractual	\$57,700.00
j. TOTAL DIRECT COSTS	\$4,179,100.00
k. INDIRECT COSTS	\$608,121.00
l. TOTAL APPROVED BUDGET	\$4,787,221.00
m. Federal Share	\$4,787,221.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G064122	06CH01074305	ACFOHS	41.51	93.600	\$358,908.00	75-23-1536



35. Terms And Conditions

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:
The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Recipients must act in compliance with the requirements of this grant and applicable Federal statutes, regulations, and policies as included in the Compendium of Program Instructions (<https://eclkc.ohs.acf.hhs.gov/policy/pi>) and Information Memoranda (<https://eclkc.ohs.acf.hhs.gov/policy/im>).

30. REMARKS (Continued from previous page)

This action awards funds for the cost-of-living adjustment (COLA) and Quality Improvement increases for program operations.

If applicable, this action also approves a waiver of the required non-federal match. The non-federal match identified on Line 24 of this Notice of Award must be met.



Award# 06HP000312-05-00

FAIN# 06HP000312

Federal Award Date: 07/27/2023

Recipient Information**1. Recipient Name**

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

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVUIYDGU2

7. Project Director or Principal Investigator

Ms. Darla Galyon
dgalyon@ldcaahs.org
580-326-7581

8. Authorized Official

Mr. David Hawkins
boardchair@liftca.org
(580) 326-7581

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information

Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF/OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information**11. Award Number**

06HP000312-05-00

12. Unique Federal Award Identification Number (FAIN)

06HP000312

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Early Head Start Child Care Partnership

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 08/01/2023 - **End Date** 07/31/2024**20. Total Amount of Federal Funds Obligated by this Action** \$2,216,745.00

20a. Direct Cost Amount \$2,092,777.00

20b. Indirect Cost Amount \$123,968.00

21. Authorized Carryover \$0.00**22. Offset** \$0.00**23. Total Amount of Federal Funds Obligated this budget period** \$0.00**24. Total Approved Cost Sharing or Matching, where applicable** \$0.00**25. Total Federal and Non-Federal Approved this Budget Period** \$2,216,745.00**26. Period of Performance Start Date** 08/01/2019 - **End Date** 07/31/2024**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$10,754,291.00**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Notice of Award

Award# 06HP000312-05-00

FAIN# 06HP000312

Federal Award Date: 07/27/2023

Recipient Information**Recipient Name**

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

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A1

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$471,363.00
b. Fringe Benefits	\$138,794.00
c. Total Personnel Costs	\$610,157.00
d. Equipment	\$122,122.00
e. Supplies	\$61,000.00
f. Travel	\$5,000.00
g. Construction	\$0.00
h. Other	\$156,713.00
i. Contractual	\$1,137,785.00
j. TOTAL DIRECT COSTS	\$2,092,777.00
k. INDIRECT COSTS	\$123,968.00
l. TOTAL APPROVED BUDGET	\$2,216,745.00
m. Federal Share	\$2,216,745.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G064122	06HP00031205	ACFOHS	41.51	93.600	\$2,173,882.00	75-23-1536
3-G064121	06HP00031205	ACFOHS	41.51	93.600	\$42,863.00	75-23-1536



35. Terms And Conditions

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

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The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Recipients must act in compliance with the requirements of this grant and applicable Federal statutes, regulations, and policies as included in the Compendium of Program Instructions (<https://eclkc.ohs.acf.hhs.gov/policy/pi>) and Information Memoranda (<https://eclkc.ohs.acf.hhs.gov/policy/im>).

30. REMARKS (Continued from previous page)

This action awards \$2,173,882 for operations and \$42,863 for training and technical assistance for the 08/01/2023-07/31/2024 budget period.

Early Head Start population: 120 infants and toddlers.

Designated Early Head Start service area(s): Choctaw, McCurtain, and Pushmataha Counties in Oklahoma.

Approved program option(s) for the Early Head Start program: Center-based.

This grant is subject to the requirements included in Attachments 1 and 2.

\$122,122 under the Equipment category is for the following purpose:

\$68,457 to Purchase maintenance vehicle to be located at the Head Start/EHS/EHS-Child Care Administrative Office, 1005 S. 5th St., Hugo, OK 74743; \$39,990 to purchase two-deck modular slide units with molded roofs (at \$19,995 each) for outdoor playground located at the Broken Bow Early Learning Center, 1008 N. Park Dr., Broken Bow, OK 7472, and The Learning Tree, 1805 S. Central Ave., Idabel, OK 74745; and \$13,675 for the purchase of Dump Trailer to be located at the Head Start/EHS/EHS-Child Care Administrative Office, 1005 S. 5th St., Hugo, OK 74745. Final Total: \$122,122.00.

WRITTEN APPROVAL OF THE REGIONAL OFFICE MUST BE OBTAINED TO USE THE EQUIPMENT FUNDS FOR ANY OTHER PURPOSE.

This action awards funds for the cost-of-living adjustment (COLA) and Quality Improvement increases for program.

If applicable, this action also approves a waiver of the required non-federal match. The non-federal match identified on Line 24 of this Notice of Award must be met.

Semi-annual Federal Financial Reports (SF425) are due in PMS by 4/30/2024 and 10/30/2024. An Annual Federal Financial Report is due 10/30/2024. Real Property Status Report (SF429) Cover Page and Attachment A (for each property with federal interest) or Attachment A-No Property, is due in OLDC by 10/30/2024.

LIFT COMMUNITY ACTION AGENCY, INC. LIMITED ENGLISH PROFICIENCY PLAN/POLICY

LIFT Community Action Agency, Inc. (LIFT) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The plan/policy of LIFT is to ensure meaningful communication with LEP clients and their authorized representatives. The plan/policy also provides for communication of information contained in documents and forms applicable to LIFT. All interpreters, translators and other aids needed to comply with this plan/policy shall be provided without cost to the person being served, and clients and their families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, interpreters, and arrangements with local organizations providing interpretation translation services, technology, or telephonic interpretation services. All staff will be provided notice of this plan/policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques.

LIFT will conduct a regular review of the language access needs of our client population, as well as update and monitor the implementation of this plan/policy and its procedures, as necessary.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

LIFT will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification flyer (or “I speak...Language Identification Guide” available online at <https://www.lep.gov/translation#toc-language-identification-and-i-speak-cards> and on employee bulletin boards) to determine the language. In addition, when records are kept of past interactions with clients/residents or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

Dawn McDaniel, HR Director, 580-326-3351 will be responsible for:

(a) Assisting with locating translation services including technology;

Dawn McDaniel will secure assistance, if needed, in operating the online translation program in order to communicate with individuals who have limited English proficiency.

Dawn McDaniel
209 N. 4th St.
Hugo, Oklahoma 74743
580-326-3351

LIFT can also enlist the professional services of <https://www.worldlingo.com/> for translation services after gaining approval from the LIFT Executive Director. The list of languages for translation are listed at <http://translate.google.com/>.

(b) Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

(c) Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

www.worldlingo.com may provide qualified interpreter services. The agency's services are available upon a case by case basis and will be determined by Dawn McDaniel, 209 N. 4th St., Hugo, Oklahoma, 580-326-3351, and approved by the Executive Director.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the agency. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

3. PROVIDING WRITTEN TRANSLATIONS

(a) When translation of vital documents is needed, LIFT will submit those documents for translation to <http://translate.google.com/>. Original documents being submitted for translation will be in final form with updated and accurate information.

(b) Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

4. PROVIDING NOTICE TO LEP PERSONS

LIFT will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. This will be done by translating this document using <http://translate.google.com/> as needed. At a minimum, notices/signs will be posted at main points of entry and on employee bulletin boards.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, LIFT will assess changes in demographics, types of services or other needs that may require reevaluation of this plan/policy and its procedures. In addition, LIFT will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from community organizations, etc.

**Head Start Pay Scale for Center-Based Staff -
Teachers, Teacher Assistants and Cooks
Including 5.60% COLA & Quality Improvement**

Pay Scale			FY 2023 COLA (5.60%) & QI		
			Entry	5 Years	10 Years
T-4	Certified Teacher	Yearly	\$39,901.00	\$43,901.00	\$48,901.00
		Monthly	\$3,325.08	\$3,658.42	\$4,075.08
		Hourly	\$26.25	\$28.88	\$32.17
T-3	Degreed Teacher	Yearly	\$27,496.80	\$29,036.62	\$30,657.79
		Monthly	\$2,291.40	\$2,419.72	\$2,554.82
		Hourly	\$18.09	\$19.10	\$20.17
T-2	Teacher	Yearly	\$26,037.60	\$27,495.71	\$29,036.62
		Monthly	\$2,169.80	\$2,291.31	\$2,419.72
		Hourly	\$17.13	\$18.09	\$19.10
TA-3	TA - AA & Above	Yearly	\$18,844.11	\$19,903.49	\$21,011.02
		Monthly	\$1,570.34	\$1,658.62	\$1,750.92
		Hourly	\$12.40	\$13.09	\$13.82
TA-2	TA - CDA	Yearly	\$17,844.80	\$18,844.11	\$19,903.49
		Monthly	\$1,487.07	\$1,570.34	\$1,658.62
		Hourly	\$11.74	\$12.40	\$13.09
TA-1	TA - High School Diploma	Yearly	\$16,902.40	\$17,848.93	\$18,844.11
		Monthly	\$1,408.53	\$1,487.41	\$1,570.34
		Hourly	\$11.12	\$11.74	\$12.40
Cook	Cook	Yearly	\$15,382.40	\$16,243.81	\$17,158.73
		Monthly	\$1,281.87	\$1,353.65	\$1,429.89
		Hourly	\$10.12	\$10.69	\$11.29
AC	Assistant Cook	Yearly	\$15,382.40	\$16,243.81	\$17,158.73
		Monthly	\$1,281.87	\$1,353.65	\$1,429.89
		Hourly	\$10.12	\$10.69	\$11.29

**Head Start, Early Head Start, Early Head Start - Child
Care Salaries Including 5.60% COLA & Quality
Improvement**

Position:	Range:
Management Team	
Family Advocates	\$25,650.00 - \$29,640.00
HS Family Advocate/Site Supervisor	\$30,132.96 - \$38,875.20
Bus Monitor/Janitor	\$15,613.85
Mentor Coach	\$41,516.80
EHS Center Director(s)	\$32,062.95
EHS Lead Teacher	\$29,640.00 - 31,289.80
EHS Caregiver	\$24,581.59
EHS Caregiver Aide	\$19,634.93
Special Needs Aides/Substitutes	\$9.00 hourly

July 24-28 2023, Sept 4-8, 2023, Oct 16-20 2023, Nov 27-Dec 1 2023, Jan 8-12, 2024, Feb 19-23 2024, April 1-5 2024, May 13-17 2024, June 24-28 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz 100% Whole Grain Cornflakes - 1/2c Diced Peaches - 1/2c	1% Milk - 6oz Old-Fashioned Oatmeal 1/2 c Blueberries - 1/2c	1% Milk - 6oz Whole Wheat Pancake - 1oz Strawberries - 1/2c	1% Milk - 6oz Whole Wheat Bisquit or Toast w/Gravy - 1each Pineapple Tidbits - 1/2c	1% Milk - 6oz Toasted Oats - 1/2c Bananas or Mixed Fruit - 1/2c	
Lunch	1% Milk- 6oz Macaroni & Cheese Fish Sticks-CN Labeled Broccoli-1/4c Tropical Fruit 1/4c	1% Milk- 6oz Chicken patty w/ parmesan Cheese & Meat Sauce Green Beans 1/4c Diced Peaches-1/4 c Whole Wheat Roll-1/2c	1% Milk- 6oz Whole Wheat Cheeseburger French Fries-1/4c Lettuce/Tomato/ Pickle -1/2c	1% Milk- 6oz Black-eyed Peas w/ Turkey Ham Bits* 1/2c Cornbread or Muffins* 0.6 oz. Carrots 1/4c Oranges 1/4c	1% Milk- 6oz BBQ Chicken on Wheat Slider/ Wheat Bread * Tator Tots 1/4c Mandarin Oranges 1/4c	
PM Snack	1% Milk-4oz Ritz Crackers-0.4oz	Water Mozzarella Cheese Stick-0.5oz Wheat Cracker-0.4oz	Water Whole Wheat Toast-1 Slice Peanut Butter-1 tbsp.	Water Hard Boiled Egg-1each Triscuit Cracker-0.4oz	1% Milk-4oz Graham Cracker-0.5oz	

*=Follow Recipe

Kelli Warr 10/10

Anything with Pasta will be 3/4 cup each serving.

Head Start Weekly Menu
30 Day Cycle

July 31-Aug 4 2023, Sept. 11-15, 2023, Oct 23-27 2023, Dec 4-8, 2023, Jan 15-19, 2024, Feb 26-March 1 2024, April 8-12 2024, May 20-24 2024, July 1-5 , Aug 14-18 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz Rice Krispies - 3/4c Diced Pears - 1/2c	1% Milk - 6oz WG English Muffin or Bagel 1 each w/ 1oz Cream Cheese Spread Diced Apricots - 1/2c	1% Milk - 6oz Scrambled Eggs-1/4c Whole Wheat Toast 1 slice Fruit Cocktail - 1/2c	1% Milk - 6oz 100% Old Fashioned Oatmeal 1/2c Apples Slices - 1/2c	1% Milk - 6oz Whole Wheat Cinnamon Toast - 1 slice Tropical Fruit - 1/2c	
Lunch	1% Milk- 6oz Hot Turkey Ham Sandwich- Whole Wheat Bread Tomato Soup-1/2 c Green Beans 1/4c Sliced Apples-1/4c	1% Milk- 6oz Meat Lasagna W/W Noodles 3/4 cup Fresh Salad 1/2c Diced Peaches-1/4c	1% Milk-6oz Chicken Quesadilla W/W Tortilla Brown Rice 1/4 C Mandarin Oranges-1/4 C	1% Milk- 6oz Salisbury Steak or Meat Loaf* Whole Wheat Roll or Bread - 1 each Mashed Potatoes-1/4c Spinich or Mixed Greens 1/4c	1% Milk- 6oz Ravioli -CN Labeled Whole Wheat Bread-1 each Green Beans 1/4c M. Oranges 1/4c	
PM Snack	1% Milk-4oz Cheese Its-0.4oz	Water Yogurt - 2oz Pretzel Rod 0.4oz or Fresh Fruit 1/2 c	Water Cheddar Cheese Slice-0.5oz Wheat Cracker-0.4oz	1% Milk-4oz Banana Bread Squares*- 0.9oz	1% Milk-4oz Animal Crackers-0.5oz	

*=Follow Recipe

Kelli Warr 20/60

Head Start Weekly Menu

30 Day Cycle

Aug. 7-11 2023, Sept 18-22, 2023, Oct 30-Nov 3, 2023, Dec 11-15 2023, Jan 22-26, 2024, March 4-8 2024, April 15-19 2024, May 27-31, July 8-12

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz WG French Toast sticks - 1.1oz Applesauce- 1/2c	1% Milk - 6oz Chex Cereal-3/4c Strawberries - 1/2c	1% Milk - 6oz Whole Wheat Biscuit 0.5oz Pineapple Tidbits - 1/2c Jelly-Extra	1% Milk - 6oz Cream of Wheat- 1/2c Diced Peaches - 1/2c	1% Milk - 6oz Whole Wheat Cheddar Cheese Toast - 1 each Mixed Fruit - 1/2c	
Lunch	1% Milk- 6oz Chicken Nuggets-CN Labeled Macaroni & Cheese w/ WW Noddle's Sweet Potato Fries-1/4c Broccoli-1/4c	1% Milk- 6oz Tater Tot Bake w/ Ground Beef* Whole Wheat Bread 1 slice Baby Carrots w/ Ranch-1/4c	1% Milk- 6oz Chicken Noodle Soup w WW Pasta* or Chicken and Rice * Sweet Peas-1/4c Applesauce -1/4c	1% Milk- 6oz Pizza Burger with Ground Beef* Whole Wheat Bun - 1 each Green Beans -1/4c Corn- 1/4c	1% Milk- 6oz Pinto Beans 1/2c Cornbread or Muffin* -0.6oz Cheesy Potatoes- 1/4c Bananas 1/4c	**Pinto Beans to be served 3/8c = serve 1/2 cup each.
PM Snack	Grape Juice-4oz Graham Cracker-0.5oz	Water Peanut Butter-1 tbsp Saltine Crackers-0.4oz	1% Milk -4oz Apple Sauce Muffins*-0.9oz	1% Milk-4oz Whole Wheat Cinnamon Toast-1 slice	Water Sun Chips-0.5oz Bean Dip-1/8c	**Bean Dip is refried beans or cooked Pintos.

*=Follow Recipe

Kelli Warr RD/ND

Head Start Weekly Menu 30 Day Cycle

Aug. 12-18 2023, Sept 25-29,2023, Nov 6-10 2023, Dec 18-22 2023, Jan 29-Feb 2, 2024, March 11-15 2024, April 22-26 2024, June 3-7 2024, July 15-19

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz Chex Cereal-3/4c Bananas - 1c	1% Milk - 6oz 100% Old Fashioned Oatmeal-1/2c Blueberries - 1/2c	1% Milk - 6oz Toasted Oats-1/2c Diced Peaches - 1/2c	1% Milk - 6oz Whole Wheat French Toast 1.1oz or WW Pancake-0.6oz Strawberries - 1/2c	1% Milk - 6oz Whole Wheat Cinnamon Toast - 1 each Pineapple Tidbits - 1/2c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 6oz Fish Sticks-CN Labeled Whole Wheat Bread- 1 slice Sweet Potato Fries-1/4c Applesauce-1/4c	1% Milk- 6oz Beef Goulash* with Whole Wheat Noodles Green Beans - 1/4c Diced Pears- 1/4c	1% Milk- 6oz Chicken Stir Fry * includes Broccoli, Carrots, Onions, Edamame, Peppers-1 c Brown Rice-1/2c Pineapple tidbits-1/4c	1% Milk- 6oz Beef Stroganoff* w/ Whole Wheat Noodles Green Peas-1/4c Tropical Fruit-1/4c	1% Milk- 6oz Turkey Ham and Cheddar Sliders* or Beef Bologna & Cheddar Sandwiches on Whole Wheat Bread Lettuce/Tomato/ Pickle-1/2c Mixed Fruit -1/4c	
PM Snack	1% Milk-4oz Banana Muffin or Square* 0.9oz	Water Mozzarella Cheese-0.5oz Wheat Crackers-0.4oz	Orange Juice-4oz Soft Pretzles-0.5oz	Water Cheddar Cheese-0.5oz Saltine Crackers-0.4oz	1% Milk -4oz Animal Crackers-0.5oz	

*=Follow Recipe

Kelli Wann RD/CD

Head Start Weekly Menu 30 Day Cycle

Aug 21-25, 2023, Oct 2-6 2023, Nov 13-17 2023, Dec 25-29 2023, Feb 5-9 2024, March 18-22 2024, April 29-May 3 2024, June 10-14 2024, July 15-19

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz Corn Flakes-1/2c Diced Peaches - 1/2c	1% Milk - 6oz WG English Muffin or Bagel 1 each w/ 1oz Cream Cheese Spread Orange Wedge - 1/2c	1% Milk - 6oz Rice Krispies-3/4c Fruit Cocktail - 1/2c	1% Milk - 6oz Scrambled Eggs-1/4c Whole Wheat Toast 1 slice Apple slices - 1/2c	1% Milk - 6oz Whole Wheat Waffles w/ Syrup - 1 each Blueberries - 1/2c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 6oz Grilled Cheese Sandwich on Whole Wheat Bread Sweet Peas-1/4c Sliced Carrots Carrots-1/4c Fruit Mix-1/4c	1% Milk- 6oz Vegetable Beef Soup Green Beans-1/4 c Cornbread -0.6 oz Diced Pears- 1/4c	1% Milk- 6oz Beef or Chicken Tacos-wg Taco Shells Sliced Tomatoes/ lettuce 1/4 c each Refried Beans -1/4c Mandarin Oranges-1/4c	1% Milk- 6oz Chicken Nuggets - CN Labeled Grilled Mixed Vegetables-1/4c French Fries-1/4c	1% Milk- 6oz Lima Beans w/ Turkey Ham Bits* 1/2 Cheesy Potatoes-1/2c Rosy Applesauce -1/4c Corn Bread .06 oz	
PM Snack	Water Peanut Butter-1 tbsp. Saltine Crackers-0.4oz	1% Milk -4oz Toasted Oats-1/2c	Water Whole Wheat Cheddar Cheese Toast - 1 slice	1% Milk - 4oz Cheese Its- 0.4oz	1 % Milk-4oz Animal Crackers-0.5oz	

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Head Start Weekly Menu
30 Day Cycle

Aug. 28-Sept. 1, 2023, Oct 9-13 2023, Nov. 20-24 2023, Jan 1-5 2024, Feb 12-16 2024, March 25-29 2024, May 6-10 2024, June 17-21 2024, July 22-26 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 6oz Chex Cereal-3/4c Mandarin Oranges - 1/2c	1% Milk - 6oz Whole Wheat Biscuit or Toast w/Gravy - 1each Diced Peaches - 1/2c	1% Milk - 6oz Cream of Wheat-1/2c Strawberries - 1/2c	1% Milk - 6oz Toasted Oats-1/2c Fruit Cocktail - 1/2c	1% Milk - 6oz Whole Wheat Cinnamon Toast-1 each Pineapple Tidbits - 1/2c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 6oz Chicken Salad Sandwiches* on Whole Wheat Bread Baby Carrots or Celery Sticks-1/4c Mixed Fruit 1/4c	1% Milk- 6oz Whole Wheat Spaghetti w/ Meat Sauce* Fresh Salad - 1/2c or Green Beans 1/4c Broccoli- 1/4c	1% Milk- 6oz Chicken and Dumplings* Sweet Peas -1/4c Apple Wedge-1/4c	1% Milk- 6oz Hamburger Stew* Cheese Slice-0.5oz Oranges-1/4c Cornbread* 0.6oz	1% Milk- 6oz Chicken Spaghetti* w/ Whole Wheat Pasta Mixed Vegetables- 1/4c Pears -1/4c	
PM Snack	1% Milk -4oz Graham Crackers-0.5oz	Water Yogurt-2oz Fresh Fruit-1/2c	1% Milk - 4oz WG-Rich Wheat Crackers- 0.4oz	Water Apple Slices 1/2c Peanut Butter -1 tbsp.	Water Cheddar Cheese Stick- 0.5oz Pretzel Rod-0.4oz	

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Battiest only Ages 3-5

Week 1

Head Start Weekly Menu

30 Day Cycle

July 24-28 2023, Sept 4-8, 2023, Oct 16-20 2023, Nov 27-Dec 1 2023, Jan 8-12, 2024, Feb 19-23 2024, April 1-5 2024, May 13-17 2024, June 24-28 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk-4oz Ritz Crackers-0.4oz	Water Mozzarella Cheese Stick-0.5oz Wheat Cracker-0.4oz	Water Whole Wheat Toast- 1/2 Slice Peanut Butter-1 tbsp.	Water 1% milk-4oz Hard Boiled Egg- 1 each Triscuit Cracker-0.4oz	1% Milk-4oz Graham Cracker- 0.5oz	

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Reviewed: Kelli Warr 10/14

Week 2

Head Start Weekly Menu

Ages 3-5

30 Day Cycle

July 31-Aug 4 2023, Sept. 11-15, 2023, Oct 23-27 2023, Dec 4-8, 2023, Jan 15-19, 2024, Feb 26-March 1 2024, April 8-12 2024, May 20-24 2024, July 1-5 , Aug 14-

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk-4oz Cheese Its-0.4oz	Water Yogurt - 2oz Pretzel Rod 0.4oz or Fresh Fruit 1/2 c	Water Cheddar Cheese Slice- 0.5oz Wheat Cracker-0.4oz	1% Milk-4oz Banana Bread Squares*-0.9oz	1% Milk-4oz Animal Crackers- 0.5oz	

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Reviewed:

Kelli Warr 10/10

Week 3

Head Start Weekly Menu

Ages 3-5

30 Day Cycle

Aug. 7-11 2023, Sept 18-22, 2023, Oct 30-Nov 3, 2023, Dec 11-15 2023, Jan 22-26, 2024, March 4-8 2024, April 15-19 2024, May 27-31, July 8-12 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	Grape Juice-4oz	Water	1% Milk -4oz	1% Milk-4oz	Water	
	Graham Cracker-0.5oz	Peanut Butter-1 tbsp Saltine Crackers-0.4oz	Apple Sauce Muffins*-0.9oz	Whole Wheat Cinnamon Toast-1/2 slice	Sun Chips-0.5oz Bean Dip-1/8c	<i>**Bean Dip is refried beans or cooked Pintos.</i>

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Kelli Wann 10/40

Week 4

Head Start Weekly Menu

Ages 3-5

30 Day Cycle

Aug. 12-18 2023, Sept 25-29,2023, Nov 6-10 2023, Dec 18-22 2023, Jan 29-Feb 2, 2024, March 11-15 2024, April 22-26 2024, June 3-7 2024, July 15-19 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk-4oz Banana Muffin or Square* 0.9oz	Water Mozzarella Cheese-0.5oz Wheat Crackers-0.4oz	Orange Juice-4oz Soft Pretzles-0.5oz	Water Cheddar Cheese-0.5oz Saltine Crackers-0.4oz	1% Milk -4oz Animal Crackers-0.5oz	

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Kelli Warr 10/40

Week 5

Head Start Weekly Menu 30 Day Cycle

Ages 3-5

Aug 21-25, 2023, Oct 2-6 2023, Nov 13-17 2023, Dec 25-29 2023, Feb 5-9 2024, March 18-22 2024, April 29-May 3 2024, June 10-14 2024, July 15-19 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	Water Peanut Butter-1 tbsp. Saltine Crackers- 0.4oz	1% Milk -4oz Toasted Oats-1/2c	1% Milk - 4oz Whole Wheat Cheddar Cheese Toast - 1/2 slice	1% Milk - 4oz Cheese Its- 0.4oz	1 % Milk-4oz Animal Crackers- 0.5oz	

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Reviewed:

Kelli Warr 10/10

Week 6

Head Start Weekly Menu

30 Day Cycle

Ages 3-5

Aug. 28-Sept. 1, 2023, Oct 9-13 2023, Nov. 20-24 2023, Jan 1-5 2024, Feb 12-16 2024, March 25-29 2024, May 6-10 2024, June 17-21 2024, July 22-26 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
PM Snack	1% Milk -4oz Graham Crackers- 0.5oz	Water Yogurt-2oz Fresh Fruit-1/2c	1% Milk - 4oz WG-Rich Wheat Crackers-0.4oz	Water Apple Slices 1/2c Peanut Butter -1 tbsp.	Water Cheddar Cheese Stick-0.5oz Pretzel Rod-0.4oz	

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Kelli Warr RD/MS

Week 1

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

July 24-28 2023, Sept 4-8, 2023, Oct 16-20 2023, Nov 27-Dec 1 2023, Jan 8-12, 2024, Feb 19-23 2024, April 1-5 2024, May 13-17 2024, June 24-28 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz 100% Whole Grain Cornflakes - 1/2c Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk - 4oz Old-Fashioned Oatmeal 1/4 c Applesauce - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Pancake - 1oz Diced Pears - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Biscuit or Toast w/Gravy - 1each Pineapple Tidbits - 1/4c	1% Milk - 4oz Whole Milk -4oz Toasted Oats - 1/2c Bananas or Mixed Fruit - 1/4c	
Lunch	1% Milk- 4oz Whole Milk - 4oz Macaroni & Cheese Fish Sticks-CN Labeled Broccoli-1/8c Tropical Fruit 1/8c	1% Milk- 4oz Whole Milk - 4oz Unstuffed Cabbage w/ Ground Beef* Corn 1/4c Brown Rice-1/4c	1% Milk- 4oz Whole Milk - 4oz Whole Wheat Cheeseburger French Fries-1/8c Lettuce/Tomato/ Pickle -1/4c	1% Milk- 4oz Whole Milk - 4oz Black-eyed Peas w/ Turkey Ham Bits* Cornbread or Muffins* 0.6 oz. Carrots 1/8c Oranges 1/8c	1% Milk- 4oz Whole Milk - 4oz BBQ Chicken on Wheat Slider/ Wheat Bread * Tator Tots 1/8c Mandarin Oranges 1/8c	
PM Snack	1% Milk-4oz Whole Milk - 4oz Ritz Crackers-0.4oz	1% Milk-4oz Whole Milk - 4oz Mozzarella Cheese Stick-0.5oz Wheat Cracker-0.4oz	Water Whole Wheat Toast- 1/2 Slice Peanut Butter-1 tbsp.	Water Hard Boiled Egg- 1each Triscuit Cracker-0.4oz	1% Milk-4oz Whole Milk - 4oz Graham Cracker- 0.5oz	

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Week 2

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

July 31-Aug 4 2023, Sept. 11-15, 2023, Oct 23-27 2023, Dec 4-8, 2023, Jan 15-19,2024, Feb 26-March 1 2024, April 8-12 2024, May 20-24 2024, July 1-5 , Aug 1

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz Rice Krispies - 3/4c Diced Pears - 1/4c	1% Milk - 4oz Whole Milk - 4oz WG English Muffin or Bagel 1 each w/ 1oz Cream Cheese Spread Diced Apricots - 1/4c	1% Milk - 4oz Whole Milk - 4oz Scrambled Eggs-1/4c Whole Wheat Toast 1/2 slice Fruit Cocktail - 1/4c	1% Milk - 4oz Whole Milk - 4oz 100% Old Fashioned Oatmeal 1/4c Apples Slices - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Cinnamon Toast - 1 slice Tropical Fruit - 1/4c	
Lunch	1% Milk- 4oz Whole Milk -4oz Wheat Penne Pasta w/ Chicken & Alfredo Sauce * Green Beans 1/8c Broccoli-1/8c	1% Milk- 4oz Whole Milk - 4oz Meat Lasagna w/ WW Noodles* Fresh Salad 1/4c Diced Peaches-1/8c	1% Milk- 4oz Whole Milk - 4oz Taco Soup * Cornbread*-0.6oz or Saltine Crackers 0.4oz Corn-1/8c Fruit Cocktail -1/8c	1% Milk- 4oz Whole Milk - 4oz Salisbury Steak or Meat Loaf* Whole Wheat Roll or Bread - 1 each Mashed Potatoes- 1/8c Spinich or Mixed Greens 1/8c	1% Milk- 4oz Whole Milk - 4oz Ravioli -CN Labeled Whole Wheat Bread- 1/2 slice Green Beans 1/8c Glazed Carrots 1/8c	
PM Snack	1% Milk-4oz Whole Milk - 4oz Cheese Its-0.4oz	Water Yogurt - 2oz Pretzel Rod 0.4oz or Fresh Fruit 1/2 c	Water Cheddar Cheese Slice- 0.5oz Wheat Cracker-0.4oz	1% Milk-4oz Whole Milk - 4oz Banana Bread Squares*-0.9oz	1% Milk-4oz Whole Milk - 4oz Animal Crackers- 0.5oz	

Reviewed:

Kelli Warr 20/40

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Week 3

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

Aug. 7-11 2023, Sept 18-22, 2023, Oct 30-Nov 3, 2023, Dec 11-15 2023, Jan 22-26, 2024 , March 4-8 2024, April 15-19 2024, May 27-31, July 8-12 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz WG French Toast sticks - 1.1oz Applesauce- 1/4c	1% Milk - 4oz Whole Milk - 4oz Chex Cereal-3/4c Strawberries - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Biscuit 0.5oz Pineapple Tidbits - 1/4c Jelly-Extra	1% Milk - 4oz Whole Milk -4oz Cream of Wheat- 1/4c Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Cheddar Cheese Toast - 1 each Mixed Fruit - 1/4c	
Lunch	1% Milk- 4oz Whole Milk - 4oz Chicken Nuggets-CN Labeled Macaroni & Cheese w/ WW Noddle's Sweet Potato Fries-1/8c Broccoli-1/8c	1% Milk- 4oz Whole Milk - 4oz Tater Tot Bake w/ Ground Beef* Whole Wheat Bread 1/2 slice Sliced Carrots-1/8c	1% Milk- 4oz Whole Milk - 4oz Chicken Noodle Soup w WW Pasta* or Chicken and Rice * Sweet Peas-1/8c Applesauce -1/8c	1% Milk- 4oz Whole Milk - 4oz Pizza Burger with Ground Beef* Whole Wheat Bun - 1 each Green Beans -1/8c Corn- 1/8c	1% Milk- 4oz Whole Milk - 4oz Pinto Beans 1/4c Cornbread or Muffin* -0.6oz Cheesy Cauliflower- 1/8c Mixed Greens 1/8c	
PM Snack	Grape Juice-4oz Graham Cracker- 0.5oz	Water Peanut Butter-1 tbsp Saltine Crackers- 0.4oz	1% Milk -4oz Whole Milk - 4oz Apple Sauce Muffins*- 0.9oz	1% Milk-4oz Whole Milk - 4oz Whole Wheat Cinnamon Toast-1/2 slice	Water Sun Chips-0.5oz Bean Dip-1/8c	**Bean Dip is refried beans or cooked Pintos.

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Week 4

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

Aug. 12-18 2023, Sept 25-29,2023, Nov 6-10 2023, Dec 18-22 2023, Jan 29-Feb 2, 2024, March 11-15 2024, April 22-26 2024, June 3-7 2024, July 15-19 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz Chex Cereal-3/4c Bananas - 1/4c	1% Milk - 4oz Whole Milk - 4oz 100% Old Fashioned Oatmeal-1/4c Blueberries - 1/4c	1% Milk - 4oz Whole Milk - 4oz Toasted Oats-1/2c Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat French Toast- 1.1oz or WW Pancake-0.6oz Strawberries - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Cinnamon Toast - 1 each Pineapple Tidbits - 1/4c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 4oz Whole Milk -4oz Fish Sticks-CN Labeled Whole Wheat Bread- 1/2 slice Sweet Potato Fries-1/8c Applesauce-1/8c	1% Milk- 4oz Whole Milk - 4oz Beef Goulash* with Whole Wheat Noodles Green Beans - 1/8c Diced Pears- 1/8c	1% Milk- 4oz Whole Milk -4oz Chicken Stir Fry * includes Broccoli, Carrots, Onions, Edamame, Peppers-1 c Brown Rice-1/2c Pineapple tidbits-1/8c	1% Milk- 4oz Whole Milk -4oz Beef Stroganoff* w/ Whole Wheat Noodles Green Peas-1/8c Tropical Fruit-1/8c	1% Milk- 4oz Whole Milk - 4oz Turkey Ham and Cheddar Sliders* or Beef Bologna & Cheddar Sandwiches on Whole Wheat Bread Lettuce/Tomato/ Pickle-1/4c Mixed Fruit -1/8c	
PM Snack	1% Milk-4oz Whole Milk - 6oz Banana Muffin or Square* 0.9oz	Water Mozzarella Cheese- 0.5oz Wheat Crackers-0.4oz	Orange Juice-4oz Soft Pretzles-0.5oz	Water Cheddar Cheese- 0.5oz Saltine Crackers-0.4oz	1% Milk -4oz Whole Milk - 6oz Animal Crackers-0.5oz	

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Kelli Warr 10/10

Week 5

Early Head Start Weekly Menu

Ages 1-2

30 Day Cycle

Aug 21-25, 2023, Oct 2-6 2023, Nov 13-17 2023, Dec 25-29 2023, Feb 5-9 2024, March 18-22 2024, April 29-May 3 2024, June 10-14 2024, July 15-19 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk -4oz Corn Flakes-1/2c Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk- 4oz WG English Muffin or Bagel 1 each w/ 1oz Cream Cheese Spread Orange Wedge - 1/4c	1% Milk - 4oz Whole Milk - 4oz Rice Krispies-3/4c Fruit Cocktail - 1/4c	1% Milk - 4oz Whole Milk - 4oz Scrambled Eggs-1/4c Whole Wheat Toast 1/2 slice Apple slices - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Waffles w/ Syrup - 1 each Blueberries - 1/4c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 4oz Whole Milk- 4oz Grilled Cheese Sandwich on Whole Wheat Bread Vegetarian Beans or Pork N Beans-1/4c Candied Carrots-1/8c Fruit Mix-1/8c	1% Milk- 4oz Whole Milk - 4oz Chicken Pot Pie* w/ mix vegetables Diced Pears- 1/8c	1% Milk- 4oz Whole Milk -4oz Beef Taco Pie* or Bean Taco Pie* Corn -1/8c Mandarin Oranges- 1/8c	1% Milk- 4oz Whole Milk - 4oz Chicken Nuggets - CN Labeled Grilled Mixed Vegetables-1/8c French Fries-1/8c	1% Milk- 4oz Whole Milk - 4oz Lima Beans w/ Turkey Ham Bits* - 1/4c Cheesy Potatoes-1/8c Rosy Applesauce - 1/8c Wheat WG Crackers- 0.4oz	
PM Snack	Water Peanut Butter-1 tbsp. Saltine Crackers-0.4oz	1% Milk -4oz Whole Milk - 4oz Toasted Oats-1/2c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Cheddar Cheese Toast - 1/2 slice	1% Milk - 4oz Whole Milk - 4oz Cheese Its- 0.4oz	1 % Milk-4oz Whole Milk - 4oz Animal Crackers-0.5oz	

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Reviewed: *Kelli Warr 10/10*

Week 6

Early Head Start Weekly Menu 30 Day Cycle

Ages 1-2

Aug. 28-Sept. 1, 2023, Oct 9-13 2023, Nov. 20-24 2023, Jan 1-5 2024, Feb 12-16 2024, March 25-29 2024, May 6-10 2024, June 17-21 2024, July 22-26 2024

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	Notes
Breakfast	1% Milk - 4oz Whole Milk - 4oz Chex Cereal-3/4c Mandarin Oranges - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Biscuit or Toast w/Gravy - 1each Diced Peaches - 1/4c	1% Milk - 4oz Whole Milk - 4oz Toasted Oats- 1/2c Fruit Cocktail - 1/4c	1% Milk - 4oz Whole Milk - 4oz Cream of Wheat- 1/4c Diced Pears - 1/4c	1% Milk - 4oz Whole Milk - 4oz Whole Wheat Cinnamon Toast- 1 each Pineapple Tidbits - 1/4c	**Utilize available Seasonal Fresh Fruits
Lunch	1% Milk- 4oz Whole Milk - 4oz Chicken Salad Sandwiches* on Whole Wheat Bread Baby Carrots or Celery Sticks-1/8c Mixed Fruit 1/8c	1% Milk- 4oz Whole Milk - 4oz Whole Wheat Spaghetti w/ Meat Sauce* Fresh Salad - 1/4c or Green Beans 1/8c Broccoli- 1/8c	1% Milk- 4oz Whole Milk - 4oz Chicken and Dumplings* Sweet Peas -1/8c Apple Wedge- 1/8c	1% Milk- 4oz Whole Milk - 4oz Hamburger Stew* Cheese Slice- 0.5oz Oranges-1/8c Cornbread* 0.6oz	1% Milk- 4oz Whole Milk - 4oz Chicken Spaghetti* w/ Whole Wheat Pasta Mixed Vegetables- 1/8c Mixed Vegetables -1/8c	
PM Snack	1% Milk - 4oz Whole Milk - 4oz Graham Crackers- 0.5oz	Water Yogurt-2oz Fresh Fruit-1/2c	1% Milk - 4oz Whole Milk - 4oz WG-Rich Wheat Crackers-0.4oz	Water Apple Slices 1/2c Peanut Butter -1 tbsp.	Water Cheddar Cheese Stick-0.5oz Pretzel Rod-0.4oz	

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Reviewed: *Kelli Wann 10/10*

Memorandum Agreement
Between Zen Gee Counseling and LIFT Community Action Agency, Inc.
Head Start/Early Head Start/Early Head Start – Child Care

This agreement, made and entered into this 1st day of September, 2023 by and between Zen Gee Counseling, hereinafter referred to as the Zen Gee Counseling and LIFT Community Action Agency, Inc. – Head Start/Early Head Start/Early Head Start-Child Care, hereinafter referred to as “LCAA HS/EHS/EHS-CC” in consideration of the mutual covenants and stipulations herein set forth, the parties agree as follows:

Zen Gee Counseling agrees to:

- A. Provide one (1) hour of visitation and observation to each of the LCAA HS/EHS/EHS-CC classrooms during the 2023/2024 school year:
 1. Observe the children with reported behavioral problems in a classroom. Children served under the terms of this agreement will be identified and referred directly by LCAA HS/EHS/EHS-CC.
 2. Observe children for potential behavioral problems and offer recommendations to assist Head Start staff with methods to optimize classroom behavioral health practices. Such recommendations will be included in a written report of the visit which will be forwarded to the LIFT Disability/Mental Health Specialist within seven business days.
- B. Assist in planning for referrals to outside mental health providers as necessary.
- C. Provide follow up on the progress of children identified during the screening process through the use of reports provided by the teacher.
 1. Submit a written progress report regarding the follow-up conversation within seven business days.
- D. Assist in locating local/non-local resources for services and assist in arranging for diagnostic evaluations for children enrolled in the LCAA HS/EHS/EHS-CC programs needing evaluation. The cost of such evaluations is not included in this agreement.
- E. Be available at LCAA HS/EHS/EHS-CC Pre-Service and In-Service trainings and by appointment for consultation concerning methods to optimize the mental health of children attending LCAA HS/EHS/EHS-CC programs. Other staff and/or group meetings may also be scheduled by mutual agreement of Zen Gee Counseling and LCAA HS/EHS/EHS-CC.
- F. Be available for scheduled monthly consultative visits at the Hugo Head Start administrative office with LCAA HS/EHS/EHS-CC.
- G. Bill for services on a monthly basis for services delivered to that date beginning October 1, 2023.
- H. Identify a person/person(s) who will serve as a liaison for LCAA HS/EHS/EHSCC in carrying out the provisions of this contract.
- I. Zen Gee Counseling will secure consent for treatment services and consent for the release of information as indicated from parents and/or legal guardians of children referred for services.

J. Consideration and cost of services:

<u>Service:</u>	<u>Fee:</u>	<u>In-Kind Contribution:</u>	<u>Fee Billed to LCAA HS/ EHS/EHS-CC:</u>
On-site			
Consultation	\$125. per 1 hr.	\$25. per 1 hr.	\$75. per 1 hr.
Observations	\$125. per 1 hr.	\$25. per 1 hr.	\$75. per 1 hr.
Trainings/ Meetings	\$125. per 1 hr.	\$25. per 1 hr.	\$75. per 1 hr.

* Fees include actual time spent during consultations, on-site observations, and trainings/meetings. Fees will not be charged for driving time to and from Head Start/Early Head Start/Early Head Start-Child Care centers or Head Start Central office or telephone conversations.

- K. This contract is subject to federal HIPAA Laws, Oklahoma Laws, and Zen Gee Counseling and LCAA HS/EHS/EHS-CC rules and regulations concerning confidentiality.
- L. LCAA HS/EHS/EHS-CC will reimburse Zen Gee Counseling on a monthly basis following the provision of said service and receipt of appropriate invoices and reports.
- M. Services provided for Medicaid eligible children must meet all applicable Medicaid guidelines and regulations. Reimbursement for services provided to Medicaid eligible children shall be the responsibility of Zen Gee Counseling. LCAA HS/EHS/EHS-CC shall not be responsible for these services regardless of the amount of reimbursement provided by the Medicaid program.
- N. This contract shall become effective on the first day of September, 2023. The term of this contract shall be one year from the effective date and will be jointly evaluated during the last 30 days of said term.
- O. This contract may be vacated with a 30-day notice, or altered, amended, or otherwise modified by written or signed agreement executed by both parties.

APPROVED:

Rebecca Porter
LCAA Executive Director

Date

Zen Gee – Zen Gee Counseling

Date

Darla Galyon
HS/EHS/EHS-CC Director

Date

Rita Burke
LCAA Disabilities/Mental Health Specialist

Date

Underenrollment Plan For LIFT Head Start/Early Head Start

Full Enrollment Initiative 2023

12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.

Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Darla Galyon	Program Director	☒ EHS ☒ HS
Jordan Mack	Assistant Program Director	☒ EHS ☒ HS
Mattie Ferguson	Assistant Program Director	☒ EHS ☒ HS
		☐ EHS ☐ HS
		☐ EHS ☐ HS

Underenrollment Plan for LIFT Head Start/Early Head Start

Grant Number: 06CH010743			
Program Name	Program	Plan Start Date*	Plan End Date
LIFT HS/EHS	☒ EHS ☒ HS	6/10/2023	6/10/2024
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.

*Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

Underenrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This 'Underenrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

Underenrollment Plan for LIFT Head Start/Early Head Start

Factors Contributing to Underenrollment

Factor # 1	Factor # 2	Factor # 3
Competition	Service Area	Workforce
Causes / Reasons: • 54% of public school districts within LIFT Head Start locations offer Pre-K programs. • 39% of LIFT Head Start locations are also served by Tribal Head Start programs. • 5 additional neighboring public school districts within program service area offer Pre-K programs.	Causes / Reasons: • During 22-23 school year the LIFT Head Start served approximately 65% of eligible families in service area, even amongst competition with other programs. • Community Assessment Data shows a 7% decrease in population within the program service area.	Causes / Reasons: • Decrease of workforce, with the state of Oklahoma reporting the highest turnover in education in a decade. • Multiple positions have remained vacant spanning 2 school years. • Staff are requesting lower ratio due to behavior needs that are increasing with children.
Effect on Underenrollment: • The service area is oversaturated with 3 and 4 year old programs resulting in under enrollment.	Effect on Underenrollment: • The program is suffering from a shortage of eligible children.	Effect on Underenrollment: • Classrooms have remained closed due to lack of teaching staff for adequate coverage.

Underenrollment Plan for LIFT Head Start/Early Head Start

Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Request a "Change in Scope" for Head Start grant.	Competition	Darla Galyon	Collaboration with Region VI office.	9/1/2023
				Status
				In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The program is writing a "Change in Scope" in collaboration with the Region VI office. The request will include a reduction of funded enrollment for Head Start slots. This will allow the program to focus on serving the available children within the service area.

Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Increase recruitment efforts surrounding new eligibility criteria for SNAP benefits.	Service Area	Jordan Mack	Collaboration with Outreach Specialist and OKDHS workforce.	10/31/2023
				Status
				In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The program will meet with local DHS representatives to discuss collaborations for recipients of SNAP benefits.

Underenrollment Plan for LIFT Head Start/Early Head Start

Action # 3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
The program is assessing budget to increase compensation for staff.	Workforce	Darla Galyon	Collaboration with Chief Planner Kathy James and LIFT Fiscal Officer Sheree Ensley.	11/30/2023
				Status
				Choose an item.

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The program will realign the budget to increase salary for program staff in an effort to solidify positions and decrease turnover.

Plan Progress and Updates

Quarter 1

Click or tap to enter a date.

- [text]

Quarter 2

Click or tap to enter a date.

- [text]

Quarter 3

Click or tap to enter a date.

- [text]

Quarter 4

Click or tap to enter a date.

- [text]

Underenrollment Plan for LIFT Early Head Start-Child Care Full Enrollment Initiative 2023

12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.

Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Darla Galyon	Program Director	☒ EHS ☒ HS
Jordan Mack	Assistant Program Director	☒ EHS ☒ HS
Mattie Ferguson	Assistant Program Director	☒ EHS ☒ HS
		☐ EHS ☐ HS
		☐ EHS ☐ HS

Underenrollment Plan for LIFT Early Head Start-Child Care

Grant Number: 06HP000312			
Program Name	Program	Plan Start Date*	Plan End Date
LIFT EHS-CC	☒ EHS ☐ HS	6/10/2023	6/10/2024
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.

*Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

Underenrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This 'Underenrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

Underenrollment Plan for LIFT Early Head Start-Child Care

Factors Contributing to Underenrollment

Factor # 1	Factor # 2	Factor # 3
Temporary Factors	External Factors	Workforce
Causes / Reasons: Partner program withdrew from the EHS-CC grant due to extenuating circumstances.	Causes / Reasons: The State of Oklahoma requirements for child care subsidy make it difficult for families to apply and receive subsidy or a denial of subsidy.	Causes / Reasons: Partnerships staff have experienced a high rate of turnover.
Effect on Underenrollment: Enrollment suffered a temporary loss of slots.	Effect on Underenrollment: Enrollment suffers as a result of the delay with OKDHS child care subsidy.	Effect on Underenrollment: Classrooms have remained closed due to lack of teaching staff for adequate coverage.

Underenrollment Plan for LIFT Early Head Start-Child Care

Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Expanded enrollment slots at existing child care partnership site.	Temporary Factors	Darla Galyon	Collaboration with partnership site to finish construction and set up on expansion.	10/1/2023
				Status
				In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The partnership site is expanding the square footage of EHS-CC rooms. The program is supporting the expansion and construction efforts. Upon completion of expansion the program will collaborate to set up room for service.

Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Change EHS-CC enrollment policy to provide a temporary scholarship to families that have applied for child care subsidy.	External Factors	Jordan Mack	Collaboration with Governing Board and Policy Council.	11/1/2023
				Status
				In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The program will examine policies to include a temporary scholarship for families that can provide documentation that they have applied for child care subsidy.

Underenrollment Plan for Early Head Start-Child Care

Action # 3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
The program is increasing staff wellness resources for partnership staff.	Workforce	Darla Galyon	Collaboration with partnership directors and budget appropriation.	12/31/2023
				Status In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The program will expand staff wellness activities for partnership staff in an effort to reduce burnout and turnover rates. In addition, the program will provide training for EHS-CC staff.

Plan Progress and Updates

Quarter 1

Click or tap to enter a date.

- [text]

Quarter 2

Click or tap to enter a date.

- [text]

Quarter 3

Click or tap to enter a date.

- [text]

Quarter 4

Click or tap to enter a date.

- [text]

Quarterly Production Summary Report

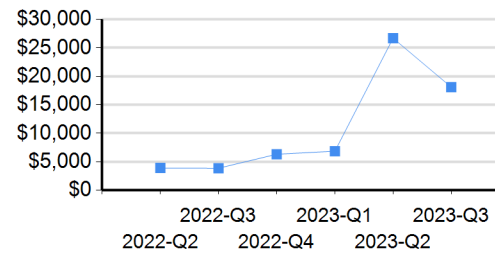
April 1 - June 30 2023

8251 - LIFT Community Action Agency

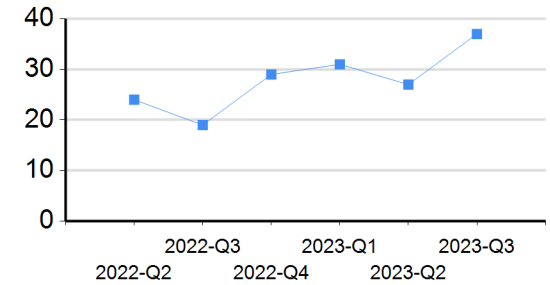
Midwest Region

Total Reported Investment	\$18,099,231.14
Homeowners Created - Customers	37
Preserved Homeownership - Customers	2
Rental Homes Constructed, Acquired, and Preserved	0
Created and Preserved Homes and Customers	39
Owner Occupied Repairs - Homes	0
Rental Homes, Repaired	0
Total Repaired - Homes	0
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

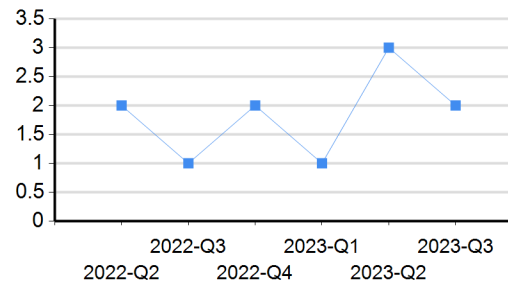
Total Reported Investment (in thousands)



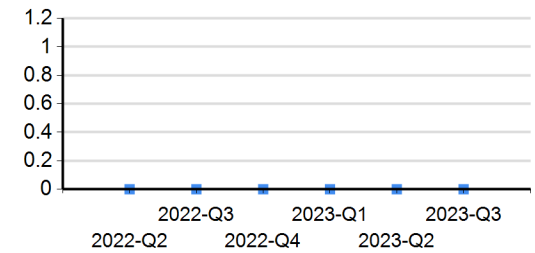
Homeowners Created - Customers



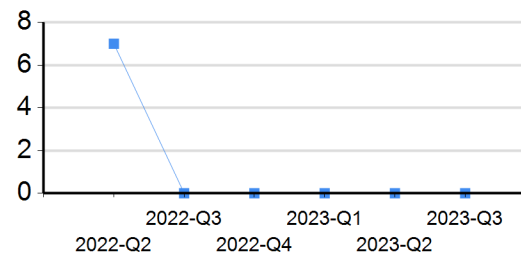
Preserved Homeownership - Customers



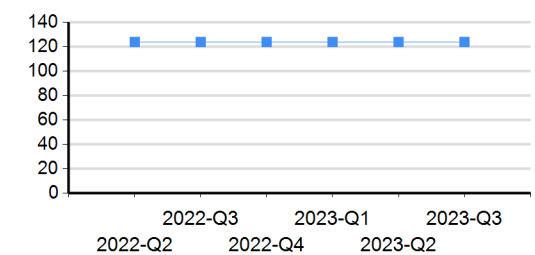
Rental Homes Constructed, Acquired, and Preserved



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
April 1 - June 30 2023

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	\$381,959.00	\$8,648,486.00	\$0.00	\$9,030,445.00
Homes	0	0	2	35	0	37
Customers	0	0	2	35	0	37
	Preserved Homeownership					
	Owner Occupied Rehab	Refinance not foreclosure	Reverse mortgage	Replacement	Foreclosure Mitigation Counseling (home retained)	Total Preserved Homeownership
Investment	\$13,220.14	\$0.00	\$0.00	\$0.00	\$0.00	\$13,220.14
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	Consumer Lending
Investment	\$0.00	\$9,030,445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,512.00	\$0.00	\$18,609.00	\$0.00
Homes	0	* 37	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

April 1 - June 30 2023

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	

Quarterly Production Summary Report
April 1 - June 30 2023

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	\$338,901.00	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	1	l. Number currently 30-59 days delinquent	0		
d. Value currently 30-59 days delinquent	\$141,701.00	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	\$17,083.00	q. Value currently 90 days or more delinquent	\$0.00		
i. Delinquency Rate (90 days or more)	5.04 %	i. Delinquency Rate (90 days or more)	0.00 %		

IX. Volunteers	
Volunteer Hours	8,463

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	37	100.00 %

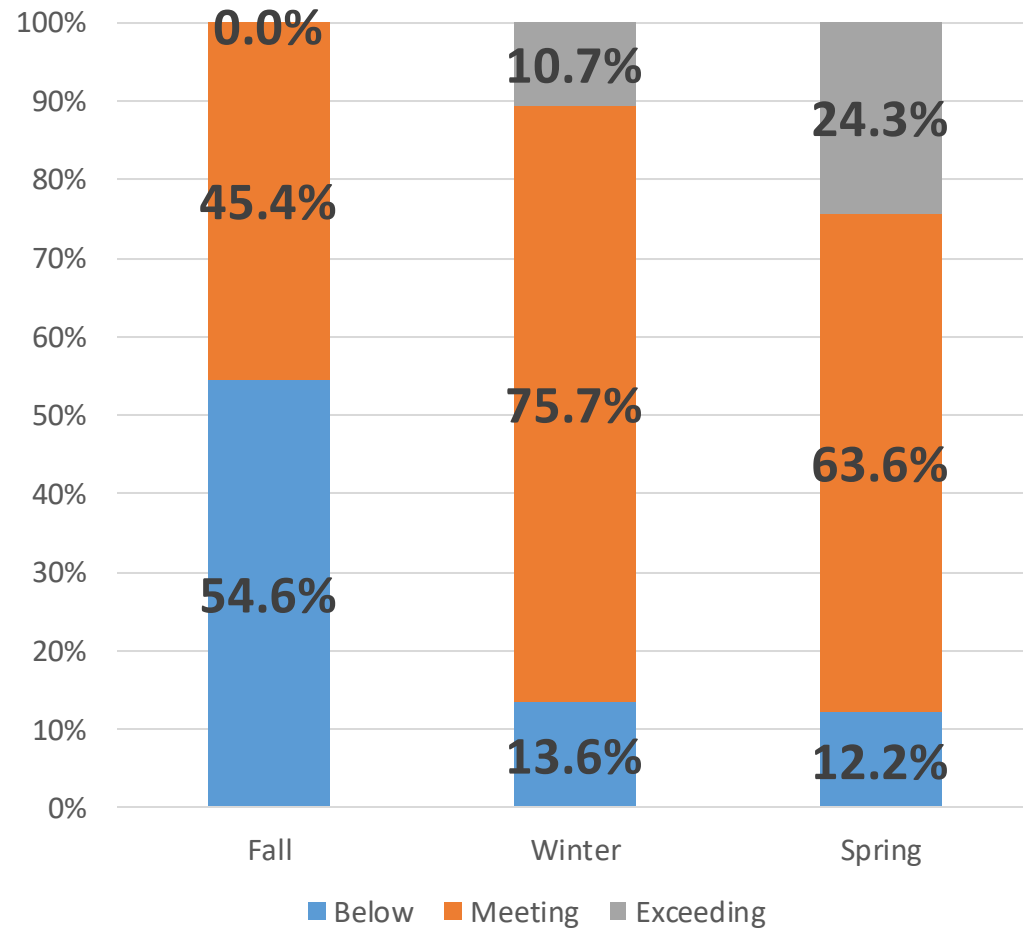
2022-23 TSGOLD Outcomes

Fall, Winter, Spring

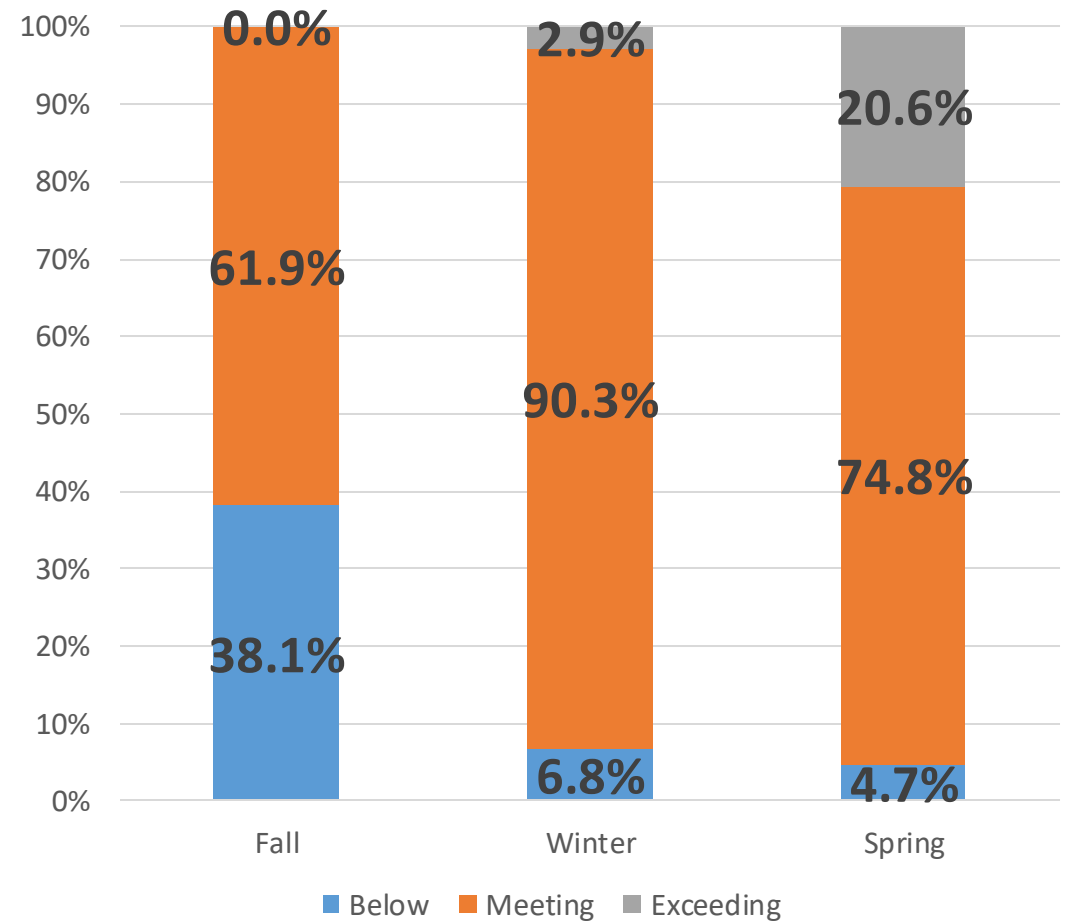
Head Start

4 Year Olds (107 children)

Social Emotional



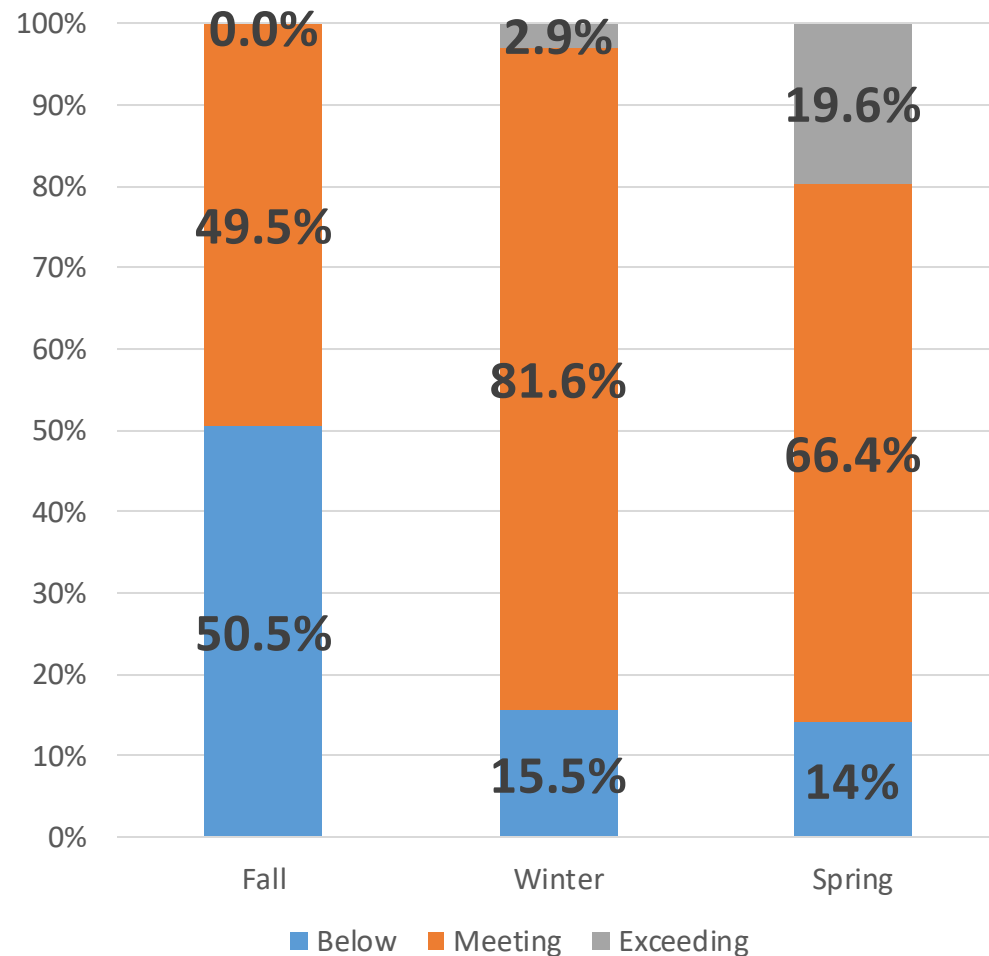
Physical



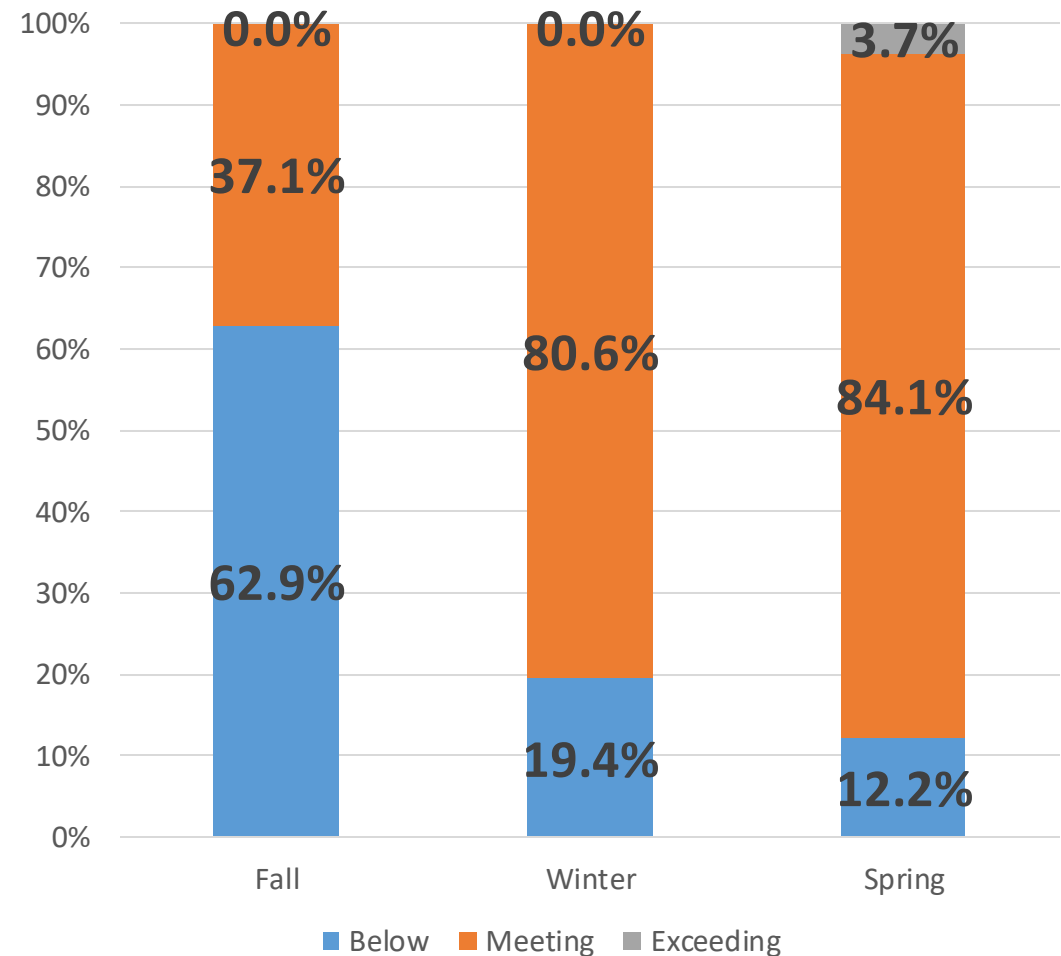
Head Start

4 Year Olds (107 children)

Language



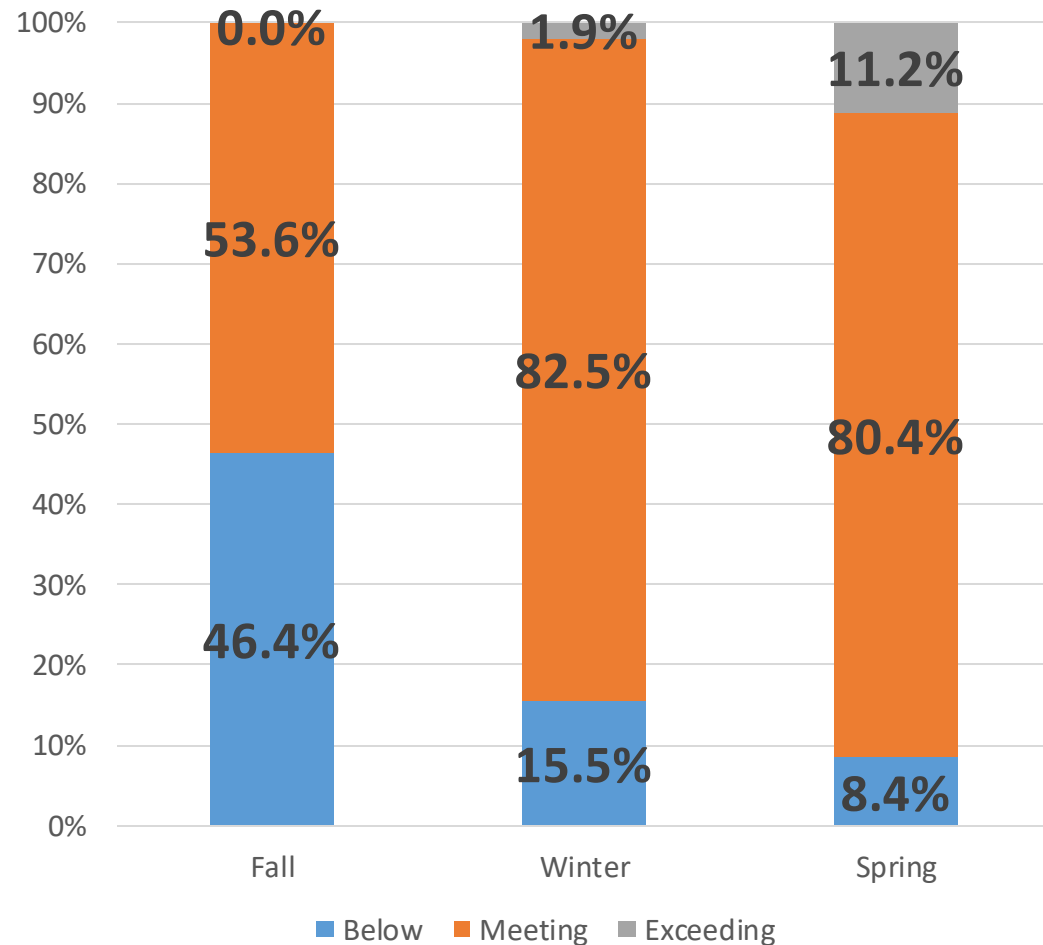
Cognitive



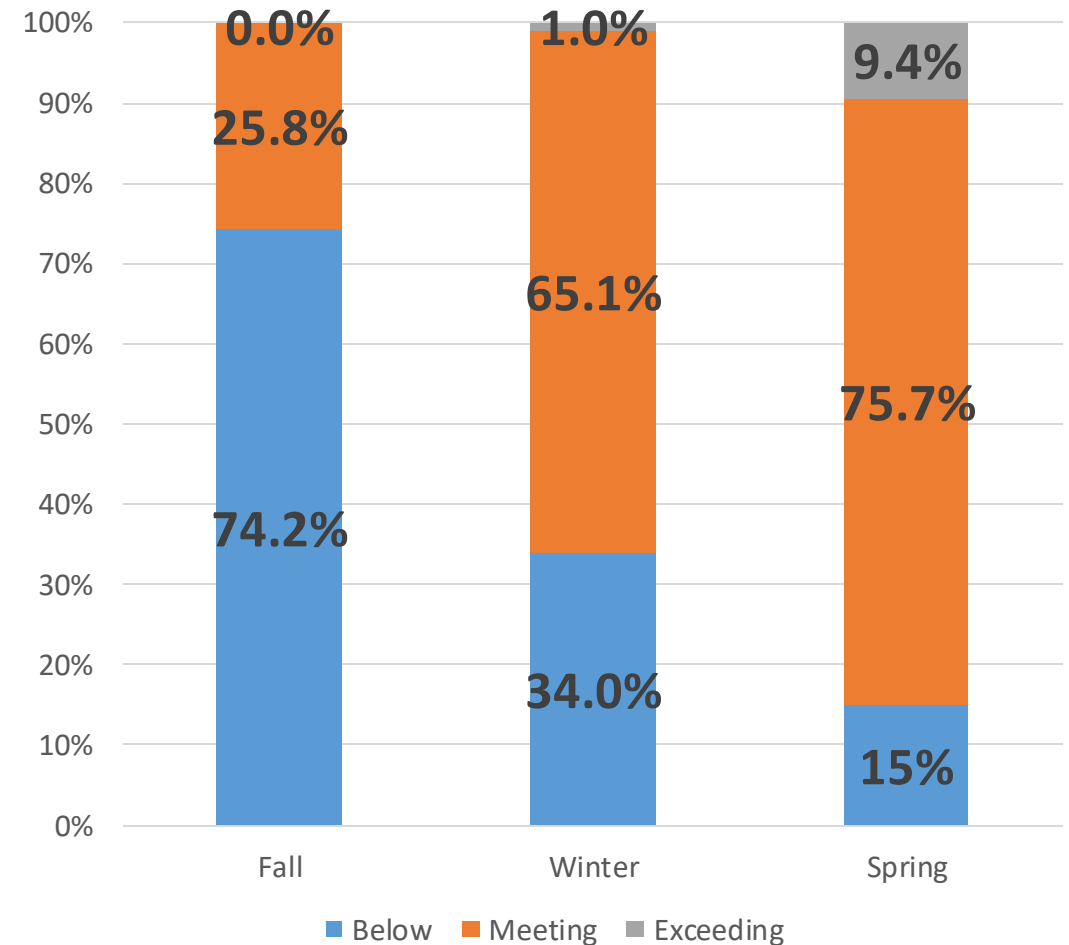
Head Start

4 Year Olds (107 Children)

Literacy



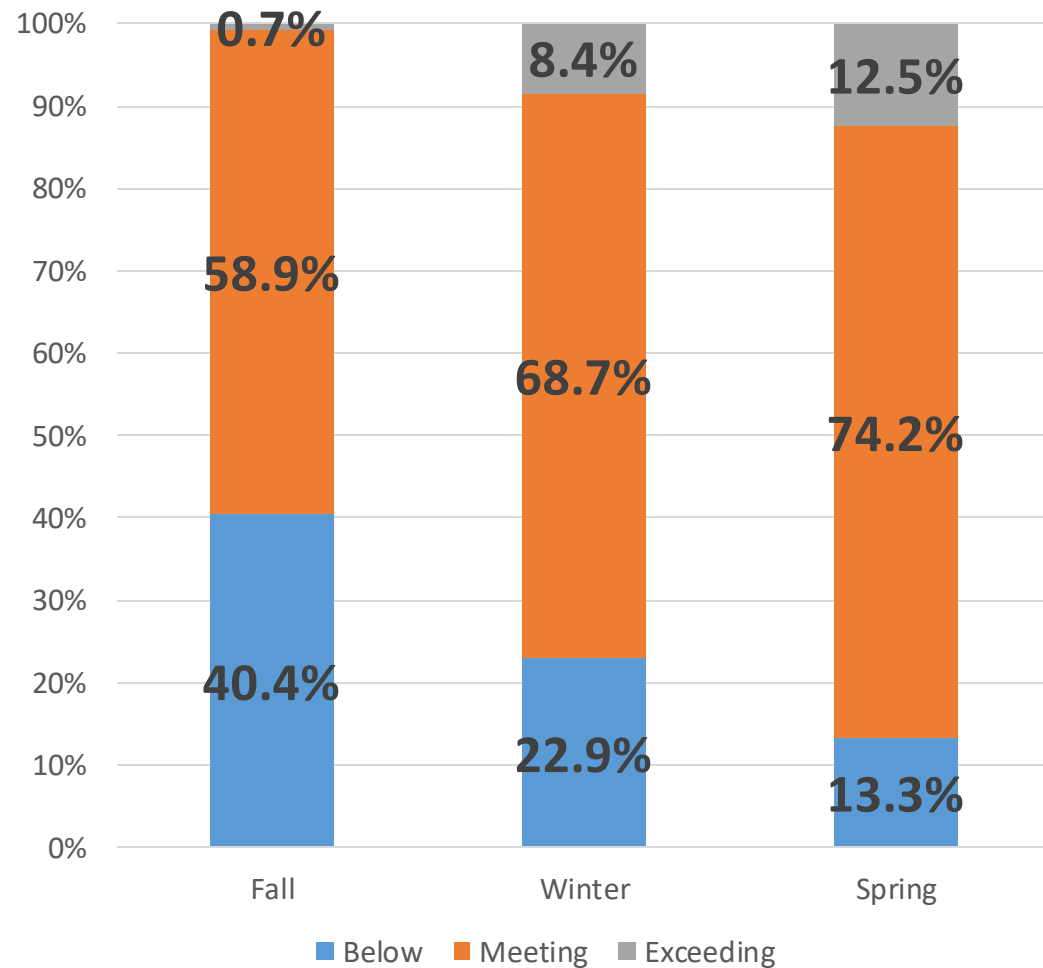
Mathematics



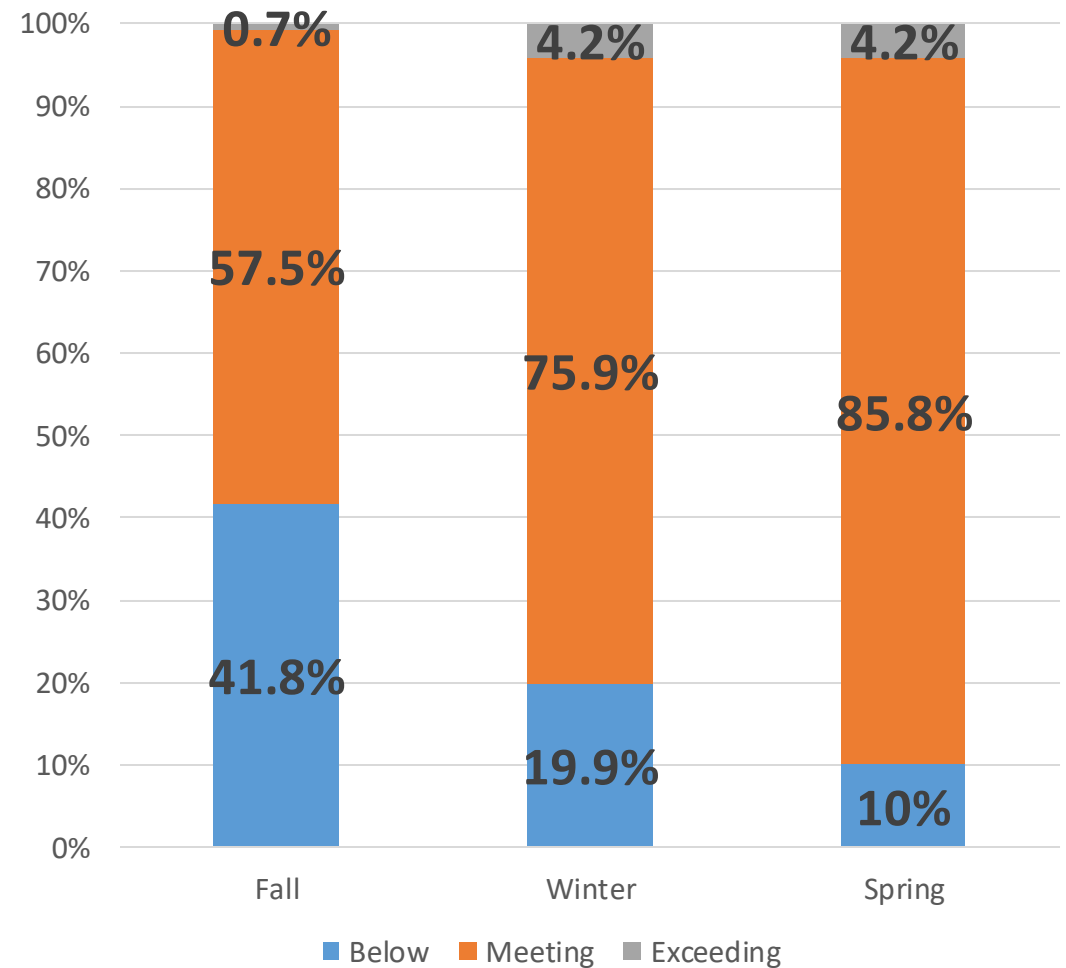
Head Start

3 Year Olds (120 children)

Social Emotional



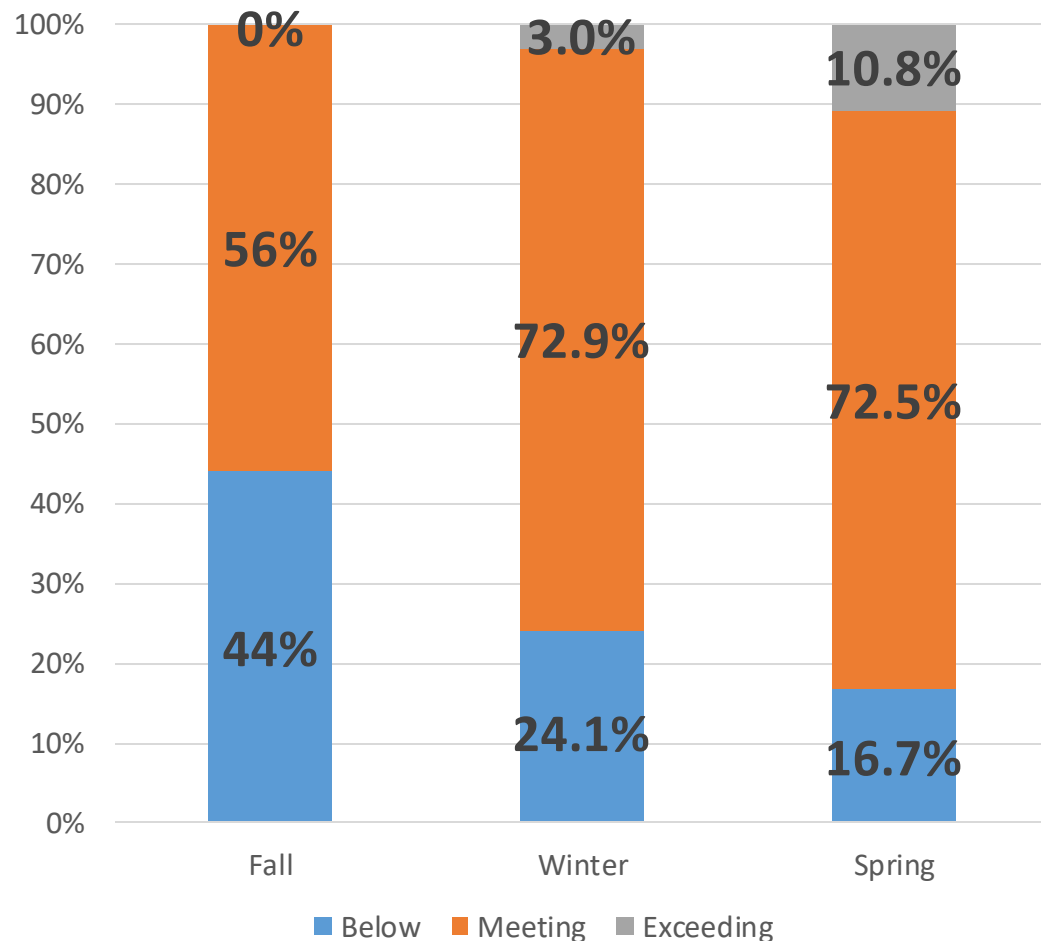
Physical



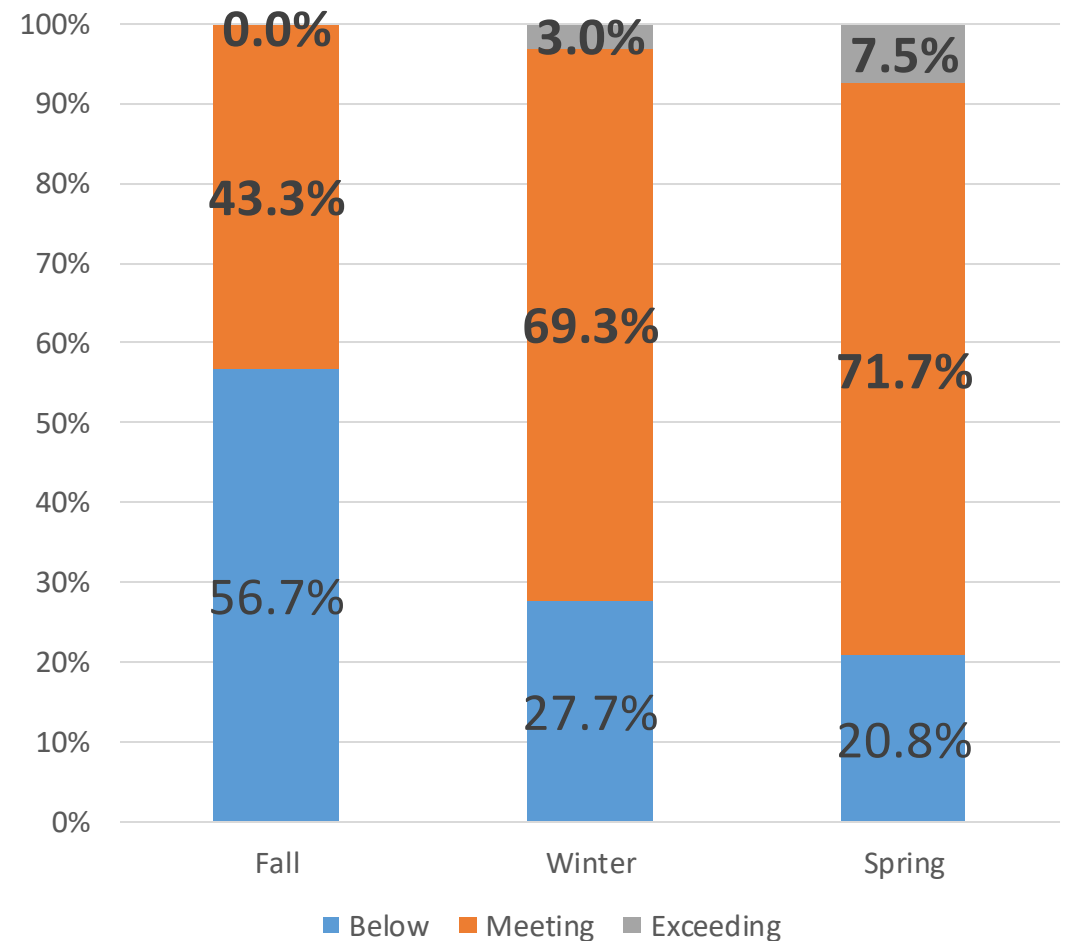
Head Start

3 Year Olds (120 children)

Language



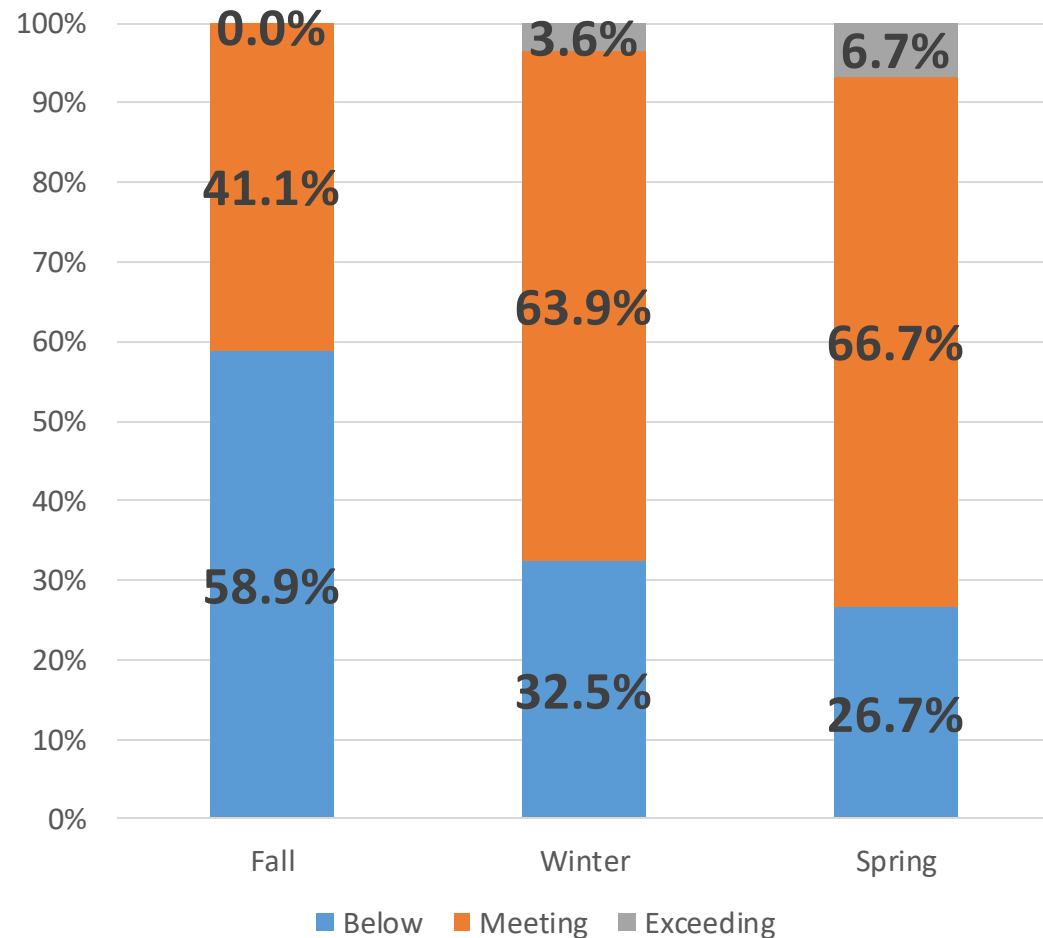
Cognitive



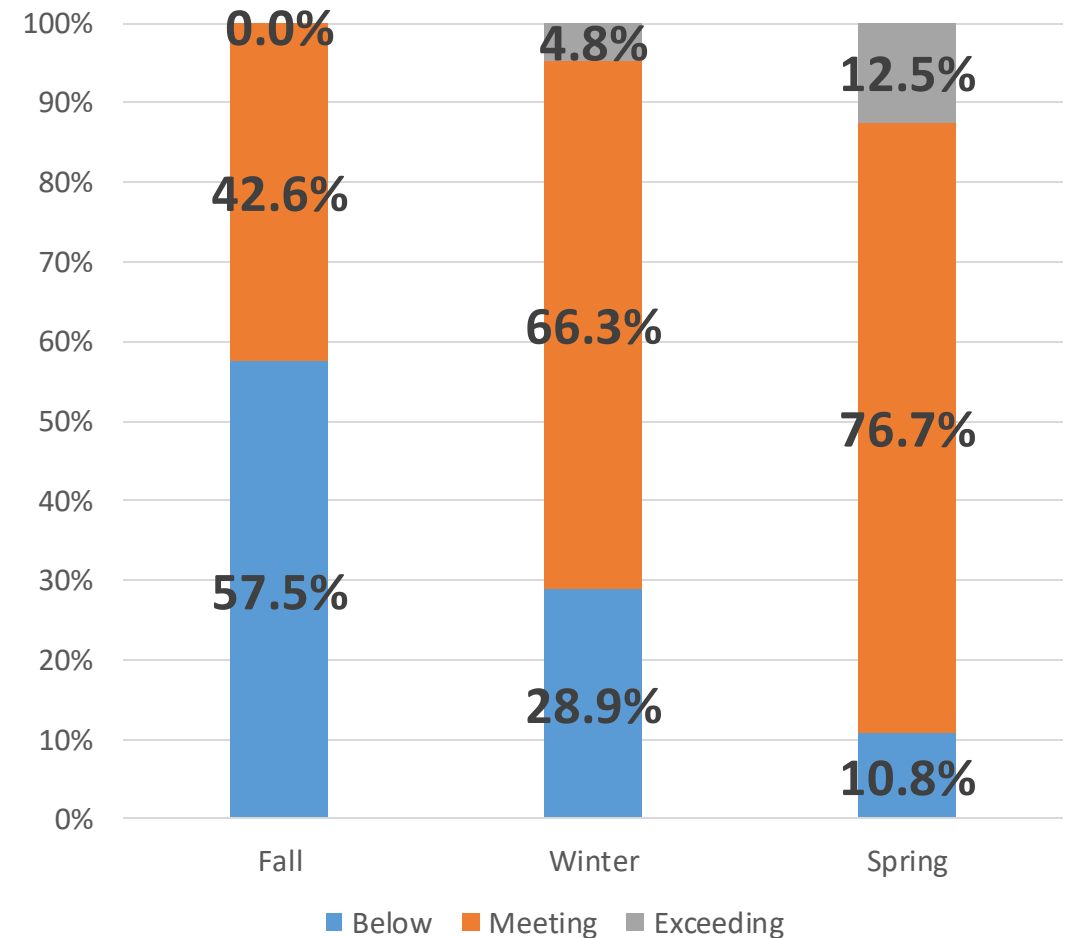
Head Start

3 Year Olds (120 children)

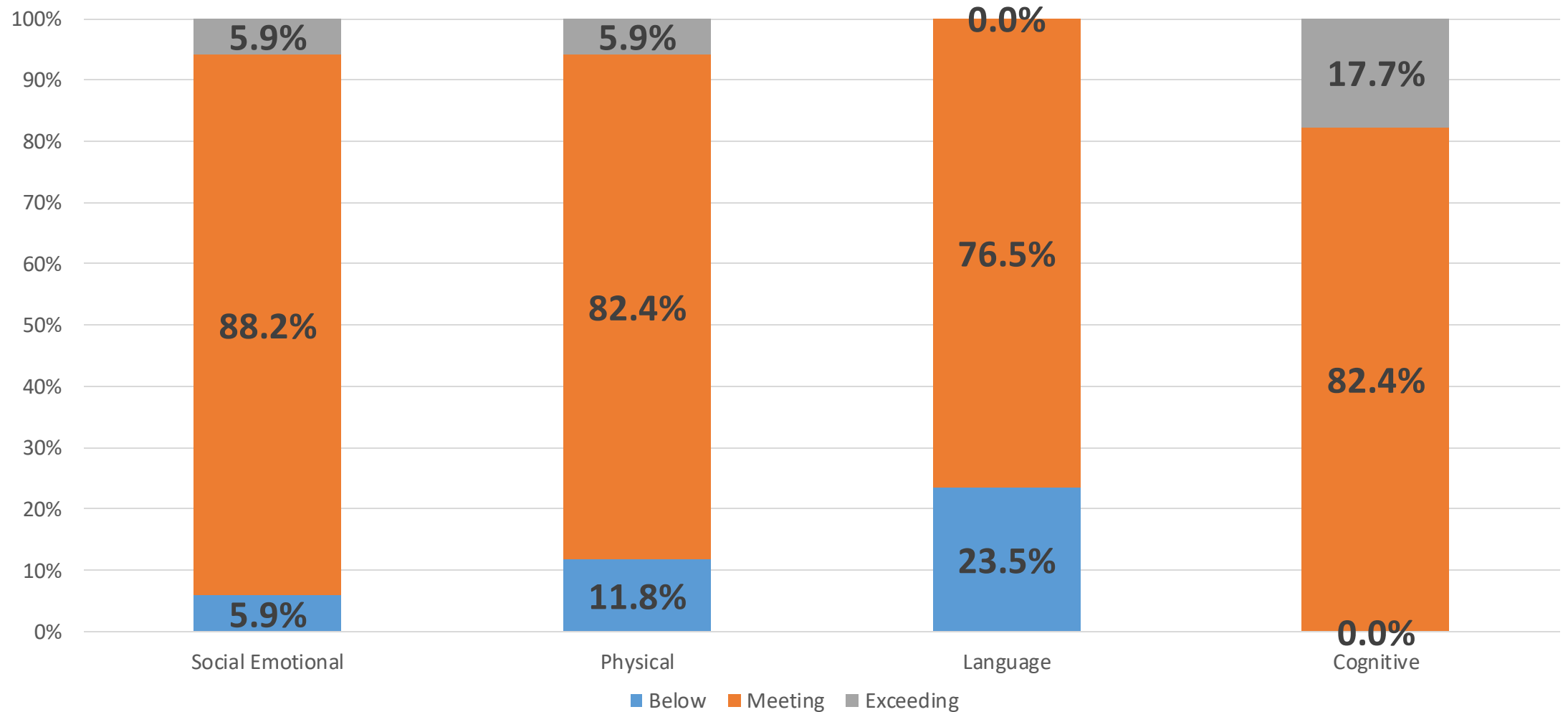
Literacy



Mathematics

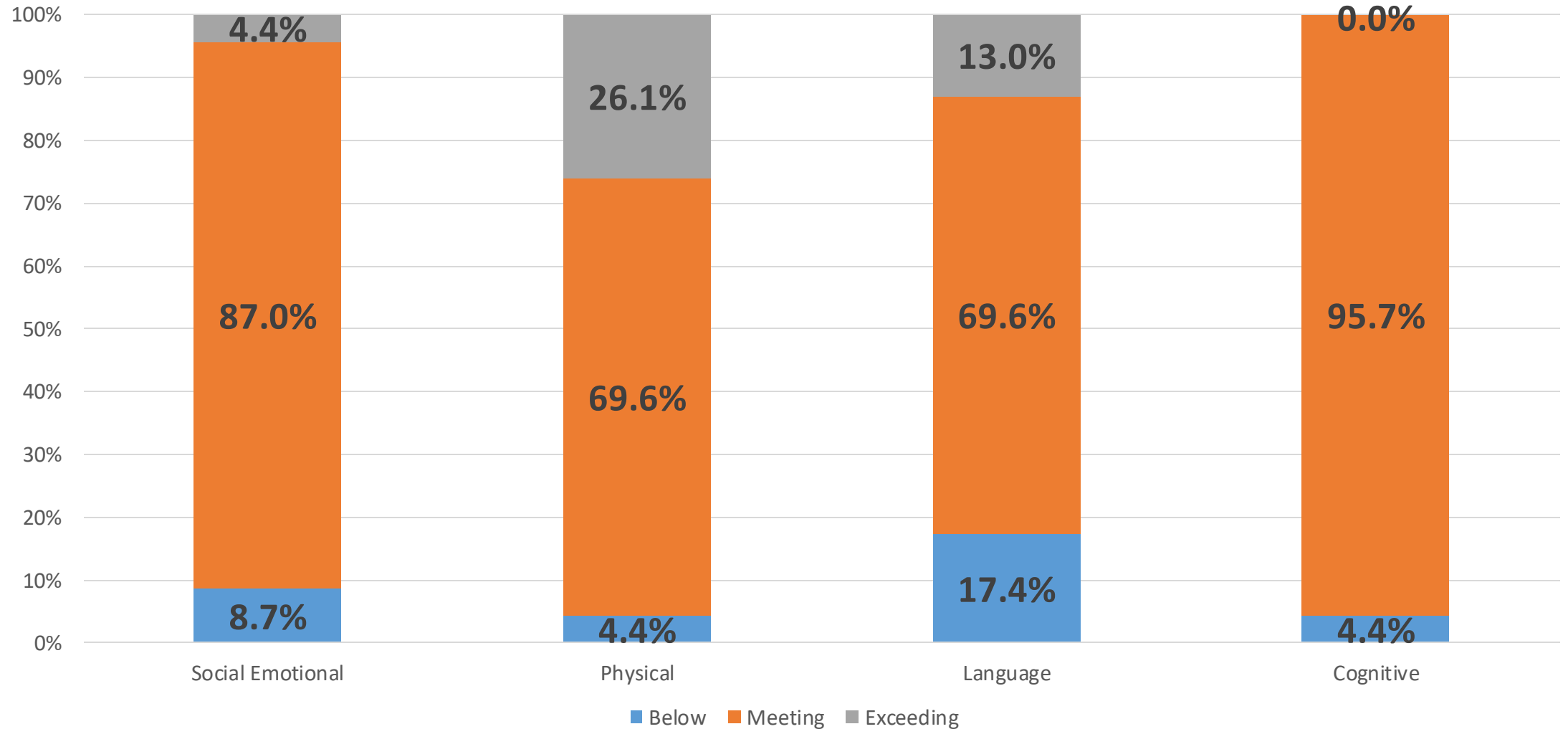


Early Head Start 1-2 Year Olds (17 children)

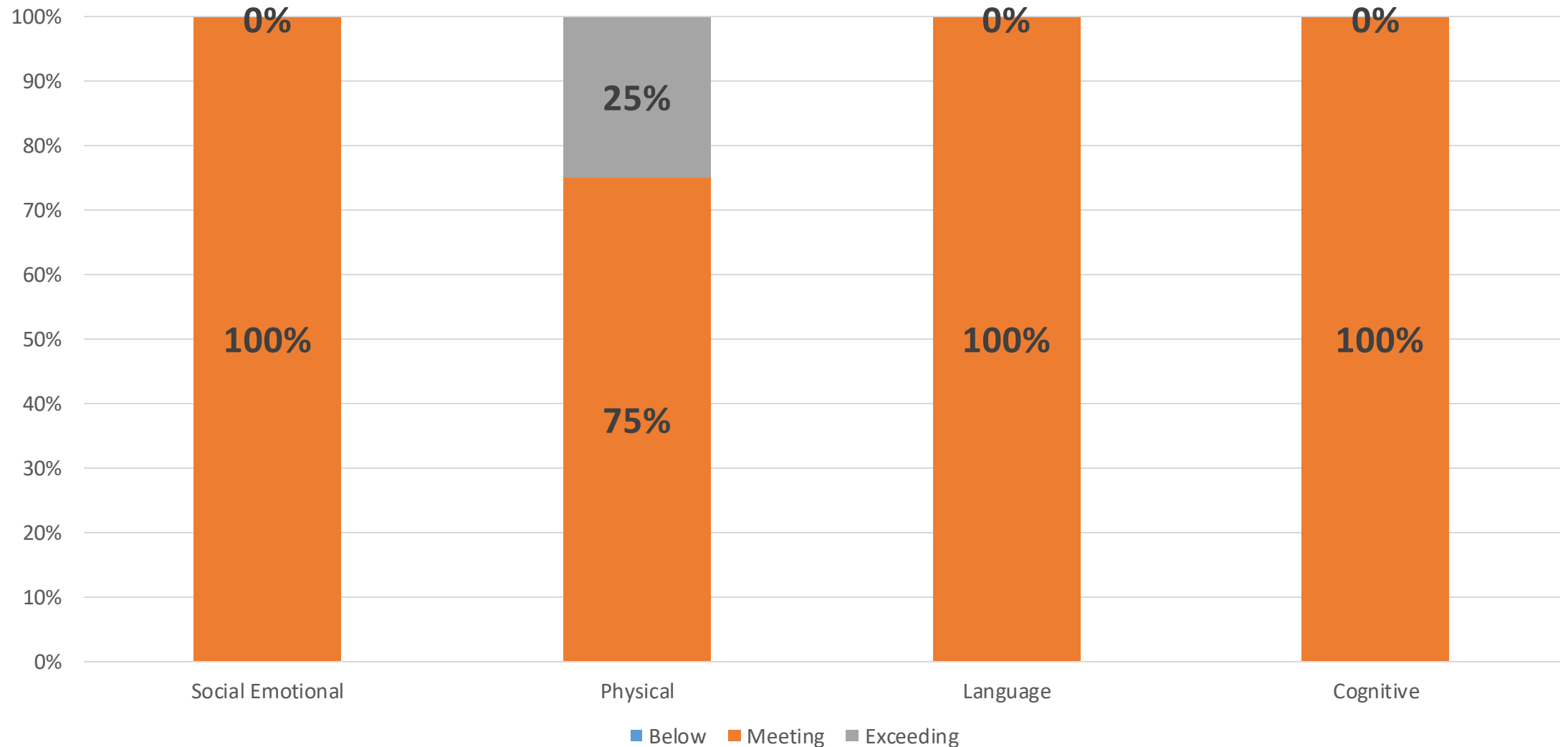


Early Head Start

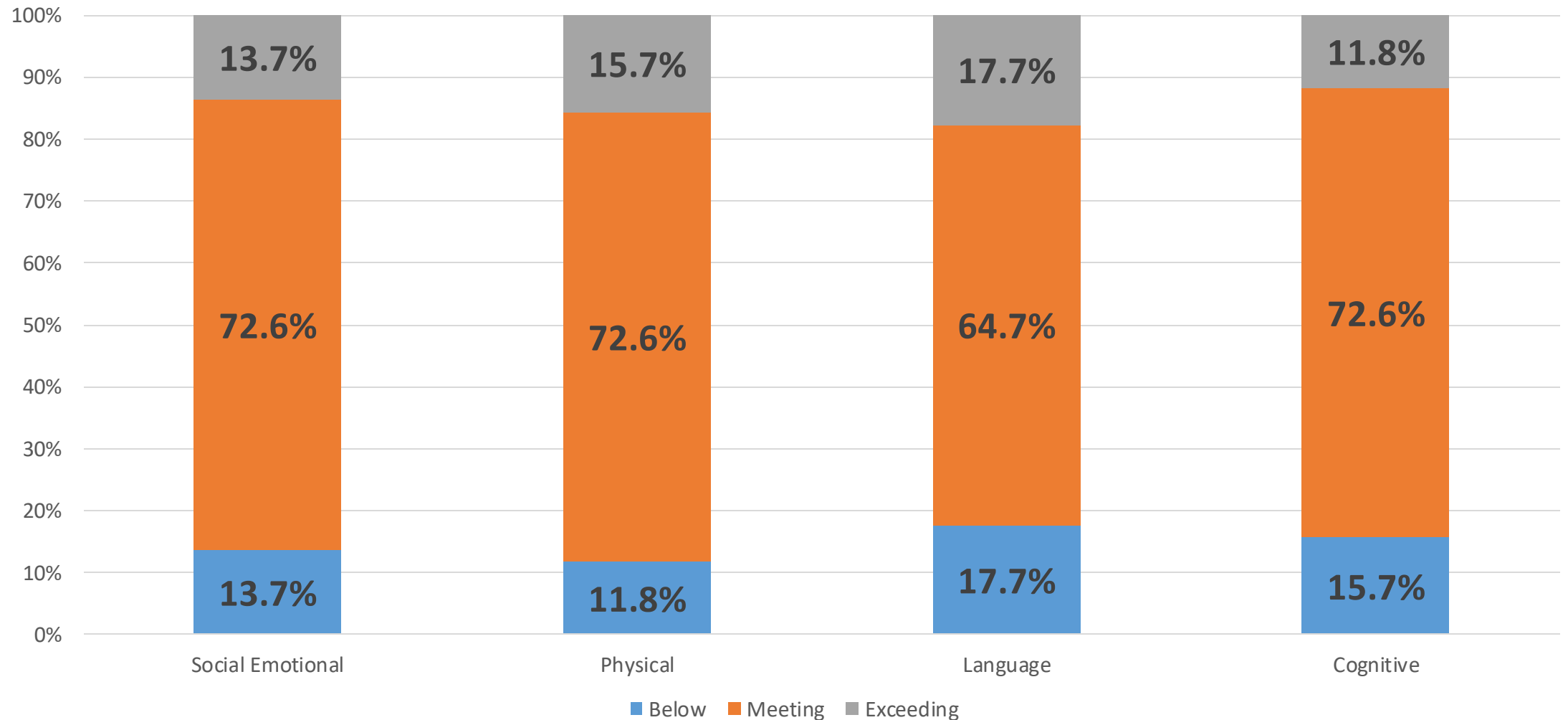
2-3 Year Olds (23 children)



Early Head Start Birth-1 Years Old (4 children)

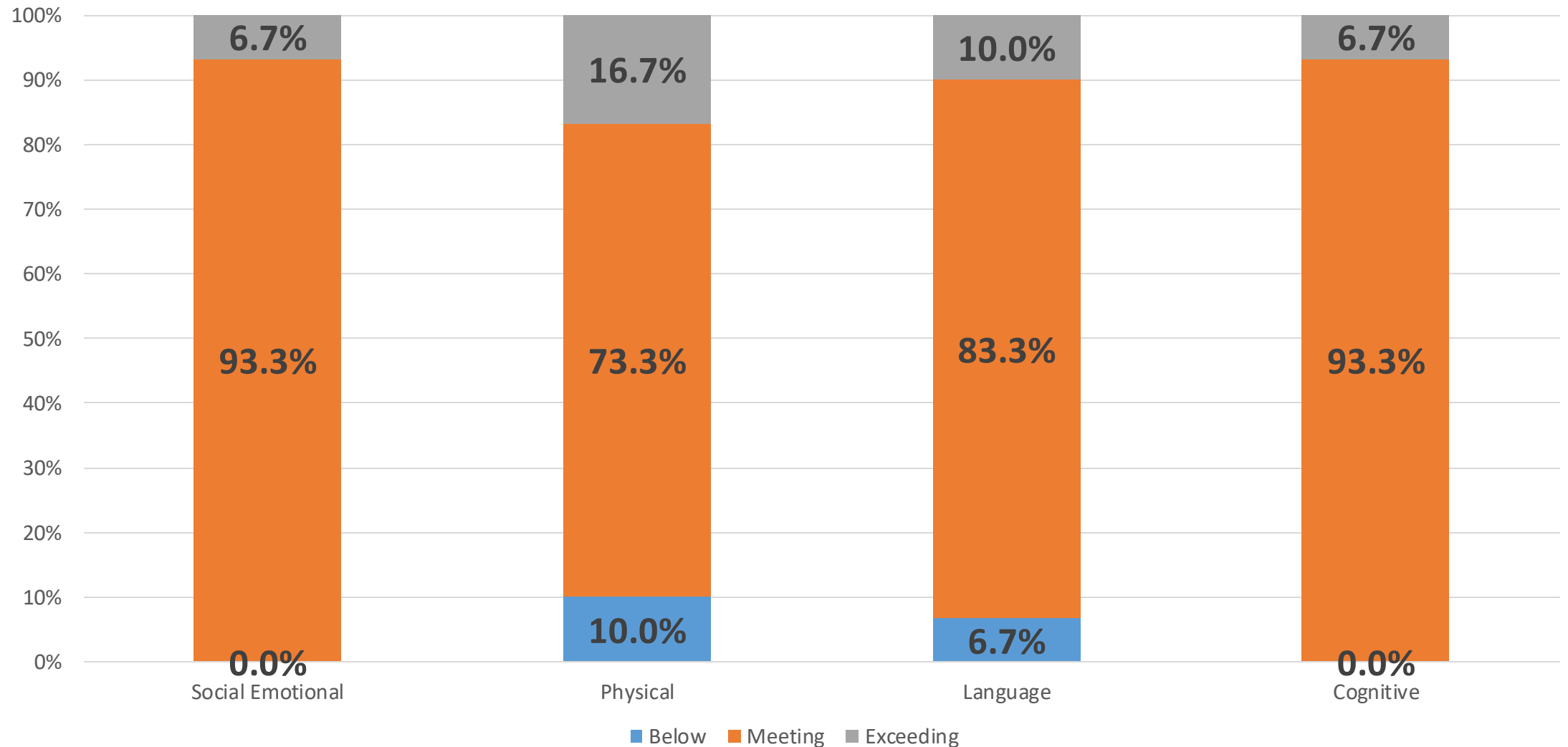


Early Head Start Child Care 2-3 Year Olds (51 children)

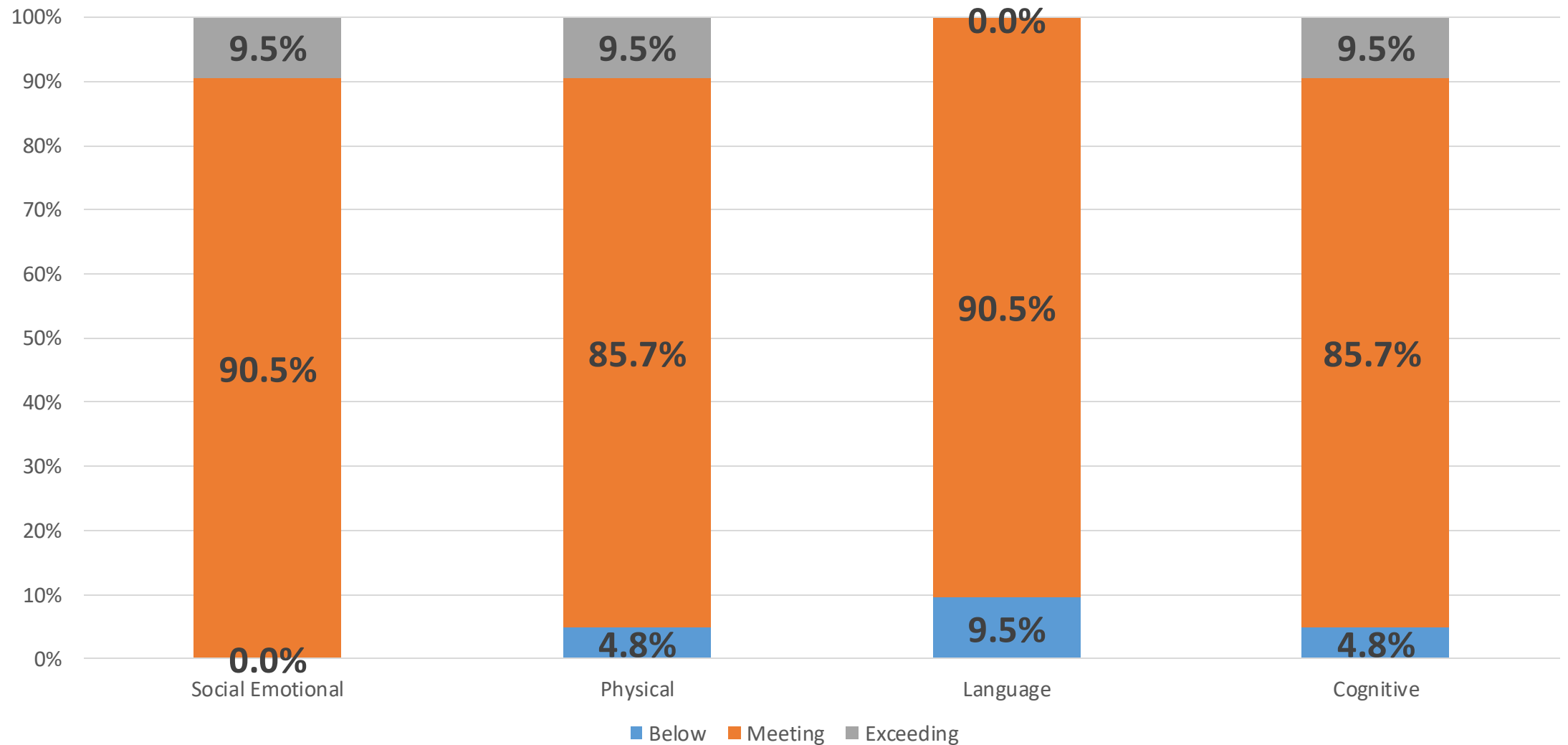


Early Head Start Child Care

1-2 Year Olds (30 children)



Early Head Start Child Care Birth-1 Year Olds (21 children)



One of the questions we often get in the fall is “Why are these children low at the beginning of the year when they have had a year or more in a Head Start or EHS classroom? We think of the backgrounds these children have. We realize many internal and external factors play a huge part in their abilities. We also think of the different expectations of each age group.

The purpose of Head Start is to ensure structure and security, a language rich environment, and social interactions that provide the child to development and be prepared for further school readiness.

Your baby at 9 months*

Baby's Name _____

Baby's Age _____

Today's Date _____

Milestones matter! How your baby plays, learns, speaks, acts, and moves offers important clues about his or her development. Check the milestones your baby has reached by 9 months. Take this with you and talk with your baby's doctor at every well-child visit about the milestones your baby has reached and what to expect next.



What most babies do by this age:

Social/Emotional Milestones

- ☐ Is shy, clingy, or fearful around strangers
- ☐ Shows several facial expressions, like happy, sad, angry, and surprised
- ☐ Looks when you call her name
- ☐ Reacts when you leave (looks, reaches for you, or cries)
- ☐ Smiles or laughs when you play peek-a-boo

Language/Communication Milestones

- ☐ Makes different sounds like "mamamama" and "babababa"
- ☐ Lifts arms up to be picked up

Cognitive Milestones

(learning, thinking, problem-solving)

- ☐ Looks for objects when dropped out of sight (like his spoon or toy)
- ☐ Bangs two things together

Movement/Physical Development Milestones

- ☐ Gets to a sitting position by herself
- ☐ Moves things from one hand to her other hand
- ☐ Uses fingers to "rake" food towards himself
- ☐ Sits without support

* It's time for developmental screening!

At 9 months, your baby is due for general developmental screening, as recommended for all children by the American Academy of Pediatrics. Ask the doctor about your baby's developmental screening.

Other important things to share with the doctor...

- What are some things you and your baby do together?
- What are some things your baby likes to do?
- Is there anything your baby does or does not do that concerns you?
- Has your baby lost any skills he/she once had?
- Does your baby have any special healthcare needs or was he/she born prematurely?

You know your baby best. Don't wait. If your baby is not meeting one or more milestones, has lost skills he or she once had, or you have other concerns, act early. Talk with your baby's doctor, share your concerns, and ask about developmental screening. If you or the doctor are still concerned:

1. Ask for a referral to a specialist who can evaluate your baby more; and
2. Call your state or territory's early intervention program to find out if your baby can get services to help. Learn more and find the number at [cdc.gov/FindEI](https://www.cdc.gov/FindEI).

For more on how to help your baby, visit [cdc.gov/Concerned](https://www.cdc.gov/Concerned).



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: 08-01-2023

Name of Person being nominated for Employee of the Month: Ashley Gaddy

Name of Person submitting the nomination: Ayla Osmer

- ☒ Is a hard worker Always giving 110%
- ☒ Respects others Always kind and helpful
- ☒ Is on time Always here and ready to work
- ☒ Is organized office is always neat and tidy
- ☒ Keeps a positive attitude Always has a smile and kind words.
- ☒ Encourages other people Very uplifting to everyone.
- ☒ Is willing to help others Goes out of her way to help.
- ☒ Makes a good first impression Very kind and outgoing.
- ☒ Follows all workplace rules Never breaks rules.
- ☒ Uses resources wisely very good with supplies.
- ☒ Has good work attendance Rarely misses work
- ☒ Represents the agency well controls HS facebook page and does great
- ☒ Is a loyal employee Very loyal
- ☒ Handles crisis well Always calm and level headed
- ☒ Goes above and beyond the call of duty Always does more than is asked
- ☒ Works well with others (team player) Gets along with everyone



- ☒ Is creative is the outreach specialist and always coming up with new ideas
- ☒ Likes to learn new things always happy to learn more
- ☒ Is a good listener a very good listener
- ☒ Communicates well very well.
- ☒ Dependable Extremely
- ☒ Respectful, considerate of others always so kind
- ☒ Safety conscious very observant
- ☒ Good problem solving skills very well
- Other _____
- Other _____
- Other _____

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

She is always so kind. Never has anything negative to say. Probably one of the nicest people that I have ever met. Always there for you.

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

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

Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
August 2023

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of July there were 47 children, age birth to 3, that were provided services in the Early Head Start centers and 107 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 0 children, age 3 to 4 years old in the Head Start centers within the tri-county service area.

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 June, we had 60 parents that participated in Parent Meetings. Family Advocates are wrapping up goals with families through the Family Partnership Agreement's. The centers continued to invite parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 10 participants, with 1 of them being father figures.

Father Involvement

The dad's day activities for the month of June were various sun, cloud, star crafts, watermelon activities, and a "Donuts with Dad" day. For June's Dad's Day, there were 33 people that participated in dads day activities with 17 being father figures. In addition, 13 dads/father figures participated in parent meetings for June. Since the beginning of the 2022-2023 school year, we have had 1,322 father figures participate in family engagement activities.

Nutrition

In the month of July, the nutrition team had a cook breakout training for our HS Pre-Service, we went over the menus as served, meal patterns, correct servings, correct component serving sizes, cleanliness of the kitchens and expectations for the upcoming school year, nutrition handouts from our CACFP website, and cooks 101 guidelines. The nutrition team has gotten a head start on the upcoming food allergies for the upcoming school year. The Nutrition team has also registered for three CACFP trainings in the month of July, two will take place on zoom and our annual training that we attend in Idabel will be in September (that takes place in person), to go over any updates coming for our FY 2023 . We are continuing to make preparations for next school year.

Health

During the month of June employee physical tracking continued with reminder phone calls and emails to staff on past dues and upcoming. Health reports to Jordan Mack is provided on the 15th of each month. Two CPR classes were held. We continue to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus on a daily basis. EHS & ELC centers were called to let parents know about past due immunizations.

Education

Conscious Discipline training was the highlight of Head Start Pre-Service during the week of July 17, 2023. Our staff are very excited to use techniques and strategies from this behavior model. Implementation will be the key to achieving a successful and happy classroom. The weeks before were busy preparing for this five-day pre-service. The teaching staff picked up supplies, laptops, and classroom materials to begin preparation for the 2023 school year. Early Head Start and Early Head Start-Child Care folder checks continued. Many of these children will transition into a 3-year-old classroom for the new school year. The new year holds exciting days for the staff and students.

Professional Development

July was a very busy month in Professional Development. Head Start's Annual Pre-Service was held on July 17th, 18th, 19th, 20th and 21st at the Head Start Event Center in Hugo. The theme this year was geared towards a Tropical setting. The event center was decorated with various tropical type décor and a decorative photo area was set up for staff to take photos during breaks. Annual required training topics were presented along with HS/EHS/EHS-CC Specialist giving component area overviews of policies and procedures with updates and changes for the upcoming year.

The staff received a two-day Conscious Discipline workshop presented by Abbi Kruse, a Certified Conscious Discipline Instructor. Staff learned how to create a compassionate culture and facilitate an intentional shift in adult understanding of behavior via the Conscious Discipline Brain State Model. The training provided specific brain-friendly, research-backed strategies for responding to each child's individual needs with wisdom. This highly effective approach is proven to increase self-regulation, a sense of safety, connection, empathy, and intrinsic motivation in both children and adults.

Professional Development 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 on ensuring all new staff meet requirements for the programs they work for including any required trainings. We strive for excellence and want to make the new staff as well seasoned and informed as possible.

Disabilities/Mental Health/Transition

Sooner Start has an online process for referrals that goes directly to the Oklahoma State Department of Education. This process has streamlined the referral process. In Early Head Start, one child has an IFSP and 2 others have been referred to Sooner Start through the online process.

In the EHS-Child Care program, there are four children that have been identified to receive Sooner Start services and 5 others are in the referral process.

In Head Start for the school year 2023-2024, sixteen students have been accepted that have an IEP and will receive special education services from the staff/consultants from the public schools. Three other students have been accepted that 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.

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. In the month of July, seven students have completed transition activities.

Recruitment/Outreach

The following recruitment and outreach strategies/activities were implemented or held during the month of July 2023.

- **Radio Ad**

- Attention: Choctaw, McCurtain and Pushmataha Counties! Summer is almost over! It's time to apply for PRE-SCHOOL! Submit your application, today, for 2023-2024 school year! Did you know that LIFT Community Action Agency has a pre-school program that serves children 3-4 years of age? Our mission is to help prepare children to be kindergarten-ready! Full day services for pre-school are offered in Antlers, Battiest, Boswell, Broken Bow, Clayton, Forest Grove, Fort Towson, Haworth, Hugo, Idabel, Rattan, Soper, and Valliant. We target a child's development in the following areas: social emotional, nutrition, health, and education. We provide ALL school supplies, meals and snacks! There is absolutely NO COST to Families for pre-school services. Do you receive SNAP benefits? If so, that makes you automatically eligible to apply for our program! You can apply online at www.liftca.org or pick up an application at any LIFT Community Action Head Start Center! You can also call to have an application sent by mail. For more information you may call the LIFT Head Start Administration Office at 580-326-7581

- **McCurtain County Gazette Back to School Ad- July 2023**

- We put an ad in the local newspaper in McCurtain County. Each year they run a Back-to-School Ad. We promoted our Head Start program/SNAP eligibility for the upcoming school year.



-
- **Community Partner Meetings**
 - Attended the Pushmataha County Coalition and promoted our Head Start program and our open positions/incentives.
- **Parades**
 - Clayton Parade
 - Soper Parade
- **Head Start Pre-Service**
 - **During HS pre-service, we asked the teachers and support staff to share and like our Facebook posts to help us spread information between all three counties we serve. Below is the Facebook data to support the call to action.**
 - Monday- Head Start Flyer
 - Facebook Reach: 3,300 people
 - Shares: 94
 - Tuesday- SNAP Flyer
 - Facebook reach: 1,500 people
 - Shares: 57
 - Wednesday- Now Hiring Flyer
 - Facebook Reach: 4,000 people
 - Shares: 80
 - Thursday- Back-to-School post promoting Head Start and the benefits of our program
 - Facebook Reach: 2,300 people
 - Shares: 63
 - Friday- A closer look at our open employment positions
 - Facebook Reach: 4,500 people
 - Shares: 72
- **Clayton Head Start Outreach**
 - Clayton Parade
 - Back to School Bash at the Pushmataha Family Medical Clinic in Clayton
 - Pre-school applications were available, and it provided us the opportunity to engage with families in that service area.
 - Clayton Public School Enrollment Event
 - July 24th and 25th

- Pushmataha Family Medical Clinic:
 - flyers and information were put out at the clinic over our Head Start program



- Every Door Direct Mail (EDDM) sent out at the end of June to surrounding areas
 - 1,604 mail pieces were delivered to residences and businesses in Clayton, Nashoba and Tuskahoma
- Clayton Mental Health First Aid Class: It was held at the Pushmataha Family Medical Center and provided by the Tri-County Opioid Response Program. All participants were given outreach materials promoting our Head Start program.
- Facebook post promoting and targeting Clayton Head Start
 - Facebook Reach: 884
 - Shares: 15



- **Youth Services Back to School Bash-Choctaw County**

- Provided approximately 30-35 applications to the community



-
- **Every Door Direct Mail (EDDM)**

- We targeted the Broken Bow and Clayton area to try and boost enrollment and to ensure that the residences in the Clayton and Broken Bow area are aware of head start programs. We sent out an EDDM to all residences and businesses in the following areas:

- Clayton: 884 mail pieces
- Tuskahoma: 524 mail pieces
- Nashoba: 196 mail pieces
- Broken Bow: 4,938 mail pieces
- Eagletown: 471 mail pieces



- **Promoting Employment Opportunities on Facebook**

- Job Highlights: posted several times throughout the week, highlighting and targeting a specific location and job and sharing it across other social media groups.



- Created a new and updated Now Hiring flyer. It lists all of our open positions and the incentive that a new employee would receive for joining our team. This flyer is being shared at community partner meetings, events, and social media.
- Data from post on July 6, 2023
 - Facebook Reach: 3,200 people
 - Shares: 45



-
- **Overall Facebook Data from 07/01/2023- 07/31/2023**
 - **Total Reach for all social media posts for July 2023= 13,419**
 - Facebook Visits: 2,014 people
 - New Page Likes: 10
 - Top Stories
 - All the most active stories posted on our Facebook, during the month of July, were focused on employment opportunities



Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of July. These email announcements and resources are helpful for Head Start and Early 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-23-03 Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings](#)
 - Available in [Spanish \(español\)](#)
- [ACF-IM-HS-23-04 Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients](#)
 - Available in [Spanish \(español\)](#)
- [New Proposed Rule to Improve Child Care Access, Affordability, and Stability in the CCDF Program](#) (email)
- [Office of Head Start 2023 Tribal Consultations](#) (email)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [Individualized Instructional Strategies](#) (videos)
 - [Discrete Trial](#)
 - [Error Correction](#)
 - [Gestural Prompt](#)
 - [Graduated Guidance](#)
 - [Modeling](#)
 - [Time Delay and Expectant Look](#)

Health, Behavioral Health, and Safety

- [Asthma](#)
- [CACFP Meal Services in Head Start Programs](#) (email)
- Caring for Children with:
 - [Food Allergies](#)
 - [Special Health Care Needs](#) (video)
- [Head Lice](#)
- [Influenza](#)
- [Obesity in Children](#)
- [Protecting Young Children from Hearing Loss](#) (video)
- [Stay Safe Procedures in Early Childhood Programs](#)
- [Talking with Families About Substance Use During Pregnancy](#) (video)

Parent, Family, and Community Engagement

- [Enrolling Children and Families Experiencing Homelessness: Understanding Eligibility](#) (email)
- [Family Services Managers' Seasonal Program Planning Tool](#)
 - [Head Start Parent, Family, and Community Engagement Fundamentals](#)
 - The Family Services Manager's Role in:
 - [Program Systems](#)
 - [Supporting Staff Working with Families](#)

- [Planning and Managing Family Services Throughout the Year](#)
- [Planting the Seeds for Professional Success](#)

Program Management and Fiscal Operations

- [HR Matters](#)
 - [Using Motivation-based Interview Techniques](#) (video)
- [Selection Criteria Development Worksheet](#)

Newsletters

- [Disabilities Services Newsletter Issue No. 69](#)
- [Resources to Make You Smile! Issue No. 29](#)
 - Available in [Spanish \(español\)](#)
- [Sesame Street in Communities Issue No. 22](#)
 - Available in [Spanish \(español\)](#)

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Head Start Careers

- [Data and Services Coordinator](#) *Hobart, OK*
- [Head Start and Early Head Start Director](#) *West Plains, MO*
- [Member Support and Professional Development Coordinator](#) *Lynn, MA*

Find more [Head Start program employment opportunities](#) in the ECLKC Job Center.

Upcoming Events for August

- Tuesday, Aug. 8: [CDA® Credentialing System for Home Visitors](#)
- Friday, Aug. 11: [10 Tips for Creating Supportive Environments That Can Prevent Behaviors That Challenge Us](#)
- Tuesday, Aug. 15
 - [Using the 5Rs to Be a Champion for Coaches](#)
 - [MyPeers Orientation](#)
- Wednesday, Aug. 16: [Aligning Practice-Based Coaching Efforts and Effects](#)
- Friday, Aug. 18: [Applying for an Assessment in Another Language](#)
- Tuesday, Aug. 22
 - [Building on Your Experience with Evidence-based Hearing Screening Practices for Children Ages 0–5](#)
 - [Partnering with Families to Support Inclusion: Part 2](#)
- Wednesday, Aug. 23
 - [Trauma-informed Strategies for Head Start Classrooms](#)
 - [Introduction to Evidence-based Hearing Screening Practices for Children Ages 0–5](#)
- Thursday, Aug. 24: [MyPeers Orientation](#)

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

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

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



OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-23-04	2. Issuance Date: 07/11/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2024; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2024 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. This Information Memorandum (IM) outlines the OHS monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®) reviews.

During the FY24 program year, CLASS scores will be used for **Designation Renewal System (DRS)** determinations as described in **45 CFR §1304.11(c)**. As a reminder, from the spring of 2020 through spring of 2023, OHS did not use CLASS scores for DRS determinations due to the COVID-19 pandemic. **45 CFR §1304.17** of the Head Start Program Performance Standards (HSPPS) allows OHS the flexibility to make DRS determinations without one or more of the data elements required in 45 CFR §1304.11 in instances where a major disaster, emergency, or public health emergency makes some data elements unavailable. Since the public health emergency related to the COVID-19 pandemic has ended, OHS can no longer utilize this flexibility.

FY 2024 Monitoring Reviews

Review Type	FY24 Implementation	Start Date
FA1	FA1 reviews will be conducted through a virtual format.	October 2023
FA2	FA2 reviews will be conducted using a hybrid model, which is a combination of on-site and virtual monitoring.	October 2023
CLASS®	Grant recipients will have the opportunity to self-record and submit their own videos or request an on-site CLASS review.	October 2023
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.
Other	OHS reserves the right to conduct special off-site or on-site reviews.	As needed

FA1 Reviews

The FA1 review is an opportunity for grant recipients to describe their approach and plan for providing high-quality services to children and families. This focus area informs OHS's understanding of each grant recipient's foundation

for program services, as they describe their approaches to staffing structure, program design and governance, education, health and family services, and fiscal infrastructure.

FA2 Reviews

The FA2 review is an opportunity for grant recipients to demonstrate their effective implementation of high-quality services to children and families that meet Head Start requirements. This focus area broadens OHS's understanding of each grant recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS[®] Reviews

Section 641A(c)(2)(F) of the Improving Head Start for School Readiness Act of 2007 requires OHS to assess the quality of teacher-child interactions using a valid and reliable observation measure. OHS will continue to use the 2008 edition of the CLASS Pre-K Teacher-Child Observation Instrument to meet this requirement.

For FY24, an updated process will be used to conduct CLASS reviews. Grant recipients that are scheduled for a CLASS review will have the option to self-record and submit their own videos for their monitoring review.

In some cases, grant recipients will not meet the criteria related to technology requirements and/or staffing resources needed to submit their own videos. If these criteria cannot be met or if other concerns are identified, grant recipients can request an in-person CLASS review.

All grant recipients will have the opportunity to attend information sessions specifically developed to discuss FY24 CLASS options, including a group of sessions convened specifically for American Indian and Alaskan Native grant recipients.

Scheduling

Each year, grant 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 grant recipients a way to inform OHS as to when their program is not operational and when children are not in session. Grant recipients should update their calendars immediately, 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.

Grant recipients scheduled to receive a monitoring review in FY24 will receive a notification letter 45 to 60 days before the start of the event (depending on type of monitoring review). Grant recipients can expect a planning call with their assigned review coordinator to discuss their review. During the initial call, recipients may share their program's current service delivery options.

If you have any questions or concerns regarding the FY24 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

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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
July-22	465	462	425	1352
August-22	2317	2291	2314	6922
September-22	3032	3044	4097	10173
October-22	2851	2830	3810	9491
November-22	2375	2554	3141	8070
December-22	1901	1889	2343	6133
January-23	2459	2634	3575	8668
February-23	2191	2220	3084	7495
March-23	2435	2410	3386	8231
April-23	2767	2830	3868	9465
May-23	1937	1936	2385	6258
June-23	568	613	541	1722
July-23	628	716	643	1987
YEARLY TOTALS	25926	26429	33612	85,967

June 2023 HEAD START TIME & ATTENDANCE REPORT

As of 6/30/23	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			0			0	0	0		0			
Antlers 2			0			0	0	0		0			
Battiest			0			0	0	0		0			
Boswell 1			0			0	0	0		0			
Boswell 2			0			0	0	0		0			
Broken Bow 1			0			0	0	0		0			
Broken Bow 3			0			0	0	0		0			
Clayton 1			0			0	0	0		0			
Clayton 2			0			0	0	0		0			
Forest Grove 1			0			0	0	0		0			
Forest Grove 2			0			0	0	0		0			
Fort Towson			0			0	0	0		0			
Haworth			0			0	0	0		0			
Horace Mann 1			0			0	0	0		0			
Horace Mann 2			0			0	0	0		0			
Horace Mann 3			0			0	0	0		0			
Hugo 2			0			0	0	0		0			
Hugo 4			0			0	0	0		0			
Idabel 1			0			0	0	0		0			
Idabel 2			0			0	0	0		0			
Idabel 3			0			0	0	0		0			
Rattan 1			0			0	0	0		0			
Rattan 2			0			0	0	0		0			
Rattan 3			0			0	0	0		0			
Soper 1			0			0	0	0		0			
Soper 2			0			0	0	0		0			
Valliant 1			0			0	0	0		0			
Valliant 2			0			0	0	0		0			
TOTALS	0	0	0	0	0	0	0	0		0	0		

June 2023 Pre-K TIME & ATTENDANCE REPORT

As of 6/30/23	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			0			0	0		
Boswell 1			0			0	0		
Boswell 2			0			0	0		
Broken Bow 3			0			0	0		
Clayton 2			0			0	0		
Forest Grove 1			0			0	0		
Fort Towson			0			0	0		
Horace Mann 2			0			0	0		
Hugo 2			0			0	0		
Hugo 4			0			0	0		
Rattan 2			0			0	0		
Rattan 3			0			0	0		
Soper 2			0			0	0		
TOTALS	0	0	0	0	0	0	0		

June 2023 EHS Time and Attendance												
As of 6/30/23	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	41	1	42	17	2	19	23	1	2	6/16/2023	17	83.8%
Hugo	18	3	21	9		9	12	1	0		17	73.6%
Idabel	20		20	8		8	12		0		17	84.8%
TOTALS	79	4	83	34	2	36	47	2	2			81.8%

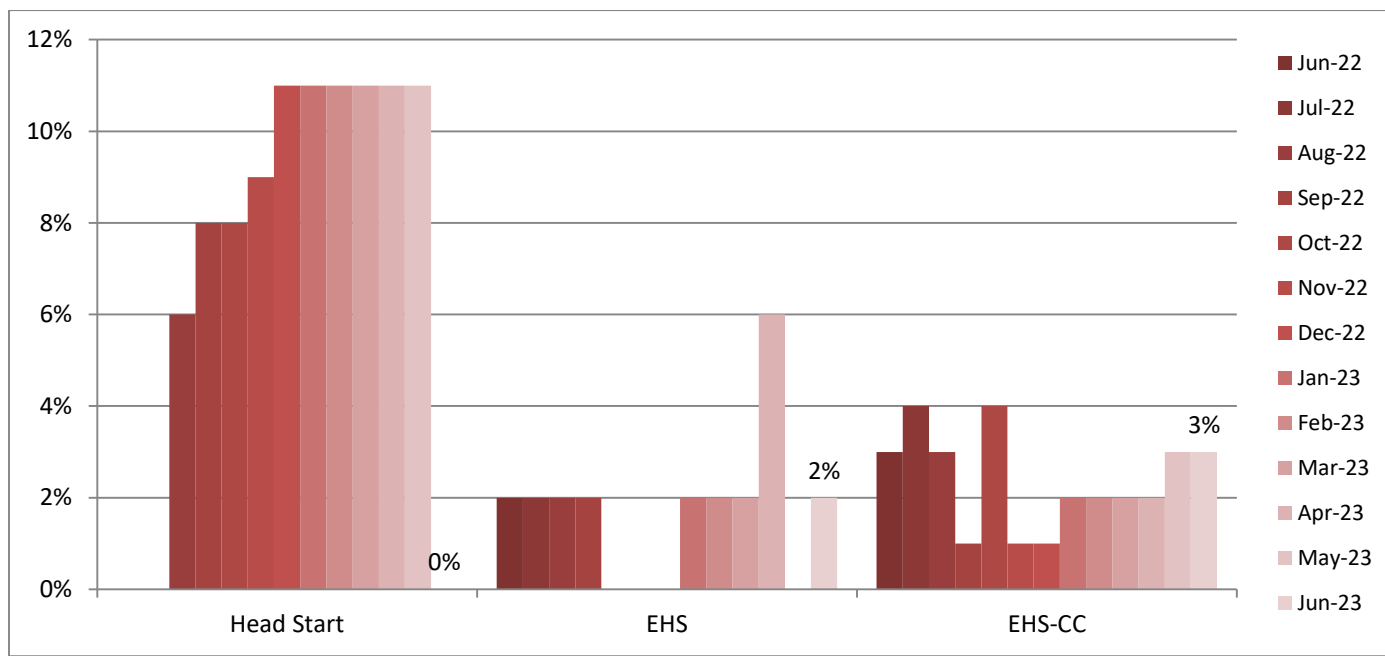
June 2023 EHS-CC Time and Attendance												
As of 6/30/23	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	14		14	6		6	8		0		17	85.3%
ELC-Broken Bow	35	1	36	14	3	17	19		3	6/26/2023	17	89.0%
ELC-Hugo	13		13	5		5	8		0		17	72.1%
ELC-Idabel	28	2	30	13	2	15	15		2	6/26/2023	17	68.1%
Cabbage Patch	29		29	9		9	20		0		18	93.3%
The LearningTree	59	3	62	24	1	25	37		1	6/9/2023	18	90.9%
TOTALS	178	6	184	71	6	77	107	0	6			86.0%

Data Analysis Report Summary

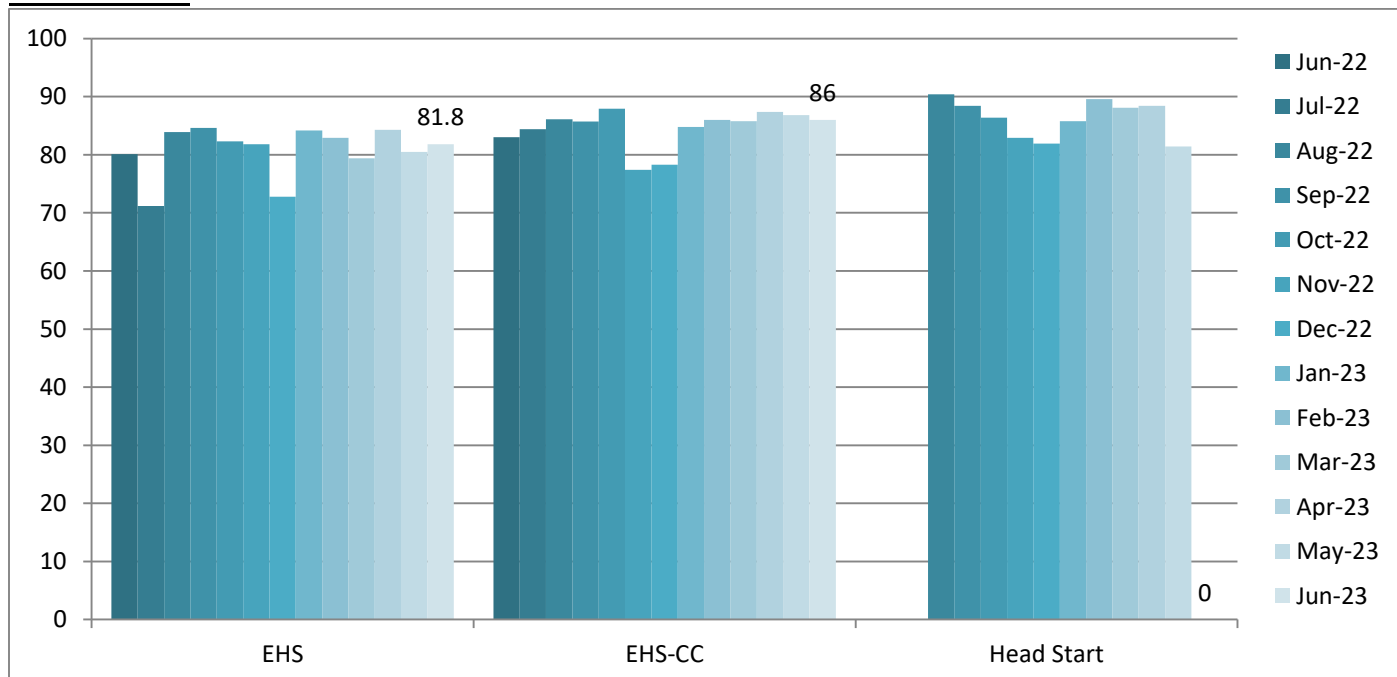
June 2023

Disabilities

IEP/IFSP –

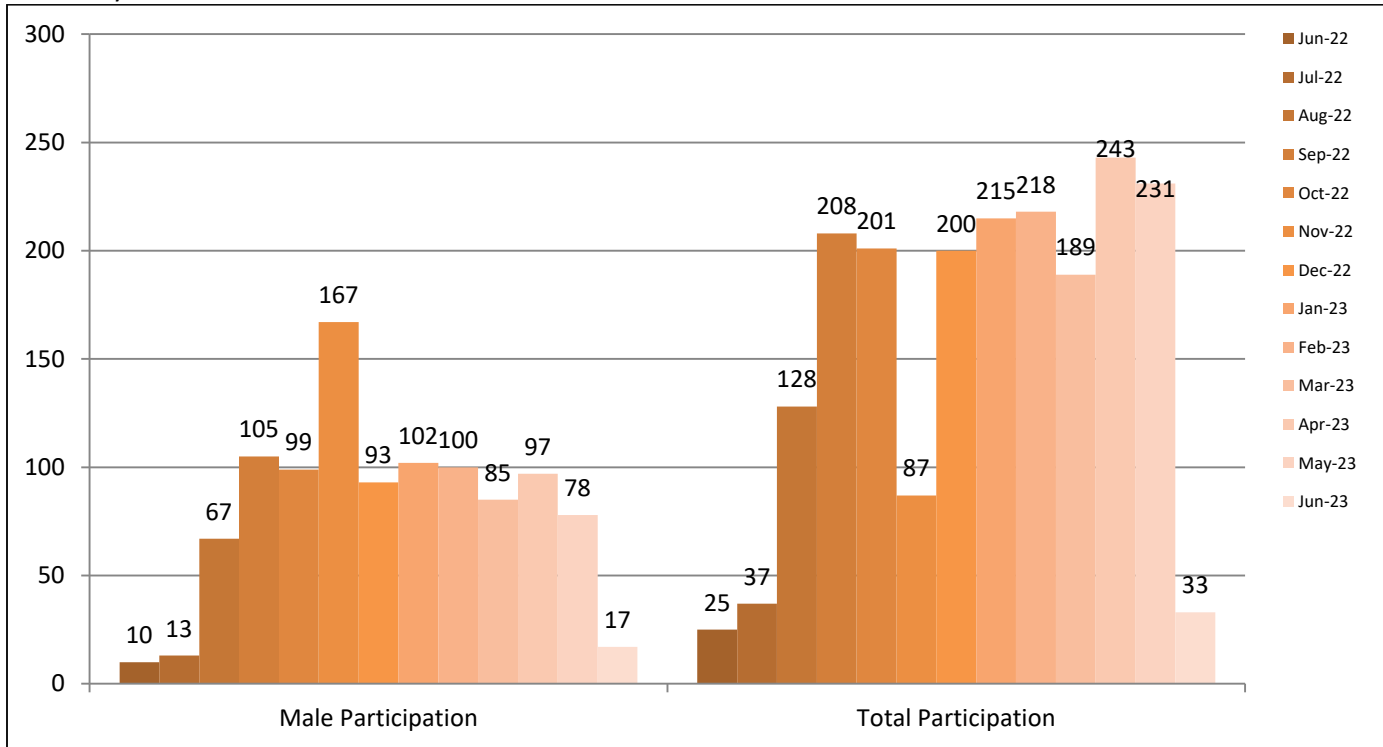


Attendance

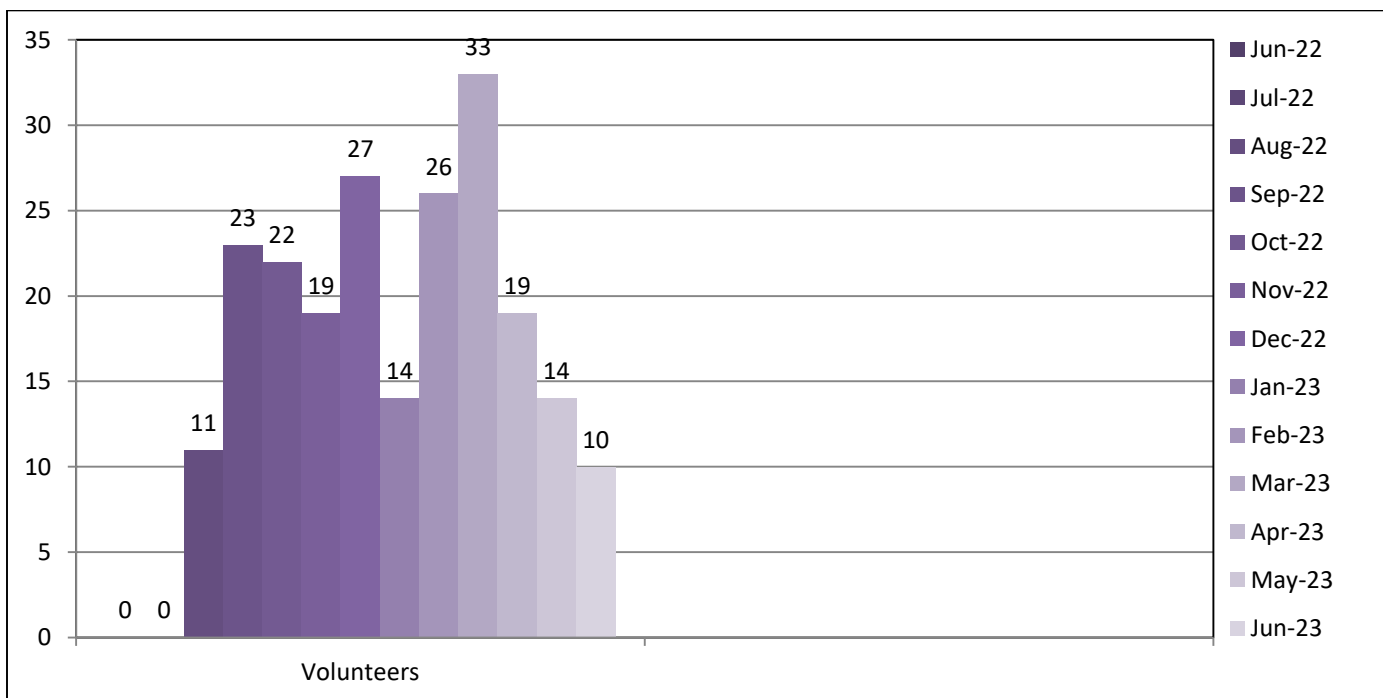


Family & Community Engagement

Dad's Day



Parents Ready to Read





Department of Health and Human Services
Health Resources and Services Administration

Notice of Award
FAIN# GA139569
Federal Award Date: 07/14/2023

Recipient Information	Federal Award Information
1. Recipient Name LIFT COMMUNITY ACTION AGENCY, INC. 209 N 4th St Hugo, OK 74743-3809 2. Congressional District of Recipient 02 3. Payment System Identifier (ID) 1730772321A1 4. Employer Identification Number (EIN) 730772321 5. Data Universal Numbering System (DUNS) 095453171 6. Recipient's Unique Entity Identifier XL9DVU1YDGU2 7. Project Director or Principal Investigator Dionne Frankum Project Director dionne.frankum@liftca.org (580)406-2616 8. Authorized Official Rebecca M Reynolds Executive Director breynolds@littledixie.org (580)326-3351	11. Award Number 4 GA1RH39569-01-04 12. Unique Federal Award Identification Number (FAIN) GA139569 13. Statutory Authority 42 U.S.C. § 912(b)(5) 14. Federal Award Project Title Rural Communities Opioid Response-Implementation 15. Assistance Listing Number 93.912 16. Assistance Listing Program Title Rural Health Outreach and Rural Network Development Program 17. Award Action Type Change in Budget Period/Project Period; With or Without funds 18. Is the Award R&D? No
Federal Agency Information 9. Awarding Agency Contact Information Benoit Mirindi Sr. Public Health Analyst Office of Federal Assistance Management (OFAM) Division of Grants Management Office (DGMO) bmirindi@hrsa.gov (301) 443-6606 10. Program Official Contact Information Erin Towner Public Health Analyst Federal Office of Rural Health Policy (FORHP) ETowner@hrsa.gov (301) 443-3829	Summary Federal Award Financial Information 19. Budget Period Start Date 09/01/2020 - End Date 08/31/2024 20. Total Amount of Federal Funds Obligated by this Action \$0.00 20a. Direct Cost Amount 20b. Indirect Cost Amount 21. Authorized Carryover \$0.00 22. Offset \$0.00 23. Total Amount of Federal Funds Obligated this budget period \$1,000,000.00 24. Total Approved Cost Sharing or Matching, where applicable \$0.00 25. Total Federal and Non-Federal Approved this Budget Period \$1,000,000.00 26. Project Period Start Date 09/01/2020 - End Date 08/31/2024 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$1,000,000.00 28. Authorized Treatment of Program Income Addition 29. Grants Management Officer – Signature Benoit Mirindi on 07/14/2023
30. Remarks Prior Approval Request Tracking Number PA-00119697. Prior Approval Request Type: Extension Without Funds	



Notice of Award
Award Number: 4 GA1RH39569-01-04
Federal Award Date: 07/14/2023

Federal Office of Rural Health Policy (FORHP)

31. APPROVED BUDGET: (Excludes Direct Assistance) ☒ Grant Funds Only ☐ Total project costs including grant funds and all other financial participation <table><tr><td>a. Salaries and Wages:</td><td>\$440,383.00</td></tr><tr><td>b. Fringe Benefits:</td><td>\$150,215.00</td></tr><tr><td>c. Total Personnel Costs:</td><td>\$590,598.00</td></tr><tr><td>d. Consultant Costs:</td><td>\$0.00</td></tr><tr><td>e. Equipment:</td><td>\$0.00</td></tr><tr><td>f. Supplies:</td><td>\$63,669.00</td></tr><tr><td>g. Travel:</td><td>\$66,444.00</td></tr><tr><td>h. Construction/Alteration and Renovation:</td><td>\$0.00</td></tr><tr><td>i. Other:</td><td>\$159,282.00</td></tr><tr><td>j. Consortium/Contractual Costs:</td><td>\$18,720.00</td></tr><tr><td>k. Trainee Related Expenses:</td><td>\$0.00</td></tr><tr><td>l. Trainee Stipends:</td><td>\$0.00</td></tr><tr><td>m. Trainee Tuition and Fees:</td><td>\$0.00</td></tr><tr><td>n. Trainee Travel:</td><td>\$0.00</td></tr><tr><td>o. TOTAL DIRECT COSTS:</td><td>\$898,713.00</td></tr><tr><td>p. INDIRECT COSTS (Rate: % of S&W/TADC):</td><td>\$101,287.00</td></tr><tr><td>q. TOTAL APPROVED BUDGET:</td><td>\$1,000,000.00</td></tr><tr><td> i. Less Non-Federal Share:</td><td>\$0.00</td></tr><tr><td> ii. Federal Share:</td><td>\$1,000,000.00</td></tr></table>	a. Salaries and Wages:	\$440,383.00	b. Fringe Benefits:	\$150,215.00	c. Total Personnel Costs:	\$590,598.00	d. Consultant Costs:	\$0.00	e. Equipment:	\$0.00	f. Supplies:	\$63,669.00	g. Travel:	\$66,444.00	h. Construction/Alteration and Renovation:	\$0.00	i. Other:	\$159,282.00	j. Consortium/Contractual Costs:	\$18,720.00	k. Trainee Related Expenses:	\$0.00	l. Trainee Stipends:	\$0.00	m. Trainee Tuition and Fees:	\$0.00	n. Trainee Travel:	\$0.00	o. TOTAL DIRECT COSTS:	\$898,713.00	p. INDIRECT COSTS (Rate: % of S&W/TADC):	\$101,287.00	q. TOTAL APPROVED BUDGET:	\$1,000,000.00	i. Less Non-Federal Share:	\$0.00	ii. Federal Share:	\$1,000,000.00	33. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project) <table><tr><th>YEAR</th><th>TOTAL COSTS</th></tr><tr><td colspan="2">Not applicable</td></tr></table> 34. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash) <table><tr><td>a. Amount of Direct Assistance</td><td>\$0.00</td></tr><tr><td>b. Less Unawarded Balance of Current Year's Funds</td><td>\$0.00</td></tr><tr><td>c. Less Cumulative Prior Award(s) This Budget Period</td><td>\$0.00</td></tr><tr><td>d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION</td><td>\$0.00</td></tr></table> 35. FORMER GRANT NUMBER 36. OBJECT CLASS 41.91 37. BHCNIS#	YEAR	TOTAL COSTS	Not applicable		a. Amount of Direct Assistance	\$0.00	b. Less Unawarded Balance of Current Year's Funds	\$0.00	c. Less Cumulative Prior Award(s) This Budget Period	\$0.00	d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00
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32. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE: <table><tr><td>a. Authorized Financial Assistance This Period</td><td>\$1,000,000.00</td></tr><tr><td>b. Less Unobligated Balance from Prior Budget Periods</td><td></td></tr><tr><td> i. Additional Authority</td><td>\$0.00</td></tr><tr><td> ii. Offset</td><td>\$0.00</td></tr><tr><td>c. Unawarded Balance of Current Year's Funds</td><td>\$0.00</td></tr><tr><td>d. Less Cumulative Prior Award(s) This Budget Period</td><td>\$1,000,000.00</td></tr><tr><td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td><td>\$0.00</td></tr></table>		a. Authorized Financial Assistance This Period	\$1,000,000.00	b. Less Unobligated Balance from Prior Budget Periods		i. Additional Authority	\$0.00	ii. Offset	\$0.00	c. Unawarded Balance of Current Year's Funds	\$0.00	d. Less Cumulative Prior Award(s) This Budget Period	\$1,000,000.00	e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$0.00																																				
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38. THIS AWARD IS BASED ON THE APPLICATION APPROVED BY HRSA FOR THE PROJECT NAMED IN ITEM 14. FEDERAL AWARD PROJECT TITLE AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE AS: a. The program authorizing statute and program regulation cited in this Notice of Award; b. Conditions on activities and expenditures of funds in certain other applicable statutory requirements, such as those included in appropriations restrictions applicable to HRSA funds; c. 45 CFR Part 75; d. National Policy Requirements and all other requirements described in the HHS Grants Policy Statement; e. Federal Award Performance Goals; and f. The Terms and Conditions cited in this Notice of Award. In the event there are conflicting or otherwise inconsistent policies applicable to the award, the above order of precedence shall prevail. Recipients indicate acceptance of the award, and terms and conditions by obtaining funds from the payment system.																																																			
39. ACCOUNTING CLASSIFICATION CODES <table><tr><th>FY-CAN</th><th>CFDA</th><th>DOCUMENT NUMBER</th><th>AMT. FIN. ASST.</th><th>AMT. DIR. ASST.</th><th>SUB PROGRAM CODE</th><th>SUB ACCOUNT CODE</th></tr><tr><td>20 - 3704147</td><td>93.211</td><td>20GA1RH39569</td><td>\$0.00</td><td>\$0.00</td><td>N/A</td><td>20RCORP-I</td></tr></table>		FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE	20 - 3704147	93.211	20GA1RH39569	\$0.00	\$0.00	N/A	20RCORP-I																																				
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HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Grant Specific Term(s)

- 1. This revision is issued to extend the budget and project period end dates until 08/31/2024 in accordance with your Prior Approval Request. The budget for expenditure of the remaining funds is accepted.

Reporting Requirement(s)

- 1. **Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due 90 days after end of reporting period.**
The recipient must submit, within 90 days after budget period end date, an annual Federal Financial Report (FFR). The report should reflect cumulative reporting within the project period of the document number. **All FFRs must be submitted through the Payment Management System (PMS).** Technical questions regarding the FFR, including system access should be directed to the PMS Help Desk by submitting a ticket through the self-service web portal ([PMS Self-Service Web Portal](#)), or calling 877-614-5533.

Failure to comply with these reporting requirements will result in deferral or additional restrictions of future funding decisions.

All prior terms and conditions remain in effect unless specifically removed.

Contacts

NoA Email Address(es):

Name	Role	Email
Rebecca M Reynolds	Authorizing Official	breynolds@littledixie.org
Dionne Frankum	Program Director	dionne.frankum@liftca.org

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov/>).

TIKTOK Prohibition

Becky Reynolds

Mon 7/31/2023 8:00 AM

To: Allstaff <allstaff@liftca.org>

RE: TIKTOK PROHIBITION

Dear LIFT Employees,

LIFT CAA is informing you about an important decision regarding the use of Tik Tok within the agency. Effective immediately, LIFT mandates the ban of TikTok on all company devices, networks, and Wi-Fi.

The decision to implement this ban was not taken lightly. It comes in response to growing concerns regarding privacy and security risks associated with the TikTok platform. Recent reports and studies have raised serious questions about the collection and handling of user data, potential breaches, and unauthorized access to sensitive information.

We understand that some of you may have been using TikTok for personal entertainment or creative expression. However, in the interest of safeguarding our collective security, it is necessary to enforce this ban across all company-owned devices, networks, and Wi-Fi. We kindly request your full cooperation in complying with this directive.

We appreciate your understanding, cooperation, and commitment to upholding the security standards set forth by LIFT. No employee or person with access to our networks or Wi-Fi can use agency equipment or personal equipment to access TikTok. Together, we will ensure a safe and secure digital environment for everyone. If you have any questions or concerns about this matter, please contact me.

Sincerely,
Becky Porter
Executive Director



Becky Porter
Executive Director
LIFT Community Action Agency, Inc

 (o)580-326-3351; (c) 580-326-1225
 becky.reynolds@liftca.org
 www.liftca.org
 209 North 4th, Hugo, OK 74743



TDD/TYY #711

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M/F/Vets/Disabled and other protected categories.***

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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region VI | 1301 Young St, Suite 937, Dallas, TX 75202 | www.eclkc.ohs.acf.hhs.gov

July 26, 2023

Mr. David Hawkins, Board Chairperson
Little Dixie Community Action Agency, Inc.
209 N 4th St
Hugo, OK 74743

Re: Grant Number 06CH010743

Dear Mr. David Hawkins,

This letter is in response to the July 5, 2023, request to waive provisions of 45 C.F.R. Part 1303 pursuant to the criteria defined in 45 C.F.R. § 1303.70(c).

Your request is consistent with the regulatory requirements, and waivers are approved for the following provisions:

45 C.F.R. § 1303.71(d) and § 1303.72(a)(1) - Child Restraint Systems
45 C.F.R. § 1303.72(a)(4) - Bus Monitors

This waiver is effective for the 2023-2024 program year.

Please be advised that requests for a waiver must be approved annually. Requests to waive the child restraint system and/or bus monitor requirements must be submitted by June 1 of the upcoming program year.

Please contact Kobena Arthur, assigned Program Specialist, at (214) 767-8859 or Kobena.Arthur@acf.hhs.gov if you have further questions on this matter.

Sincerely,

A handwritten signature in black ink that reads "Kenneth R. Gilbert".

Kenneth Gilbert
Regional Program Manager
Office of Head Start, Region VI

cc: Ms. Rebecca Reynolds, Executive Director
Ms. Darla Galyon, Head Start Director
Ms. Martha Frakes, Policy Council Chair



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

July 28, 2023

Ms. Becky Porter, Executive Director
LIFT Community Action Agency
209 North 4th Street
Hugo, Oklahoma 74743

RE: Contracts 18493 CSBG 22; 18638 SAF/CAA 23; and 18674 SAF/CAA-HS 23

Dear Ms. Porter:

The Oklahoma Department of Commerce conducted a desktop review of the above contracts during the time period of July 24-26, 2023. The visit included a review of your financial records, agency policies, Board information, Organizational Standards and ROMA.

No problems were found during the monitoring. This letter closes the monitoring.

Sincerely,

A handwritten signature in black ink, appearing to read "Alicia Hibbets", is written over a light blue horizontal line.

Alicia Hibbets, Director of Programs – Monitoring
Community Development Services

c: David Hawkins, Board Chair