LIFT

Community Action Agency, Inc.

Board of Directors Meeting

SEPTEMBER 12, 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, September 12, 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. Consideration, Discussion, and Vote to Accept Tiffany Brockway as Appointed Representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

D. Consideration, Discussion, and Vote to Accept Trina Low as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2023*)

E. Appointment of Mentors for New Board Members (*Organizational Standard 5.7*)

F. Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

G. Consideration, Discussion and Vote to Approve August 2023 Regular Meeting Minutes (*O.S. 5.5*)

H. Consideration, Discussion, and Vote to Approve July 2023 Financial Reports; Distribution of August 2023 Financials for October 2023 Consideration and Vote (*O.S. 8.7*)

I. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **$2,231,489.81**
1. Outdoor Learning Environments Application to Oklahoma Partnership for School Readiness
2. SFY 2024 Community Action Agencies State Appropriated Funds Application to Oklahoma Department of Commerce - ***$11,055***
3. SFY 2024 CAA State Appropriated Funds for Head Start Application to ODOC - ***$83,602***
4. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. - ***$11,262.34***
5. 2023 Hometown Grant Application to T-Mobile - ***$50,000***
6. Child and Adult Care Food Program Application (Head Start/Early Head Start) to Oklahoma Department of Education - ***$626,691.33***
7. CACFP Application (Early Learning Centers) to Oklahoma Dept. of Education - ***$198,588.40***
8. CACFP Application to Oklahoma Dept. of Education - ***$1,248,004.74*** (*Program Operations – $168,004.74; Daycare Home Meal Reimbursement – Up to $1,080,000*)
9. FY 2023 Community Services Block Grant Application (3rd Allocation) to ODOC - ***$2,286***

J. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **$3,918,784.06**
1. Drug-Free Communities Support Program Grant Award (Continuation, Year 10) from Centers for Disease Control and Prevention - ***$125,000***

2. Oklahoma Early Childhood Program Grant Award (Year 18) from Community Action Project of Tulsa County - ***$181,239.68*** (*Match: $90,812.94*)
3. Technical and Management Assistance Contract Award – Region 2 (Base Year) from U.S. Department of Agriculture, Rural Development - ***$863,888.04***
4. SFY 2024 CAA State Appropriated Funds Award from ODOC - ***$11,055***
5. Mentoring+ Project Subgrant Award (2019 Extension Increase) from Youth Collaboratory - ***$7,000*** (*Total Awarded: $49,000*)
6. Rural Communities Opioid Response Program – Overdose Response Grant Award from Health Resources and Services Administration - ***$300,000***
7. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. - ***$11,262.34***
8. FY 2024 Enhancing Victim Services Contract Award from Oklahoma Office of Attorney General - ***$93,750***
9. FY 2023 Network Supplemental Grant Award from NeighborWorks® America - ***$10,000***
10. WorkReady Oklahoma Employment Center Contract Award from Oklahoma Department of Human Services - ***$1,494,089*** (*Total Five-Year Contract Award: $7,102,664)*
11. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 9, Head Start/Early Head Start) from OKDHS - ***$681,000***
12. ARPA Child Care Stabilization Grant Awards (Cycle 9, ELC) from OKDHS - ***$140,500***

K. Consideration, Discussion, and Vote to Approve Changes to Personnel Policy No. 900: Travel

L. Consideration, Discussion, and Vote to Approve Submission of Employee Benefit Plan Form 5500 (*Plan Year 2022, Period: 4/1/2022–3/31/2023*)

M. Consideration, Discussion, and Vote to Approve Updates to the 2018–2023 HS/EHS/EHS-Child Care Strategic Plan

N. Consideration, Discussion, and Vote to Approve 2023-2024 Head Start/Early Head Start Training and Technical Assistance Plan

O. Consideration, Discussion, and Vote to Approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2023-2024 School Year

P. Board Training/Programmatic Report: Compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness (*O.S. 5.7 & 5.9*)

Q. Update on Board Self-Assessment (*O.S. 5.7*)

R. Board Training: LIFT CAA Finances (*O.S. 5.7*)
- CSBG Organizational Standards – Fiscal Management
- Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions
- Interpreting Financial Statements

S. Board Training/Programmatic Report: Self-Help Housing Program Evaluation (*O.S. 5.7 & 5.9*)

T. Board Giving Report (*O.S. 5.7*)

U. Transportation Advisory Council Report (*O.S. 5.9*)

V. Policy Council Report (*O.S. 2.1 & 5.9*)

W. Recognition of September 2023 Employees of the Month:
Ken McDaniel, Maintenance Technician – Head Start/EHS/EHS-Child Care Programs
Gary Teague Jr., Maintenance Technician – Head Start/EHS/EHS-Child Care Programs

X. Recognition of Service Awards
Five Years: Krislisa Priddy, Caregiver – Early Learning Centers
Darlene Wood, Human Resources Specialist – Administration
Fifteen Years: Ashley Read, Center Director – Early Learning Centers
Twenty-Five Years: Karla Luginbill, Director – Retired and Senior Volunteer Program

Y. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Weatherization Program Thank You Card; AmeriCorps Seniors RSVP Recognition Events (*O.S. 5.9*)

Z. 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*)

AA. Consideration, Discussion, and Vote to Adjourn

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

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

MINUTES
BOARD OF DIRECTORS MEETING
August 8, 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, August 8, 2023 at 10:09 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at https://liftca.org/board/.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Andrea Henkel.

Roll Call was taken and a quorum was established (17 Board Members present, 9 absent). The following Board Members were present at the meeting site: Brad Burgett, Danny Cornish, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Sandra Meeks, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, and Debra Williams. The following members were absent: Tami Barnes, Kevin Cory, Tina Foshee-Thomas, Patsy Guess, Jordan Hill, Kara Maness, Dwight Satterfield, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Dawn McDaniel, Darla Galyon, Sheree Ensley, Mattie McKee, Macy Self, Brandon McDaniel, Johnny Moffitt, Ernest McCarty, Susie Mashburn, Sommer Springfield, Jordan Mack, Ashley Gaddy, Rebecca (Reynolds) Porter, Kathy James, Amber Duncan, Monique Knight, Taryn Creasman, and Tonya Finley.

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.

Brad Burgett, Secretary/Treasurer, provided the Board with a report from the Committee for Nominations, who met prior to the meeting to determine the slate of LIFT CAA Officer Candidates for the upcoming year (2023-2024) in accordance with the agency's By-Laws and requirements for the annual election of Officers. The Committee for Nominations recommended the existing Board Officers to serve over the next year: Chairman – David Hawkins (representing McCurtain County); Vice-Chairman – Leah Savage (representing Choctaw County); and Secretary/Treasurer – Brad Burgett (representing Pushmataha County). The Committee for

Nominations also recommended the existing members of the Executive and Personnel Committee to serve for 2023-2024.

David Hawkins, Chairman, requested the Board's 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. Hawkins also opened the floor to other nominations. A motion was made by Jim Bob Sullivan and seconded by Jia Johnson to retain the existing Board Officers as recommended by the Committee for Nominations, therefore electing the following to serve as LIFT CAA Board of Directors Officers for 2023-2024: Chairman – David Hawkins, Vice-Chairman – Leah Savage, and Secretary/Treasurer – Brad Burgett. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

David Hawkins, Chairman, requested the Board's 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. As stipulated in the By-Laws, the composition of the committee shall consist of seven members total, comprised of the elected Officers of the Board and at least one Public sector, one Low-Income sector, and one Private sector member, to be elected by majority vote of the Board. Hawkins listed the current members of the Committee and then asked for any nominations. A motion was made by Brad Burgett and seconded by Wade Scott to retain the same Committee members for the upcoming year as recommended by the Committee for Nominations and, in doing so, elect the following (in addition to the elected Officers) to the LIFT CAA Executive and Personnel Committee for 2023-2024: Kevin Cory (Low-Income Sector, Choctaw County), Vickie Leathers (Private Sector, Pushmataha County), Sandra Meeks (Private Sector, McCurtain County), and Craig Young (Public Sector, McCurtain County). The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on August 8, 2023 at 9:05 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for June 2023. The Committee was presented with the July 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 July 2023 Regular Meeting Minutes and the June 2023 Financial Reports; the July 2023 Financials were distributed for consideration and vote at the September 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Cindy Logan to approve the July 2023 Regular Meeting Minutes and the June 2023 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items G & H).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Food and Nutrition for Better Health Leadership Training Institute Request to National Healthy Start Association in the amount of $10,000; if awarded, funding will be used to conduct planning and implementation work to bring nutritious food options to communities and families served by LIFT Healthy Start, in addition to the provision of education over nutrition and healthy foods.
2. Public Transit Revolving Fund Application to Oklahoma Department of Transportation in the amount of $130,352; if awarded, this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Cindy Logan to approve the submission of resolutions and/or grant applications in the amount of $140,352 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2023 Healthy Start Initiative Supplemental Grant Award (Mother and Infant Supply Kits) from Health Resources and Services Administration in the amount of $15,000; this supplemental funding will be used to support recruitment and retention of LIFT Healthy Start participants by providing enrolled program participants with a newborn or postpartum supply kit (e.g. bottles, diapers, newborn clothing, toys, books, portable cribs, informational materials, items for new fathers, etc.) The total amount awarded during the FY 2023 Budget Period is $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 in the amount of $82,447; these funds (Regular Program Funding: $57,276, American Rescue Plan Supplement: $25,171) will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district.
3. Child Care Stabilization Grant Program Awards (Year 2/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $20,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
4. Child Care Stabilization Grant Program Awards (Year 2/Quarter 4, ELC) from Choctaw Nation of Oklahoma in the amount of $27,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
5. FY 2023 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) from Office of Head Start in the amount of $358,908; this funding ($229,139) will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 5.60% COLA increase (Budget Period: 12/1/2022–11/30/2023). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 5.60% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 5.60% in the Head Start/EHS/EHS-Child Care pay scale. The Quality Improvement funding ($129,769) will be used to upgrade the level of

staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the programs. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $89,727.

6. FY 2023 Early Head Start-Child Care Partnership Grant Award (Continuation, Year 5) from OHS in the amount of $2,053,548; funding will provide support for program operations and training/technical assistance for the EHS-CC Program for a period of one year, serving 120 infants and toddlers in partnership with six area child care centers. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $513,387.
7. FY 2023 EHS-Child Care Partnership Supplement Grant Award (COLA/Quality Improvement) from OHS in the amount of $163,197; this funding ($112,598) will be used to provide LIFT CAA's Early Head Start-Child Care Partnership staff with a 5.60% COLA increase (Budget Period: 8/1/2023–7/31/2024). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 5.60% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 5.60% in the Head Start/EHS/EHS-Child Care pay scale. The balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Contractual category to offset increased operating costs within the partner child care centers. The Quality Improvement funding ($50,599) will be used to upgrade the level of staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the programs. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $40,799.25.

A motion was made by Brent Franks and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of $2,720,100 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 16; 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 submission of FY 2024 Head Start/Early Head Start Program Grant Application to Administration for Children and Families, Office of Head Start. James explained that the agency was currently working on the FY 2024 Head Start/Early Head Start Program Grant New/Baseline Application for Program Operations and Training and Technical Assistance. She explained that the application also includes a request for a Change in Scope to reduce the Funded Federal Enrollment of Head Start slots without reducing the amount of grant funding received. The effective date of the enrollment reduction, if awarded, would coincide with the start of the FY 2024 program year, with full implementation by January 1, 2024. Total requested funding in the amount of $4,509,940 would be comprised of $3,510,751 for Head Start and $999,189 for Early Head Start (Funding Period: 12/1/2023–11/30/2024), with a Federal Funded Enrollment of 308 children (260 Head Start, 48 EHS). The enrollment reduction is necessary given the historically low rates of enrollment over the last few years, supported by data from the Community Assessment and other programmatic tracking. James detailed at length the program plan and budgets for Head Start and Early Head Start, along with the enrollment reduction (transition, impacts, etc.) being proposed. The Board of Directors discussed the request and provided input regarding the application. A

motion was made by Debra Williams and seconded by David Smith to approve submission of the FY 2024 Head Start/Early Head Start Program Grant Application to the Administration for Children and Families, Office of Head Start. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Personnel Policy Manual. McDaniel explained that revisions to the Manual were needed to clean up language, institute changes in practice, or clarify current procedures. These revisions were conducted by agency leadership with input from Program Directors. Once the revisions were completed, the Personnel Policy Manual was reviewed in its entirety by an Attorney and revised further before being brought to the Board for approval (Organizational Standard 7.1). McDaniel reviewed all updates to the manual and facilitated discussion with the Board. Once approved, agency staff will be notified of the revised Personnel Policy Manual via email announcement. Agency staff will receive a copy of the revised policies by email, and the revised Personnel Policy Manual will be available through the online Employee Portal. Each employee will sign an acknowledgement of receipt of the revised Personnel Policy Manual. A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the LIFT CAA Personnel Policy Manual. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Policy and Procedures for Communication with Persons with Limited English Proficiency. This is an existing policy that required updating language to reflect the agency's name change, clarify current procedures, and identify associated staff. A motion was made by Andrea Henkel and seconded by Debra Williams to approve the LIFT CAA Policy and Procedures for Communication with Persons with Limited English Proficiency. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale based on the 5.60% Cost-of-Living Adjustment Allowance and Quality Improvement funding, per the grant awards accepted under Item J. The 5.60% COLA reflects an increase in the hourly rate of pay for each employee and a permanent increase of 5.60% in the Head Start/EHS/EHS-CC Pay Scale. The Pay Scale also reflects permanent salary increases for select staff provided through Quality Improvement funding, in addition to alignment with the Oklahoma State Department of Education's Salary Schedule for Certified Teachers (through its Comprehensive Teacher Pay Reform). A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale as presented. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Lauren Barger, Head Start/Early Head Start/EHS-Child Care Nutrition Specialist, requested the Board's consideration, discussion, and vote to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2023-2024 School Year. The menus, which are on a six-week rotation, were reviewed and approved by a Registered Dietician, to ensure proper

nutritional content and consistency with Child and Adult Care Food Program guidelines. A motion was made by Debra Williams and seconded by Sharon Johnson to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2023-2024 School Year. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the 2023-2024 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. Galyon explained that Zen Gee Counseling and Psychological Services, LLC was selected through a bid process in alignment with the agency's financial and procurement policies. A motion was made by David Smith and seconded by Cindy Logan to approve the 2023-2024 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Taryn Creasman, Head Start/Early Head Start/EHS-Child Care Family and Community Engagement Specialist, requested the Board's consideration, discussion, and vote to approve updates to the Head Start/Early Head Start/EHS-Child Care Community Assessment. The programs conducted a comprehensive Community Assessment in 2021. The Community Assessment compiles data on the strengths, needs, and resources of the programs' service area. In accordance with Office of Head Start requirements, the 2023 Annual Update is an addendum to the 2021 Community Assessment (and 2022 update) used to identify significant changes to the service area. The Community Assessment is used to ensure services provided are best meeting the needs of children and families served by the programs. Creasman reviewed the major updates and data of interest with the Board. A motion was made by Brent Franks and seconded by William Smith to approve updates to the Head Start/Early Head Start/EHS-Child Care Community Assessment. The roll call vote was: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided a Board Training/Programmatic Report over the Full Enrollment Initiative (Organizational Standards 5.7 and 5.9). Under this initiative, Head Start Programs are to work towards full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. The Full Enrollment Initiative supports grantees in establishing strategies to reach full enrollment. Mack explained that under the Full Enrollment Initiative, underenrolled grantees are determined based on at least four consecutive months of data (reported enrollment levels) in any Head Start and/or Early Head Start Program. Underenrolled programs receive an Initial Underenrollment Letter from the Regional Office of Head Start, and must develop a working plan to reduce underenrollment within a 12-month time frame. The 12-month period begins 10 calendar days from the date the letter is sent. LIFT's Head Start and Early Head Start-Child Care Programs are currently underenrolled and have received a letter. Both programs have developed an underenrollment plan, which each began on June 10, 2023. The plans detail various action steps to reduce underenrollment, such as requesting a Change in Scope – Enrollment Reduction for Head Start or expanding square footage of rooms to increase enrollment slots at existing child care partnership sites.

Macy Self, Associate Director, provided a Board Training/Programmatic Report over Quarterly (April–June, 2023) Housing Production, as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Self provided a review of the submitted report and facilitated discussion regarding Housing production and activities over the last quarter.

Susie Mashburn, Head Start/Early Head Start/EHS-Child Care Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Spring 2022-2023 Child Outcomes and Assessment Results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the July 25, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Ashley Gaddy (Outreach Specialist, Head Start/Early Head Start/EHS-Child Care Programs) as the August 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: 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); and Thirty Years – Radonda Moffatt (Teacher, Head Start Program).

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); Tri-County Opioid Response Program No-Cost Extension Approval; TikTok Prohibition Notice; Transportation Waiver Approval Notice for 2023-2024 Head Start Program Year; and Monitoring Closeout Letter from Oklahoma Department of Commerce (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 William Smith to adjourn the regular meeting. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. Voting record is attached (Item Z).

The Regular Meeting adjourned at 11:28 a.m.

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Brad Burgett, Secretary/Treasurer

CALL TO ORDER: 10:09 AM

				J. B. SULLIVAN	J. JOHNSON	B. BURGETT	W. SCOTT	A. HENKEL	C. LOGAN	B. BURGETT	C. LOGAN	B. FRANKS	W. SMITH
	August 8, 2023	**Present**	**Absent**	D		E		G & H		I		J	
				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	Jim Bob Sullivan	✓		✓			✓					✓	✓			✓		
23	Vicky Wade		✓															
24	Debra Williams	✓		✓			✓			✓			✓			✓		
25	Craig Young		✓															
26	David Hawkins	✓																
27																		

				D. WILLIAMS	D. SMITH	B. BURGETT	J.B. SULLIVAN	A. HENKEL	P. WILLIAMS	B. BURGETT	J.B. SULLIVAN	P. WILLIAMS	S. JOHNSON
	August 8, 2023	**Present**	**Absent**	K		L		M		N		O	
				Y	N	Y	N	Y	N	Y	N	Y	N
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	Jim Bob Sullivan	✓		✓		✓		✓		✓		✓	
23	Vicky Wade		✓										
24	Debra Williams	✓		✓		✓		✓		✓		✓	
25	Craig Young		✓										
26	David Hawkins	✓											
27													

				D. SMITH	C. LOGAN		B. FRANKS	W. SMITH		B. BURGETT	W. SMITH							
	August 8, 2023	**Present**	**Absent**	P			Q			Z								
				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	Jim Bob Sullivan	✓		✓			✓			✓								
23	Vicky Wade		✓															
24	Debra Williams	✓		✓			✓			✓								
25	Craig Young		✓															
26	David Hawkins	✓																
27																		

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

FINANCIAL ROW	AMOUNT (AS OF AUG 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	$11,909,494.80	$7,827,096.69	$4,082,398.11	52.16%
1020 - Payroll Account	($1,580,355.54)	$1,753.85	($1,582,109.39)	-90,207.79%
1021 - First United Accounts Payable	($506,941.90)	$6,250.82	($513,192.72)	-8,210.01%
1022 - First United TH Reserve	$136,889.11	$131,955.09	$4,934.02	3.74%
1023 - First United General Escrow	$90,209.96	$113,538.59	($23,328.63)	-20.55%
1024 - First United Marina License	$240.70	$240.46	$0.24	0.10%
1025 - First United Deposit (PayPal)	$2,080.97	$1,662.28	$418.69	25.19%
1028 - First United Unrestricted Funds CD	$815,029.94	$815,029.94	$0.00	0.00%
1030 - Shamrock Bank - Clayton	$1,829.89	$1,823.39	$6.50	0.36%
1040 - Petty Cash	$410.00	$410.00	$0.00	0.00%
1050 - McCurtain County National Bank	$39,039.43	$26,015.47	$13,023.96	50.06%
Total - 1000 - Cash	**$10,907,927.36**	**$8,925,776.58**	**$1,982,150.78**	**22.21%**
Total Bank	**$10,907,927.36**	**$8,925,776.58**	**$1,982,150.78**	**22.21%**
Accounts Receivable				
1100 - Receivables	**$1,231,350.94**	**$114,637.66**	**$1,116,713.28**	**974.12%**
1300 - Other receivables				
1320 - Notes/loans receivable	$415,279.76	$415,279.76	$0.00	0.00%
1321 - Loans Receivable from Belmont	$136,008.48	$118,469.48	$17,539.00	14.80%
1322 - Loans Receivable from Clayton	$183,321.53	$181,152.53	$2,169.00	1.20%
1323 - Loans Receivable rom Kiamichi	$115,276.90	$108,305.90	$6,971.00	6.44%
1324 - Loans Receivable from SOCDC	$422,001.57	$422,001.57	$0.00	0.00%
1325 - Reserve for Loan Loss	$2,662.33	$2,662.33	$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	**$1,330,408.18**	**$1,305,980.66**	**$24,427.52**	**1.87%**
Total Accounts Receivable	**$2,561,759.12**	**$1,420,618.32**	**$1,141,140.80**	**80.33%**
Other Current Asset				
1400 - Other assets	**($3,151.29)**	**($3,641.39)**	**$490.10**	**-13.46%**
1500 - Investments	**$513,321.17**	**$511,910.00**	**$1,411.17**	**0.28%**
NS097 - Interfund Due to /Due from	$6,191.98	($264,690.73)	$270,882.71	-102.34%
Payroll Float	$14,680.21	$0.00	$14,680.21	0.00%
Total Other Current Asset	**$531,042.07**	**$243,577.88**	**$287,464.19**	**118.02%**
Total Current Assets	**$14,000,728.55**	**$10,589,972.78**	**$3,410,755.77**	**32.21%**
Fixed Assets				
1600 - Fixed operating assets	**$13,843,062.03**	**$13,843,062.03**	**$0.00**	**0.00%**
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	**$20,196,263.62**	**$16,785,507.85**	**$3,410,755.77**	**20.32%**
Liabilities & Equity				

FINANCIAL ROW	AMOUNT (AS OF AUG 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
Current Liabilities				
Accounts Payable	**($5,880.25)**	**$4,151.24**	**($10,031.49)**	**-241.65%**
Other Current Liability				
2100 - Accrued liabilities	**$1,093,028.54**	**$388,938.77**	**$704,089.77**	**181.03%**
2400 - Refundable Advances	**$19,854.21**	**$3,956.00**	**$15,898.21**	**401.88%**
2500 - Short-term notes & loans payable	$329.18	$0.00	$329.18	0.00%
Total Other Current Liability	**$1,113,211.93**	**$392,894.77**	**$720,317.16**	**183.34%**
Total Current Liabilities	**$1,107,331.68**	**$397,046.01**	**$710,285.67**	**178.89%**
Long Term Liabilities				
2700 - Long-term notes & loans payable	**($56,127.54)**	**($52,373.59)**	**($3,753.95)**	**7.17%**
Total Long Term Liabilities	**($56,127.54)**	**($52,373.59)**	**($3,753.95)**	**7.17%**
Equity	**$19,145,059.48**	**$16,440,835.43**	**$2,704,224.05**	**16.45%**
Total Liabilities & Equity	**$20,196,263.62**	**$16,785,507.85**	**$3,410,755.77**	**20.32%**

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

FINANCIAL ROW	AMOUNT (JAN 2023 - AUG 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	**$22,930.69**	**$70,845.05**	**($47,914.36)**	**-67.63%**
4100 - Inkind Revenue	**$661,666.94**	**$1,283,386.21**	**($621,719.27)**	**-48.44%**
4200 - Miscellaneous Revenue				
4210 - Stabilization Revenue	$1,804,500.00	$958,800.00	$845,700.00	88.20%
4220 - Other Grant/Contract Revenue	$1,193,345.28	$893,259.68	$300,085.60	33.59%
4250 - MISC/OTHER REV	$463,337.87	$148,029.23	$315,308.64	213.00%
Total - 4200 - Miscellaneous Revenue	**$3,461,183.15**	**$2,000,088.91**	**$1,461,094.24**	**73.05%**
4400 - State Revenue	**$682,881.38**	**$4,967,928.69**	**($4,285,047.31)**	**-86.25%**
4500 - Federal Revenue	**$10,379,421.13**	**$22,922,045.64**	**($12,542,624.51)**	**-54.72%**
4900 - Recoveries from Programs	**$2,425,171.87**	**$3,119,843.96**	**($694,672.09)**	**-22.27%**
5000 - Rental Revenue	**$421,121.42**	**$640,846.50**	**($219,725.08)**	**-34.29%**
5100 - Program Fee Revenue	**$1,194,735.30**	**$2,095,418.17**	**($900,682.87)**	**-42.98%**
5300 - Interest and Dividends	**$57,370.49**	**$1,147,293.12**	**($1,089,922.63)**	**-95.00%**
5400 - Revenue from other sources	**$686,468.19**	**$524,765.12**	**$161,703.07**	**30.81%**
5800 - Special Event Expense	**$6,220.33**	**$0.00**	**$6,220.33**	**0.00%**
Total - Income	**$19,999,170.89**	**$38,772,461.37**	**($18,773,290.48)**	**-48.42%**
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	**$19,999,170.89**	**$38,770,400.65**	**($18,771,229.76)**	**-48.42%**
Expense				
7000 - Grants, contracts, & direct assistance	**$840,451.32**	**$1,705,728.83**	**($865,277.51)**	**-50.73%**
7200 - Salaries & related expenses	**$7,303,227.53**	**$18,031,273.34**	**($10,728,045.81)**	**-59.50%**
7300 - Indirect Cost Pool Expense	**$1,168,112.17**	**$2,795,851.85**	**($1,627,739.68)**	**-58.22%**
7500 - Contract/Consultant Services	**$1,003,092.92**	**$1,173,017.65**	**($169,924.73)**	**-14.49%**
8100 - Non personnel expenses	**$747,715.86**	**$3,035,353.14**	**($2,287,637.28)**	**-75.37%**
8200 - Facility & equipment expenses	**$1,521,341.70**	**$2,602,137.71**	**($1,080,796.01)**	**-41.53%**
8300 - Travel & meetings expenses	**$422,600.38**	**$1,257,899.50**	**($835,299.12)**	**-66.40%**
8400 - Insurance Expense	$1,537,910.94	$2,033,465.21	($495,554.27)	-24.37%
8600 - Business expenses	**$8,063.62**	**$650.00**	**$7,413.62**	**1,140.56%**
8700 - Food Expenses	**$987,675.62**	**$1,675,539.68**	**($687,864.06)**	**-41.05%**
8800 - In-Kind Expenses	**$662,016.94**	**$1,167,387.92**	**($505,370.98)**	**-43.29%**
Total - Expense	**$16,202,209.00**	**$35,478,304.83**	**($19,276,095.83)**	**-54.33%**
Net Ordinary Income	**$3,796,961.89**	**$3,292,095.82**	**$504,866.07**	**15.34%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense	**$1,107,591.36**	**$1,779,714.98**	**($672,123.62)**	**-37.77%**
Unrealized Matching Gain/Loss	$0.00	$74.80	($74.80)	-100.00%
Total - Other Expense	**$1,107,591.36**	**$1,779,789.78**	**($672,198.42)**	**-37.77%**
Net Other Income	**($1,107,591.36)**	**($1,779,789.78)**	**$672,198.42**	**-37.77%**

FINANCIAL ROW	AMOUNT (JAN 2023 - AUG 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
Net Income	**$2,689,370.53**	**$1,512,306.04**	**$1,177,064.49**	**77.83%**

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

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	$11,909,494.80
1020 - Payroll Account	($1,580,355.54)
1021 - First United Accounts Payable	($506,941.90)
1022 - First United TH Reserve	$136,889.11
1023 - First United General Escrow	$90,209.96
1024 - First United Marina License	$240.70
1025 - First United Deposit (PayPal)	$2,080.97
1028 - First United Unrestricted Funds CD	$815,029.94
1030 - Shamrock Bank - Clayton	$1,829.89
1040 - Petty Cash	$410.00
1050 - McCurtain County National Bank	$39,039.43
Total - 1000 - Cash	**$10,907,927.36**
Total Bank	**$10,907,927.36**
Accounts Receivable	
1100 - Receivables	**$1,231,350.94**
1300 - Other receivables	**$1,330,408.18**
Total Accounts Receivable	**$2,561,759.12**
Other Current Asset	
1400 - Other assets	**($3,151.29)**
1500 - Investments	**$513,321.17**
NS097 - Interfund Due to /Due from	$6,191.98
Payroll Float	$14,680.21
Total Other Current Asset	**$531,042.07**
Total Current Assets	**$14,000,728.55**
Fixed Assets	
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	**$20,196,263.62**
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	**($5,880.25)**
Total Accounts Payable	**($5,880.25)**
Other Current Liability	
2100 - Accrued liabilities	**$1,093,028.54**
2400 - Refundable Advances	**$19,854.21**
2500 - Short-term notes & loans payable	**$329.18**
Total Other Current Liability	**$1,113,211.93**
Total Current Liabilities	**$1,107,331.68**
Long Term Liabilities	
2700 - Long-term notes & loans payable	**($56,127.54)**
Total Long Term Liabilities	**($56,127.54)**
Equity	**$19,145,059.48**
Total Liabilities & Equity	**$20,196,263.62**

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	$2,689,370.53
Adjustments to Net Income	
Accounts Receivable	($1,141,140.80)
Other Current Asset	($286,053.02)
Accounts Payable	($10,031.49)
Sales Tax Payable	$14,773.21
Other Current Liabilities	$705,543.95
Total Adjustments to Net Income	**($716,908.15)**
Total Operating Activities	**$1,972,462.38**
Financing Activities	
Long Term Liabilities	($3,753.95)
Other Equity	$14,853.52
Total Financing Activities	**$11,099.57**
Net Change in Cash for Period	**$1,983,561.95**
Cash at Beginning of Period	**$8,916,965.26**
Cash at End of Period	**$10,900,527.21**

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Comparative Revenue Summary
September 1, 2023 - September 30, 2023

REVENUE STREAM	AMOUNT (THIS MONTH) (9/1/2023 - 9/30/2023)	AMOUNT (LAST MONTH) (8/1/2023 - 8/31/2023)	AMOUNT (THIS FY) (1/1/2023 - 12/31/2023)	AMOUNT (LAST FY) (1/1/2022 - 12/31/2022)
- Unassigned -	$220.00	$2,055.18	$80,499.99	$37,458,859.04
Federal Grants	$1,265.31	$933,818.15	$7,847,470.73	$808,715.07
Program Revenue	$23,816.89	$324,356.33	$1,631,117.90	$1,388,406.61
Recoveries		$358,614.40	$2,293,753.94	($67,351.22)
Federal Pass Through		$177,835.56	$2,153,483.43	$18,780.14
Non Federal	$10,858.66	$744,238.89	$3,450,781.53	($1,373,753.10)
Federal Contract		$122,725.75	$906,716.88	$411,145.13
State Pass Through		$109,220.25	$1,038,078.91	$81,725.93
State Grants	$389.89	$379.17	$278,084.86	$15,641.60
Apartment Revenue		$16,589.00	$105,407.00	
State Contracts	$1,468.00	$7,019.45	$62,822.78	$3,792.17
Transit Contract		$3,869.60	$61,416.39	
Transit Fares		$4,412.60	$46,999.16	
Management Fees		$2,677.51	$17,875.93	$25,684.36
Transfer Revenue			$40,336.79	
Corporate/Business/Foundation			$12,030.67	
Interest			$7,564.23	
Miscellaneous		$0.83	$2,393.26	
Other Contract Revenue				$815.64
Total	**$38,018.75**	**$2,807,812.67**	**$20,036,834.38**	**$38,772,461.37**

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Comparative Expense Summary
September 1, 2023 - September 30, 2023

PROGRAM	AMOUNT (THIS MONTH) (9/1/2023 - 9/30/2023)	AMOUNT (LAST MONTH) (8/1/2023 - 8/31/2023)	AMOUNT (THIS YEAR) (1/1/2023 - 12/31/2023)	AMOUNT (LAST YEAR) (1/1/2022 - 12/31/2022)
- Unassigned -	$362,241.21	$1,233,166.85	$9,682,271.24	$34,764,594.16
Fundraising			$19.28	
Management & General (Admin)				
RSVP		$1,538.10	$5,729.21	
VOCA		$1,525.11	$71,866.38	$27,882.48
Housing		$41,497.03	$245,186.46	$65,214.15
Transit			$85,629.23	($614.06)
Mentoring		$3,628.22	$26,867.25	
Apartments		$6,980.92	$62,406.62	
Head Start		$139,663.94	$1,774,545.14	$168,939.62
Healthy Start		$8,185.23	$55,172.81	
Administration		$3,615.83	$352,186.63	
Early Head Start		$48,317.19	$466,429.38	$164,282.52
Community Services			($991.38)	($936.65)
CACFP - Daycare Homes		$2,673.34	$39,899.87	$33,105.82
Drug Free Communities		$0.00	$22,268.49	$16,438.46
Early Learning Centers		$2,414.85	$26,744.38	$17,267.29
Early Head Start Child Care		$120,056.51	$693,826.55	$431,634.24
Total - Management & General (Admin)		**$380,096.27**	**$3,927,767.02**	**$923,213.87**
Total	**$362,241.21**	**$1,613,263.12**	**$13,610,057.54**	**$35,687,808.03**

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**	**$22,930.69**	**$2,069.31**	**91.72%**
4100 - Inkind Revenue	**$952,223.51**	**$661,666.94**	**$290,556.57**	**69.49%**
4200 - Miscellaneous Revenue	**$28,311.00**	**$3,461,289.22**	**($3,432,978.22)**	**12,225.95%**
4400 - State Revenue	**$2,206,307.74**	**$683,271.27**	**$1,523,036.47**	**30.97%**
4500 - Federal Revenue	**$26,883,631.31**	**$10,379,421.13**	**$16,504,210.18**	**38.61%**
4900 - Recoveries from Programs	**$1,677,332.00**	**$2,425,171.87**	**($747,839.87)**	**144.59%**
5000 - Rental Revenue	**$0.00**	**$440,689.92**	**($440,689.92)**	**0.00%**
5100 - Program Fee Revenue	**$450,250.00**	**$1,210,459.10**	**($760,209.10)**	**268.84%**
5300 - Interest and Dividends	**$500.04**	**$59,600.98**	**($59,100.94)**	**11,919.24%**
5400 - Revenue from other sources	**$105,397.92**	**$686,468.19**	**($581,070.27)**	**651.31%**
5800 - Special Event Expense	**$0.00**	**$6,220.33**	**($6,220.33)**	**0.00%**
Total - Income	**$32,328,953.52**	**$20,037,189.64**	**$12,291,763.88**	**61.98%**
Gross Profit	**$32,328,953.52**	**$20,037,189.64**	**$12,291,763.88**	**61.98%**
Expense				
7000 - Grants, contracts, & direct assistance	**$178,085.00**	**$840,698.38**	**($662,613.38)**	**472.08%**
7200 - Salaries & related expenses	**$16,626,551.10**	**$7,755,704.50**	**$8,870,846.60**	**46.65%**
7300 - Indirect Cost Pool Expense	**$2,780,485.23**	**$1,248,635.91**	**$1,531,849.32**	**44.91%**
7500 - Contract/Consultant Services	**$2,519,425.96**	**$1,012,750.59**	**$1,506,675.37**	**40.20%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$1,178,549.30	$384,505.40	$794,043.90	32.63%
8120 - Other/Maint Supplies	$523,495.14	$61,099.54	$462,395.60	11.67%
8130 - Telephone & Internet	$226,126.12	$154,580.79	$71,545.33	68.36%
8140 - Postage & shipping	$34,660.73	$7,956.35	$26,704.38	22.95%
8150 - Medical/Dental Supplies	$98,773.00	$53,399.65	$45,373.35	54.06%
8160 - Events/Meeting Expense	$154,277.16	$19,959.11	$134,318.05	12.94%
8170 - Printing & copying	$105,105.06	$49,609.89	$55,495.17	47.20%
8180 - Fatherhood	$9,000.00	$500.00	$8,500.00	5.56%
8190 - WX Materials	$79,268.39	$24,082.49	$55,185.90	30.38%
Total - 8100 - Non personnel expenses	**$2,409,254.90**	**$755,693.22**	**$1,653,561.68**	**31.37%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$309,083.26	$120,991.00	$188,092.26	39.15%
8215 - Equipment Lease	$0.00	$3,320.38	($3,320.38)	0.00%
8220 - Electric	$132,794.52	$181,844.74	($49,050.22)	136.94%
8225 - Water	$25,590.04	$38,477.67	($12,887.63)	150.36%
8230 - Trash	$14,081.96	$28,401.62	($14,319.66)	201.69%
8235 - Sewer	$8,800.00	$21,704.20	($12,904.20)	246.64%
8240 - Natural Gas	$4,499.96	$16,868.96	($12,369.00)	374.87%
8250 - Equip & Over $5000.00 (Inv Items)	$1,076,897.19	$411,056.53	$665,840.66	38.17%
8255 - WX Tools & Equipment	$9,999.96	$23,333.47	($13,333.51)	233.34%
8260 - Repair/Maint for Building/Equip	$552,732.81	$403,986.65	$148,746.16	73.09%
8265 - Construction Rehab & Renovation	$800,993.00	$33,596.35	$767,396.65	4.19%
8270 - Deprec & amort - allowable	$0.00	$1,303.23	($1,303.23)	0.00%
8290 - Construction Leverage	$0.00	$238,142.09	($238,142.09)	0.00%
Total - 8200 - Facility & equipment expenses	**$2,935,472.70**	**$1,523,026.89**	**$1,412,445.81**	**51.88%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$531,081.97	$123,193.99	$407,887.98	23.20%
8320 - Out of Area Travel	$1,000,004.60	$175,941.15	$824,063.45	17.59%
8330 - Fuel Cost	$105,100.08	$81,995.92	$23,104.16	78.02%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
8335 - Vehicle Repair & Maint	$48,999.92	$42,645.03	$6,354.89	87.03%
8340 - Child Transportation Exp	$12,516.00	$978.00	$11,538.00	7.81%
8350 - Non Reimb Travel	$141,185.53	$0.00	$141,185.53	0.00%
Total - 8300 - Travel & meetings expenses	**$1,838,888.10**	**$424,754.09**	**$1,414,134.01**	**23.10%**
8400 - Insurance Expense	$253,676.84	$1,538,255.23	($1,284,578.39)	606.38%
8600 - Business expenses	**$0.00**	**$8,063.62**	**($8,063.62)**	**0.00%**
8700 - Food Expenses	**$94,970.00**	**$988,138.05**	**($893,168.05)**	**1,040.47%**
8800 - In-Kind Expenses	**$788,545.94**	**$662,016.94**	**$126,529.00**	**83.95%**
Total - Expense	**$30,425,355.77**	**$16,757,737.42**	**$13,667,618.35**	**55.08%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense	**$2,355,057.16**	**$1,136,975.74**	**$1,218,081.42**	**48.28%**
Total - Other Expense	**$2,355,057.16**	**$1,136,975.74**	**$1,218,081.42**	**48.28%**
Net Income	**($451,459.41)**	**$2,142,476.48**	**($2,593,935.89)**	**-474.57%**

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

Financial Row	- No Department -	10 Operating			
			Administration	Building Funds	Total
	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	$1,079.00	$0.00	$8,018.69	$0.00	$8,018.69
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$994,576.00	$0.00	$1,640.57	$25.00	$1,665.57
4400 - State Revenue	$921.25	$0.00	$0.00	$0.00	$0.00
4500 - Federal Revenue	$89,983.26	$0.00	$95,601.78	$6,364.50	$101,966.28
4900 - Recoveries from Programs	$59,359.81	$358.17	$2,365,302.71	$0.00	$2,365,660.88
5000 - Rental Revenue	$6,364.50	$0.00	$0.00	$151,273.00	$151,273.00
5100 - Program Fee Revenue	$23,228.81	$0.00	($150.00)	$0.00	($150.00)
5300 - Interest and Dividends	$989.59	$0.00	$20,827.46	$1,126.17	$21,953.63
5400 - Revenue from other sources	$62,791.09	$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	$1,239,293.31	$358.17	$2,899,241.21	$158,788.67	$3,058,388.05
Expense					
7000 - Grants, contracts, & direct assistance	$4,048.37	$0.00	$335,934.39	$0.00	$335,934.39
7200 - Salaries & related expenses	($2,792,023.81)	$383,047.66	$872,491.45	$0.00	$1,255,539.11
7300 - Indirect Cost Pool Expense	($452,547.73)	$4,147.00	$3,511.40	$0.00	$7,658.40
7500 - Contract/Consultant Services	$66,049.65	$34,800.00	$103,137.18	$61,246.26	$199,183.44
8100 - Non personnel expenses					
8110 - Office/Teaching Supplies	$14,235.60	$0.00	$13,328.31	$1,698.73	$15,027.04
8120 - Other/Maint Supplies	$558.29	$69.30	$29,407.47	$5,442.99	$34,919.76
8130 - Telephone & Internet	$11,175.74	$61.28	$9,134.30	$946.08	$10,141.66
8140 - Postage & shipping	$0.00	$0.00	$3,695.82	$0.00	$3,695.82
8150 - Medical/Dental Supplies	$0.00	$0.00	$0.00	$0.00	$0.00
8160 - Events/Meeting Expense	$30.78	$0.00	$519.47	$0.00	$519.47
8170 - Printing & copying	$1,178.00	($1,434.44)	$2,094.62	$2,028.98	$2,689.16
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	$27,385.32	($1,303.86)	$58,179.99	$10,116.78	$66,992.91
8200 - Facility & equipment expenses					
8210 - Space Lease	$675.71	$3,966.00	$23,953.00	$0.00	$27,919.00
8215 - Equipment Lease	$959.64	$0.00	$2,360.74	$0.00	$2,360.74
8220 - Electric	$0.00	$378.77	$0.00	$47,662.40	$48,041.17
8225 - Water	$0.00	$85.02	$0.00	$3,329.23	$3,414.25
8230 - Trash	$4,634.11	$0.00	$0.00	$4,348.05	$4,348.05
8235 - Sewer	$0.00	$46.50	$0.00	$1,933.98	$1,980.48
8240 - Natural Gas	$0.00	$0.00	$0.00	$9,098.00	$9,098.00
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	$16,999.71	$0.00	$36.95	$28,805.89	$28,842.84
8265 - Construction Rehab & Renovation	$0.00	$0.00	$0.00	$2,389.56	$2,389.56
8270 - Deprec & amort - allowable	$0.00	$0.00	($9,000.00)	$10,000.00	$1,000.00
8290 - Construction Leverage	$20,131.83	$0.00	$0.00	$0.00	$0.00
Total - 8200 - Facility & equipment expenses	$285,268.99	$4,476.29	$17,350.69	$117,567.11	$139,394.09
8300 - Travel & meetings expenses	$13,599.93	$303.91	$50,381.27	$951.06	$51,636.24
8400 - Insurance Expense	$13,403.24	$954.00	$991,056.43	$48,679.58	$1,040,690.01
8600 - Business expenses	$0.00	$0.00	$0.00	$0.00	$0.00
8700 - Food Expenses	$8,574.54	$106.26	$6,142.74	$5.81	$6,254.81
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Expense	($2,826,241.50)	$426,531.26	$2,438,185.54	$238,566.60	$3,103,283.40
Net Ordinary Income	$4,065,534.81	($426,173.09)	$461,055.67	($79,777.93)	($44,895.35)
Other Income and Expenses					
Other Expense					
8500 - Other Expense	$103,989.85	$11,411.48	$96,295.69	$972.86	$108,680.03
Total - Other Expense	$103,989.85	$11,411.48	$96,295.69	$972.86	$108,680.03

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

Financial Row	CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers		HS/EHS		
					EHS	Head Start	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	$0.00	$2,191.73	$0.00	$0.00	$86,024.65	$489,127.64	$575,152.29
4200 - Miscellaneous Revenue	$0.00	$0.00	$431,948.72	$1,667,380.98	$0.00	$29,057.60	$1,696,438.58
4400 - State Revenue	$0.00	$0.00	$0.00	$63,303.10	$115,097.05	$0.00	$178,400.15
4500 - Federal Revenue	$723,045.59	$1,110,351.00	$36,876.58	$209,770.28	$731,209.00	$2,539,408.00	$3,480,387.28
4900 - Recoveries from Programs	$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
5100 - Program Fee Revenue	$0.00	$0.00	$487,661.30	$0.00	$0.00	$0.00	$0.00
5300 - Interest and Dividends	$0.00	$0.00	$7,082.74	$12,673.02	$0.00	$0.00	$12,673.02
5400 - Revenue from other sources	$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
Total - Income	$723,045.59	$1,112,542.73	$963,569.34	$1,953,127.38	$932,330.70	$3,057,593.24	$5,943,051.32
Expense							
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$62,891.87	$350,346.84	$537,867.41	$361,759.54	$510,437.50	$1,470,794.78	$2,342,991.82
7300 - Indirect Cost Pool Expense	$12,415.48	$68,809.09	$86,869.03	$50,480.99	$98,362.96	$270,028.64	$418,872.59
7500 - Contract/Consultant Services	$4,188.64	$432,962.04	$1,900.96	$17,312.82	$6,398.27	$33,944.72	$57,655.81
8100 - Non personnel expenses							
8110 - Office/Teaching Supplies	$990.52	$57,819.49	$43,197.64	$76,857.61	$19,750.22	$63,064.60	$159,672.43
8120 - Other/Maint Supplies	$0.00	$4,375.26	$99.97	$20,825.81	$2,077.62	$12,227.82	$35,131.25
8130 - Telephone & Internet	$157.37	$2,986.95	$6,678.29	$9,285.87	$3,745.12	$28,797.65	$41,828.64
8140 - Postage & shipping	$532.47	$292.70	$3.90	$30.86	$131.04	$510.07	$671.97
8150 - Medical/Dental Supplies	$0.00	$12,732.86	$0.00	$0.00	$4,855.62	$13,108.23	$17,963.85
8160 - Events/Meeting Expense	$0.00	$974.50	$1,738.95	$378.91	$430.22	$1,665.77	$2,474.90
8170 - Printing & copying	$313.22	$7,277.84	$808.60	$0.00	$3,711.11	$14,640.79	$18,351.90
8180 - Fatherhood	$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
Total - 8100 - Non personnel expenses	$1,993.58	$86,459.60	$52,527.35	$107,379.06	$34,700.95	$134,014.93	$276,094.94
8200 - Facility & equipment expenses							
8210 - Space Lease	$2,992.00	$270.87	$880.00	$235.00	$108.44	$1,979.98	$2,323.42
8215 - Equipment Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8220 - Electric	$0.00	$5,808.04	$7,884.93	$2,060.84	$2,427.63	$27,282.49	$31,770.96
8225 - Water	$0.00	$187.71	$508.28	$12.87	$109.89	$3,746.58	$3,869.34
8230 - Trash	$0.00	$585.44	$1,076.86	$787.21	$676.58	$5,783.48	$7,247.27
8235 - Sewer	$0.00	$90.34	$592.26	$15.91	$157.14	$2,693.82	$2,866.87
8240 - Natural Gas	$0.00	$651.94	$895.29	$420.87	$615.19	$2,457.55	$3,493.61
8250 - Equip & Over $5000.00 (Inv Items)	$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
8260 - Repair/Maint for Building/Equip	$0.00	$8,081.58	$8,849.61	$22,148.42	$17,872.98	$73,066.30	$113,087.70
8265 - Construction Rehab & Renovation	$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
8290 - Construction Leverage	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - 8200 - Facility & equipment expenses	$2,992.00	$15,675.92	$20,687.23	$25,681.12	$21,967.85	$117,010.20	$164,659.17
8300 - Travel & meetings expenses	$12,488.00	$11,611.69	$5,310.97	$4,429.74	$3,321.71	$20,945.23	$28,696.68
8400 - Insurance Expense	$0.00	$10,539.66	$16,653.62	$0.00	$14,777.84	$60,020.52	$74,798.36
8600 - Business expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8700 - Food Expenses	$471,150.38	$49.95	$70,168.27	$134,841.21	$15,206.84	$108,954.52	$259,002.57
8800 - In-Kind Expenses	$0.00	$2,191.73	$0.00	$0.00	$86,024.65	$489,477.64	$575,502.29
Total - Expense	$568,119.95	$978,646.52	$791,984.84	$701,884.48	$791,198.57	$2,705,191.18	$4,198,274.23
Net Ordinary Income	$154,925.64	$133,896.21	$171,584.50	$1,251,242.90	$141,132.13	$352,402.06	$1,744,777.09
Other Income and Expenses							
Other Expense							
8500 - Other Expense	$542.57	$215,601.58	$5,664.97	$49,133.67	$29,741.31	$113,215.82	$192,090.80
Total - Other Expense	$542.57	$215,601.58	$5,664.97	$49,133.67	$29,741.31	$113,215.82	$192,090.80

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

Financial Row	CASA	Community Services	Drug Free Communities	Emergency Services	EFSP	Total	Healthy Start	Mentoring	RCOR TRI-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	$12,500.00	$0.00	$0.00	$0.00	$0.00	$1,125.00	$13,790.00
4100 - Inkind 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	$4,048.43	$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	$127,308.31
4500 - Federal Revenue	$0.00	$0.00	$54,327.00	$3,700.00	$6,080.50	$9,780.50	$856,828.00	$42,000.00	$203,567.00	$36,932.00	$0.00	$176,063.86	$134,591.97	$81,766.00	$251,712.00	$1,858,363.33
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	$141.56	$0.00	$71.80	$31.30	$2.57	$33.87	$10.38	$110.21	$9.59	$16.40	$0.00	$0.00	$9.59	$304.79	$16.52	$757.48
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	$4,430.33	$0.00	$0.00	$0.00	$0.00	$1,790.00	$6,220.33
Total - Income	$11,944.99	$0.00	$61,514.17	$3,781.30	$6,083.07	$9,864.37	$858,838.38	$49,640.21	$208,576.59	$68,878.73	$6,540.95	$176,063.86	$139,601.56	$175,820.79	$254,643.52	$2,021,928.12
Expense																
7000 - Grants, contracts, & direct assistance	$24.27	$2,356.12	$0.00	$7,095.14	$3,146.13	$10,241.27	$0.00	$0.00	$0.00	$0.00	$0.00	$72,000.01	$0.00	$937.30	$78.00	$90,467.63
7200 - Salaries & related expenses	$0.00	$0.00	$31,592.73	$0.00	$0.00	$0.00	$425,829.12	$19,978.56	$127,156.65	$32,656.96	$3,193.72	$98,741.90	$73,716.81	$80,961.75	$118,911.19	$1,484,571.29
7300 - Indirect Cost Pool Expense	$0.00	$0.00	$5,850.85	$0.00	$0.00	$0.00	$81,935.19	$4,790.49	$25,565.44	$7,153.41	$644.84	$19,241.48	$14,873.87	$13,734.24	$23,524.34	$281,385.25
7500 - Contract/Consultant Services	$308.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,354.00	$0.00	$32.98	$0.00	$0.00	$6,626.64	$9,850.00	$0.00	($24,750.00)	$67,965.09
8100 - Non personnel expenses																
8110 - Office/Teaching Supplies	$0.00	$0.00	$1,715.53	$0.00	$0.00	$0.00	$17,052.99	$403.94	$1,347.21	$119.70	$422.76	($8,647.61)	$4,108.45	$0.00	$3,475.91	$19,998.88
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	($35,691.22)	$0.00	$0.00	$194.34	($35,438.40)
8130 - Telephone & Internet	$298.13	$0.00	$91.92	$0.00	$0.00	$0.00	$4,720.50	$228.15	$190.72	$1,290.17	$0.00	($7,713.78)	$168.61	$153.42	$0.00	($572.16)
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	$1,075.78	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$12,495.76
8170 - Printing & copying	$0.00	$0.00	$0.12	$0.00	$0.00	$0.00	$9,719.09	$0.00	$0.00	$22.11	$0.00	$48.26	$3,906.46	$0.00	$428.33	$14,124.37
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	$1,798.13	$0.00	$1,961.86	$0.00	$0.00	$0.00	$44,398.24	$8,030.60	$16,113.71	$1,431.98	$422.76	($52,004.35)	$8,183.52	$153.42	$4,161.58	$34,651.45
8200 - Facility & equipment expenses																
8210 - Space Lease	$1,664.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,089.00	$614.00	$5,320.00	$1,942.00	$0.00	$4,300.07	$2,960.00	$1,357.93	$8,000.00	$44,247.00
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	($2,961.81)	$0.00	$0.00	$0.00	($2,961.81)
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	$144.05	$369.05
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	$1,664.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,089.00	$614.00	$5,320.00	$2,167.00	$0.00	$1,338.26	$2,960.00	$1,357.93	$4,913.90	$38,424.09
8300 - Travel & meetings expenses	$637.93	$0.00	$15,788.15	$0.00	$0.00	$0.00	$38,130.74	$1,302.87	$7,132.10	$1,524.27	$238.45	$4,545.84	$13,524.51	$3,236.45	$12,525.25	$107,487.17
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	$4,202.29	$0.00	$0.00	$0.00	$0.00	$22.08	$4,420.83
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	$4,432.33	$2,356.12	$62,505.42	$7,095.14	$3,146.13	$10,241.27	$650,868.29	$34,716.52	$181,320.88	$51,014.11	$4,499.77	$150,489.78	$123,108.71	$100,381.09	$143,615.34	$1,519,549.63
Net Ordinary Income	$7,512.66	($2,356.12)	($991.25)	($3,313.84)	$2,936.94	($376.90)	$207,970.09	$14,923.69	$27,255.71	$17,864.62	$2,041.18	$25,574.08	$16,492.85	$75,439.70	$111,028.18	$502,378.49
Other Income and Expenses																
Other Expense																
8500 - Other Expense	($1,240.81)	$930.00	$152.27	$0.00	$0.00	$0.00	$119,702.76	$1,436.56	$16,627.77	$3,483.78	$0.00	$4,875.72	$2,382.75	$0.00	$76,586.93	$239,811.39
Total - Other Expense	($1,240.81)	$930.00	$152.27	$0.00	$0.00	$0.00	$119,702.76	$1,436.56	$16,627.77	$3,483.78	$0.00	$4,875.72	$2,382.75	$0.00	$76,586.93	$224,937.73

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

Financial Row	Apartments	Construction	HUD Apartments (Lift)	Housing	Self Help Housing	TMA	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	$162.00	$0.00	$0.00	$105,502.65	$0.00	$0.00	$118,890.11
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	$316,690.60	$0.00	$452,789.75	$442,143.00	$906,022.08	$2,321,954.45
4900 - Recoveries from Programs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5000 - Rental Revenue	$254,117.92	$0.00	$0.00	$0.00	$0.00	$0.00	$263,483.92
5100 - Program Fee Revenue	$4,586.71	$330.18	$15,663.95	$83,029.78	$0.00	$0.00	$109,639.46
5300 - Interest and Dividends	($113,998.07)	$1,581.48	$0.00	$6,930.73	$0.00	$938.83	($5,356.03)
5400 - Revenue from other sources	$8,450.00	$0.00	$0.00	$198,143.30	$0.00	$0.00	$206,593.30
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$345,184.50	$352,572.87	$15,663.95	$850,223.67	$442,143.00	$906,960.91	$2,912,748.90
Expense							
7000 - Grants, contracts, & direct assistance	($120,169.00)	$0.00	$0.00	$81,321.03	$0.00	$333,000.00	$403,415.03
7200 - Salaries & related expenses	$30,707.51	$196,527.00	$5,321.09	$254,197.69	$286,523.53	$380,929.13	$1,504,226.48
7300 - Indirect Cost Pool Expense	$6,427.17	$36,449.22	$4,087.49	$34,745.71	$57,084.53	$75,054.62	$277,027.38
7500 - Contract/Consultant Services	$25,374.80	$11,146.50	$0.00	$13,145.32	$18.11	$219.87	$54,424.68
8100 - Non personnel expenses							
8110 - Office/Teaching Supplies	$799.64	$0.00	$0.00	$11,746.15	$2,199.10	$10,489.34	$25,234.23
8120 - Other/Maint Supplies	$1,586.73	$4,512.46	$0.00	$499.04	$68.88	$709.05	$7,376.16
8130 - Telephone & Internet	$1,757.57	$0.00	$0.00	$4,648.09	$2,177.24	$4,074.29	$12,657.19
8140 - Postage & shipping	$170.58	$0.00	($13.61)	$455.82	$645.50	$282.85	$1,541.14
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	$591.92	$0.00	$0.07	$591.99
8180 - Fatherhood	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8190 - WX Materials	$0.00	$15,649.23	$0.00	$7,870.28	$0.00	$0.00	$23,519.51
Total - 8100 - Non personnel expenses	$4,314.52	$20,161.69	($13.61)	$25,887.20	$5,090.72	$15,555.60	$70,996.12
8200 - Facility & equipment expenses							
8210 - Space Lease	$0.00	$0.00	$0.00	$7,922.50	$12,300.50	$8,840.00	$29,063.00
8215 - Equipment Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8220 - Electric	$874.35	$0.00	$0.00	$155.06	$144.03	$0.00	$1,173.44
8225 - Water	$1,284.67	$0.00	$0.00	$0.00	$0.00	$0.00	$1,284.67
8230 - Trash	$648.65	$525.00	$0.00	$19.00	$0.00	$0.00	$1,192.65
8235 - Sewer	$659.98	$0.00	$0.00	$0.00	$0.00	$0.00	$659.98
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	$118.21	$0.00	$23,155.33	$0.00	$0.00	$23,273.54
8260 - Repair/Maint for Building/Equip	$93,973.00	$11,615.32	$0.01	$362.44	$998.20	$1,088.99	$108,037.96
8265 - Construction Rehab & Renovation	$14,048.39	$16,941.00	$0.00	$217.40	$0.00	$0.00	$31,206.79
8270 - Deprec & amort - allowable	$303.23	$0.00	$0.00	$0.00	$0.00	$0.00	$303.23
8290 - Construction Leverage	$121,710.48	$96,299.78	$0.00	$0.00	$0.00	$0.00	$218,010.26
Total - 8200 - Facility & equipment expenses	$233,502.75	$175,499.31	$0.01	$74,258.95	$14,804.86	$9,928.99	$507,994.87
8300 - Travel & meetings expenses	$5,413.48	$7,871.25	($513.31)	$20,846.13	$14,262.55	$34,113.84	$90,408.67
8400 - Insurance Expense	$141,250.23	$0.00	($252.82)	$16,061.32	$147.00	$0.00	$157,205.73
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	$361,258.36	$481,625.58	$8,628.85	$518,845.98	$377,931.30	$848,802.05	$2,597,092.12
Net Ordinary Income	($16,073.86)	($129,052.71)	$7,035.10	$331,377.69	$64,211.70	$58,158.86	$315,656.78
Other Income and Expenses							
Other Expense							
8500 - Other Expense	$10,166.07	$43,534.91	$168.00	$67,826.36	$3,928.09	$8,158.75	$178,273.85
Total - Other Expense	$10,166.07	$43,534.91	$168.00	$67,826.36	$3,928.09	$8,158.75	$133,782.18

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

Financial Row	Transit Amount	Total 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	$151.18	$151.18
5000 - Rental Revenue	$0.00	$0.00
5100 - Program Fee Revenue	$267,455.03	$267,702.03
5300 - Interest and Dividends	$951.63	$951.63
5400 - Revenue from other sources	$6,585.90	$6,585.90
5800 - Special Event Expense	$0.00	$0.00
Total - Income	$816,043.17	$816,043.17
Expense		
7000 - Grants, contracts, & direct assistance	$6,585.90	$6,585.90
7200 - Salaries & related expenses	$584,980.85	$880,844.47
7300 - Indirect Cost Pool Expense	$111,468.62	$165,311.69
7500 - Contract/Consultant Services	$16,864.98	$17,135.22
8100 - Non personnel expenses		
8110 - Office/Teaching Supplies	$6,843.76	$6,843.76
8120 - Other/Maint Supplies	$235.70	$235.70
8130 - Telephone & Internet	$20,512.77	$20,512.77
8140 - Postage & shipping	$87.78	$87.78
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	$28,333.25	$28,333.25
8200 - Facility & equipment expenses		
8210 - Space Lease	$8,720.00	$8,720.00
8215 - Equipment Lease	$0.00	$0.00
8220 - Electric	$7,067.78	$7,067.78
8225 - Water	$1,338.60	$1,338.60
8230 - Trash	$933.33	$933.33
8235 - Sewer	$767.50	$767.50
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	$6,166.07	$6,166.07
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	$93,887.46	$93,887.46
8300 - Travel & meetings expenses	$83,736.81	$88,294.56
8400 - Insurance Expense	$132,666.55	$132,666.55
8600 - Business expenses	$0.00	$0.00
8700 - Food Expenses	$0.00	$0.00
8800 - In-Kind Expenses	$0.00	$0.00
Total - Expense	$1,058,524.42	$1,058,524.42
Net Ordinary Income	($242,481.25)	($242,481.25)
Other Income and Expenses		
Other Expense		
8500 - Other Expense	$12,799.10	$12,799.10
Total - Other Expense	$12,799.10	$12,799.10

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

Financial Row	Economic Development/ Lending			State Parks	Raymond Gary	Total
	Amount	Amount	Clayton Lake Amount	Hugo Lake Amount	Amount	Amount
Ordinary Income/Expense						
Income						
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$0.00	$43.00	$43.00
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$0.00	$120.00	$528.00	$0.00	$648.00
4400 - State Revenue	$0.00	$0.00	$33,267.50	$0.00	$40,617.32	$73,884.82
4500 - Federal Revenue	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
4900 - Recoveries from Programs	$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
5100 - Program Fee Revenue	$20,915.46	$131.71	$21,348.78	$202,482.52	$57,837.25	$281,800.26
5300 - Interest and Dividends	$14,387.99	$0.00	$0.00	$2,777.20	$425.05	$3,202.25
5400 - Revenue from other sources	$0.00	$75.00	$0.00	$2,189.55	$0.00	$2,264.55
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$85,303.45	$206.71	$54,736.28	$207,977.27	$98,922.62	$361,842.88
Expense						
7000 - Grants, contracts, & direct assistance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7200 - Salaries & related expenses	$4,550.62	$0.00	$38,706.64	$67,397.75	$49,005.02	$155,109.41
7300 - Indirect Cost Pool Expense	$948.22	$0.00	$7,538.69	$12,481.17	$9,330.50	$29,350.36
7500 - Contract/Consultant Services	$0.00	$0.00	$0.00	$43,487.10	$4,970.00	$48,457.10
8100 - Non personnel expenses						
8110 - Office/Teaching Supplies	$0.00	$0.00	($33.70)	$13.19	$111.66	$91.15
8120 - Other/Maint Supplies	$0.00	$0.00	$703.22	$7,450.76	$1,124.42	$9,278.40
8130 - Telephone & Internet	$0.00	$0.00	$397.74	$3,634.71	$1,633.22	$5,665.67
8140 - Postage & shipping	$0.00	$0.00	$0.00	$8.77	$50.80	$59.57
8150 - Medical/Dental Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8160 - Events/Meeting Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8170 - Printing & copying	$0.00	$0.00	$0.00	$0.00	$86.28	$86.28
8180 - Fatherhood	$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
Total - 8100 - Non personnel expenses	$0.00	$0.00	$1,067.26	$11,107.43	$3,006.38	$15,181.07
8200 - Facility & equipment expenses						
8210 - Space Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8215 - Equipment Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8220 - Electric	$0.00	$0.00	$0.00	$2,334.25	$5,673.43	$8,007.68
8225 - Water	$0.00	$0.00	$136.36	$0.00	$649.50	$785.86
8230 - Trash	$0.00	$0.00	$766.00	$366.80	$411.06	$1,543.86
8235 - Sewer	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8240 - Natural Gas	$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
8255 - WX Tools & Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8260 - Repair/Maint for Building/Equip	$0.00	$0.00	$13,618.01	$16,599.80	$6,784.77	$37,002.58
8265 - Construction Rehab & Renovation	$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
8290 - Construction Leverage	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - 8200 - Facility & equipment expenses	$0.00	$0.00	$14,520.37	$19,300.85	$13,518.76	$47,339.98
8300 - Travel & meetings expenses	$0.00	$0.00	$798.38	$3,639.17	$1,522.84	$5,960.39
8400 - Insurance Expense	$0.00	$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	$0.00
8700 - Food Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Expense	$5,498.84	$0.00	$67,107.60	$229,687.39	$90,317.89	$387,112.88
Net Ordinary Income	$79,804.61	$206.71	($12,371.32)	($21,710.12)	$8,604.73	($25,270.00)
Other Income and Expenses						
Other Expense						
8500 - Other Expense	$0.00	$0.00	$3,535.66	$24,695.61	$7,150.15	$35,381.42
Total - Other Expense	$0.00	$0.00	$3,535.66	$24,695.61	$7,150.15	$35,381.42

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

NAME	AMOUNT (GROSS)
CAPITAL ONE	$7,782.94
DAVISON FUELS & OIL, LLC	$8,923.55
HOME DEPOT BRC/GECF	$2,789.09
TCM BANK NA	$32,490.40
WAL-MART COMMUNITY BRC	$2,500.75
Total	**$54,486.73**

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

Program	Facility & equipment expenses			Food Expenses			:t assistance			Non personnel expenses						Other Expense						Travel & meetings expenses				Total
	on Leverage	ilding/Equip	Total	trition Cost	utrition Cost	od Expense	Total	SSISTANCE	ing Expense	hing Supplies	int Supplies	& shipping	e & Internet	Total	onsorships	d Expenses	Fees/Dues	er Expenses	Recognition	ining & TTA	Total	Fuel Cost	Area Travel	pair & Maint	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Administration			$0.00			$440.00	$440.00			$347.72			$11.75	$359.47		$345.17	$512.99			$250.00	$1,108.16		$5,141.48		$5,141.48	$7,049.11
Apartments			$0.00				$0.00						$176.00	$176.00							$0.00	$280.20			$280.20	$456.20
Early Head Start			$0.00			$385.74	$385.74			$971.32				$971.32	$73.32	$2.45				$686.40	$762.17	$99.46			$99.46	$2,218.69
Early Head Start Child Care			$0.00			$49.95	$49.95		$10.34	$520.16				$530.50	$183.20	$6.12	$27.12			$1,172.65	$1,389.09	$248.55			$248.55	$2,218.09
Early Learning Centers			$0.00	$351.80	$614.25		$966.05			$3,708.23				$3,708.23			$217.00			$160.00	$377.00				$0.00	$5,051.28
Head Start			$0.00	$264.00	$700.34	$113.91	$1,078.25			$2,840.84				$2,840.84	$461.97	$11.42	$354.95		$80.95	$1,822.41	$2,731.70	$463.98			$463.98	$7,114.77
Healthy Start			$0.00				$0.00			$336.16				$336.16	$229.31						$229.31				$0.00	$565.47
Housing	$0.00		$0.00				$0.00			$2,376.57	$3,295.61			$5,672.18		$239.88	$130.95			$3,023.82	$3,394.65	$1,324.75	$744.01	$500.00	$2,568.76	$11,635.59
RSVP			$0.00				$0.00							$0.00					$156.05		$156.05				$0.00	$156.05
Safe Place Healing Hearts			$0.00				$0.00	$1,829.29						$0.00							$0.00				$0.00	$1,829.29
Second Chance			$0.00				$0.00			$126.59				$126.59							$0.00				$0.00	$126.59
Self-Help Housing			$0.00				$0.00					$446.30		$446.30							$0.00				$0.00	$446.30
State Park Operations		$332.59	$332.59				$0.00				$149.64		$383.00	$532.64			$12.88				$12.88	$374.58			$374.58	$1,252.69
T&MA			$0.00				$0.00			$3,464.27				$3,464.27		$1,055.94					$1,055.94				$0.00	$4,520.21
Transit			$0.00				$0.00							$0.00						$150.00	$150.00	$6,090.83			$6,090.83	$6,240.83
Tri-CORPS			$0.00				$0.00		$18.63					$18.63							$0.00				$0.00	$18.63
Youth Build		$5.46	$5.46			$22.08	$22.08			$237.83	$2.18			$240.01				$97.97			$97.97	$85.01			$85.01	$450.53
- Unassigned -			$0.00				$0.00			$347.32				$347.32							$0.00				$0.00	$347.32
Total	**$0.00**	**$338.05**	**$338.05**	**$615.80**	**$1,314.59**	**$1,011.68**	**$2,942.07**	**$1,829.29**	**$28.97**	**$15,277.01**	**$3,447.43**	**$446.30**	**$570.75**	**$19,770.46**	**$947.80**	**$1,660.98**	**$1,255.89**	**$97.97**	**$237.00**	**$7,265.28**	**$11,464.92**	**$8,967.36**	**$5,885.49**	**$500.00**	**$15,352.85**	**$51,697.64**

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

Head Start

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$482,284.05**	**($482,284.05)**	**0.00%**
4200 - Miscellaneous Revenue	**$0.00**	**$36,982.40**	**($36,982.40)**	**0.00%**
4500 - Federal Revenue	**$3,510,751.00**	**$2,698,207.00**	**$812,544.00**	**76.86%**
Total - Income	**$3,510,751.00**	**$3,217,473.45**	**$293,277.55**	**91.65%**
Gross Profit	**$3,510,751.00**	**$3,217,473.45**	**$293,277.55**	**91.65%**
Expense				
7200 - Salaries & related expenses	**$2,366,104.96**	**$1,910,334.22**	**$455,770.74**	**80.74%**
7300 - Indirect Cost Pool Expense	**$486,606.00**	**$349,485.68**	**$137,120.32**	**71.82%**
7500 - Contract/Consultant Services	**$46,700.00**	**$44,004.36**	**$2,695.64**	**94.23%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$13,250.00	$82,317.99	($69,067.99)	621.27%
8120 - Other/Maint Supplies	$0.00	$12,227.82	($12,227.82)	0.00%
8130 - Telephone & Internet	$17,500.00	$37,336.52	($19,836.52)	213.35%
8140 - Postage & shipping	$660.00	$557.71	$102.29	84.50%
8150 - Medical/Dental Supplies	$0.00	$13,108.23	($13,108.23)	0.00%
8160 - Events/Meeting Expense	$0.00	$1,785.77	($1,785.77)	0.00%
8170 - Printing & copying	$1,500.00	$14,640.79	($13,140.79)	976.05%
8180 - Fatherhood	$1,000.00	$0.00	$1,000.00	0.00%
Total - 8100 - Non personnel expenses	**$33,910.00**	**$161,974.83**	**($128,064.83)**	**477.66%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$2,300.69	($2,300.69)	0.00%
8220 - Electric	$5,500.00	$34,723.59	($29,223.59)	631.34%
8225 - Water	$4,500.00	$4,450.07	$49.93	98.89%
8230 - Trash	$2,500.00	$7,169.49	($4,669.49)	286.78%
8235 - Sewer	$2,500.00	$3,223.00	($723.00)	128.92%
8240 - Natural Gas	$2,500.00	$2,967.49	($467.49)	118.70%
8260 - Repair/Maint for Building/Equip	$14,208.00	$84,221.26	($70,013.26)	592.77%
Total - 8200 - Facility & equipment expenses	**$31,708.00**	**$139,055.59**	**($107,347.59)**	**438.55%**
8300 - Travel & meetings expenses	**$51,400.00**	**$26,283.47**	**$25,116.53**	**51.14%**
8400 - Insurance Expense	$23,500.00	$60,020.52	($36,520.52)	255.41%
8700 - Food Expenses	**$46,800.00**	**$119,751.28**	**($72,951.28)**	**255.88%**
8800 - In-Kind Expenses	**$0.00**	**$482,634.05**	**($482,634.05)**	**0.00%**
Total - Expense	**$3,086,728.96**	**$3,293,544.00**	**($206,815.04)**	**106.70%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	$0.00	$3,692.47	($3,692.47)	0.00%
8530 - Fees/Dues	$865.00	$40,045.70	($39,180.70)	4,629.56%
8540 - Training & TTA	$39,957.00	$60,479.78	($20,522.78)	151.36%
8560 - Computer & Software Related Expenses	$0.00	$9,818.29	($9,818.29)	0.00%
8570 - Advertising & Community Sponsorships	$0.00	$10,872.07	($10,872.07)	0.00%
8590 - Other Expenses	$0.00	$118.06	($118.06)	0.00%
Total - 8500 - Other Expense	**$40,822.00**	**$125,026.37**	**($84,204.37)**	**306.27%**
Total - Other Expense	**$40,822.00**	**$125,026.37**	**($84,204.37)**	**306.27%**
Net Income	**$383,200.04**	**($201,096.92)**	**$584,296.96**	**-52.48%**

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

Early Head Start

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$49,625.99**	**($49,625.99)**	**0.00%**
4500 - Federal Revenue	**$999,189.00**	**$767,330.00**	**$231,859.00**	**76.80%**
Total - Income	**$999,189.00**	**$816,955.99**	**$182,233.01**	**81.76%**
Gross Profit	**$999,189.00**	**$816,955.99**	**$182,233.01**	**81.76%**
Expense				
7200 - Salaries & related expenses	**$698,436.12**	**$525,021.48**	**$173,414.64**	**75.17%**
7300 - Indirect Cost Pool Expense	**$121,515.00**	**$95,619.12**	**$25,895.88**	**78.69%**
7500 - Contract/Consultant Services	**$2,500.00**	**$7,434.20**	**($4,934.20)**	**297.37%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$31,840.00	$22,695.91	$9,144.09	71.28%
8120 - Other/Maint Supplies	$0.00	$2,077.62	($2,077.62)	0.00%
8130 - Telephone & Internet	$10,000.00	$4,797.52	$5,202.48	47.98%
8140 - Postage & shipping	$0.00	$134.64	($134.64)	0.00%
8150 - Medical/Dental Supplies	$2,500.00	$4,855.62	($2,355.62)	194.22%
8160 - Events/Meeting Expense	$0.00	$430.22	($430.22)	0.00%
8170 - Printing & copying	$1,500.00	$3,711.11	($2,211.11)	247.41%
Total - 8100 - Non personnel expenses	**$45,840.00**	**$38,702.64**	**$7,137.36**	**84.43%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$108.44	($108.44)	0.00%
8220 - Electric	$12,000.00	$8,978.22	$3,021.78	74.82%
8225 - Water	$1,000.00	$1,149.10	($149.10)	114.91%
8230 - Trash	$1,000.00	$1,643.71	($643.71)	164.37%
8235 - Sewer	$1,000.00	$695.97	$304.03	69.60%
8240 - Natural Gas	$500.00	$898.25	($398.25)	179.65%
8260 - Repair/Maint for Building/Equip	$27,000.00	$8,892.87	$18,107.13	32.94%
Total - 8200 - Facility & equipment expenses	**$42,500.00**	**$22,366.56**	**$20,133.44**	**52.63%**
8300 - Travel & meetings expenses	**$9,028.00**	**$3,797.41**	**$5,230.59**	**42.06%**
8400 - Insurance Expense	$13,500.00	$14,777.84	($1,277.84)	109.47%
8700 - Food Expenses	**$22,070.00**	**$18,563.12**	**$3,506.88**	**84.11%**
8800 - In-Kind Expenses	**$0.00**	**$49,625.99**	**($49,625.99)**	**0.00%**
Total - Expense	**$955,389.12**	**$775,908.36**	**$179,480.76**	**81.21%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	$1,000.00	$345.79	$654.21	34.58%
8530 - Fees/Dues	$0.00	$7,451.79	($7,451.79)	0.00%
8540 - Training & TTA	$19,304.00	$17,302.30	$2,001.70	89.63%
8560 - Computer & Software Related Expenses	$0.00	$2,087.40	($2,087.40)	0.00%
8570 - Advertising & Community Sponsorships	$500.00	$4,145.18	($3,645.18)	829.04%
8590 - Other Expenses	$3,692.00	$0.00	$3,692.00	0.00%
Total - 8500 - Other Expense	**$24,496.00**	**$31,332.46**	**($6,836.46)**	**127.91%**
Total - Other Expense	**$24,496.00**	**$31,332.46**	**($6,836.46)**	**127.91%**
Net Income	**$19,303.88**	**$9,715.17**	**$9,588.71**	**50.33%**

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

grant period start 8/1/23 EHS Child Care

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$0.00**	**$241.22**	**($241.22)**	**0.00%**
4500 - Federal Revenue	**$2,216,745.00**	**$38,491.00**	**$2,178,254.00**	**1.74%**
Total - Income	**$2,216,745.00**	**$38,732.22**	**$2,178,012.78**	**1.75%**
Gross Profit	**$2,216,745.00**	**$38,732.22**	**$2,178,012.78**	**1.75%**
Expense				
7200 - Salaries & related expenses	**$610,157.00**	**$49,150.64**	**$561,006.36**	**8.06%**
7300 - Indirect Cost Pool Expense	**$123,968.00**	**$10,085.05**	**$113,882.95**	**8.14%**
7500 - Contract/Consultant Services	**$1,016,075.00**	**$444.78**	**$1,015,630.22**	**0.04%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$64,000.00	$25,196.30	$38,803.70	39.37%
8120 - Other/Maint Supplies	$5,000.00	$0.00	$5,000.00	0.00%
8130 - Telephone & Internet	$14,400.00	$439.89	$13,960.11	3.05%
8140 - Postage & shipping	$0.00	$17.14	($17.14)	0.00%
8150 - Medical/Dental Supplies	$1,000.00	$262.00	$738.00	26.20%
8160 - Events/Meeting Expense	$0.00	$10.34	($10.34)	0.00%
8170 - Printing & copying	$15,000.00	$636.15	$14,363.85	4.24%
8180 - Fatherhood	$2,000.00	$0.00	$2,000.00	0.00%
Total - 8100 - Non personnel expenses	**$101,400.00**	**$26,561.82**	**$74,838.18**	**26.20%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$45.91	($45.91)	0.00%
8220 - Electric	$720.00	$136.58	$583.42	18.97%
8225 - Water	$500.00	$0.00	$500.00	0.00%
8230 - Trash	$300.00	$0.00	$300.00	0.00%
8235 - Sewer	$300.00	$0.00	$300.00	0.00%
8240 - Natural Gas	$500.00	$3.37	$496.63	0.67%
8250 - Equip & Over $5000.00 (Inv Items)	$122,122.00	$0.00	$122,122.00	0.00%
8260 - Repair/Maint for Building/Equip	$47,250.00	$1,121.63	$46,128.37	2.37%
Total - 8200 - Facility & equipment expenses	**$171,692.00**	**$1,307.49**	**$170,384.51**	**0.76%**
8300 - Travel & meetings expenses	**$17,750.00**	**$426.79**	**$17,323.21**	**2.40%**
8400 - Insurance Expense	$6,300.00	$0.00	$6,300.00	0.00%
8700 - Food Expenses	**$3,000.00**	**$49.95**	**$2,950.05**	**1.67%**
8800 - In-Kind Expenses	**$0.00**	**$241.22**	**($241.22)**	**0.00%**
Total - Expense	**$2,050,342.00**	**$88,267.74**	**$1,962,074.26**	**4.31%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	$25,000.00	$0.00	$25,000.00	0.00%
8530 - Fees/Dues	$1,500.00	$27.12	$1,472.88	1.81%
8540 - Training & TTA	$42,863.00	$1,958.56	$40,904.44	4.57%
8560 - Computer & Software Related Expenses	$0.00	$6.12	($6.12)	0.00%
8570 - Advertising & Community Sponsorships	$7,500.00	$696.30	$6,803.70	9.28%
8590 - Other Expenses	$2,000.00	$0.00	$2,000.00	0.00%
8595 - Subsidy Expense	$89,540.00	$0.00	$89,540.00	0.00%
Total - 8500 - Other Expense	**$168,403.00**	**$2,688.10**	**$165,714.90**	**1.60%**
Total - Other Expense	**$168,403.00**	**$2,688.10**	**$165,714.90**	**1.60%**
Net Income	**($2,000.00)**	**($52,223.62)**	**$50,223.62**	**2,611.18%**

LIFT Community Action Agency, Inc.

Parent - Lift : LIFT Community Action Agency Inc

LIFT | Budget vs. Actual by Grant

From Aug 2022 to Dec 2023

grant period ended 7/31/23 **Options: Activity Only** EHS Childcare

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	**$521,455.08**	**$464,309.30**	**$57,145.78**	**89.04%**
7300 - Indirect Cost Pool Expense	**$92,691.00**	**$87,349.46**	**$5,341.54**	**94.24%**
7500 - Contract/Consultant Services	**$896,005.00**	**$753,428.07**	**$142,576.93**	**84.09%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$49,500.00	$67,326.70	($17,826.70)	136.01%
8120 - Other/Maint Supplies	$7,000.00	$4,397.80	$2,602.20	62.83%
8130 - Telephone & Internet	$7,450.00	$4,783.97	$2,666.03	64.21%
8140 - Postage & shipping	$2,500.00	$366.95	$2,133.05	14.68%
8150 - Medical/Dental Supplies	$2,500.00	$12,510.80	($10,010.80)	500.43%
8160 - Events/Meeting Expense	$0.00	$964.16	($964.16)	0.00%
8170 - Printing & copying	$10,000.00	$8,013.06	$1,986.94	80.13%
8180 - Fatherhood	$2,000.00	$0.00	$2,000.00	0.00%
Total - 8100 - Non personnel expenses	**$80,950.00**	**$98,363.44**	**($17,413.44)**	**121.51%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$224.96	($224.96)	0.00%
8220 - Electric	$6,950.00	$6,042.13	$907.87	86.94%
8225 - Water	$0.00	$257.68	($257.68)	0.00%
8230 - Trash	$0.00	$848.10	($848.10)	0.00%
8235 - Sewer	$0.00	$135.38	($135.38)	0.00%
8240 - Natural Gas	$0.00	$784.67	($784.67)	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**	**$19,550.72**	**$32,399.28**	**37.63%**
8300 - Travel & meetings expenses	**$17,499.92**	**$16,315.16**	**$1,184.76**	**93.23%**
8400 - Insurance Expense	$6,000.00	$11,843.03	($5,843.03)	197.38%
8700 - Food Expenses	**$6,000.00**	**$0.00**	**$6,000.00**	**0.00%**
8800 - In-Kind Expenses	**$0.00**	**$4,089.05**	**($4,089.05)**	**0.00%**
Total - Expense	**$1,672,551.00**	**$1,455,248.23**	**$217,302.77**	**87.01%**
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	$16,855.84	($15,355.84)	1,123.72%
8540 - Training & TTA	$42,863.00	$41,843.77	$1,019.23	97.62%
8560 - Computer & Software Related Expenses	$12,000.00	$5,215.75	$6,784.25	43.46%
8570 - Advertising & Community Sponsorships	$2,500.00	$4,838.57	($2,338.57)	193.54%
8590 - Other Expenses	$2,000.00	$0.00	$2,000.00	0.00%
8595 - Subsidy Expense	$240,535.00	$247,231.52	($6,696.52)	102.78%
Total - 8500 - Other Expense	**$326,398.00**	**$316,849.49**	**$9,548.51**	**97.07%**
Total - Other Expense	**$326,398.00**	**$316,849.49**	**$9,548.51**	**97.07%**
Net Income	**$0.00**	**($192,711.67)**	**$192,711.67**	**0.00%**

Oklahoma Clearinghouse
for EARLY CHILDHOOD SUCCESS

Call for Applications!



OKLAHOMA
PARTNERSHIP
FOR SCHOOL
READINESS

Open to Licensed Oklahoma Child Care Providers

Aug. 1 to Aug. 15
Open Application Period

OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

Oklahoma Clearinghouse for EARLY CHILDHOOD SUCCESS

Frequently Asked Questions for the Outdoor Learning Environments Grant Opportunity

- What are the qualifications to apply for this grant?
  - Must operate a licensed child care center or large family child care home (licensed for 12)
  - Been in operation for at least three years.
  - Have a minimum of a 3-star quality rating.

- How many providers will be selected to receive this grant?
  - 10 child care centers and 10 large family child care homes will be selected to receive the grant. Programs will be selected throughout the eight Child Care Resource & Referral regions.

- I recently expanded from a family child care home to a large family child care home and my licensing number (K8#) changed. Can I still apply?
  - Yes, you can still apply. When you fill out your application, please provide your new and old licensing number so we can verify you have been in operation three years or longer. Your large family child care will still need to have at least a 3-star quality rating.

- If I am having issues getting logged in or have questions, who should I talk to?
  - Please email Mary Griffin, Clearinghouse Project Manager, at mgriffin@okschoolreadiness.org for help.

- If I am selected to receive the grant, when will I find out I have been chosen?
  - Awarded programs will be notified by September 18, 2023. Programs will be highlighted on OPSR's Facebook and Clearinghouse website.

2915 N. Classen
Suite 400
Oklahoma City, OK 73106
405.429.4219
www.okschoolreadiness.org

OKLAHOMA Commerce

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

August 17, 2023

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

Dear Ms. Porter:

The Oklahoma Department of Commerce/Community Development (ODOC/CD) is pleased to inform you that SFY 2024 Community Action Agencies State Appropriated Funds (SAF CAA) are now available for distribution. Your allocation is $11,055.00.

Please proceed to OKGrants https://grants.ok.gov to apply for the SAF CAA funds and complete the required forms by 09/15/2023. This will begin the process for the preparation and execution of an ODOC contract which will have a start date of July 1, 2023.

Forms to be completed in OKGrants are:
1) Application Information
2) Budget Detail (use SFY 2024 Funding Amount indicated above)
3) Budget Summary
4) Upload (upload the electronic version of other documents as required in the SAF CAA Program RFA
5) Audit

Please understand that applying for this offer does not constitute your authority to expend funds or make any commitment of funds relative to the CAA/SAF Program until full execution of your contract has occurred. When you are notified that your contract is ready for review and signature in the OKGrants, we recommend that you carefully review it, take note of all deadlines, review any special condition, and be sure to check the contract start date as funds will not be reimbursed for expenditures before the start of the contract.

If you have questions or concerns regarding the SAF CAA Program, please contact Shellie Schlegel at Shellie.Schlegel@okcommerce.gov.

Sincerely,

Marshall L. Vogts

Marshall Vogts, Director
Community Development

Funding Entity: Oklahoma Department of Commerce (ODOC)
Funding Opportunity: Community Action State Appropriation - State Fiscal Year (SFY') 2024
Funding Amount: $11,055

LIFT Community Action Agency, Inc. is requesting the Board's approval to submit the SFY 2024 State Appropriated Fund Application in the amount of $11,055 to the Oklahoma Department of Commerce. This one-time allocation will be used for operational support (salary, fringe and indirect) of the Housing Director. There are numerous programs under the housing umbrella that provides services to individuals/families of low-income. The Housing Director provides oversight, guidance and assistance on each of these programs. They include weatherization, emergency services, Rx for Oklahoma, VITA (Volunteer Income Tax Assistance), and more. These services align with the CSBG (Community Service Block Grant) guidelines to serve individuals/families at or below 125% of the federal poverty level.

LIFT CAA will ensure that this project is of public benefit and will serve low and very low income individuals and families. LCAA will ensure that all qualifying factors are met and that all guidelines and regulations are followed as required for the use of these State Appropriated Funds.

This application is due on 09/15/2023.

OKLAHOMA Commerce

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

August 17, 2023

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

Dear Ms. Porter:

The Oklahoma Department of Commerce/Community Development (ODOC/CD) is pleased to inform you that SFY 2024 Community Action Agencies State Appropriated Funds for Head Start (SAF HS) are now available for distribution. Your allocation is $83,602.00.

Please proceed to OKGrants https://grants.ok.gov to apply for the SAF HS funds and complete the required forms by 09/15/2023. This will begin the process for the preparation and execution of an ODOC contract which will have a start date of July 1, 2023.

Forms to be completed in OKGrants are:
1) Application Information
2) Budget Detail (use SFY 2024 Funding Amount indicated above)
3) Budget Summary
4) Upload (upload the electronic version of other documents as required in the SAF HS Program RFA
5) Audit

Please understand that applying for this offer does not constitute your authority to expend funds or make any commitment of funds relative to the CAA HS Program until full execution of your contract has occurred. When you are notified that your contract is ready for review and signature in the OKGrants, we recommend that you carefully review it, take note of all deadlines, review any special condition, and be sure to check the contract start date as funds will not be reimbursed for expenditures before the start of the contract.

If you have questions or concerns regarding the SAF HS Program, please contact Shellie Schlegel at Shellie.Schlegel@okcommerce.gov.

Sincerely,

Marshall L. Vogts

Marshall Vogts, Director
Community Development

Funding Entity: KiBois Community Action Foundation, Inc.
Funding Opportunity: SFY2024 Rx for Oklahoma
Amount Requested: $11,262.34
Focus Area: Health

LIFT Community Action Agency, Inc. is requesting the Board's approval to submit an application in the amount of $11,262.34 to KiBois Community Action Foundation, Inc. for the SFY24 Rx for Oklahoma Program. If awarded, these funds will be utilized to cover salary, fringe, indirect, travel, supplies and software costs associated with operating the Rx for Oklahoma Program.

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

Funding Entity: T-Mobile
Funding Opportunity: T-Mobile Hometown Grant Application 2023
Funding Amount: $50,000
Due Date: September 30, 2023

T-Mobile Hometown Grants is a $25 million, five-year initiative to support the people and organizations who help small towns across America thrive and grow. Hometown Grants are given every quarter to up to 25 small towns. Apply for funding to support a community project of your choice, like revitalizing or repurposing a historic structure, creating a downtown asset or destination, or improving a space where friends and neighbors gather. Projects that add to a sense of place or could lead to further investment are of particular interest.

- **Community need -** Proposed project should fill a demonstrated need in the community. This grant funding is intended for shovel-ready projects, or portions of shovel-ready projects, that would not otherwise be possible to implement through municipal funding. Proposal & letters of support should demonstrate strong community support for the project.
- **Community impact** - Project should connect the community in meaningful and innovative ways.
- **Partners, engagement, and resources leveraged for the project -** Strong applications actively involve local organizations by incorporating them into the planning and execution processes and engaging the community in activating the project site. Letters of support should come from a variety of stakeholders within the community. While match funding is not required, applicants are encouraged to be resourceful in identifying additional sources of funding and/or in-kind donations relevant to the project to supplement funding from T-Mobile. Examples of in-kind donations include: volunteer involvement, working with partners that contribute graphic design services, space, or other resources.
- **Feasibility -** You should be able to complete your project within your detailed budget and shovel-ready plan and within 12 months of receiving funding, if selected.
- **Alignment with T-Mobile's small town strategy -** T-Mobile strives to be a force for good. To read more about T-Mobile's many corporate initiatives and key segments, visit https://www.t-mobile.com/responsibility.

Award determinations will be made in mid-November 2023. You will receive a notification about award determinations via your Submittable account that you use to submit your application.

Funding Entity: **Oklahoma Department of Education**
Funding Opportunity: **Child and Adult Care Food Program Grant**
Application Amount: **$626,691.33**
Agency Program: **Head Start and Early Head Start Programs**

The Child and Adult Care Food Program (CACFP) is a Federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Funding is provided to the Oklahoma State Department of Education (the state sponsoring agency) from the United States Department of Agriculture based on claims submitted by program participants. LIFT Community Action Agency's Head Start/Early Head Start Programs are requesting the Board's approval to submit an application to the Oklahoma Department of Education in the amount of $626,691.33 for the Child and Adult Care Food Program. If awarded, these funds will provide an opportunity to be reimbursed for a portion of the costs of meals and snacks served to enrolled children in the 28 Head Start classrooms and three Early Head Start centers. The total requested is an estimate of food, milk, food-related supplies, and cooks' salaries/benefits needed for food service operations under the programs.

Funding Entity: **Oklahoma Department of Education**
Funding Opportunity: **Child and Adult Care Food Program Grant**
Application Amount: **$198,588.40**
Agency Program: **Early Learning Centers**

The Child and Adult Care Food Program (CACFP) is a Federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Funding is provided to the Oklahoma State Department of Education (the state sponsoring agency) from the United States Department of Agriculture based on claims submitted by program participants. LIFT Community Action Agency's Early Learning Centers are requesting the Board's approval to submit an application to the Oklahoma Department of Education in the amount of $198,588.40 for the Child and Adult Care Food Program. If awarded, these funds will provide an opportunity to be reimbursed for a portion of the costs of meals and snacks served to enrolled children at the four Early Learning Centers (Antlers, Broken Bow, Hugo, Idabel).

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

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

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

OKLAHOMA Commerce

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

September 7, 2023

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

Dear Ms. Porter:

The Oklahoma Department of Commerce/ Community Development Services (ODOC/CDS) has received an additional 1% allocation of our FY'23 Community Services Block Grant (CSBG). These funds are initially withheld from our annual CSBG award by the U.S. Department of Health and Human Services/ Office of Community Services (OCS). This small allocation often has not been recognized in the past, as it was included in our final quarterly award. However, for the fourth year, since our funds were distributed in just two allocations, this 1% was received separately. These funds are awarded for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.

Your agency's current and cumulative allocation is:

1st Allocation	$59,147.00
2nd Allocation	$175,297.00
3rd Allocation	$2,286.00
	$236,730.00

Please proceed to OKGrants https://grants.ok.gov to request a modification to your 2023 CSBG contract and budget.

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

Sincerely,

Marshall Vogts, Director
Community Development

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 5 NH28CE002832-10-00
FAIN# H79SP081758
Federal Award Date: 08/08/2023

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)
XL9DVU1YDGU2

7. Project Director or Principal Investigator
Ms. Janitra Bostic
Director
jbostic@littledixie.org
580-326-3351

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

Federal Agency Information
CDC Office of Financial Resources

9. Awarding Agency Contact Information
Mikaela Smith
Grantor
syz9@cdc.gov
678-475-4949

10.Program Official Contact Information
Ms. Alisa Spieckerman
Public Health Advisor
wrd0@cdc.gov
404-718-5061

Federal Award Information

11. Award Number
5 NH28CE002832-10-00

12. Unique Federal Award Identification Number (FAIN)
H79SP081758

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

14. Federal Award Project Title
Choctaw County Coalition Drug Free Communities Support Program

15. Assistance Listing Number
93.276

16. Assistance Listing Program Title
Drug-Free Communities Support Program Grants

17. Award Action Type
Non-Competing Continuation

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 09/30/2023 **- End Date** 09/29/2024	
20.	**Total Amount of Federal Funds Obligated by this Action**	$125,000.00
	20a. Direct Cost Amount	$115,663.00
	20b. Indirect Cost Amount	$9,337.00
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**	$187,946.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$312,946.00
26.	**Period of Perfomance Start Date** 10/31/2019 **- End Date** 09/29/2024	
27.	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$1,126,058.00

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Valencia Williams
Lead Grant Management Specialist

30. Remarks

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 5 NH28CE002832-10-00
FAIN# H79SP081758
Federal Award Date: 08/08/2023

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
Cooperative Agreement

32. Type of Award
Other

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only
II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	$40,594.00
b. Fringe Benefits	$13,847.00
c. Total Personnel Costs	$54,441.00
d. Equipment	$0.00
e. Supplies	$7,168.00
f. Travel	$14,446.00
g. Construction	$0.00
h. Other	$39,608.00
i. Contractual	$0.00
j. TOTAL DIRECT COSTS	$115,663.00
k. INDIRECT COSTS	$9,337.00
l. TOTAL APPROVED BUDGET	$125,000.00
m. Federal Share	$125,000.00
n. Non-Federal Share	$187,946.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-9390G6B	20SP81758A	CE	41.51	93.276	$125,000.00	75-23-0943

AWARD INFORMATION

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at https://www.cdc.gov/grants/federal-regulations-policies/index.html, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CE20-2004, entitled **Drug-Free Communities (DFC) Support Program**, and application dated 3/15/2023, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

Approved Funding: Funding in the amount of $**125,000** is approved for the **Year 10** budget period, which is **September 30, 2023** through **September 29, 2024**. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third-party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

Financial Assistance Mechanism: Grant

Key Personnel: In addition to the Principal Investigator/Project Director identified in this Notice of Award, the application and work plan included individuals considered key personnel. In accordance 45 CFR Part 75.308, the recipient must request prior approval from CDC to change the following individual/position:

Janitra Bostic – Principal Investigator/Project Director
Jessica Bozeman – Project Coordinator
Rebecca Reynolds –Authorized Representative or Business Official

Budget Revision Requirement: By **November 1, 2023** the recipient must submit a revised budget with a narrative justification for the following requirement(s):

- A revised budget is needed to provide further justification for youth participation. ($15,000) Youth can be paid to conduct coalition activities but not to participate.

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the CDC Staff Contacts section of this notice before the due date.

Expanded Authority: The recipient is permitted the following expanded authority in the administration of the award.

☒ Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 "Remarks" of the annual Federal Financial Report. If the GMO determines that some or all of

the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient's authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

FUNDING RESTRICTIONS AND LIMITATIONS

Notice of Funding Opportunity (NOFO) Restrictions: Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (https://www.cdc.gov/grants/additionalrequirements/ar-35.html).
- Food is **generally unallowable.** Exceptions within the DFC Support Program may include food used as a small incentive (not to exceed $3.00 per person) to encourage participation in a community-wide event. Food costs are not allowable for general coalition or subcommittee meetings.
- No more than **10 percent** of the total federal grant award may be used for **data collection and evaluation** purposes unless approved by the Project Officer and Grants Management Specialist.

- DFC grant funds **may not** be passed through by contract or any other method to another entity to conduct the programmatic work on the DFC Program. The funded grant recipient and coalition are expected to perform the substantive role and manage the efforts carried out by this grant.
- The Authorized Representative or Business Official charged with financial oversight responsibilities for the DFC grant award **must** be an employee of the recipient organization and identified in the 'Personnel' budget category. **NOTE:** The Program Director/Principal Investigator (PD/PI) and Business Official **cannot** be the same individual.
- The Program Director/Principal Investigator (PD/PI) **must** be an employee of the recipient organization, overseeing the day to day operations of the grant, and **must** be identified in the 'Personnel' budget category as either federal or non-federal.
- DFC grant funds **may not** be used to provide funding to community organizations through mini-grants, including one coalition funding another coalition.
- DFC grant funds **may not** be utilized for the following: law enforcement equipment, drug search detection canines or related training, drug courts, lighting, or community gardening efforts.
- DFC grant funds **may not** be used for stipends, as defined in the HHS Grants Policy Statement (GPS).
- Cost of Promotional items are **generally unallowable**. However, the exception would be for program outreach, and other specific purposes necessary to meet the requirements, goals, and objectives of the federal grant award.

Indirect Costs:
Indirect costs are approved based on the negotiated indirect cost rate agreement dated October 2, 2017**,** which calculates indirect costs as follows, a Predetermined is approved at a rate of 23% of the base, which includes, fringe. The effective dates of this indirect cost rate are from January 1, 2017 to December 31, 2019.

Matching Funds Requirement: The required level of non-federal participation for the Drug Free Communities Grant Program is $**187,500**.

Matching is generally calculated on the basis of the federal award amount and is comprised of recipient contributions proposed to support anticipated costs of the project during a specific budget period (confirmation of the existence of funding is supplied by the recipient via their Federal Financial Report). The recipient must be able to account separately for stewardship of the federal funding and for any required matching; it is subject to monitoring, oversight, and audit. The recipient may not use matching expenditures to count toward any Maintaining State Funding requirement.

When a recipient requests a carryover of unobligated funds from prior year(s), matching funds equal to the new requirement must be on record in the CDC grant file, or the recipient must provide evidence with the carryover request.

The recipient must receive and expend non-Federal matching funds as required in the NOFO and the Drug-Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement. The table below indicates the percentage of match required for DFC grant recipients in each year of the grant.

Grant Year	Matching Requirement
1-6	100%
7-8	125%
9-10	150%

REPORTING REQUIREMENTS

Semi-Annual Progress Reports and Core Measures Data: All DFC Recipients
Semi-Annual Progress Reports for all FY 2023 DFC Grant recipients are due on the following dates:

• August 2023

DFC recipients must submit their Final programmatic report through the DFC Me system (https://dfcme.ondcp.eop.gov/). For more information on the DFC Me system, please contact the DFC National Evaluation Team at dfc_evaluators@icf.com .

Core Measures Data
DFC recipients are required to provide core measures data every two years, via the DFC Me system, on the following core measures for alcohol, tobacco, marijuana, and (illicit) use of prescription drugs for three grades (6th-12th) with a recommended combination of at least one middle school grade and at least one high school grade:

1. Past 30-day use
2. Perception of risk or harm
3. Perception of parental disapproval of use
4. Perception of peer disapproval of use

Year 6 Recipients
Year 6 recipients who received continuous funding between Years 5 and 6 will remain on the core measure reporting schedule established in the first five years of DFC funding.

Year 6 recipients who have not had sequential years of DFC funding will need to speak with the DFC National Evaluation Team to determine when to report core measures. Please contact the DFC National Evaluation Team at dfc_evaluators@icf.com for more information.

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, 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 CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Stephanie Latham, Grants Management Officer
Centers for Disease Control and Prevention
Branch 5
Email: fzv6@cdc.gov (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services
Office of the 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

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

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 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

PROGRAM OR FUNDING GENERAL REQUIREMENTS

Drug-Free Communities (DFC) Program: The Drug-Free Communities (DFC) Support Program was established under the Drug-Free Communities Act of 1997, P.L. 105-20. The purpose of DFC funding is to address two major goals: 1) establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions, and 2) reduce substance use among youth and, over time, among adults.

The DFC Program is funded and directed by the Office of National Drug Control Policy (ONDCP) and partners with the Centers for Disease Control and Prevention (CDC) for day-to-day management. While responsibility rests with the recipient for achieving the primary goals of the program, CDC shall monitor and provide continuing technical assistance, consultation, and coordination in the execution of the project during the funding period. You can find additional details about the support available to you as a recipient on the DFC Me (Management and Evaluation) system's Learning Center at https://dfcme.ondcp.eop.gov/.

Recipient Roles and Responsibilities: For the purposes of the DFC Program, a recipient is

either a coalition that has received a grant or is an outside agent that is serving as the grant award recipient on behalf of a community coalition. The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Program.

The Statutory Eligibility Requirements pertain to all DFC-funded coalitions. If you are the recipient for a coalition, you are responsible for ensuring all eligibility criteria are met by the coalition.
The recipient must continue to meet the Statutory Eligibility Requirements, as required by the original Funding Opportunity Announcement and the Drug-Free Communities Act during each year of funding.

- The coalition must have at least one representative from the required 12 sectors, as outlined in the NOFO and the Drug-Free Communities Act of 1997;
- The coalition must maintain meeting minutes that demonstrates it is a unique entity that has substantial involvement from its members and is working toward to the two goals of the DFC Program;
- The coalition must address multiple (more than one) drugs in its annual 12-Month Action Plan for each year of funding;
- The coalition must have as its principal mission the reduction of youth substance use;
- The coalition has not received 10 years of DFC funding;
- The coalition must provide data every two years on the following core measures for alcohol, tobacco, marijuana, and prescription drugs for three grades (6th-12th):
    - Past 30–day use;
    - Perception of risk or harm;
    - Perception of parental disapproval of use; and
    - Perception of peer disapproval of use
- The recipient must be an entity eligible to receive Federal funds;
- The recipient must not request more than **$125,000** per year;
- The recipient must document non-Federal match as defined in the DFC Act; and
- The recipient can only be awarded one DFC grant at a time.

Other Requirements for all DFC Recipients (coalitions or outside agents)

- The recipient must continue implementing the specific goals and objectives outlined in their approved application for DFC funding;
- The recipient must develop a funding plan that ensures (1) the required match of requested Federal funds and (2) to solicit substantial financial support from non-Federal sources for sustainability purposes;
- The recipient's key personnel is the Program Director and Project Coordinator, of the DFC-funded coalition must participate in the DFC Me (Management and Evaluation) system. (https://dfcme.ondcp.eop.gov/);
- The recipient is expected to use the Strategic Prevention Framework (SPF), a five step evidence based process for community planning and decision making; and,
- The recipient must plan and implement a comprehensive 12-Month Action Plan inclusive of the Seven Strategies for Community Change.

Requirements for Recipients in Year 3 and 7

- The coalition must submit via the DFC Me system a Strategic Plan for Sustainability with the February Progress Report in Years 3 and 7 of DFC funding.

DFC Management and Evaluation (DFC Me) System

DFC Me is ONDCP's new interactive system designed to improve communication

and help your coalition better manage its DFC grant requirements. DFC Me is also your one-stop shop for submitting Semi-Annual Progress Reports, sharing best practices, receiving the latest program and training updates, and the ability to request technical assistance.

The Program Director and Project Coordinator of the DFC-funded coalition must participate in the DFC Me system (https://dfcme.ondcp.eop.gov/), so that they receive information from ONDCP DFC Staff on a regular basis. This includes submitting contact information for each of the required 12 sector representatives. Key Personnel should discuss the use of the DFC Me system with sector members chosen to represent each sector, so that they understand their role in distribution of information sent to them. Information sent to specific sectors will always be sent to the Key Personnel.

DFC-funded coalitions will receive additional information on the DFC Me system via email from their assigned DFC PO. For more information on the DFC Me system, please contact the DFC National Evaluation Team at dfc_evaluators@icf.com.

Award Expectations and Noncompliance
The eligibility and program requirements originally outlined in the NOFO must continue to be adhered to as the funded project is implemented. Recipients must comply with the performance goals, milestones, outcomes, and performance data collection as reflected in the NOFO and related policy and guidance, as well as the certifications and assurances submitted with the award application.

Failure to meet any one of these requirements is considered non-compliance with program and grant regulations. If for any reason you do not comply with the applicable terms, conditions, rules and regulations, or deadlines for the DFC Program, your grant will be subject to the Progressive Discipline and Appeals Process. There are three progressive discipline actions that can be taken: 1) Addition of special terms or conditions, 2) Suspension, and 3) Termination.

Failure to comply with Special Terms and Conditions may also result in a financial drawdown restriction on your Payment Management System account or denial of funding in the future. Additional terms and/or conditions may also be applied to this award if outstanding financial or programmatic compliance issues are identified by Centers for Disease Control and Prevention (CDC).

Corrective Action Plan (CAP)
When requested by the DFC PO, the recipient must develop a Corrective Action Plan (CAP) and complete the approved plan within the designated timeframe designated by the DFC PO. The Corrective Action Plan must be designed to address potential or identified deficiencies in performance and/or in the conditions contributing or causing the identified unsatisfactory performance. Failure to submit a responsive CAP may result in a determination of non-compliance with program and grant regulations and the addition of special terms or conditions to the award.

PAYMENT INFORMATION

The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or

by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified beginning on the bottom of Page 2 of the Notice of Award must be known in order to draw down funds.

PROGRAM OR FUNDING SPECIFIC CLOSEOUT REQUIREMENTS

Closeout Requirements (applicable to the final year of the DFC grant)

The final programmatic report format required is the following.

Final Performance Progress and Evaluation Report: This report should include the information specified in the NOFO and is submitted 90 days following the end of the period of performance via www.grantsolutions.gov . At a minimum, the report will include the following:

- Statement of progress made toward the achievement of originally stated aims.
- Description of results (positive or negative) considered significant.
- List of publications resulting from the project, with plans, if any, for further publication.

Additional guidance may be provided by the GMS and found at: https://www.cdc.gov/grants/already-have-grant/index.html.

PROVIDER AGREEMENT
Oklahoma Early Childhood Program

This Provider Agreement (the "Agreement"), effective the 1st day of July 2023 ("Effective Date"), is by and between **Community Action Project of Tulsa County, Inc.** ("CAP Tulsa") with its principal place of business located at Legacy Plaza East Tower, 5330 E. 31st Street, Tulsa, OK 74135 and **LIFT Community Action Agency** ("Provider") with its principal place of business located at 209 4th Street Hugo, OK 74743 and mailing address as the same.

Background

CAP Tulsa has been named by the State of Oklahoma, the grantee and fiscal agent for the State of Oklahoma Early Childhood Program (the "Program" or "OECP"), under which the State of Oklahoma will provide funding to be administered to certain early education service providers under certain conditions. The overarching goal of the OECP is to provide quality early education services and expand capacity to serve additional eligible low-income children ages birth (0) through three (3) years old. CAP Tulsa will administer the funding to each Provider and has an OECP Administrative Staff who will work with each Provider to, among other things, oversee compliance ("CAP Tulsa OECP Administrative Staff").

NOW THEREFORE, in consideration of the foregoing premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Funding.

A. Provider agrees to obtain sixty percent (60%) matching dollars through private donations. When private fund commitments are received, Provider must obtain and submit to CAP Tulsa OECP Administrative Staff a certified letter of commitment (as described below) from each private donor within sixty (60) days from the date of this Agreement. If despite its best efforts Provider has not raised matching funds within the sixty (60) day period, then Provider may be eligible to receive secured private funds designated for the Program that have not been committed to a specific Provider. If Provider is not eligible to receive the non-committed private funds, then this Agreement shall automatically terminate and neither Provider nor CAP Tulsa shall have any obligation or liability to the other in connection with such termination. Provider further agrees that upon application and approval by CAP Tulsa OECP Administrative Staff, additional Federal Grant dollars may be used as match provided additional children are being served with the funds. Although additional children will be served, the Provider's requested draw from OECP will not increase.

B. A certified funding letter must:
- i. Be on the letterhead of the private donor;
- ii. Be signed by an authorized representative of the private donor;
- iii. Set forth the committed amount; and
- iv. May, if applicable, specify the agency and/or Site (defined below) for which the money is earmarked.

C. Provider understands that all private funds obtained by Provider for the purpose of matching funds under the Program will be paid directly to CAP Tulsa, and CAP Tulsa will distribute the private funds to Provider as further discussed below. Notwithstanding the foregoing, if Provider has already received matching funds from a private donor, or if the awarding agency cannot release funds directly to CAP Tulsa, then Provider may submit to CAP Tulsa a copy of the check or other documentation of deposit.

D. If at any point the Oklahoma State Legislature reduces the budget for OECP during the program year, such reduction would have immediate effect and approved partner budgets would be reduced accordingly.

E. The parties acknowledge that Provider may offer early education services at multiple locations, each referred to herein as a "Site," and that Provider may participate in the Program at one Site or multiple Sites. In the event that Provider participates in the Program at multiple Sites, Provider will submit a combined budget for all Sites, and must provide matching private funding for all Sites. The terms and conditions of this Agreement apply to each Site individually.

F. If the Provider qualifies for the Child and Adult Care Food Program ("CACFP") or Oklahoma Department of Human Services ("DHS") Childcare Subsidy, the Provider must fully enroll all eligible children and maximize all possible funding options by completing all claims accurately and in a timely manner prior to using OECP dollars.

G. Provider shall acknowledge that if it receives or collects any funds from parent such funds may not be counted as matching funds under the Program. Parent fees shall be classified as program revenue.

2. Children Eligible for the Program.

A. Children ages birth (0) through three (3) years (i.e., children that have not reached their fourth (4th) birthday by September 1st of the enrollment year) that meet any of the following criteria at time of enrollment are eligible for the Program:

i. The family income is at or below 185% of the then current Federal Poverty Level Guidelines as published in the Federal Register each January;
   a) Supplemental Security Income (SSI), Oklahoma Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) can be used to document income eligibility.

ii. The family can demonstrate eligibility for DHS Subsidy or Tribal Child Care Assistance;

iii. The child is in foster care;

iv. Homeless;

v. Diagnosed and/or Suspected as Disabled.

B. If after enrollment a child reaches his/her fourth (4th) birthday, that child may continue his/her enrollment through the Program fiscal year end. Further, if after enrollment a child's family income exceeds the income eligibility set forth in 2(A), the child is no longer in foster care or classified as homeless, that child may continue his/her enrollment through the Program fiscal year end.

C. Documentation of family income at the time of enrollment must be maintained by Provider for all eligible children. Provider understands that CAP Tulsa OECP Administrative Staff will have the right to engage in unscheduled inspections of child eligibility documents as deemed necessary.

D. Ninety percent (90%) of children in Program classrooms at each Site must meet one or more of the eligibility requirements above.

3. Enrollment.

Provider must maintain its Program budgeted enrollment level as proposed in the Provider budget (further described in Section 13), which is incorporated herein by reference. All vacancies must be filled within thirty (30) calendar days. Provider must maintain a waitlist at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria. Provider will ensure that attendance is maintained at eighty-five percent (85%).

4. Service Delivery Objectives.

A. The Program service delivery objectives are designed to effectively and consistently help children maximize their learning and growth potential and include, but are not limited to, developing and providing high quality, individualized, child development services, as evidenced by adherence to the Program Requirements which are incorporated herein by reference and documented in a written Service Plan ("Service Plan") by Provider. Oklahoma Early Childhood Program requires a Service Planfrom each provider. Providers participating in the Program for the first time must provide the Service Plan to CAP Tulsa OECP Administrative Staff within thirty (30) calendar days after execution of this Agreement if not already attached to the Application. Providers previously participating in the Program must update/maintain its existing service plan annually through the reapplication process. For Head Start Providers, the Service Plan or other comparable document must be available for review by CAP Tulsa OECP Administrative Staff upon Site visits.

B. Children should develop skills in the following domains with the long-term goal of ensuring a smooth transition to public school, Head Start and other preschool programs. Transition plans will be developed, in collaboration with the child's family, for children moving from OECP classrooms to preschool classrooms and may be viewed by CAP Tulsa OECP Administrative Staff at time of visits. Transition plans should include:

i. Social and emotional development;
ii. Creative arts expressions;
iii. Approaches to learning;
iv. Language development;
v. Literacy knowledge and skills;
vi. Logic and reasoning;
vii. Mathematics knowledge and skills;
viii. Social studies and skills; and
ix. Physical development and health.

C. A program objective for the families of participating children is the promotion of parents' self-sufficiency, including employment.

5. Family and Community Relationships.

A. Provider agrees to build and engage in community partnerships with other service providers. Provider will take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships and available for review by the CAP Tulsa OECP Administrative Staff.

B. Provider agrees to take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, including the following:

i. Health care providers;
ii. Mental health providers;
iii. Nutritional service providers;
iv. Individuals and agencies that provide services to children with suspected and/or diagnosed disabilities and their families;
v. Family preservation and support services;
vi. Child protective services;
vii. Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;
viii. Providers of child care services; and/or
ix. Other organizations or businesses that may provide support and resources to families.

C. In building family partnerships and ensuring that enrolled families have access to community resources that will meet their needs, Provider will work collaboratively with families to identify and access, directly or through referrals, services and resources that are responsive to each family's interests and goals, including:

i. Emergency or crisis assistance in areas such as food, housing, clothing, and transportation;
ii. Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse and neglect, and domestic violence; and
iii. Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.

D. After providing such access or referral, providers must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances. Information learned at follow-up must be documented.

6. Operational Schedule.

Qualifying programs must operate on a year-round basis, eight (8) hours a day, forty-six (46) weeks a year, children will be served forty-four (44) weeks a year with two (2) weeks of staff training and professional development.

7. Quality Assurance.

A. Provider will provide CAP Tulsa OECP Administrative Staff with all relevant materials and documentation to allow monitoring of compliance with this Agreement. This includes National Association for the Education of Young Children ("NAEYC") Accreditation, Service Plan, Head Start audits, and DHS visitation documentation. NAEYC Accreditation and Service Plan not applicable for Head Start Providers.

B. Provider must notify CAP Tulsa OECP Administrative Staff within ten (10) days of any of the following occurrences as well as promptly submit a copy of the documentation.

i. At time any of the following occur:
   a) DHS Compliant Visit
   b) DHS Follow Up Visit
   c) DHS Substantiated Finding
   d) Head Start Visit

ii. Any circumstance negatively effecting or resulting in a change to DHS licensing, Tribal, Head Start or STAR status;

iii. The loss of NAEYC Accreditation (if applicable);

iv. The loss of a required staff member as set forth in Section 9; and/or

v. An inability to meet any of the provisions of this Agreement.

C. If there is a lack of compliance with DHS, Tribal, Head Start, NAEYC, or licensing requirements, the non-compliance will be brought into compliance by the date required. If there is a serious or continuous lack of compliance with these Program Requirements or any provision of this Agreement, CAP Tulsa OECP Administrative Staff will advise the Provider if it may informally correct the non-compliance and report back, or if the Provider must submit a Plan of Correction to CAP Tulsa OECP Administrative Staff within the time frame as requested. A mutually agreed upon timeframe for correction will be based upon the degree of risk to children.

D. CAP Tulsa OECP Administrative Staff will have access to the Provider's compliance with any programs, tools, technology systems, or documentation for monitoring, training, and any other issues that Provider may have with regard to this Agreement.

E. Any required Plan(s) of Correction should be submitted immediately by Provider to CAP Tulsa OECP Administrative Staff, and will be incorporated within this agreement.

8. Reporting.

Provider agrees to submit a Monthly Report via the OECP Partner Portal (http://oecp.captulsa.org/) by the fifteenth (15th) of each calendar month or first (1st) business day thereafter for the previous month.

A. Provider agrees to complete the Monthly Report via the Program Partner Portal. The report requires information regarding the status of classroom operation, staffing requirements, training requirements, and information pertaining to other Program guidelines.

B. Provider agrees to complete the Staff Credentialing report via the Program Partner Portal on a monthly basis or as changes occur in staffing.

9. Staffing.

A. Provider will meet, at a minimum, the following staffing requirements:

i. Provider must fill all classroom staff vacancies within sixty (60) calendar days.

ii. Lead teachers must hold one of the following:
   a) an associate's degree (AA), baccalaureate degree (BA), or master's degree (MA) in early childhood, child development, elementary education, or early childhood special education
   b) an associate's degree (AA), baccalaureate degree (BA), or master's degree (MA) in social work, nursing, psychology, human development and family studies and 1 year experience as a teacher
   c) at least sixty (60) college/university credits with at least thirty (30) college credits in early childhood education, child development, elementary education, or early childhood special education
   d) a baccalaureate degree or higher in any discipline with at least thirty-six (36) college credits in early childhood education, child development, elementary education, or early childhood special education

iii. Assistant teachers must hold one of the following:
   a) a high school diploma and a current Child Development Associate ("CDA") degree (120 clock hours)
   b) a high school diploma and at least twelve (12) college credits in early childhood education, child development, elementary education, or early childhood special education
   c) one of the options outlined in A. ii

iv. Lead Teachers must be paid a salary comparable to that of a public school teacher in the same geographic area as Provider if Lead Teacher has equal credentials and years of experience. Increases to maintain equivalent salary resulting from state funded teacher pay raises are contingent upon either (1) Provider's ability to secure additional funding for such increases or (2) an increase from the state in OECP funding for the purpose of increasing Lead Teacher salaries across OECP Providers. In the absence of either, Provider will be expected to maintain salary levels from previous year.

v. Any staff member not meeting the requirements outlined in nine (9). A. above will be given a Professional Development Plan and meet requirements within a two (2) year period from date beginning in OECP-funded classroom.

vi. Family Support Specialist must hold a bachelor's degree in early childhood education, child development, family relations, family studies, family consumer sciences, or related field or a credential/certification in social work, human services, family services, counseling, or a related field within eighteen (18) months of hire. The caseload for each family support worker will be one (1) Family Support Specialist per fifty (50) families.

vii. In the event of a new hire, Provider must provide staffing credentials to CAP Tulsa

OECP Administrative Staff within thirty (30) days of hire. This includes CDA, transcripts, and a copy of any certifications with the expiration date.

B. Provider must staff two (2) teachers for every classroom. At least one (1) of the teachers must meet the Lead Teacher requirements above, while the other staff person must meet the Assistant Teacher requirements above. All Staff members having contact with children in the program must undergo a Federal Bureau of Investigation ("FBI") background check and must meet all current DHS licensing requirements.

10. Training and Professional Development.

A. CAP Tulsa OECP Administrative Staff will provide Training and Technical Assistance which includes the CAP Tulsa OECP Summit, initial and annual training in infant and toddler development, curriculum, and parent education, as well as other various trainings upon request. The Technical Assistance visits support positive change for relationship-based, culturally sensitive, and strength-based approach which assists in the collaboration with OECP partners to establish consistent procedures. These procedures allow the Provider to assess their program and allow informed decision making for program improvements.

B. Provider will ensure all classroom staff in birth (0) to three (3) classrooms complete thirty-two (32) clock hours of West-Ed based PITC training provided by CAP Tulsa OECP Administrative Staff or other fully certified West-Ed trainers. Training is comprised of PITC Modules I, II, III, and IV to be completed by end of program year. Any classroom staff including classroom aides, full-time floaters or substitute teachers must attend the trainings. Site administrators, directors, curriculum coordinators, and other staff members are also encouraged to participate in West-Ed based PITC training when possible.

C. If training is provided by someone other than CAP Tulsa OECP Administrative Staff the training must meet the following parameters and documentation must be provided to CAP Tulsa OECP Administrative Staff:

i. Certified PITC Trainer Certificate;
ii. Credentials will be verified via the West-Ed website
iii. Training must be conducted in either a full eight (8) hour day or two (2) four-hour days;
iv. Trainings will be updated on the OECP website for the option to allow other provider's staff to attend;
v. Training must be explicit to PITC as no other trainings can be combined or included in the eight (8) hours of PITC training;
vi. Sign in sheets must be received by CAP Tulsa OECP Administrative Staff within five (5) business days. OECP does not require certificates. If training is split within two (2) four (4) hour sessions the sign in sheets must match up the names to ensure they have had the full eight (8) hours of training and noted on the sign in sheets before forwarding to CAP Tulsa OECP Administrative Staff;
vii. Staff must be trained on all four (4) modules within one year; and
viii. CAP Tulsa OECP Administrative Staff reserves the right to attend and observe the trainings.

D. Provider will ensure that all classroom staff participate in professional development training that aligns and supports the core Center for Early Childhood Professional Development

("CECPD") competency areas, various program standards, knowledge areas and competency levels needed by age group served and will submit verification of continuation training to the CAP Tulsa OECP Administrative Staff upon request. Examples of this type of verification may include a training agenda, key objectives of the training and/or training sign-in sheet(s).

E. Provider will ensure its supervisory staff and family support staff attends the CAP Tulsa OECP Summit training which is including but not limited to Site Directors/Managers, Program Managers, Lead Teachers, Instructional Coaches and Family Advocates. Training is expected to be held in the fall with the exact date and time to be announced.

11. Curriculum Tools / Collection of Data / Program Evaluation / Release.

A. Provider may use any of the OECP approved technology systems for classroom curriculum, assessment, and data collection. Provider must enter all collected child assessment data into their preferred and approved technology system, and Provider's system administrator must allow CAP Tulsa OECP Administrative Staff access to all reporting mechanisms for the Program classrooms, which includes all child assessment data collected. Staff responsible for collecting and entering child assessment data should receive training to use the tools.

B. Provider acknowledges that OECP has contracted with an evaluator to administer assessments related to classroom quality, teacher, child, and family outcomes. Information from these assessments may be used by the Oklahoma Department of Education when evaluating the effectiveness of early childhood programs and to help determine the amount of future funding for such programs. Provider agrees to participate fully in these assessments, which includes allowing the observation of classrooms.

i. Provider acknowledges that a copy of the program evaluation and any other information or documentation provided to OECP and/or CAP Tulsa OECP Administrative Staff pursuant to this Agreement may be provided to the Oklahoma State Department of Education for review.

ii. Provider acknowledges that it will be asked to sign a consent directly with an evaluator allowing the assessment/observation, and that OECP nor CAP Tulsa shall have any liability whatsoever because of such consent. Provider assumes all responsibility for any act or omission by Provider or the evaluator in connection with or arising out of the contract between Provider and the evaluator for such assessment/observation. Provider hereby agrees to indemnify and release OECP, CAP Tulsa and subsidiaries, predecessors, successors and assigns, and anyone claiming through them (collectively the "Releases'"), from any and all claims, suits, debts, liabilities, damages and any other costs and expenses arising out of or in any way relating to the contract between Provider and the evaluator, the evaluator's assessments, observations, or performance of same, and any act or omission of the evaluator's employee, whether within the scope of employment or otherwise.

iii. If Provider contracts with an evaluator directly to conduct the same or similar assessments, Provider is required to share non-aggregated data with OECP.

12. Other Program Requirements.

A. Program Requirements Compliance. Providers participating in the Program for the first time agree to be in full compliance with all Program Requirements within ninety (90) days of execution of this Agreement. Providers previously participating in the Program are expected to be in compliance with the Program Requirements on the Effective Date of this Agreement.

B. National Association for the Education of Young Children ("NAEYC") or National Association for Family Child Care ("NAFCC"). A Provider that is not currently accredited by NAEYC or NAFCC and is participating in its first year of the Program must begin the NAEYC or NAFCC accreditation process by July 1, 2023. A Provider participating in its third year of the Program, must receive accreditation by July 1, 2023. Once a Provider receives its accreditation, it must maintain such accreditation to continue participation in the Program. Not applicable for Head Start Providers.

C. Oklahoma Department of Human Services. Provider represents it is currently a childcare provider licensed by DHS. Provider must at all times be in compliance with DHS licensing requirements affecting childcare providers.

D. Federal and State Laws. Provider represents that it will comply with the federal Equal Employment Opportunity requirements and any other relevant federal or state laws that may be applicable to Provider.

13. Budget / Audit.

A. Prior to the execution of this Agreement, Provider submitted to CAP Tulsa OECP Administrative Staff for approval, an OECP Operating Budget showing funding sources, administrative and operating expenses, and capital expenditures, for the period beginning July 1, 2023, and ending June 30, 2024. All funds on Provider's approved OECP Operating Budget are reimbursable, as well as any license fees associated with the use of their preferred and approved technology system.

B. Provider understands that Program funds may not be requested for amounts already funded by another funding source and may not be used to supplant existing funding. For example, when enhancing existing teacher positions (i.e., increasing an existing salary for a specific teacher), the budget must reflect, and reimbursement may only be claimed for incremental costs above the original salary of such teacher. Provider must sign the Affidavit attached hereto as **Exhibit A**, evidencing Provider's understanding and agreement with regard to supplanting.

C. Provider agrees to comply with all terms and conditions as set forth in the Budget Instructions and the pre-approved OECP Operating Budget.

D. CAP Tulsa has created a process for submitting an annual request for wage increases. Once submitted these requests will be reviewed, evaluated, and recommended for approval as appropriate by CAP Tulsa Accounting Department (oecpbilling@captulsa.org).

E. At any time upon ten (10) business days prior written notice during the Term of this Agreement and for a period of one (1) year thereafter, Provider will make available, during

normal business hours, to CAP Tulsa Accounting Department (oecpbilling@captulsa.org) and/or its authorized representatives any and all documents and records that are related to this Agreement.

F. Budget variances should be kept within a +/- 10% range. Anything beyond that would warrant a budget revision and approval.

G. An annual independent financial audit report must be included with the Applicant Information and Proposal documents each year.

14. Invoicing / Reimbursement.

A. If Provider was meeting all of the requirements contained in this Agreement as of July 1, 2023, then upon execution hereof, Provider may submit invoices for the period beginning July 1, 2023, through present, or such other period after July 1, 2023, during which Provider was meeting all requirements. Notwithstanding the foregoing, Provider may submit invoices for expenses incurred thirty (30) days or less prior to Provider's meeting the staffing requirements of this Agreement.

B. Provider will submit invoices for reimbursable expenses by the fifteenth (15th) of each calendar month or first (1st) business day thereafter for expenses incurred in the previous month. Invoices will be submitted to the CAP Tulsa Accounting Department (oecpbilling@captulsa.org), with a copy to CAP Tulsa OECP Administrative Staff. CAP Tulsa OECP Administrative Staff will review all invoices and verify that each invoice only contains reimbursable charges and only for eligible children. Payment will be received from CAP Tulsa within thirty (30) days of invoice processing. Monthly invoices will not exceed the cumulative one twelfth (1/12th) of Provider's state budgeted funds based upon the Provider's pre-approved OECP Operating Budget. This requirement aligns with CAP Tulsa's monthly invoicing process set forth by the State Department of Education.

15. Insurance.

Provider will obtain and maintain the following insurance coverage during the entire term of this Agreement. In the event Provider's required insurance is cancelled during the term of this Agreement, or coverage is reduced below the limits required in this Section, Provider is required to ascertain that its insurance company provides written notice to CAP Tulsa OECP Administrative Staff thirty (30) days prior to the effective date of such cancellation or change. Provider will provide the CAP Tulsa OECP Administrative Staff with proof that the foregoing insurance is in full force and effect.:

A. Worker's Compensation Insurance in accordance with the laws of the State of Oklahoma;

B. Comprehensive General Liability insurance covering bodily injury and property damage with a limit of no less than one million dollars ($1,000,000) each occurrence;

C. If transportation for children in the Program is provided, then Comprehensive Automobile Liability insurance with a combined bodily injury and property damage single limit of one million dollars ($1,000,000) per occurrence; and

D. Errors and Omissions insurance in an amount not less than one million dollars ($1,000,000) per occurrence.

16. Disputes.

CAP Tulsa and Provider agree that if a dispute directly or indirectly arises out of or related to this Agreement, the parties will attempt to settle the dispute through good faith negotiations with each other. If those negations do not mutually resolve the dispute, either party may pursue its rights under law or equity.

17. Term of Agreement / Term of Program.

This Agreement is effective upon the Effective Date set forth above and is co-terminus with the term of the Program. The term of the Program as determined by the Oklahoma State Legislature is July 1, 2023, through June 30, 2024.

18. Termination.

A. CAP Tulsa may, in its sole and exclusive discretion, immediately upon written notice and without liability of any kind to Provider, either: a) suspend reimbursements to Provider until the applicable violation has been remedied as determined solely by CAP Tulsa, or b) terminate this Agreement; for any of the following reasons:

i. Provider's breach of any material provision of this Agreement. Without limiting the generality of the foregoing, Provider's failure to provide staffing as required in Section 9 and staff training as required in Section 10. Time is of the essence with regard to staffing requirements.
ii. Failure of Provider to maintain the required insurance for any reason, including termination by the Insurance provider.
iii. Provider's loss of licensing through DHS.

B. Both CAP Tulsa and Provider may terminate this Agreement for convenience upon thirty (30) days' written notice.

19. Indemnification.

Provider will defend, indemnify and hold CAP Tulsa and its officers, directors, managers, employees, agents and representatives harmless from and against any injury, liability, suits, claims, losses or damages of any kind or nature whatsoever, (including punitive damages, attorney fees, disbursements, and all other costs and expenses incurred in the investigation, defense or settlement of any claims covered by this indemnity) for claims (all referred to as "Claims") arising directly or indirectly out of or in any way connected with Provider's negligence of willful acts or omissions, except those Claims caused or occasioned solely by the negligence or willful misconduct of the indemnified party.

20. Limitation of Liability.

Except as otherwise provided herein, neither CAP Tulsa nor Provider, nor their respective officers, directors, agents, managers, employees agents, representatives or consultants shall

be liable to the other for any indirect, special, punitive, or consequential damages, loss of profits or revenues, or exemplary damage of any kind arising out of this Agreement or from any breach or partial breach of the provisions of this Agreement or arising out of any act or omission of either of the parties, their respective employees, officers, directors, subcontractors, agents, representatives, whether arising under theories of contract or tort and regardless of whether such party was advised, or had reason to know, or in fact knew of the possibility thereof.

21. Disclaimer of Warranty.

CAP TULSA DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE, TITLE, NON-INFRINGEMENT OR OTHER WARRANTIES OF ANY KIND. CAP TULSA DOES NOT WARRANT THE AVAILABILITY OF MONEY FROM THE STATE OF OKLAHOMA.

22. Governing Law / Venue.

This Agreement shall be subject to, and interpreted by and in accordance with, the laws of the State of Oklahoma, without regard for its choice of law principals. Any cause of action for a breach or enforcement of, or a declaratory judgment respecting, this Agreement shall be commenced and maintained only in the United States District Court for the Northern District of Oklahoma or the applicable Oklahoma state trial court sitting in Tulsa, Oklahoma and having subject matter jurisdiction.

23. Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed an original. This Agreement may be executed and delivered by a facsimile or digitized transmission of a counterpart signature page hereof.

24. Attorney Fees.

In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the opposing party to such action such party's reasonable litigation costs and attorneys' fees and expenses including court costs, reasonable fees of accountants and experts, and other expenses incidental to the litigation.

25. Binding Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and permitted assigns.

26. Assignment.

This Agreement may not be assigned (including performance by subcontract) by any party hereto without prior written consent of the other party, which shall not unreasonably be withheld.

27. No Third-Party Beneficiary.

This is not a third-party beneficiary contract. No person or entity other than a party signing this Agreement shall have any rights under this Agreement.

28. Amendments.

This Agreement may be amended or modified only in a writing which specifically references this Agreement.

29. Independent Contractors.

Nothing in this Agreement shall be construed to create a partnership or joint venture, nor to authorize any party hereto to act as agent for or representative of any other party hereto. Each party hereto shall be deemed an independent contractor and no party hereto shall act as, or hold itself out as acting as, agent for any other party hereto.

30. No Waiver.

A party to this Agreement may, on a single occasion or on multiple occasions, waive or fail to require full or timely performance of any obligation arising under this Agreement, and such waiver or failure to require full or timely performance shall not be deemed a permanent waiver of any such obligation. No such decisions or failures shall give rise to any claim of estoppel, laches, course of dealing, amendment of this Agreement by course of dealing, or other defense of any nature to any obligation arising hereunder.

31. Severability.

In the event any provision of this Agreement, or the application of such provision to any person or set of circumstances, shall be determined to be invalid, unlawful, or unenforceable, the remainder of this Agreement shall continue to be enforceable to the fullest extent permitted by law.

32. Entire Agreement.

This Agreement and all Exhibits attached hereto set forth the entire, final, and exclusive agreement between the parties as to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, between the parties.

IN WITNESS WHEREOF, each of the persons signing below on behalf of a party hereto represents and warrants that he or she has full requisite power and authority to execute and deliver this Agreement on behalf of the parties for whom he or she is signing and to bind such party to the terms and conditions of this Agreement.

LIFT COMMUNITY ACTION AGENCY

RPorter
Signature

Rebecca Porter
Print Name

Executive Director
Title

6/7/2023
Date

COMMUNITY ACTION PROJECT OF TULSA COUNTY, INC.

Signature

Michael R. Madsen
Print Name

Chief Financial Officer
Title

08-14-2023
Date

EXHIBIT A

AFFIDAVIT

STATE OF OKLAHOMA)

COUNTY OF Choctaw) ss.)

I, Rebecca Porter, do hereby swear, depose, and state the following:

1. I understand that program expenses are costs that are associated with meeting the OECP program guidelines.

2. All expenses reflected in my OECP program budget meet the standards set out in Section 1 above.

3. I understand that I may not budget for or request funds from the OECP program for expenses that are already funded by another source.

4. I have not requested in my budget any expenses that are already being funded by another source.

5. I will not supplant (to usurp or take the place of) any existing funding with dollars from the OECP program.

Dated this 7th day of June, 2023.

Affiant:

R Porter

Subscribed and sworn to before me this 7th day of June, 2023.

Lori Henry

Notary Public

My Commission Expires: 09/06/2026

Commission Number: 18008985

LORI HENRY
Notary Public, State of Oklahoma
Commission # 18008985
My Commission Expires 09-06-2026

723 Little Dixie (LIFT CAA)
Financial Contact/Number Below
Sheree Ensley, Accounting Supervisor
(580) 326-3351

2023-2024 School Year
OECP-Birth thru Three

BUDGET

Date Submitted: 3/17/2023
Date Accounting Approved:

AC	ACCOUNT NAME	2023 July	August	September	October	November	December	2024 January	February	March	April	May	June	Total
	Number of Slots													#DIV/0!
	Revenue													
	STATE REIMBURSEMENT	9,068.44	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	9,068.42	108,821.05
	PROVIDER MATCH FUNDING (CAP/GKFF)	13,602.67	13,602.63	13,602.63	13,602.63	13,602.63	13,602.63	13,602.63	13,602.63	13,602.62	13,602.62	13,602.62	13,602.62	163,231.57
85595	In Kind (Partner)	-	-	-	-	-	-	-	-	-	-	-	-	-
85596	Non-Eligible Match (Partner)	-	-	-	-	-	-	-	-	-	-	-	-	-
85597	Eligible Match (Partner)	-	-	-	-	-	-	-	-	-	-	-	-	-
	Program Revenue													
85598	Subsidy Reimbursement (DHS,etc)													-
85599	CACFP													-
	Total Revenue	22,671.11	22,671.05	22,671.05	22,671.05	22,671.05	22,671.05	22,671.05	22,671.05	22,671.04	22,671.04	22,671.04	22,671.04	272,052.62
	Operating Expenses													
85516	SALARIES & BENEFITS	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	18,998.93	227,987.16
85517	CONTRACT LABOR													-
85519	PRE-EMPLOYMENT COSTS													-
85520	FOOD COSTS													-
85521	MEALS/TRAVEL	434.06	434.00	434.00	434.00	434.00	434.00	434.00	434.00	434.00	434.00	434.00	434.00	5,208.06
85522	TRAINING													-
85523	DUES AND FEES													-
	Educational Supplies													
85524	SUPPLIES	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.01	25.01	25.01	25.01	300.20
85525	DURABLE SUPPLIES/EQUIP													-
	Total Operating Expenses	19,458.01	19,457.95	19,457.95	19,457.95	19,457.95	19,457.95	19,457.95	19,457.95	19,457.94	19,457.94	19,457.94	19,457.94	233,495.42
	Other Expenses													
85526	ADMIN ALLOCATION	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	3,041.02	36,492.24
85527	TELEPHONE	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	52.08	624.96
85528	UTILIITIES	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
85529	RENT/FACILITIES													-
85530	SECURITY													-
85531	MISC EXP													-
855XX	OTHER (specify)													-
	Building Expense													
85533	REPAIRS AND MAINTENANCE													-
85534	JANITORIAL SALARIES & BENEFITS													-
85535	JANITORIAL SUPPLIES													-
	Total Other Expenses	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	3,213.10	38,557.20
	Total Expenses	22,671.11	22,671.05	22,671.05	22,671.05	22,671.05	22,671.05	22,671.05	22,671.05	22,671.04	22,671.04	22,671.04	22,671.04	272,052.62

Note: Costs are the incremental expenses to improve quality of the "slots" and classrooms identified above, over and above the costs expended on those slots or classrooms prior to OECP implementing.

Technical & Management Assistance Services Contract Award (Base Year) – Region 2

LIFT Community Action Agency, Inc. is requesting the Board's approval to accept a Self-Help Technical and Management Assistance Services Contract Award for Base Year funding for Region 2. The contract for services has been awarded by the U.S. Department of Agriculture, Rural Development based on the contract bid request. As T&MA Contractor for Region 2 – South Central, LIFT CAA would continue to provide training and technical assistance to organizations, including Indian Tribes, eligible to receive assistance under the Section 523 Mutual Self-Help Technical Assistance Grant Program. The states to be serviced under Region 2 include Arkansas, Kansas, Louisiana, Missouri, Nebraska, North Dakota, New Mexico, Oklahoma, South Dakota, Texas, and Wyoming. The period of performance under the contract would be as follows:

Base Year	September 01, 2023 through March 31, 2024
Option Year One	April 01, 2024 through March 31, 2025
Option Year Two	April 01, 2025 through March 31, 2026
Option Year Three	April 01, 2026 through March 31, 2027
Option Year Four	April 01, 2027 through March 31, 2028

As a Contractor, LIFT CAA would furnish all labor, management, supervision, quality control, facilities, equipment, materials, and services needed to perform the requirements of the contract. Key Personnel assigned to the contract will include the following:

- Executive Director
- Financial Coordinator
- Program Manager
- Management/Program Analyst
- Housing/Self-Help Specialists.

LIFT CAA has provided services for USDA Rural Development under a Technical and Management Assistance Contract since 1980. The agency's T&MA Program has helped in the development of more than 100 Self-Help Programs throughout the 11 states comprising Region 2. As a result of these efforts, well over 6,000 homes have been constructed for very low- and low-income individuals and families.

LIFT Community Action, Inc. CAA-2024-LIFT CAA-00285

Contract Part I: 19203 SAF/CAA 24

FEI #: 730772321

CONTRACT
PART I
SUMMARY AND SIGNATURES

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	
Contract Number:	19203 SAF/CAA 24
Contract Amount:	$11,055.00
Source:	House Bill 1004, First Special Session of the 59th Oklahoma Legislature (2023)
Funding Period:	July 1, 2023 through June 30, 2024

Submit Requisitions to:
Community Development
Oklahoma Department of Commerce
900 North Stiles
Oklahoma City, OK 73104-3234

Issue Payment To:
LIFT Community Action Agency, Inc.
209 N 4th Street
Huog, Oklahoma 74743

AGREEMENT COMPONENTS:

Part I - Summary and Signatures
Part II - Terms and Conditions

SPECIAL CONDITIONS:

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

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

Executed by:
LIFT Community Action Agency, Inc.
Sheree Ensley
Signature of Authorized Official
8/25/2023
Date

Executed by:
OKLAHOMA DEPARTMENT OF COMMERCE

Signature of Authorized ODOC Official

Date

MENTORING+
Powered by Youth Collaboratory

SUBGRANTEE AGREEMENT

ADDENDUM:

Catalog of Federal Domestic Assistance (CFDA) Title: Juvenile Mentoring Program
CFDA Number: 16.726
Type of Assistance: Project Grants
Title of Program: OJJDP FY 19 Mentoring – 2019 Multi-State Application
Award Number: 2019-JU-FX-0013

This Memorandum of Agreement Addendum, signed on August 28, 2023, between Youth Collaboratory of Pittsburgh, PA and **Little Dixie Community Action Agency, Inc** is for the purposes of amending the scope of Youth Collaboratory's Mentoring+ project.

Contract Period January 1, 2023 to June 30, 2023
Period of Project Performance: February 1, 2023 to June 30, 2023
Match Enrollment Period: January 1, 2023 to June 30, 2023
Period of Reporting Requirements: January 1, 2023 to July 30, 2023

Amended Contract Period: January 1, 2023 to September 30, 2023
Amended Scope of Service: Support grant close out activities
Amended Period of Reporting Requirements: January 1, 2023 to September 30, 2023

Amended Total Budget Amount: $49,000

All other activities and requirements as stipulated in the original Subgrantee Agreement remain unchanged.

Signature: Rebecca Porter
Date: 9/7/2023
Printed Name: Rebecca Porter
Title: Executive Director
Organization: LIFT Community Action Agency, Inc.

Signature: Kristen Truffa
Date: 8/28/2023
Printed Name: Kristen Truffa
Title: Deputy Director, Programs
Organization: Youth Collaboratory

© Youth Collaboratory

Department of Health and Human Services
Health Resources and Services Administration

Notice of Award
FAIN# G3949493
Federal Award Date: 07/12/2023

Recipient 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)326-3351

8. Authorized Official
Rebecca Reynolds
Executive Director
becky.reynolds@liftca.org
(580)326-3351 Ext. 220

Federal Agency Information

9. Awarding Agency Contact Information
James H Padgett
Grants Management Specialist
Office of Federal Assistance Management (OFAM)
Division of Grants Management Office (DGMO)
jpadgett@hrsa.gov
(301) 443-0207

10. Program Official Contact Information
Diana Wang
Project Officer
Federal Office of Rural Health Policy (FORHP)
dwang@hrsa.gov
(301) 443-2302

Federal Award Information

11. Award Number
1 G39RH49493-01-00

12. Unique Federal Award Identification Number (FAIN)
G3949493

13. Statutory Authority
42 U.S.C. § 912(b)(5)

14. Federal Award Project Title
Rural Communities Opioid Response Program-Overdose Response

15. Assistance Listing Number
93.912

16. Assistance Listing Program Title
Rural Health Outreach and Rural Network Development Program

17. Award Action Type
New

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19. Budget Period Start Date 09/01/2023 - End Date 08/31/2024	
20. Total Amount of Federal Funds Obligated by this Action	$300,000.00
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	$300,000.00
24. Total Approved Cost Sharing or Matching, where applicable	$0.00
25. Total Federal and Non-Federal Approved this Budget Period	$300,000.00
26. Project Period Start Date 09/01/2023 - End Date 08/31/2024	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	$300,000.00

28. Authorized Treatment of Program Income
Addition

29. Grants Management Officer – Signature
Inge Cooper on 07/12/2023

30. Remarks

A printer version document only. The document may contain some accessibility challenges for the screen reader users. To access same information, a fully 508 compliant accessible HTML version is available on the HRSA Electronic Handbooks. If you need more information, please contact HRSA contact center at 877-464-4772, 8 am to 8 pm ET, weekdays.

HRSA
Health Resources & Services Administration

Notice of Award
Award Number: 1 G39RH49493-01-00
Federal Award Date: 07/12/2023

Federal Office of Rural Health Policy (FORHP)

31. APPROVED BUDGET: (Excludes Direct Assistance)

[X] Grant Funds Only

[ ] Total project costs including grant funds and all other financial participation

a.	Salaries and Wages:	$158,867.00
b.	Fringe Benefits:	$54,188.00
c.	Total Personnel Costs:	$213,055.00
d.	Consultant Costs:	$0.00
e.	Equipment:	$0.00
f.	Supplies:	$3,000.00
g.	Travel:	$13,000.00
h.	Construction/Alteration and Renovation:	$0.00
i.	Other:	$21,106.00
j.	Consortium/Contractual Costs:	$13,300.00
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:	$263,461.00
p.	INDIRECT COSTS (Rate: % of S&W/TADC):	$36,539.00
q.	TOTAL APPROVED BUDGET:	$300,000.00
	i. Less Non-Federal Share:	$0.00
	ii. Federal Share:	$300,000.00

32. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:

a.	Authorized Financial Assistance This Period	**$300,000.00**
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	$0.00
e.	AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	**$300,000.00**

33. RECOMMENDED FUTURE SUPPORT:
(Subject to the availability of funds and satisfactory progress of project)

YEAR	TOTAL COSTS
Not applicable	

34. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)

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**

35. FORMER GRANT NUMBER

36. OBJECT CLASS
41.91

37. BHCMIS#

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 statue 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

FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
23 - 3704147	93.211	23G39RH49493	$300,000.00	$0.00	N/A	23G39RH49493

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. 45 CFR Part 75 applies to all federal funds associated with the award. Part 75 has been effective since December 26, 2014. All references to prior OMB Circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR Part 200 as codified by HHS at 45 CFR Part 75.
2. As required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, recipients must report information for each subaward of $30,000 or more in Federal funds and executive total compensation, as outlined in Appendix A to 2 CFR Part 170. You are required to submit this information to the FFATA Subaward Reporting System (FSRS) at https://www.fsrs.gov/ by the end of the month following the month in which you awarded any subaward. The FFATA reporting requirements apply for the duration of the project period and so include all subsequent award actions to aforementioned HRSA grants and cooperative agreement awards (e.g., Type 2 (competing continuation), Type 5 (non-competing continuation), etc.). Subawards to individuals are exempt from these requirements. For more information, visit: https://www.hrsa.gov/grants/ffata.html.
3. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. Grantees under “Expanded Authority,” as noted in the Remarks section of the Notice of Award, have different prior approval requirements. See “Prior-Approval Requirements” in the DHHS Grants Policy Statement: https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf.
4. The funds for this award are in a sub-account in the Payment Management System (PMS). This type of account allows recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award. Access to the PMS account number is provided to individuals at the organization who have permissions established within PMS. The PMS sub-account code can be found on the HRSA specific section of the NoA (Accounting Classification Codes). Both the PMS account number and sub-account code are needed when requesting grant funds. **Please note that for new and competing continuation awards issued after 10/1/2020, the sub-account code will be the document number.**
   You may use your existing PMS username and password to check your organizations’ account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: https://pmsapp.psc.gov/pms/app/userrequest. If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at:
   http://pms.psc.gov/find-pms-liaison-accountant.html

Program Specific Term(s)

1. For any given staff member, grant recipients are not permitted to bill more than 1.0 fulltime equivalent (FTE) across Federal awards. This applies to both the applicant organization and any consortium member receiving RCORP grant funds.
2. Grant recipients will be required to submit a Performance Improvement Measurement System (PIMS) report to HRSA at the end of the period of performance. Additional guidance on the PIMS reports will be provided during the period of performance.
3. HRSA prior approval is required before beginning any minor renovations or alterations with RCORP-Overdose Response funds.
4. All proposed activities must be justified under the list of allowable activites as listed in the Notice of Funding Opportunity.
5. Grant recipients must submit a copy of their RCORP-Overdose Response application to the HRSA-funded RCORP technical assistance provider and evaluator by September 15, 2023. If the grant recipient does not provide their application by this date, HRSA will share the application that was submitted in grants.gov. Additional guidance will be provided during the period of performance.
6. Grant recipients are expected to participate in monthly progress calls with a HRSA Project Officer and HRSA-funded technical assistance provider and respond to inquiries and requests from HRSA staff in a timely manner.

7. Grant recipients will provide HRSA with updates on their staffing plans, consortium membership, and other SUD/OUD funding leveraged during the period of performance in order to ensure program compliance. Your HRSA Project Officer will provide more information upon receipt of award.
8. Grant recipients must ensure that all activities supported by RCORP-Overdose Response are culturally and linguistically appropriate for the target rural population that will be served.
9. Grant recipients are expected to send two staff members to attend a 2-3 day meeting. The meeting may be virtual or require travel to the Washington, DC area or another location. Your HRSA Project Officer will provide additional information during the period of performance.
10. HRSA prior approval is required before beginning any purchases or leases of mobile units or vehicles with RCORP-Overdose Response funds.
11. Grant recipients in receipt of more than one RCORP grant during the period of performance are required to work with their respective HRSA Project Officers to avoid duplication of effort and staffing across grants. The HRSA Project Officer will provide more information regarding how to verify there is no duplication of effort upon receipt of award.
12. Grant recipients are required to allocate the award amount over the one-year period of performance.
13. Grant recipients must have an assigned Project Director who is the point person on the award who oversees all staffing, financial, and other decisions of the project activities during the one-year period of performance.
14. Grant recipients must exclusively target rural service areas, as defined by the Rural Health Grant Eligibility Analyzer (https://data.hrsa.gov/tools/rural-health).
15. Grant recipients are expected to work with HRSA-funded technical assistance provider and evaluator throughout the one-year grant period (and potentially share project updates and information with them after the grant period ends). Additional guidance on the technical assistance and evaluation components of the project will be provided during the period of performance.
16. Reporting requirements must be submitted by the established deadlines. Consistently late submissions may result in restrictions being placed on the award. Award recipients should ensure that they have adequate staffing and resources devoted to collecting, monitoring, and reporting data/information to HRSA in a timely manner.

Standard Term(s)

1. Your organization is required to have the necessary policies, procedures, and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding, per HRSA Standard Terms (unless otherwise specified on your Notice of Award), and Legislative Mandates. The effectiveness of these policies, procedures, and controls is subject to audit.

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.
2. **Due Date: 03/31/2024**
   Grant recipients will be required to submit a progress report to HRSA midway through the period of performance report. The progress report will document progress towards implementing all proposed project activites.
3. **Due Date: Within 90 Days of Project End Date**
   Grant recipients must submit a final closeout report. Additional guidance on the Closeout Report will be provided during the period of performance.

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

Contacts

NoA Email Address(es):

Name	Role	Email
Dionne Frankum	Program Director	dionne.frankum@liftca.org
Rebecca Reynolds	Authorizing Official	becky.reynolds@liftca.org

Note: NoA emailed to these address(es)

Rx For Oklahoma

CONTRACT

THIS AGREEMENT, made this the 1st day of July, 2023 by and between KI BOIS Community Action Foundation. Inc. and LIFT Community Action Agency, Inc. is for the following services:

LIFT Community Action Agency, Inc. agrees to provide Rx for Oklahoma services in Choctaw, McCurtain, and Pushmataha counties of Oklahoma for the period beginning July 1, 2023 and ending June 30, 2024.

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

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

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

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

Executed the 1st day of July, 2023.

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

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

OKLAHOMA DEPARTMENT OF COMMERCE
Office of Community Development
Rx for Oklahoma Prescription Drug Program (PDP)

Budget Narrative

Agency Name: LIFT Community Action Contract Period: July 1, 2023 - June 30, 2024

Itemize each Cost Category as entered on the Budget and Budget Revision Form. Ensure that the total of the specified amounts equal the Cost Category on the Budget Form.

If additional space is required; please utilize the format below and submit on a separate sheet of paper.

ADMINISTRATIVE COSTS	
CONSULTANT SERVICES Total:	$0.00
Audit	$0.00
Other	$0.00
TRAVEL Total:	$0.00
Local	$0.00
Out of Area	$0.00
Out of State	$0.00
SPACE COST Total:	$0.00
EQUIPMENT Total: (List number of each items to be purchased)	$0.00
Lease	
	$0.00
	$0.00
Purchase	
	$0.00
	$0.00
CONSUMABLE SUPPLIES Total :	$0.00
OTHER DIRECT COSTS Total:	$0.00
Postage	$0.00
Telephone	$0.00
Professional Dues	$0.00
Books / Periodicals	$0.00
Printing / Copying	$0.00
Other (be specific)	$0.00

OPERATIONS COSTS	
CONSULTANT SERVICES Total:	$8,058.69
Audit	$0.00
Salaries/Fringe	$7,644.27
TRAVEL Total:	$0.00
Local	$200.00
Out of Area	$0.00
Out of State	$0.00
SPACE COST Total:	$0.00
EQUIPMENT Total: (List number of each item to be purchased)	$0.00
Lease	
	$0.00
	$0.00
Purchase	
to be determined	$0.00
CONSUMABLE SUPPLIES Total:	$1,918.97
OTHER DIRECT COSTS Total:	$1,461.58
Postage	$0.00
Telephone	$0.00
Professional Dues	$0.00
Books / Periodicals	$0.00
Printing / Copying	$0.00
Indirect Cost	$1,499.10

RPorter

Prepared by: Rebecca Porter

8/21/2023
Date

LITTLE DIXIE COMMUNITY ACTION AGENCY
"RX FOR OKLAHOMA"
PRESCRIPTION ASSISTANCE PROGRAM

COST CATEGORIES OPERATIONS		PRESENT BUDGET	BUDGET REVISION	NEW BUDGET
SALARIES & WAGES	563030	5,700.00	0.00	5,700.00
FRINGE	563031	1,944.27	0.00	1,944.27
TRAVEL	563040	200.00	0.00	200.00
SUPPLIES/SOFTWARE	563042	1,918.97	0.00	1,918.97
EQUIPMENT	563043	0.00	0.00	0.00
OTHER/DIRECT/INDIRECT	563044	1,499.10	0.00	1,499.10
GRAND TOTAL EXPENDITURES		11,262.34	0.00	11,262.34

R Porter
Signature of Authorized Contractual Official

CONTRACT FOR ENHANCING VICTIM SERVICES
FY 2024

This Contract is made and entered into this **30th day of August, 2023,** between the Office of Attorney General (hereinafter referred to as "OAG"), **LIFT Community Action Agency** (hereinafter referred to as "Contractor"), City of **Hugo,** County of **Choctaw,** State of Oklahoma, and having UEI# **XL9DVU1YDGU2** and having Vendor I.D. **0000540527** (hereinafter collectively referred to as the "Parties") for the purpose of supporting the establishment, maintenance, and expansion of programs and projects to prevent incidents of family violence, domestic violence, and dating violence; to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, sexual assault, stalking or dating violence, and their dependents, and to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations. Even further, the purpose of this one-time payment as outlined in Section III is to enhance the operations of the Victim Advocacy & Services Unit and, by extension, its certified programs.

In consideration of the provisions set forth herein, the Parties mutually agree to the following provisions and those found in the Addendum attached hereto and incorporated herein.

I. EFFECTIVE DATES OF CONTRACT

This contract is in effect from the date of execution by the parties through June 30, 2024. Notwithstanding, expiration of this contract shall not prevent OAG from requesting a report or financial audit under Section IV, Paragraph B or Section IV, Paragraph F, regarding the compensation provided under Section III.

II. PERFORMANCE REQUIREMENTS

A. The Contractor agrees to abide by all applicable state and federal laws, rules, and regulations including but not limited to all licensing, permit, or certification requirements, labor laws, and workers compensation laws. The Contractor further agrees to abide by all applicable state and federal laws relating to non-disclosure of client information, the provisions of this contract, and the Addendum attached hereto. Any act committed by Contractor, its officers, directors, employees, or other authorized persons, which violates any of the foregoing will constitute a breach of this contract. Further, the Contractor is expected to take appropriate measures to prevent any instances of abuse, neglect, and violations of client rights, including termination or other appropriate discipline against any employee or agent of Contractor found to have abused or neglected, mentally or physically, or otherwise violated the rights of any client or permitted such violation.

B. Loss of required certification or license by the Contractor shall automatically terminate this Contract, and OAG may require the Contractor to return any remaining balance of the compensation provided under Section III.

C. Contractor shall not engage in any subcontract to provide the services herein without prior written approval of OAG. If approved, the Contractor shall be liable for any act or omission of the subcontractor, including any act or omission that

constitutes a breach of this contract. The Contractor or subcontractor shall not obligate OAG to pay any sums to the Contractor, subcontractor or any other person or entity without the prior written approval of OAG. Any subcontracts shall be terminated if a conflict of interest arises between the subcontractor and OAG.

D. Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S.2021, § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S.2021, § 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

E. Neither this Contract, nor any part herein, may be assigned without the prior written approval of OAG.

F. In the performance of all services rendered under this contract, the Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the Parties.

G. The Contractor shall not solicit clients through gratuitous offerings, incentives, gifts, or other offerings for any service provided by the Contractor; nor shall the Contractor allow any other provider to solicit clients of the Contractor through gratuitous offerings, incentives, gifts, or other offerings. The Contractor shall not use any coercion, duress, force, or similar action, real or threatened, against any client for the purpose of soliciting clients or for the purpose of hindering or obstructing any investigation conducted by OAG, any other governmental agency, or advocacy group.

H. The Contractor shall not set income eligibility standards and shall not assess fees for assistance or services. The Contractor shall provide the services as set forth herein without regard to a client's ability to pay. No person meeting OAG's eligibility requirements and needing the services authorized herein shall be denied treatment or services for inability to pay, and said person must be notified, in a reasonable manner, of this provision.

I. The Contractor shall not charge a fee for emergency core services provided to victims of domestic violence, dating violence, sexual assault, and stalking or to their dependent household members, nor will SNAP benefits be solicited from individuals in exchange for services. Shelter program shall provide room, food, bathing and laundry facilities, necessary clothing and toiletries for victims and their children free of charge. Shelter programs shall maintain basic food items available daily for breakfast, lunch, dinner, and snacks. Additionally, fees will not be charged for use of equipment or facilities.

J. Services must be provided on a voluntary basis; receipt of shelter or housing must not be conditioned on participation in supportive services.

K. Services shall be trauma informed.

L. The Contractor shall not transmit any identifying information such as initials, age, and year of birth or gender as part of the Client ID. That same discreet identifier shall be the Client ID that is entered into the Contractor's data base without further encryption.

M. Through accepting this one-time payment and executing this contract, the Contractor affirms that they are in compliance with all applicable standards for certification as set forth in Title 75 of the Oklahoma Administrative Code.

III. COMPENSATION

In accordance with the terms of this contract, OAG will pay Contractor a one rime amount not to exceed **ninety-three thousand seven hundred fifty dollars ($93,750.00)** payable to the Contractor in exchange for the Contractor's performance of victim services, as described in the opening paragraph above.

IV. GENERAL PROVISIONS

A. Technical Assistance

OAG, upon written request and if available, may provide to the Contractor technical assistance to ensure compliance with this contract. Technical assistance shall not include any form of legal assistance.

B. Reports

OAG may prescribe and require reports from the Contractor. All reports, financial and otherwise, required by OAG, shall be in the format as indicated by OAG and may include, but not be limited to, cost reports, expenditure reports, and balance sheets. OAG may, upon reasonable notice, withhold payments otherwise due under the terms of this contract, if the Contractor fails to submit required, accurate reports on a timely basis.

C. Surveys

The Contractor, upon reasonable notice, agrees to take part and cooperate m surveys, studies, or research projects as prescribed by OAG.

D. Access to Records

The Contractor agrees that books, records, documents, accounting procedures, practices, or any other items of any third-party service provider relevant to this Contract are subject to inspection, examination and copying by OAG, its designee, the Office of the Oklahoma State Auditor and Inspector, and the State Purchasing Director. To the extent applicable as it relates to the compensation provided under Section III, the Contractor shall fully cooperate with OAG during investigations of

complaints involving client abuse, neglect, improper treatment, or any violation of client rights.

E. Audits and Records Clause

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. By accepting a contract with the OAG, the Contractor agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to the execution of this Agreement and any extensions or amendments.

The Contractor is required to retain all records relative to this contract for the duration of the contract term and a period of five 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 five-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 from the date the last appeal is completed, whichever is later.

All items of the supplier that relate to the services are subject to examination by OAG, the State Auditor and Inspector and the Central Purchasing Director/Office of Management and Enterprise Services.

Contractor agrees all records relating to the services as described herein are to be subject to examination by OAG, the State Auditor and Inspector, the State Purchasing Director, and the Office of Management and Enterprise Services.

F. Financial Audit

A financial statement audit or other engagement may be required under this contract. For the expenditure of the compensation set forth in Section III, the Contractor, in shall obtain an audit conducted in accordance with generally accepted auditing standards (basic type). OAG reserves the right to require an independent financial statement audit of the Contractor, the cost of which shall be paid by the Contractor.

If applicable, the Contractor may include the financial audit of the funding provided in Section III with a financial audit related to other state funding provided by OAG to Contractor through a separate contract.

G. Notices

Any notices to be given hereunder are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as indicated herein. Either party may at any time designate any other address by giving written notice to the other party.

OAG:
Office of the Attorney General
Victim Advocacy & Services Unit
313 N.E. 21st Street
Oklahoma City, OK 73105

Contractor:
LIFT Community Action Agency
209 North 4th
Hugo, OK 74743

Electronic Notices may be submitted and represent notice *to* the other party and deemed to be received upon return of electronic receipt.

H. Entire Agreement

This contract represents the full and final intent of the Parties herein. Further, the terms of this contract may not be modified, increased, or otherwise amended expressly or implicitly without the written approval of OAG.

I. Headings

The headings contained herein are for reference purposes only and shall not affect the meaning or interpretation of this contract.

J. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or any obligation of any kind, expressed or implied, in the name of or on behalf of OAG, and Contractor agrees not to assume or incur any such liability or obligation without the prior expressed written consent of OAG.

K. Venue and Applicable Law

This contract shall be construed and enforced in accordance with the laws of the State of Oklahoma without consideration to conflict of law principles. Any action brought to enforce the provisions of this Contract shall be brought in the District Court of Oklahoma County, State of Oklahoma.

L. No Waiver

Waiver by OAG of any breach of any provision of this contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor or any other provision of this contract.

M. Severability

If any clause or provision of this contract is illegal, invalid, or unenforceable under any present or future law, the remainder of this contract will not be affected thereby. It is the intention of the Parties that if any provision is held to be illegal, invalid, or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid, and enforceable.

N. Performance Suspension

Performance may be suspended by either party for any of the following: a presidentially or gubernatorially declared emergency or disaster, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the reasonable control of such party, which prevents the performance of such party. An alleged breach of this contract by either party shall be grounds for immediate suspension of performance.

O. Non-Discrimination

The Contractor certifies that it is an Equal Opportunity Employer, a provider of services and/or assistance, and 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 (Pub. L. No. 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

P. Drug-Free Workplace

The Contractor certifies it will or will continue to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 and implemented at 2 C.F.R. §§ 182.200-182.230.

The Contractor further certifies that it complies or will comply with the provisions of the Standards for Workplace Drug and Alcohol Testing Act, 40 O.S.2021, §§ 551-563.

Q. Recognition of OAG Support

Contractor shall state it is funded by OAG in all applicable promotional information (including but not limited to promotional or informational brochures, flyers, newsletters, posters, web sites, multi-media presentations, media releases, and community education presentations) regarding services funded by OAG. Modification of existing print materials may be done at the time of the next reordering.

R. Indemnification

The Contractor shall at all times carry liability insurance of no less than $1,000,000 to adequately compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents, employees or the like. Said policy must provide that the carrier may not cancel or transfer the policy without giving OAG thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the contract and provide OAG with evidence of such insurance and renewals upon request.

Contractor shall indemnify and hold harmless OAG against any and all bodily injury and property damage, deficiencies or liabilities resulting from any negligence on the part of Contractor, its employees or independent contractors, or non-fulfillment of any term or condition of this contract. Contractor shall indemnify and hold harmless OAG under the Contract from any and all assessments, judgments, cost, legal and other reasonable expenses incidental to any of the forgoing.

S. Understanding of Terms

The Parties hereto have read and fully understand the terms of this contract and agree to be bound by same.

T. Open Meeting Law

Contractor shall comply with the provisions of Oklahoma's Open Meeting Act, 25 O.S.2021, §§ 301-314.

U. Counterparts

This agreement may be executed in counterparts, and a facsimile or .pdf signature shall be deemed to be, and shall have the same force and effect as, an original signature.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Attorney General and Contractor have read and understand the foregoing terms of this Amendment and do by their respective signatures dated below hereby agree to the terms thereof.

ATTORNEY GENERAL:

Signature

Date

Gentner Drummond
Printed Name

Attorney General
Title

CONTRACTOR:

R Porter
Authorized Official Signature

8/31/2023
Date

Rebecca Porter
Printed Name of Authorized Official

Executive Director
Title

David Hawkins
Board Chair Signature

9/1/2023
Date

David Hawkins
Printed Name of Board Chair

Please place Corporate Seal in below space if Corporation.

Attest (Witness)



9/7/2023

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

RE: Intent to Award FY2023 Grant Funds

Dear Rebecca,

We are writing to you following your Application No. G-SUPEXT-2023-72297 seeking the FY2023 grant to support: equity training.

We are pleased to inform you that LIFT Community Action Agency, Inc. will receive an amount of $10,000.00 in unrestricted grant funds from the Neighborhood Reinvestment Corporation, also known as NeighborWorks® America. These funds are a result of the Consolidated Appropriations Act of 2023 (H.R. 2617 / Public Law 117-328).

Please consider this letter as our preliminary notification of the intent to award the specified grant funds, subjected to the following conditions:

- LIFT Community Action Agency, Inc. must adhere to NeighborWorks America's compliance requirements for receiving grants, including but not limited to timely submission of audit package, reporting, and compliance with the network charter agreement.

- LIFT Community Action Agency, Inc. must uphold the required organizational health standards. Entities that hold a Vulnerable health rating or Provisional Charter status will not be eligible for grants, unless NeighborWorks America verifies notable progress on the elements identified in the organization's health assessment and grants an exception.

- NeighborWorks America has issued an *Investment and Grant Funds Letter* in its Grants Portal setting forth the terms and conditions of this award. By accepting the grant funds according to the *Investment and Grant Funds Letter*, LIFT Community Action Agency, Inc. agrees to a binding obligation from both parties.

- LIFT Community Action Agency, Inc. agrees to acknowledge the grant funds in the organization's financial statements **only after** fulfilling the above-mentioned conditions.

If you have questions about this notification, please contact your Relationship Manager. We would be happy to discuss further how the Midwest Region and NeighborWorks® America can support your organization's efforts.

Respectfully,

Deletta Dean, Regional Vice President, Midwest Region
Neighborhood Reinvestment Corporation, dba NeighborWorks® America
cc: Elizabeth Hollins, Senior Director, Midwest Region
Diosselyn Tot-Velasquez, Relationship Manager, Midwest Region

NeighborWorks America
1255 Union Street. NE
Suite 500
Washington DC 20002
202-760-4000

BANK OF AMERICA
,

12-3456
7890

DATE 08/31/2023

$ ****10,000.00

PAY Ten Thousand Dollars and 00/100 Cents

NOT VALID AFTER 180 DAYS

TO THE ORDER OF
Little Dixie Community Action Agency
209 North 4th Street
Hugo OK 74743
United States

VOID

Kemba M Esmond

** ACH PAYMENT **

NeighborWorks America **41946**
LIFT Community Action Agency, Inc. Little Dixie Community Action Agency **08/31/2023**

Date	Invoice	Memo	Orig. Amt	Amt. Due	Amount
8/8/2023	Bill 49338	Network Supplemental Request E	10,000.00	10,000.00	10,000.00
Network Supplemental Request External FY23					**10,000.00**

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

OKLAHOMA
Office of Management
& Enterprise Services

STATE OF OKLAHOMA CONTRACT WITH LIFT COMMUNITY ACTION AGENCY, INC.

This State of Oklahoma Contract is entered into between the state of Oklahoma by and through the Office of Management and Enterprise Services on behalf of Department of Human Services ("Agency") and Lift Community Action Agency, Inc. ("Supplier") and is effective as of the effective date set forth on a properly issued purchase order or, if no effective date is listed, the date of last signature.

Purpose

The State is awarding the Contract to Supplier for the provision of strategies to grow the WRO footprint to include up to fourteen (14) additional counties across the state. as more particularly described in certain Contract Documents. Supplier submitted a proposal with no exceptions, BAFO, vendor documents or confidentiality requests. This Contract Document memorializes the agreement of the parties with respect to terms of the Contract that is being awarded to Supplier.

The parties recognize that while the State of Oklahoma is executing this contract, payment obligations rest solely with the Department of Human Services and OMES shall not be responsible for such. Please send invoices and billing inquiries to:

dhsaccountspayable@okdhs.org

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

1. The parties agree that Supplier has not yet begun performance of work under the Contract. Upon full execution of the Contract, Supplier may begin work. Issuance of a purchase order is required prior to payment to a Supplier.

2. The following Contract Documents are attached hereto and incorporated herein:

    2.1. Solicitation, Attachment A;
    2.2. General Terms, Attachment B;
    2.3. Agency Terms, Attachment C, Intentionally Left Blank;
    2.4. Portions of the Bid, Exhibits: 1, 2, 3, 4, 5, 6, and 7;

3. The parties additionally agree:

3.1. Except for information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.

4. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.

STATE OF OKLAHOMA
by and through the
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

By: Amanda L Otis
Amanda Otis (Jul 12, 2023 08:51 CDT)

Name: Amanda Otis

Title: Interim State Purchasing Director

Date: Jul 12, 2023

LIFT COMMUNITY ACTION AGENCY, INC.

By: Rebecca Reynolds
Rebecca Reynolds (Jul 10, 2023 11:19 CDT)

Name: Rebecca Reynolds

Title: Executive Director

Date: Jul 10, 2023

OMES Legal

By: Tim Tuck
Tim Tuck (Jul 12, 2023 08:13 CDT)

Date: Jul 12, 2023

The **Department of Human Services** is additionally executing this Contract Document to memorialize its involvement in negotiation of and its agreement with the terms of the Contract.

By: Lindsey Kanaly
Lindsey Kanaly (Jul 11, 2023 17:18 CDT)

Name: Lindsey Kanaly

Title: Deputy Director

Date: Jul 11, 2023

ATTACHMENT A

SOLICITATION/EVENT NO. EV00000181

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

PURPOSE

Work Ready Oklahoma (WRO) is a project the Oklahoma Department of Human Services (OKDHS) that, combined with the Familyhood initiative, is designed to assist Oklahomans in becoming parents and providers equipped to achieve their goals of being self-sufficient families. WRO is uniquely and specifically designed to provide a path for low-income Oklahomans to improve their lives and the lives of their families. WRO provides the necessary skills and support to strengthen low-income families and improve family stability through work readiness activities, career pathways, and employment.

WRO has been providing these services for OKDHS in the Oklahoma City metropolitan area for many years with success. This effort expanded to three rural counties in 2022, with an adapted model that has also yielded good results. As part of its family strengthening agenda, OKDHS has determined there is value in expanding the WRO Program Model and core concepts statewide to benefit more low-income individuals seeking self-sufficiency.

OKDHS has been working with its Training and Technical Assistance (TTA) provider to develop systems, processes, and resources to support this expansion. At the same time, OKDHS has been implementing its TANF Modernization strategy to embed a coaching mindset and practice more deeply into its operations designed to serve some of Oklahoma's most vulnerable individuals and families.

This RFP outlines a strategy to grow the WRO footprint to include up to fourteen (14) additional counties across the state. (See Appendix Section 1: Map) These fourteen (14) Work Ready Oklahoma expansion sites will be branded as Work Ready Oklahoma Employment Centers (referred to as WRO Centers or Centers), with the primary goal of using the WRO Program Model (See Appendix Section 2: WRO Model) to assist low-income Oklahomans in gaining or regaining self-sufficiency through employment. Each WRO Center will be operated by a local organization with the support of key community stakeholders. The WRO Program Model will be implemented with fidelity, with training and support provided by OKDHS through its WRO TTA provider. This program support is complimented by ergo, a TTA tool, where local Centers will gain valuable program information, insights into best-practices, access to a peer network, and a portal for data and report submission. The first six months of the first contract year will

focus on implementation planning and readiness activities, with WRO services to begin in the seventh month and to continue for up to 4.5 years.

This project meets the goals of TANF Purpose 4*:* Encourage the formation and maintenance of two-parent families by providing the critical employment services needed to achieve the level self-sufficiency required for families to succeed*.* Suppliers will provide work readiness and employment-specific services for low-income residents of the State of Oklahoma. Suppliers will demonstrate through reporting that 75% of Oklahoma families served are eligible for a government-funded safety net program, such as, but not limited to TANF, SNAP, Medicaid, Subsidized Child Care, or Free and Reduced Lunch. This is not to meet a means test but rather to ensure these services are provided to financially vulnerable Oklahomans. OKDHS will provide guidance to sites on an annual basis about the safety net programs that WRO will include in its recruitment strategies to help communities maintain a priority for serving vulnerable, low-income populations. Through these efforts, OKDHS seeks to support the formation and maintenance of families.

By the expansion of the WRO program, OKDHS aims to accomplish the following:

- Equip vulnerable Oklahomans to achieve self-sufficiency with information, coaching and connections
- Help low-income Oklahomans find and retain consistent, gainful employment in their communities
- Connect Oklahomans to a pipeline of jobs that pay a livable wage through both virtual job networks and local employer partnerships
- Connect Oklahomans to training opportunities and other employment initiatives that will improve self-sufficiency and the formation and/or maintenance of stable, healthy families.
- Connect and collaborate to ensure resources from SNAP E&T, WIOA and other funded employment programs are available to low-income families.

Items J11 & J12

LIFT Community Action Agency, Inc.
Parent - Lift : LIFT Community Action Agency Inc
Income Statement Detail
Aug 2023

FINANCIAL ROW	TYPE	DATE	DOCUMENT NUMBER	NAME	CLR	SPLIT	AMOUNT
Ordinary Income/Expense							
Income							
4200 - Miscellaneous Revenue							
4210 - Stabilization Revenue							
	Cash Receipt	8/21/2023	CS3101	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3098	OKDHS	F	1599 - Investments : Undeposited Funds	$49,500.00
	Cash Receipt	8/21/2023	CS3090	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3106	OKDHS	F	1599 - Investments : Undeposited Funds	$27,500.00
	Cash Receipt	8/21/2023	CS3099	OKDHS	F	1599 - Investments : Undeposited Funds	$22,500.00
	Cash Receipt	8/21/2023	CS3089	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3100	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3104	OKDHS	F	1599 - Investments : Undeposited Funds	$49,500.00
	Cash Receipt	8/21/2023	CS3092	OKDHS	F	1599 - Investments : Undeposited Funds	$22,500.00
	Cash Receipt	8/21/2023	CS3093	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3097	OKDHS	F	1599 - Investments : Undeposited Funds	$27,500.00
	Cash Receipt	8/21/2023	CS3094	OKDHS	F	1599 - Investments : Undeposited Funds	$27,500.00
	Cash Receipt	8/21/2023	CS3102	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3096	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3091	OKDHS	F	1599 - Investments : Undeposited Funds	$22,500.00
	Cash Receipt	8/21/2023	CS3087	OKDHS	F	1599 - Investments : Undeposited Funds	$22,500.00
	Cash Receipt	8/21/2023	CS3088	OKDHS	F	1599 - Investments : Undeposited Funds	$22,500.00
	Cash Receipt	8/21/2023	CS3095	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/21/2023	CS3103	OKDHS	F	1599 - Investments : Undeposited Funds	$22,500.00
	Cash Receipt	8/21/2023	CS3105	OKDHS	F	1599 - Investments : Undeposited Funds	$40,500.00
	Cash Receipt	8/28/2023	CS3158	OKDHS	F	1599 - Investments : Undeposited Funds	$60,500.00
	Cash Receipt	8/28/2023	CS3160	OKDHS	F	1599 - Investments : Undeposited Funds	$27,500.00
	Cash Receipt	8/28/2023	CS3159	OKDHS	F	1599 - Investments : Undeposited Funds	$27,500.00
	Cash Receipt	8/28/2023	CS3161	OKDHS	F	1599 - Investments : Undeposited Funds	$25,000.00
Total - 4210 - Stabilization Revenue							**$821,500.00**
Total - 4200 - Miscellaneous Revenue							**$821,500.00**
Total - Income							**$821,500.00**
Gross Profit							**$821,500.00**

Early Learning Centers
= $140,500.00

Head Start / Early HS
= $68,000.00

TRAVEL POLICY

PURPOSE/POLICY

To establish guidelines for business travel

Adherence to this policy is the responsibility of the employee, supervisor, Program Director and Associate Director. Each supervisor is responsible for ensuring that employees, prior to departure on their first business trip, review this policy to understand its intent and requirements.

This policy applies to all employees who use their personal vehicles for agency business. Employees have a responsibility to practice courteous and safe driving for themselves, LIFT CAA, and our customers. Employees must follow the rules of the road, as established by the Department of Motor Vehicles, and all state regulations, for use of vehicles while performing LIFT CAA duties.

Direct travel/commuting time to and from home is not considered work time and is not reimbursable.

To limit unnecessary mileage reimbursement, the agency reserves the right to require carpooling when practicable and deny mileage reimbursement to those who have subsequently chosen not to carpool.

The agency follows the GSA Federal Travel Regulations except in cases where funding source requirements are more restrictive. For example, programs administered by the ODOC must follow state travel guidelines as outlined in House Bill 2619 as established by OMES and in the State Travel Reimbursement Act, Title 74 O.S., Section 500.1.

Local Travel

1. Local travel is travel that does not exceed 12 hours per day.
2. Local travel must be approved by their supervisor, the Program Director and/or their designee.

Out of Area Travel

1. Out of Area travel is travel where the employee spends more than 12 hours per day away from their home base or scheduled work site.

2. All out of area travel must be approved in advance on an Official Travel Request and Authorization Form by the Executive Director.

3. Out of Area travel not authorized in advance by the appropriate Program Director, Associate Director and the Executive Director will not be reimbursed.

4. If the employee received a travel advance, it is deducted from the amount payable to the employee. If the advance exceeds expenditures the employee must reimburse LIFT when the travel expense statement is submitted.

Travel Advances

Travel advances are only authorized for specific situations that might cause undue financial hardship for the employee. The employee must submit a letter documenting the hardship with the "Out of Area Authorization Form". A travel advance is considered a loan to the employee. To minimize travel advances the Executive Director will use discretion in approving travel advances.

Approval for Travel

All out of area business travel requires approval from Program Director, Associate Director and Executive Director. Airline tickets, car rental, and hotel reservations will be arranged through the Program Director and/or their designee.

Credit Cards

Corporate credit cards are issued at the discretion of the Executive Director as necessary for the operation of programs. Credit cards may be used for travel, reservations, registration fees, etc. Personal use of agency credit cards is prohibited.

Employees with an agency credit card should charge reimbursable expenses, travel and hotel expenses with the credit card whenever possible.

Upon termination of employment, employees must return all company- issued credit cards and current transactions to their supervisor.

Any employee with an agency issued credit card will review and sign the Credit Card Policy.

Air Travel Policy

Program Director and/or their designee will select the carrier based on a combination of service available and lowest cost available. Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate.

If there are penalties associated with changing reservations, the agency will pay for these, provided the agency required the change or the change was beyond the control of the employee or benefits the agency. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to get on an earlier flight.

Rental Car

The use of a rental car is permitted when it is in the interest of the agency to do so. All car rental reservations will be made through the Program Director and/or their designee.

If rental cars are retained over a weekend, such expenses are personal, except when used to travel on a weekend to another location on agency business.

All car rental agreement requirements should be carefully reviewed and followed.

Rental charges must be supported by a receipt and should be charged to the Credit Card, if traveler has an agency credit card. Lost damage waiver and liability insurance should be purchased for each rental.

Travel To and From Terminals

Travel to and from airport terminals will be paid for the least costly method available consistent with business requirements; e.g., airport bus or limousine, shuttle, or personal automobile (including parking or storage fees).

Use of Personal Automobile

Employees traveling by personal automobile on company business are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by state law. Employees will be required to furnish the agency with a copy of their driver's license and proof of vehicle insurance coverage annually or as renewed.

Rooms

Lodging expense reimbursement includes the actual cost for overnight sleeping accommodation based on paid receipts. Reimbursement for lodging expenses shall not exceed the maximum GSA allowable rates unless the funding source has requirements that are more stringent.

If late arrival is guaranteed and the reservation must be canceled, the cancellation must be made within the time allowed. The agency will not pay for no-shows.

The use of in-room movies, snacks and mini-bar items are considered personal expenses and are not reimbursable.

The lodging charges, if not paid by agency check, credit card or billing must be paid by the employee at the time of check-out and submitted for reimbursement. The original detailed hotel bill must be attached to the Out-of-Town Travel Expense Statement at the completion of travel. Miscellaneous expenses (telephone, parking, business center charges, etc.) must be supported by receipts and attached to the expense report.

Tips

Tips are not reimbursable - except for baggage handling (non-personal) for equipment and materials. The employee must present a signed and dated receipt from the individual who provided the service and received the gratuity. The gratuity should be a reasonable amount.

Insurance - Travel

The company carries an insurance policy on employees traveling on company business. Coverage applies in the event of death or dismemberment resulting from an accident while on agency business. Medical expenses resulting from an accident while on agency business are covered under workers' compensation insurance. Any travel insurance purchased by an employee is at personal expense.

Telephone

Telephone calls to family or friends are not allowable for business reimbursement expenses.

Combined Business and Personal Travel

The agency will pay for the cost of the business segment and the employee will pay for the difference between that and the total.

Spouse on Trip

If an employee chooses to take his or her spouse on an approved business trip, the additional expense incurred is personal. The agency will reimburse expenses to the extent that it would have incurred for the employee alone; i.e., the single rate for a hotel room.

Miscellaneous Expense

Unexplained items labeled "miscellaneous" are not allowable items of expense. Some examples of items not considered allowable are *reading materials, medications, non-business use transportation, movies, shoeshines, personal expenses incurred for household services due to employee's absence on a business trip, etc.*

Airline Clubs

Fees for membership in airline clubs are considered personal expenses and therefore not reimbursable.

Reporting Travel

Local and Out-of-Area travel Expense Statements must be used to report all travel expenses. The expense statement should be filed immediately after completion of a trip. Expense reports that are filed more than one month after a trip may not be reimbursed. Any travel advances and/or company paid expenses should be noted on this report.

Technology Usage While Driving

LIFT prohibits the use of a handheld electronic communication device to talk or manually compose, read, or send a text message or email while operating a motor vehicle that's in motion, while driving on agency business either in their personal vehicle or an agency owned vehicle, unless using a hands-free or voice-activated device.

DocuSign Envelope ID: 3EAA5119-F348-4931-9025-4D6190872535

Authorization to Electronically Sign and File Health and Welfare Form 5500

I hereby authorize any employee of Wrangle, a division of Ascensus, LLC ("Service Provider") to electronically sign and transmit Health and Welfare (H&W) Form 5500s on my behalf through EFAST 2.

I further understand the following in granting authority:

I, the Plan Administrator/Plan Sponsor and signer, have the final responsibility for the H&W Form 5500, and therefore, I must review the filing carefully before I sign and agree to have it transmitted.

I must provide to Wrangle a signed and dated copy of the Form 5500. These signed copies are required per Department of Labor (DOL) rules and will be attached to the H&W Form 5500 when transmitted.

Wrangle is not liable for and does not have a duty to indemnify or hold the Plan Administrator/Plan Sponsor harmless from any penalties, damages, incidental charges or consequential damages imposed or caused as a result of the transmission of the H&W Form 5500 on my behalf. Wrangle, LLC is merely providing an option to me that will make the filing process easier should I elect this option. Wrangle, LLC or its employees shall not be deemed an administrator or other fiduciary with respect to any plan. I understand that I do have the option to obtain signing credentials and to directly submit the H&W Form 5500 to the DOL electronically.

I must sign and keep a paper copy of the completed H&W Form 5500 in my files, per ERISA.

I acknowledge that the signature as submitted through DocuSign is my adopted signature, and that I have reviewed and signed the Form 5500 as myself. Further, I accept this as my legal and binding signature.

By the signature below, I am acknowledging that I am the person responsible for the H&W Form 5500 for the entity listed below and am authorizing Wrangle to submit all Health and Welfare Form 5500s for the Form Year(s) checked below.

I may revoke or change authorization at any time by written notification to the Service Provider.

Company/Entity Name: LIFT COMMUNITY ACTION AGENCY, INC.

Plan Administrator Name: Rebecca Porter

Please print your name clearly, or type in from your computer. Thank you!

Plan Administrator Signature: _____

Date:

Note: A copy of this authorization must be kept in your records.

Failure to follow these instructions and complete this form in its entirety, including signature, will delay transmission of the 5500.

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Form 5500

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Annual Return/Report of Employee Benefit Plan

This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

▶ **Complete all entries in accordance with the instructions to the Form 5500.**

OMB Nos. 1210-0110
1210-0089

2022

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2022 or fiscal plan year beginning 04/01/2022 and ending 03/31/2023

A This return/report is for:
- ☐ a multiemployer plan
- ☐ a multiple-employer plan (Filers checking this box must attach a list of participating employer information in accordance with the form instructions.)
- ☒ a single-employer plan
- ☐ a DFE (specify) ____

B This return/report is:
- ☐ the first return/report
- ☐ the final return/report
- ☐ an amended return/report
- ☐ a short plan year return/report (less than 12 months)

C If the plan is a collectively-bargained plan, check here. . . . . ▶ ☐

D Check box if filing under:
- ☐ Form 5558
- ☐ automatic extension
- ☐ the DFVC program
- ☐ special extension (enter description)

E If this is a retroactively adopted plan permitted by SECURE Act section 201, check here. . . . . ▶ ☐

Part II Basic Plan Information—enter all requested information

1a Name of plan
LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

1b Three-digit plan number (PN) ▶ 501

1c Effective date of plan 12/01/1987

2a Plan sponsor's name (employer, if for a single-employer plan)
Mailing address (include room, apt., suite no. and street, or P.O. Box)
City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions)
LIFT COMMUNITY ACTION AGENCY, INC.

209 NORTH 4TH STREET
HUGO, OK 74743

2b Employer Identification Number (EIN) 73-0772321

2c Plan Sponsor's telephone number 580-326-3351

2d Business code (see instructions) 813000

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE			Rebecca Reynolds Porter
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

3a	Plan administrator's name and address [X] Same as Plan Sponsor	**3b**	Administrator's EIN
		3c	Administrator's telephone number
4	If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report:	**4b**	EIN
a	Sponsor's name	**4d**	PN
c	Plan Name		
5	Total number of participants at the beginning of the plan year	**5**	222
6	Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines **6a(1), 6a(2), 6b, 6c,** and **6d**).		
a(1)	Total number of active participants at the beginning of the plan year	**6a(1)**	222
a(2)	Total number of active participants at the end of the plan year	**6a(2)**	241
b	Retired or separated participants receiving benefits	**6b**	0
c	Other retired or separated participants entitled to future benefits	**6c**	0
d	Subtotal. Add lines **6a(2)**, **6b**, and **6c**.	**6d**	241
e	Deceased participants whose beneficiaries are receiving or are entitled to receive benefits.	**6e**	
f	Total. Add lines **6d** and **6e**.	**6f**	
g	Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	**6g**	
h	Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested	**6h**	
7	Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item)	**7**	

8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:

b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:

4A 4B 4D 4E 4F 4H 4L 4Q

9a Plan funding arrangement (check all that apply)		**9b** Plan benefit arrangement (check all that apply)	
(1)	[X] Insurance	**(1)**	[X] Insurance
(2)	[ ] Code section 412(e)(3) insurance contracts	**(2)**	[ ] Code section 412(e)(3) insurance contracts
(3)	[ ] Trust	**(3)**	[ ] Trust
(4)	[ ] General assets of the sponsor	**(4)**	[ ] General assets of the sponsor

10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)

a Pension Schedules

- **(1)** [ ] **R** (Retirement Plan Information)
- **(2)** [ ] **MB** (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary
- **(3)** [ ] **SB** (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary

b General Schedules

- **(1)** [ ] **H** (Financial Information)
- **(2)** [ ] **I** (Financial Information – Small Plan)
- **(3)** [X] 5 **A** (Insurance Information)
- **(4)** [ ] **C** (Service Provider Information)
- **(5)** [ ] **D** (DFE/Participating Plan Information)
- **(6)** [ ] **G** (Financial Transaction Schedules)

4Q REPRESENTS EMPLOYEE ASSISTANCE PROGRAM.

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☒ No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☐ No

11c Enter the Receipt Confirmation Code for the 2022 Form M-1 annual report. If the plan was not required to file the 2022 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code_____

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2022

This Form is Open to Public Inspection

For calendar plan year 2022 or fiscal plan year beginning 04/01/2022 and ending 03/31/2023

A Name of plan
LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

B Three-digit plan number (PN) ▶ 501

C Plan sponsor's name as shown on line 2a of Form 5500
LIFT COMMUNITY ACTION AGENCY, INC.

D Employer Identification Number (EIN)
73-0772321

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
BLUECROSS BLUESHIELD OF OKLAHOMA

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
36-1236610	70670	193742	172	04/01/2022	03/31/2023

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
	2228

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
DIGITAL INSURANCE LLC
200 GALLERIA PARKWAY, SUITE 1950
ATLANTA, GA 30339

(b) Amount of sales and base commissions paid	Fees and other commissions paid		
	(c) Amount	(d) Purpose	(e) Organization code
	2228	SPECIAL PROGRAMS, NON-MONETARY COMPENSATION	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		
	(c) Amount	(d) Purpose	(e) Organization code

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4	Current value of plan's interest under this contract in the general account at year end	**4**	
5	Current value of plan's interest under this contract in separate accounts at year end	**5**	

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	**6b**	
c	Premiums due but unpaid at the end of the year	**6c**	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	**6d**	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year			**7b**	
c	Additions: (1) Contributions deposited during the year	**7c(1)**			
	(2) Dividends and credits	**7c(2)**			
	(3) Interest credited during the year	**7c(3)**			
	(4) Transferred from separate account	**7c(4)**			
	(5) Other (specify below)	**7c(5)**			
	▶				
	(6)Total additions			**7c(6)**	
d	Total of balance and additions (add lines **7b** and **7c(6)**).			**7d**	
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	**7e(1)**			
	(2) Administration charge made by carrier	**7e(2)**			
	(3) Transferred to separate account	**7e(3)**			
	(4) Other (specify below)	**7e(4)**			
	▶				
	(5) Total deductions			**7e(5)**	
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			**7f**	

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** [X] Health (other than dental or vision)
- **b** [ ] Dental
- **c** [ ] Vision
- **d** [ ] Life insurance
- **e** [ ] Temporary disability (accident and sickness)
- **f** [ ] Long-term disability
- **g** [ ] Supplemental unemployment
- **h** [X] Prescription drug
- **i** [ ] Stop loss (large deductible)
- **j** [ ] HMO contract
- **k** [X] PPO contract
- **l** [ ] Indemnity contract
- **m** [ ] Other (specify) ▶

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**			
(2) Increase (decrease) in amount due but unpaid	**9a(2)**			
(3) Increase (decrease) in unearned premium reserve	**9a(3)**			
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	
b Benefit charges (1) Claims paid	**9b(1)**			
(2) Increase (decrease) in claim reserves	**9b(2)**			
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	
(4) Claims charged			**9b(4)**	
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**			
(B) Administrative service or other fees	**9c(1)(B)**			
(C) Other specific acquisition costs	**9c(1)(C)**			
(D) Other expenses	**9c(1)(D)**			
(E) Taxes	**9c(1)(E)**			
(F) Charges for risks or other contingencies	**9c(1)(F)**			
(G) Other retention charges	**9c(1)(G)**			
(H) Total retention			**9c(1)(H)**	
(2) Dividends or retroactive rate refunds. (These amounts were [ ] paid in cash, or [ ] credited.)			**9c(2)**	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	
(2) Claim reserves			**9d(2)**	
(3) Other reserves			**9d(3)**	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	1259288
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.			**10b**	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? [ ] Yes [X] No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2022

This Form is Open to Public Inspection

For calendar plan year 2022 or fiscal plan year beginning 04/01/2022 and ending 03/31/2023

A Name of plan
LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

B Three-digit plan number (PN) ▶ 501

C Plan sponsor's name as shown on line 2a of Form 5500
LIFT COMMUNITY ACTION AGENCY, INC.

D Employer Identification Number (EIN)
73-0772321

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
DEARBORN LIFE INSURANCE COMPANY

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
36-2598882	71129	F026448	241	04/01/2022	03/31/2023

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
8906	4309

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
DIGITAL INSURANCE LLC
200 GALLERIA PARKWAY, SUITE 1950
ATLANTA, GA 30339

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
8906	4309	ADDITIONAL COMPENSATION	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4	Current value of plan's interest under this contract in the general account at year end	**4**	
5	Current value of plan's interest under this contract in separate accounts at year end	**5**	

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	**6b**	
c	Premiums due but unpaid at the end of the year	**6c**	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	**6d**	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year			**7b**	
c	Additions: (1) Contributions deposited during the year	**7c(1)**			
	(2) Dividends and credits	**7c(2)**			
	(3) Interest credited during the year	**7c(3)**			
	(4) Transferred from separate account	**7c(4)**			
	(5) Other (specify below)	**7c(5)**			
	▶				
	(6)Total additions			**7c(6)**	
d	Total of balance and additions (add lines **7b** and **7c(6)**).			**7d**	
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	**7e(1)**			
	(2) Administration charge made by carrier	**7e(2)**			
	(3) Transferred to separate account	**7e(3)**			
	(4) Other (specify below)	**7e(4)**			
	▶				
	(5) Total deductions			**7e(5)**	
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			**7f**	

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** [ ] Health (other than dental or vision)
- **b** [ ] Dental
- **c** [X] Vision
- **d** [X] Life insurance
- **e** [ ] Temporary disability (accident and sickness)
- **f** [X] Long-term disability
- **g** [ ] Supplemental unemployment
- **h** [ ] Prescription drug
- **i** [ ] Stop loss (large deductible)
- **j** [ ] HMO contract
- **k** [ ] PPO contract
- **l** [ ] Indemnity contract
- **m** [X] Other (specify) ▶ ACCIDENTAL DEATH AND DISMEMBERMENT

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**			
(2) Increase (decrease) in amount due but unpaid	**9a(2)**			
(3) Increase (decrease) in unearned premium reserve	**9a(3)**			
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	
b Benefit charges (1) Claims paid	**9b(1)**			
(2) Increase (decrease) in claim reserves	**9b(2)**			
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	
(4) Claims charged			**9b(4)**	
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**			
(B) Administrative service or other fees	**9c(1)(B)**			
(C) Other specific acquisition costs	**9c(1)(C)**			
(D) Other expenses	**9c(1)(D)**			
(E) Taxes	**9c(1)(E)**			
(F) Charges for risks or other contingencies	**9c(1)(F)**			
(G) Other retention charges	**9c(1)(G)**			
(H) Total retention			**9c(1)(H)**	
(2) Dividends or retroactive rate refunds. (These amounts were [ ] paid in cash, or [ ] credited.)			**9c(2)**	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	
(2) Claim reserves			**9d(2)**	
(3) Other reserves			**9d(3)**	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	79495
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.			**10b**	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? [ ] Yes [X] No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2022

This Form is Open to Public Inspection

For calendar plan year 2022 or fiscal plan year beginning 04/01/2022 and ending 03/31/2023

A Name of plan
LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

B Three-digit plan number (PN) ▶ 501

C Plan sponsor's name as shown on line 2a of Form 5500
LIFT COMMUNITY ACTION AGENCY, INC.

D Employer Identification Number (EIN)
73-0772321

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
DELTA DENTAL OF OKLAHOMA

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year (f) From	Policy or contract year (g) To
23-7322578	53937	4031	121	04/01/2022	03/31/2023

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
3180	

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

DIGITAL INSURANCE AGENCY, INC.
200 GALLERIA PARKWAY, SUITE 1950
ATLANTA, GA 30339

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	Fees and other commissions paid (d) Purpose	(e) Organization code
3180			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	Fees and other commissions paid (d) Purpose	(e) Organization code

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4	Current value of plan's interest under this contract in the general account at year end	**4**	
5	Current value of plan's interest under this contract in separate accounts at year end	**5**	

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	**6b**	
c	Premiums due but unpaid at the end of the year	**6c**	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	**6d**	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year			**7b**	
c	Additions: (1) Contributions deposited during the year	**7c(1)**			
	(2) Dividends and credits	**7c(2)**			
	(3) Interest credited during the year	**7c(3)**			
	(4) Transferred from separate account	**7c(4)**			
	(5) Other (specify below)	**7c(5)**			
	▶				
	(6)Total additions			**7c(6)**	
d	Total of balance and additions (add lines **7b** and **7c(6)**).			**7d**	
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	**7e(1)**			
	(2) Administration charge made by carrier	**7e(2)**			
	(3) Transferred to separate account	**7e(3)**			
	(4) Other (specify below)	**7e(4)**			
	▶				
	(5) Total deductions			**7e(5)**	
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			**7f**	

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** [ ] Health (other than dental or vision)
- **b** [X] Dental
- **c** [ ] Vision
- **d** [ ] Life insurance
- **e** [ ] Temporary disability (accident and sickness)
- **f** [ ] Long-term disability
- **g** [ ] Supplemental unemployment
- **h** [ ] Prescription drug
- **i** [ ] Stop loss (large deductible)
- **j** [ ] HMO contract
- **k** [ ] PPO contract
- **l** [ ] Indemnity contract
- **m** [ ] Other (specify) ▶

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**	52992		
(2) Increase (decrease) in amount due but unpaid	**9a(2)**	0		
(3) Increase (decrease) in unearned premium reserve	**9a(3)**	0		
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	52992
b Benefit charges (1) Claims paid	**9b(1)**	33722		
(2) Increase (decrease) in claim reserves	**9b(2)**	1012		
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	34734
(4) Claims charged			**9b(4)**	34734
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**	3180		
(B) Administrative service or other fees	**9c(1)(B)**	3402		
(C) Other specific acquisition costs	**9c(1)(C)**	0		
(D) Other expenses	**9c(1)(D)**	0		
(E) Taxes	**9c(1)(E)**	0		
(F) Charges for risks or other contingencies	**9c(1)(F)**	0		
(G) Other retention charges	**9c(1)(G)**	0		
(H) Total retention			**9c(1)(H)**	6582
(2) Dividends or retroactive rate refunds. (These amounts were [ ] paid in cash, or [ ] credited.)			**9c(2)**	0
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	0
(2) Claim reserves			**9d(2)**	0
(3) Other reserves			**9d(3)**	0
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	0
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.			**10b**	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? [ ] Yes [X] No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2022

This Form is Open to Public Inspection

For calendar plan year 2022 or fiscal plan year beginning 04/01/2022 and ending 03/31/2023

A Name of plan
LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

B Three-digit plan number (PN) ▶ 501

C Plan sponsor's name as shown on line 2a of Form 5500
LIFT COMMUNITY ACTION AGENCY, INC.

D Employer Identification Number (EIN)
73-0772321

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
COMMUNITYCARE HMO

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year (f) From	Policy or contract year (g) To
73-1433979	10001	00	267	04/01/2022	03/31/2023

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	Fees and other commissions paid (d) Purpose	(e) Organization code

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	Fees and other commissions paid (d) Purpose	(e) Organization code

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4	Current value of plan's interest under this contract in the general account at year end	**4**	
5	Current value of plan's interest under this contract in separate accounts at year end	**5**	

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	**6b**	
c	Premiums due but unpaid at the end of the year	**6c**	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	**6d**	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year			**7b**	
c	Additions: (1) Contributions deposited during the year	**7c(1)**			
	(2) Dividends and credits	**7c(2)**			
	(3) Interest credited during the year	**7c(3)**			
	(4) Transferred from separate account	**7c(4)**			
	(5) Other (specify below)	**7c(5)**			
	▶				
	(6)Total additions			**7c(6)**	
d	Total of balance and additions (add lines **7b** and **7c(6)**).			**7d**	
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	**7e(1)**			
	(2) Administration charge made by carrier	**7e(2)**			
	(3) Transferred to separate account	**7e(3)**			
	(4) Other (specify below)	**7e(4)**			
	▶				
	(5) Total deductions			**7e(5)**	
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			**7f**	

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** ☐ Health (other than dental or vision)
- **b** ☐ Dental
- **c** ☐ Vision
- **d** ☐ Life insurance
- **e** ☐ Temporary disability (accident and sickness)
- **f** ☐ Long-term disability
- **g** ☐ Supplemental unemployment
- **h** ☐ Prescription drug
- **i** ☐ Stop loss (large deductible)
- **j** ☐ HMO contract
- **k** ☐ PPO contract
- **l** ☐ Indemnity contract
- **m** ☒ Other (specify) ▶ EMPLOYEE ASSISTANCE PROGRAM

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**			
(2) Increase (decrease) in amount due but unpaid	**9a(2)**			
(3) Increase (decrease) in unearned premium reserve	**9a(3)**			
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	
b Benefit charges (1) Claims paid	**9b(1)**			
(2) Increase (decrease) in claim reserves	**9b(2)**			
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	
(4) Claims charged			**9b(4)**	
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**			
(B) Administrative service or other fees	**9c(1)(B)**			
(C) Other specific acquisition costs	**9c(1)(C)**			
(D) Other expenses	**9c(1)(D)**			
(E) Taxes	**9c(1)(E)**			
(F) Charges for risks or other contingencies	**9c(1)(F)**			
(G) Other retention charges	**9c(1)(G)**			
(H) Total retention			**9c(1)(H)**	
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)			**9c(2)**	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	
(2) Claim reserves			**9d(2)**	
(3) Other reserves			**9d(3)**	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	3048
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount. Specify nature of costs.			**10b**	

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2022

This Form is Open to Public Inspection

For calendar plan year 2022 or fiscal plan year beginning 04/01/2022 and ending 03/31/2023

A Name of plan
LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

B Three-digit plan number (PN) ▶ 501

C Plan sponsor's name as shown on line 2a of Form 5500
LIFT COMMUNITY ACTION AGENCY, INC.

D Employer Identification Number (EIN)
73-0772321

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
AFLAC

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
82-2723296	60380	87762	167	04/01/2022	03/31/2023

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
18253	64

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
ELIZABETH L. WORTHY
PO BOX 1664
DURANT, OK 74702

(b) Amount of sales and base commissions paid	Fees and other commissions paid		
	(c) Amount	(d) Purpose	(e) Organization code
10756	44	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
KEVIN S. RIBERA
PO BOX 502
BOKCHITO, OK 74726

(b) Amount of sales and base commissions paid	Fees and other commissions paid		
	(c) Amount	(d) Purpose	(e) Organization code
3077	10	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

JOSHUA I. WORTHY
2929 WEST MAIN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
2905	10	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

TIMOTHY W. WORTHY
2929 WEST MAIN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
588			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

DAVID E. ESTEP
PO BOX 1017
HUGO, OK 74743

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
445			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

JAMES LEE SWINK AND VARIOUS AGENTS
355 ROLLING WOOD HILLS DRIVE
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
316			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

TIMOTHY W. WORTHY
2929 WEST MAIN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
166			3

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4	Current value of plan's interest under this contract in the general account at year end	**4**	
5	Current value of plan's interest under this contract in separate accounts at year end	**5**	

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	**6b**	
c	Premiums due but unpaid at the end of the year	**6c**	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	**6d**	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year			**7b**	
c	Additions: (1) Contributions deposited during the year	**7c(1)**			
	(2) Dividends and credits	**7c(2)**			
	(3) Interest credited during the year	**7c(3)**			
	(4) Transferred from separate account	**7c(4)**			
	(5) Other (specify below) ▶	**7c(5)**			
	(6)Total additions			**7c(6)**	
d	Total of balance and additions (add lines **7b** and **7c(6)**)			**7d**	
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	**7e(1)**			
	(2) Administration charge made by carrier	**7e(2)**			
	(3) Transferred to separate account	**7e(3)**			
	(4) Other (specify below) ▶	**7e(4)**			
	(5) Total deductions			**7e(5)**	
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			**7f**	

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** ☐ Health (other than dental or vision)
- **b** ☐ Dental
- **c** ☐ Vision
- **d** ☒ Life insurance
- **e** ☒ Temporary disability (accident and sickness)
- **f** ☐ Long-term disability
- **g** ☐ Supplemental unemployment
- **h** ☐ Prescription drug
- **i** ☐ Stop loss (large deductible)
- **j** ☐ HMO contract
- **k** ☐ PPO contract
- **l** ☐ Indemnity contract
- **m** ☒ Other (specify) ▶ ACCIDENT, CRITICAL ILLNESS, HOSPITAL, CANCER

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**			
(2) Increase (decrease) in amount due but unpaid	**9a(2)**			
(3) Increase (decrease) in unearned premium reserve	**9a(3)**			
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	
b Benefit charges (1) Claims paid	**9b(1)**			
(2) Increase (decrease) in claim reserves	**9b(2)**			
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	
(4) Claims charged			**9b(4)**	
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**			
(B) Administrative service or other fees	**9c(1)(B)**			
(C) Other specific acquisition costs	**9c(1)(C)**			
(D) Other expenses	**9c(1)(D)**			
(E) Taxes	**9c(1)(E)**			
(F) Charges for risks or other contingencies	**9c(1)(F)**			
(G) Other retention charges	**9c(1)(G)**			
(H) Total retention			**9c(1)(H)**	
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)			**9c(2)**	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	
(2) Claim reserves			**9d(2)**	
(3) Other reserves			**9d(3)**	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	99824
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.			**10b**	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

Carriers' Schedules

I have reviewed the Carrier Schedules.

The following document(s) are the Schedules from the Carrier(s) of the Plan Sponsor's ERISA Plan.

These documents represent a snap shot taken on the last day of the policy period per the Carriers' systems. The data was copied and placed into the Plan Sponsor's 5500 report.

Please note: If the data was altered in any way, the liability of the data will no longer rest on the Carrier; instead, it would rest upon the Plan Sponsor/Plan Administrator.

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BlueCross BlueShield of Oklahoma

FORM 5500 INFORMATION

Customer Name: Lift Community Action Agency ***Customer Account Number: 193742***
Financial Arrangement: Prospective Prem
Coverage Period: 04/01/2022 through 03/31/2023

1. APPROXIMATE NUMBER OF PERSONS COVERED AT END OF POLICY OR CONTRACT PERIOD:	Medical	172	
2. EXPERIENCE RATED CONTRACTS			
Premiums:			
Amount billed	$0.00		
Amount due but unpaid	$0.00		
Total Premiums earned			$0.00
Benefit Charges:			
Net Claims paid*	$0.00		
Change in claim reserves	$0.00		
Change in other reserves	$0.00		
Physician Service Fees	$0.00		
Total Claims paid			$0.00
Remainder Of Premium:			
Commissions	$0.00		
Service fees	$0.00		
Drug Rebate Credits	$0.00		
Administrative expenses	$0.00		
Illinois Access Fees	$0.00		
Other (Interest credit)	$0.00		
Total Retention			$0.00
Experience or retroactive rate refunds			$0.00
Status of Policyholder Reserves at End of Year:			
Amount held for benefits after retirement			$0.00
Claim reserves			$0.00
Other reserves			$0.00
3. NON EXPERIENCE RATED CONTRACTS			
Total Premiums earned			$1,259,287.76

4. COMMISSIONS AND CONSULTANT SERVICE FEES

Name Of Recipient	Amount Paid a. Base Commissions **	Amount Paid b. Other Commissions ***	Amount Paid c. Special Programs ****
DIGITAL INSURANCE LLC	$0.00	$0.00	$2,220.00

STATEMENT PREPARED BY HEALTH CARE SERVICE CORPORATION 05/24/2023

Blue Cross and Blue Shield of Oklahoma, A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

*Based on the terms and conditions specified in the Agreement between the Contract Holder and HCSC.

**Base commissions paid on your contract.

***Other fees/commissions paid on your contract or policy such as consulting fees or General Agent commissions.

****To calculate the proportion of the special program payments allocated to your policy or contract, your new group and retained group eligible volumes by special program are divided by the broker/consultant's total new group or retained group volumes for that special program, respectively. The resulting fraction is multiplied by the broker/consultant's total new group and retained group volumes, respectively, for that special program to get the allocated portion. The resulting figures are totaled with other special program defined (ex. non-graded per head or per group) payments.

The settlement applies to the group numbers referenced on the Benefit Program Application and may include canceled group numbers if applicable.

NOTE: The above information is provided from business records of BCBSOK maintained in the ordinary course of BCBSOK's business to assist the plan administrator in complying with certain reporting requirements for Form(s) 5500. BCBSOK certifies that this information is accurate and complete to the best of its knowledge and belief.

The amounts shown in sections 4b and 4c do not directly impact your overall premium and administrative fees.

FEIN (Federal Employer Identification Number): 36-1236610
NAIC Company Code: 70670

DocuSign Envelope ID: 3EAA5119-F348-4931-9025-4D6190872535

FORM 5500 SUPPLEMENTAL INFORMATION REPORT

HCSC:

Date: 5/31/23
FEIN (Federal Employer Identification Number): 36 – 1236610
Group Customer Name: LIFT COMMUNITY ACTION AGENCY
NAIC Company Code: 70670
Account Number: 193742
Reporting Period: 2022

Table of Indirect Non-Monetary Compensation

Provided By:	Estimated Value:*	Purpose:	Provided To:	Address: Line 1	Address: Line 2	City	State:	Zip:
HCSC	$ 0.06	Miscellaneous gifts, meals, entertainment and meetings	LIFT COMMUNITY ACTION AGENCY	209 N. 4TH ST		HUGO	OK	74743 -3809
HCSC	$ 7.62	Miscellaneous gifts, meals, entertainment and meetings	DIGITAL INSURANCE LLC	200 GALLERIA PARKWAY	SUITE 1950	ATLANTA	GA	30339

* The non-monetary compensation in the form of meals, entertainment, gifts and meetings provided by Health Care Service Corporation including Dental Network of America, Inc. to Group Customers and Producers in relation to Group Customer business was estimated as the sum of:

1) The 2022 calendar year expenses provided by Dental Network of America to that Group Customer or a Producer associated with that Group Customer. Producer expenses that relate to the Producer's total Group Customer business were allocated based on the weighted amount that the Group Customer's number of subscribers represented to the Producer's total Group Customer business number of subscribers. Any amounts provided by Dental Networks of America, Inc. were added to the HCSC estimate described below.

2) The 2022 calendar year expenses provided by HCSC. Expenses with unit values greater than or equal to $10 for meals, entertainment, gifts, and meetings were allocated to Group Customers and Producers based on the type of recipient and split by line of business (small group, large group, national accounts, government, etc.). For each line of business the expense amount was divided by the total number of subscribers to develop a Group Customer and Producer estimate factor. The estimate factor was then multiplied by the number of subscribers for each Group Customer to determine the estimated non-monetary compensation provided by HCSC to the Group Customer and the Producers associated with that Group Customer. In the event that more than one Producer was associated with the Group Customer during the calendar year, the Producer estimate amount was equally allocated to each Producer when the producers were active for the same number of subscriber months. For expenses where the recipient type was unknown, they were prorated between Group Customer and Producer based on the resulting allocation of expenses where the recipient type was known.

Meetings with a unit value per attendee that exceeded $500 for Group Customers were considered of high value and evaluated separately for purposes of the estimate factors. These expenses were reviewed to determine the specific Group Customer to which the expense related and added to that specific Group Customer's estimate. Meals, entertainment, and gifts with a unit value per recipient that exceeded $350 for Group Customers were considered of high value and evaluated separately for purposes of the estimate factors. These expenses were reviewed to determine the specific Group Customer to which the expense related and was added to that specific Group Customer's estimate.

PLEASE NOTE: The amounts allocated above may be more or less than the amount actually provided and, in fact, the amount of indirect non-monetary compensation actually provided to the Group Customer or Producer could be as little as $0.00.

DocuSign Envelope ID: 3EAA5119-F348-4931-9025-4D6190872535

BlueCross BlueShield of Oklahoma

701 E. 22nd Street, Suite 300 – Lombard, IL 60148

Insurance Information for SCHEDULE A (Form 5500)

Name of Plan: **LIFT COMMUNITY ACTION AGENCY, INC.**

Name of Carrier: **Dearborn Life Insurance Company**

Tax ID: **36-2598882** NAIC Company Code: **71129**

Group Number(s) **F026448** Account Number:

Report Period: **From: 4/1/2022 To: 3/31/2023**

Approximate Number of Persons covered at the end of the Reporting Period 241

Insured Welfare Plans - Premium Earned During Report Period
[This Policy is classified as a Non Experience rated Contract.]

Type of Coverage	Premium
ADD	6,499.52
ADDSUP1	890.11
ADDSUPC	80.60
ADDSUPS	188.37
DEPSUPC	632.40
DEPSUPS	4,383.99
LIFE	24,372.92
LIFSUP1	15,503.43
LTDVOL	7,288.46
VISV	19,655.32
Total Premium:	$79,495.12

Insurance Fees and Commissions

Name and Address of each Broker, Agent or Agency Receiving Compensation	Sales Commission	Additional Compensation
DIGITAL INSURANCE INC 200 GALLERIA PKWY, STE1950 ATLANTA GA 30339	8,906.28	4,309.10

NOTE: The above information is provided from business records of Dearborn Life Insurance Company obtained in the ordinary course of Dearborn Life Insurance Company's business to assist the plan administrator in complying with certain plan reporting requirements for Schedule A or C of Form 5500. Dearborn Life Insurance Company certifies that this information is accurate and complete to its knowledge and belief.

(1) **Sales Commissions** includes basic commission paid as a percent of premium on your policy;

(2) **Additional Compensation** could include, but is not limited to, incentive plan payouts, overrides, third party administration fees and non-cash compensation. Such as gifts, meals, entertainment and meetings. If applicable, this compensation is determined based on premium and/or persistency levels. This additional compensation is allocated to your policy based on its percentage relationship to all premium and/or standard commissions generated by the receiving entity.

Please note, even though the Additional Compensation may be associated with your policy for reporting purposes, the expenses associated with incentive payments and non-cash compensation are not allocated on the same basis in setting premium rates for your policy.

SCHEDULE A (FORM 5500) INFORMATION
DDPO TAX ID# 23-7322578
DDPO NAIC # 53937

GROUP NAME:	LIFT COMMUNITY ACTION AGENCY, INC. 209 N 4TH ST HUGO, OK 74743 ATTN: BECKY REYNOLDS
GROUP CONTRACT NUMBER:	4031
BROKER NAME: **04/01/2022 - 12/31/2023**	DIGITAL INSURANCE AGENCY, INC. 200 GALLERIA PARKWAY SUITE 1950 ATLANTA, GA 30339 ATTN: CRYSTAL BLACK
01/01/2023 - CURRENT	GALLAGHER BENEFIT SERVICES INC. 1300 S MAIN ST TULSA, OK 74119 ATTN: KATHERINE KNAPP
NUMBER OF PERSONS COVERED:	121
CONTRACT PERIOD:	04/01/2022 - 03/31/2023
TYPE OF BENEFIT:	DENTAL
PREMIUM RATE:	
EMPLOYEE ONLY	$28.98
EMPLOYEE & FAMILY	$76.28
BILLED PREMIUM:	$52,992.24
CLAIMS PAID:	$33,722.14
COMMISSIONS PAID:	
DIGITAL INSURANCE AGENCY, INC.	$3,179.53
GALLAGHER BENEFIT SERVICES INC	$0.00
CLAIMS RESERVES INC/DEC:	$1,011.66
ADMINISTRATION FEES:	$3,401.94

UNDERWRITING DEPARTMENT
Confidential

CommunityCare™

Data for Schedule A (Form 5500)

Note: Do not send this form to the federal government. Data from this form is to be transcribed onto the Form 5500 as required.

Group Name:	LIFT CAA EAP
Contract or Identification Number:	LITTLE DIXIE
Approximate # of Persons Covered at End of Policy:	267
Policy/Contract Year:	April 01, 2022 thru March 31, 2023
Total Premiums Paid:	$3,048.15-($0.00)=$3,048.15
Broker Name and Address:	
Service Fee Paid to Broker by CommunityCare HMO:	$0.00

CommunityCare HMO is a fully insured health plan
EIN#: 73-1433979
NAIC CODE: 10001

***Amounts provided under the "Commissions Paid" column include all earned commission paid on all lines of business relative to your account during this reporting period.**
****Amounts provided under the "Fees Paid" column include the total value of any fees, awards, prizes, bonuses or other forms of non-monetary compensation paid relative to your account. These amounts are calculated based on a calendar year. Some bonuses, fees, and contests are paid based on the aggregate amount of sales for all accounts throughout the calendar year. To determine the value of these items relative to your account, the amount of sales for your account is divided by the total amount of sales during the reporting period. This percentage is then multiplied by the value of the bonus, fee or contest.**

SCHEDULE A EARNINGS REPORT

Group Number	Total Premium Collected	Group Covered Count
87762	$99,823.68	167

Group Address	Name of Insurance Carrier
LIFT CAA	AFLAC
ATTN ADINA HILL	1932 WYNNTON ROAD
209 N 4TH ST	COLUMBUS, GA 31999
HUGO, OK 74743	**PLAN YEAR 04/01/2022 to 03/31/2023**
CONTRACT NUMBER	**NAIC CODE**
82-2723296	60380

Agent Address Block w/ Full Name	Commissions Paid	Fees Paid
ELIZABETH L WORTHY PO BOX 1664 DURANT, OK 74702	$10,755.60	$43.58
KEVIN S RIBERA PO BOX 502 BOKCHITO, OK 74726	$3,076.65	$10.17
JOSHUA I WORTHY 2929 W MAIN ST DURANT, OK 74701	$2,904.77	$10.17
TIMOTHY W WORTHY JR 2929 W MAIN ST DURANT, OK 74701	$588.23	$0.00
DAVID E ESTEP PO BOX 1017 HUGO, OK 74743	$445.22	$0.00

TIMOTHY W WORTHY 2929 W MAIN ST DURANT, OK 74701	$166.25	$0.00
JAMES LEE SWINK 355 ROLLING WOOD HILLS DR DURANT, OK 74701	$81.18	$0.00
- JOHN A WILLIAMS COMPANY INC 20316 N COUNTY ROAD 3240 PAULS VALLEY, OK 73075	$64.24	$0.00
BILL G DUNCAN 3883 TERRACE HILLS CT PIEDMONT, OK 73078	$41.47	$0.00
DAVID H JOHNSON 3377 BRYAN RD DURANT, OK 74701	$26.07	$0.00
F WADE ALLEN 3616 FAR WEST BLVD # 117303 AUSTIN, TX 78731	$16.50	$0.00
LARRY D DENNY PO BOX 306 WETUMKA, OK 74883	$15.50	$0.00
CHARLES E CABANISS 1420 S SEVEN SPRINGS RD TISHOMINGO, OK 73460	$14.94	$0.00
RICHARD C DEFALCO 4704 CRYSTAL LAKE RD NORMAN, OK 73072	$14.08	$0.00
FLOYD W ALLEN JR 7504 S ELM AVE BROKEN ARROW, OK 74011	$10.45	$0.00
HARVEY L JACKS 3111 VENICE CT NORMAN, OK 73071	$6.93	$0.00
JAMES D GRACE 4401 HIGHLAND HILLS DR NORMAN, OK 73026	$3.96	$0.00
JARRELL K PRENTICE 1113 EAST DR EDMOND, OK 73034	$3.89	$0.00
RAYMOND M WYLIE 10734 ERIN VALE AVE BATON ROUGE, LA 70810	$3.84	$0.00
LESTER RAY BLACKSHEAR 9192 SE 168TH COOK PL THE VILLAGES, FL 32162	$3.71	$0.00
JOSHUA L JACKS 23291 LEWKIE LN PURCELL, OK 73080	$3.41	$0.00

HAL W MOFFATT 1221 LAMPLIGHTER LN EDMOND, OK 73034	$2.72	$0.00
STEPHEN W SIMPSON 540 CELTIC CT EDMOND, OK 73025	$1.36	$0.00
- MOFFATT DESIGNS LLC 1221 LAMPLIGHTER LN EDMOND, OK 73034	$0.84	$0.00
JOSHUA C ROLAN 704 SEMINOLE DR PAULS VALLEY, OK 73075	$0.48	$0.00
PAUL B BROUCHOUD 604 MARK DR DEL CITY, OK 73115	$0.48	$0.00
SHANE M OWEN 8413 NW 106TH ST OKLAHOMA CITY, OK 73162	$0.32	$0.00
Sum:	$18,253.09	$63.92

The Summary Annual Report…SAR

I have reviewed the SAR.

The Summary Annual Report, also known by its acronym, the SAR, is, generally speaking, a one-page summary of the ERISA Plan's Form 5500 report. ERISA mandates for the SAR to be distributed to Plan Participants within two months from the Form 5500's due date (the SAR is not required to be issued if the plan is 100% self-funded such as a Health FSA plan).

The SAR's purpose is to inform the Plan Participants of the carriers and the policies included within the Form 5500 report. Additionally, funding is noted as well as the financials including the total premium spent and the claim total, if applicable.

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SUMMARY ANNUAL REPORT

For LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN

This is a summary of the annual report of the LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN, EIN 73-0772321, Plan No. 501, for period 04/01/2022 through 03/31/2023. The annual report has been filed with the Employee Benefits Security Administration, U.S. Department of Labor, as required under the Employee Retirement Income Security Act of 1974 (ERISA).

Insurance Information

The plan has contracts with BLUECROSS BLUESHIELD OF OKLAHOMA, DEARBORN LIFE INSURANCE COMPANY, DELTA DENTAL OF OKLAHOMA, and COMMUNITYCARE HMO, AFLAC to pay Medical, Dental, Vision, Life Insurance, Short-term Disability, Long-term Disability, Accidental Death and Dismemberment, Employee Assistance Program, Accident, Cancer, Critical Illness, and Hospital claims incurred under the terms of the plan. The total premiums paid for the plan year ending 03/31/2023 were $1,494,647.

Because they are so called "experience-rated" contracts, the premium costs are affected by, among other things, the number and size of claims. Of the total insurance premiums paid for the plan year ending 03/31/2023, the premiums paid under such "experience-rated" contracts were $52,992 and the total of all benefit claims paid under these contracts during the plan year was $34,734.

Your Rights To Additional Information

You have the right to receive a copy of the full annual report, or any part thereof, on request. The items listed below are included in that report:

- insurance information, including sales commissions paid by insurance carriers;

To obtain a copy of the full annual report, or any part thereof, write or call the office of LIFT COMMUNITY ACTION AGENCY, INC. at 209 NORTH 4TH STREET, HUGO, OK, 74743 or by telephone at 580-326-3351.

You also have the legally protected right to examine the annual report at the main office of the plan (LIFT COMMUNITY ACTION AGENCY, INC., 209 NORTH 4TH STREET, HUGO, OK, 74743) and at the U.S. Department of Labor in Washington, D.C., or to obtain a copy from the U.S. Department of Labor upon payment of copying costs. Requests to the Department should be addressed to: Public Disclosure Room, Room N1513, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Paperwork Reduction Act Statement

DocuSign Envelope ID: 3EAA5119-F348-4931-9025-4D6190872535

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average less than one minute per notice (approximately 3 hours and 11 minutes per plan). Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov and reference the OMB Control Number 1210-0040.

OMB Control Number 1210-0040 (expires 07/31/2023)

2018 -2023 Strategic Plan

Goal #1 - Provide resources for non-traditional family units.

Objective #1 – Research additional resources within communities that offer additional nontraditional hours for single parent working families.

August 2019: FCE Specialist has found an additional entity that is preparing to provide after hour care beginning in the late fall 2019 within Choctaw County.

Objective #2 – Research options for families seeking legal advice when not legal guardians or biological parents.

August 2019: FCE Specialist is seeking additional resource from Legal Aid services; they provide referrals to a program in Oklahoma City that assists with guardianship rights.

Objective #3- Family Advocates distribute monthly resources that cover adverse childhood experiences.

August 2020: Family Advocates in collaboration with FCE specialist have developed a resource distribution system and are following the monthly process.

Objective #4 – Post resources on facebook pages that link families to ECLKC resource database encompassing ACES.

August 2020: Resources are shared on Head Start facebook page that link families to the ECLKC ACES database .

Objective#5 – Distribute eclkc resources at policy council meetings.

August 2020: Resources are shared within policy council meetings.

Objective #6 – Implement family friendly days across all 3 program options.

August 2021: Family friendly days have been held virtually during the pandemic.

OUTCOME Year #1 – The program currently provides generic resources for family units. At the end of year 1 the program will have provided a strategic process for ensuring families receive support that targets non-traditional family struggles. We will have a tracking system and a data base of appropriate materials for our non-traditional family units.

August 2019: Non-Traditional family resources are being researched and inventoried, a tracking system is being developed.

OUTCOME Year #2 – The program will have fully implemented the process for distributing monthly resources, facebook posts, and policy council debriefings.

August 2020: Systems are in place that are expanding our non-traditional family resources.

OUTCOME Year #3 - The program will introduce family friendly days across all 3 program options.

August 2021: Family friendly days have been held virtually during the pandemic.

OUTCOME Year #4 – The program will have established Family Friendly Days for all age groups.

August 2022: Family friendly days will operate on a hybrid model.

Measurement Tool: Monthly Tracking report and anecdotal notes.

IMPACT: Non-Traditional Families will have received support from the program that helps enable a more successful approach to school readiness for the child.

Goal #2- Increase the impact of programmatic efforts surrounding Math for our children and families.

Objective #1 – Add additional trainings that highlight strategies for teaching math to young children.

August 2019: Trainings are being added including a May 2019 STEM training, and roundtables will feature math focused highlights.

Objective #2 – Research possibility of ELQA tool being utilized as a method to support effective math teaching strategies.

August 2019: ELQA has been researched as an effective tool for the 4 year old children to support math teaching strategies.

Objective #3- Mentor coaches will emphasize math techniques in coaching sessions.

August 2020: Mentor coaches utilize various math techniques in coaching sessions.

OUTCOME Year #1 – Program will analyze child outcome scores in the math domain to establish baseline value. Program will have researched the ELQA tool and determine if appropriate to implement across the 3 & 4 year old classrooms.

August 2019: ELQA has been researched as an effective tool for the 4 year old children to support math teaching strategies. However it isn't a reliable tool at this time for 3 year old children.

OUTCOME Year #2 – Program will have implemented additional trainings aimed at increasing the effectiveness of math concepts.

August 2020: Program included additional training aimed at math techniques.

OUTCOME Year #3 - Program will use comparative data across 3 years to review effectiveness of strategies focused on math improvement.

August 2021:The program analyzed a 3 year comparative data set to determine if the math improvement strategies were having a positive effect on outcomes. It was determined that the strategies are helping outcomes, even considering the COVID-19 pandemic.

OUTCOME Year #4 – Program will have met with Mentor Coach team to review CLASS scores and evaluation of mentor coaching sessions.

August 2022: The program has employed a new Mentor Coach and she has obtained her CLASS reliability certification.

OUTCOME Year #5 – Program will have seen an increase across the math child outcome domains across the 5 year grant cycle.

August 2023: The program has seen an increase across the math child outcome domains each year.

Measurement Tool: Child Outcome Reports, CLASS Scores, Mentor Coach notes.

IMPACT: Children will have increased success in School Readiness as their math skills improve.

Goal #3- Program will implement a strategic process for equipping staff with effective health and safety practices to ensure the safety of staff and children.

Objective #1 – Additional trainings will be added that highlight appropriate strategies for educating staff on behavioral intervention techniques.

August 2019: Trainings have been conducted including ACES, Mental Health, Pyramid, Effective Classroom Organization (how structure helps regulate behavior),and Work Place Safety (how to be safe when working with children).

Objective #2 – Educate parents on strategies to increase school readiness techniques within the home.

August 2019: Handouts educating parents are dispersed at policy council meetings, child outcome reports are presented to parents, and parents are invited to the school readiness meetings.

Objective #3- Family Advocates will train staff in utilizing "Love and Logic" techniques within their daily routines.

August 2020: Advocates are assisting staff with "Love and Logic" techniques and it is being offered virtually in the Fall of 2020.

Objective #4 – Management team will reach out to center staff to receive updates on any areas of concern within their classrooms and will bring these concerns to the case meetings.

August 2021: The management team utilizes a bi weekly system of reaching out to their classrooms to bring concerns to case meetings.

Objective#5 – Behavioral intervention topics will be increased at round tables, in-service trainings, referrals to webinars, and question/answer sessions.

August 2022: Behavioral intervention topics have been increased and are continuing to be added to trainings thru ought the program years. Including a training over the 2022 summer "Why do they do that: A look at challenging behaviors."

OUTCOME Year #1 – Management team will have implemented a system of calling center staff prior to case meeting to get status updates of areas of concerns within challenging classroom behaviors.

August 2019: Specialists are calling their centers the prior to the case meetings for updates and concerns.

OUTCOME Year #2 – Program will have sent out school readiness techniques to parents to increase within the home including but not limited to healthy eating, oral health, early health intervention, proper rest and bed times.

August 2020: Parents have been sent learning at home packets throughout the year and during the Spring 2020 semester Parents were walked through teaching their children at home and virtually with staffs intervention and assistance.

OUTCOME Year #3 - Family Advocates will have trained the center staff on utilizing "Love and Logic" techniques within their daily routines.

August 2021: Center staff have been given information on utilizing "Love and Logic" in their daily routines.

OUTCOME Year #4 – Staff will report a higher knowledge base surrounding behavior intervention techniques and the successful implementation within their classrooms.

August 2022: Center staff have reported enjoying the trainings and wanted a continued increase in knowledge on strategies to help new behaviors that are arising in response to the COVID-19 pandemic world.

OUTCOME Year #5 – Child outcome data will show an increase across program years as behavioral intervention techniques increase.

August 2023: The program has seen an increase in child outcome data each year.

Measurement Tool: Training Plans, Child Outcomes Data, Case Notes

IMPACT: Staff are better equipped to utilize effective health and safety practices to ensure the safety of staff and children thus increasing school readiness success of all children.

Goal #4 – Increase outreach efforts in the tri-county service area. (Goal added 2022)

Objective #1 – Implement super sign up events.

March 2022: Super sign up events have been held during and scheduled through 2022.

Objective #2 – Create "Prescription for Head Start" note pads and distribute to doctor's offices.

May 2022: "Prescription for Head Start" note pads were distributed to doctor's offices, health departments, dentist offices, and ect. in the tri-county area.

Objective #3 – Purchase billboard with prominent placing in the service area to advertise for the programs.

June 2022: Billboard became available on a prominent highway in our service area. The design for the billboard was approved and is now being showcased.

OUTCOME Year #4 – New ideas will have been developed and implemented for reaching families.

August 2022: Several new recruitment strategies have been developed and implemented.

OUTCOME Year #5 – Recruitment strategies will be analyzed to determine increased enrollment.

August 2023: Recruitment strategies are at an all time high and have explored several new avenues within the community. The community assessment has been analyzed to determine that the amount of eligible 3 & 4 year old children is lower than in previous years.

Measurement Tool: Anecdotal data, waiting lists, amount of applications

IMPACT: An increase in families that are aware of the Head Start, Early Head Start, Early Head Start-CC programs.

LIFT Community Action Agency, Inc.

Head Start/Early Head Start Training and Technical Assistance Plan

July 2023 – June 2024

Conferences

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Family & Community Partnership 1302.53	Family Advocates will attend local Family & Community Partnership Trainings	Applicable Staff	As conferences are planned	$500.00 mileage for appropriate staff	Family Advocates will be better prepared to work with families to prepare Family Service Assessments & Family Partnership Agreements reflecting the needs addressed	Family Partnership Tracking Forms
Family & Community Partnership	Applicable Family Advocates will attend classes to obtain the Family Development Credential	Applicable Staff	Enrollment based on hire	$995 per staff X 3 Staff = $2,985	Family Advocates will be more equipped to work with families enrolled in the program	Obtainment of FDC Credential

Head Start/Early Head Start Director Meetings & Head Start Staff Meetings

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Administration	The Director & Specialists will have bi-monthly staff meetings as appropriate	Director & Specialists & other staff as needed	Bi-monthly	$0	Director & Specialists will be able to coordinate & plan for program services & initiatives &be proactive regarding issues or concerns	Improved overall agency performance & coordination
Administration	The Head Start/Early Head Start/EHS-CC Director will attend	Head Start/Early Head Start/Early	Monthly	$150.00 per trip x 6	The Director will be brought abreast of important details &	Performance Evaluations &

	monthly director meetings in Oklahoma City	Head Start Child Care Director		trips = $900.00	policy movements at the state & national level	day-to-day operations

Child Folder Reviews

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
All Components 1304.-1305	Each Head Start classroom & children's records will be observed & reviewed once per semester to measure compliance with Performance Standards, state & local policies & best practices. Feedback & support are provided to staff	All Specialists	Once per semester with follow up visits as needed	$3,000 Mileage for applicable staff	Staff will continually increase their understanding of the program requirements relating to the Performance Standards & best practices	Component Folder/Center Checks once per semester
All Components 1304.-1305	Each EHS classroom & children's records will be observed & reviewed once each semester to measure compliance with Performance Standards, state & local policies & best practices. Feedback & support are provided to staff along with a plan to enhance performance skills if necessary	All Specialists	Once per semester with follow up visits as needed	$1,765 Mileage for applicable staff	Staff will continually increase their understanding of the program requirements relating to the Performance Standards & best practices	Component Folder/Center Checks once per semester

Integrated Services Policy

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation

All components	The Integrated Services Policy has been created to show how program procedures are followed in accordance with the Head Start Performance Standards in all component areas	Appropriate staff person	Annually in June	$0	Policies and Procedures followed by the program will be easily accessible and encompass the program and component areas as a whole	Federal Review and Self-Assessment

Policy Council & Governing Board Training

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Administration 1301.2	The Governing Board & Policy Council will receive periodic training on regulations through lecture, PowerPoint, handouts &governing board training/resource manual	Director &All Specialists	Monthly as Appropriate	$0	The Governing Board & Policy Council will be able to carry out their program responsibilities effectively	Self-Assessment
Administration 1301.3	The Policy Council will receive training on: (1) Leadership, Parent Participation and Recruitment (2) School Readiness & Child Outcome Report	Professional Development Specialist; Early Childhood Development & Curriculum Coach	July 2023	$100	Policy Council Members will learn leadership skills, along with portraying what they have accomplished during their term	Self-Assessment
Administration 1301.3	New parents will observe past parents conducting meeting before they are seated. The Policy Council will receive training on: 1. Orientation Part, including Roberts Rules of Order; 2. Roles & Responsibilities; 3. Policy Council Operating Procedures	PD Specialist	September 2023	$100	Policy Council Members will learn what is expected during their term	Self- Assessment

Administration 1301.3	The Policy Council will receive training on: 1. Recognizing and Reporting Child Abuse 2. Activities to Support the Active Engagement of Families in the Program	FCE Specialist	October 2023	$100	Policy Council Members will gain knowledge relating to child abuse awareness. Members will be presented with ideas to take back to Parent Meetings to promote parent involvement.	Self- Assessment
Administration 1031.3	The Policy Council will receive training on: 1. The Open Meeting Act 2. Mission, Vision, and Values 3. School Readiness Training	PD Specialist & Edu/Curriculum Coach	November 2023	$100	Policy Council Members will become familiar with The Open Meeting Act, & the Mission Vision & Values. Members will receive information relating to school readiness and their involvement.	Self- Assessment
Administration 1301.3	The Policy Council will receive training on: 1. Linking Our Voices 2. Leadership Skills 3. Child Outcomes Report	PD Specialist	December 2023	$100	Policy Council Members will watch a video showing other policy council members across the country. Members will be presented with basic leadership skills to share at their Parent Meeting.	Self- Assessment
Administration 1301.3	The Policy Council will receive training on: 1. Activities to Support the Active Engagement of Families in the Program 2. ERSEA	FCE Specialist/ ERSEA Specialist	January 2024	$100	Policy Council Members will be presented with information to share at Parent Meetings. Members will also receive training relating to ERSEA information within the program.	Self- Assessment
Administration 1301.3	The Policy Council will receive training on: 1. Impasse Policy and Conflict Resolution Policy 2. Activities to Support the Active	PD Specialist/ FCE Specialist	February 2024	$100	Policy Council Members will gain knowledge relating to agency Impasse and Conflict Resolution Polices	Self-Assessment

	Engagement of Families in the Program					
Administration 1301.3	The Policy Council will receive: 1. Overview of Self-Assessment	HS/EHS/EHS-CC Director/Assistant Director	March 2024	$100	Policy Council Members will receive information relating to the program's annual self-assessment	Self- Assessment
Administration 1303.1	The Policy Council will receive training on: 1. Re-energizing the Parent Committee 2. Leadership Skills 3. School Readiness & Child Outcome Report & Transitioning	PD Specialist/ Edu/Curriculum Specialist/ Disability/Mental Health, Transition Specialist	April 2024	$100	Policy Council Members will learn leadership skills, how to set goals for their children to be ready for the next school year & how to help them achieve those goals	
Administration 1301.3	The Policy Council will receive training on: 1. Family Interactions and Activities to Do with Your Child During the Summer	PD Specialist/FCE Specialist	May 2024	$100	Policy Council Members will learn new activities to do with their children while at home during the summer	

Entry Level Training

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
All Components	New employees will receive an overview of Head Start/Early Head Start's daily operations/expectations. In addition to viewing videos on blood borne pathogens, OKDHS licensing requirements, & sexual harassment**. New employees will understand that a physical exam is required within 30 days**	Lori Henry, Program Secretary	Date of Hire	$1,000	Staff will be well prepared to perform their daily job in a manner that meets Performance Standards & Licensing requirements	Performance Evaluations; Self-Assessment

	of employment and thereafter, annually to remain employed.					
Education, Health & Disabilities	New Employees will receive 20 hours of ELCCT Training involving classroom techniques, disabilities, and child abuse and confidentiality within 90 days. Employees will also receive CPR and First Aid within 90 days.	EC Development & Curriculum Coach, Health Spec., PD Spec. & Mental Health/Disabilities Specialist	New employees within 90 days of employment	Approx. $125 per person x 10 = $1,250 for mileage	Will meet State licensing requirements as well as train staff to respond to physical & dental emergencies & to provide first aid &CPR until emergency services arrive	Individual Development Plans &performance reviews. Staff certified in CPR & First Aid
Professional Development	New employees will receive one-on-one assistance in creating a written Professional Development Plan	Professional Development Specialist	On day of hire	$0	Staff will gain an understanding of how to execute their PD Plan	Measurement of growth by evaluation and observation
Transportation	New employees will receive orientation training on proper bus monitoring procedures	Transportation Specialist	On day of hire	$0	Staff will gain an understanding of proper bus monitoring procedures, including but not limited to: Child boarding & exiting procedures; Child Restraints; documentation; Emergency/Evacuation Procedures; Use of Special Equipment; Pick-up & release procedures	
Transportation	New bus drivers will receive appropriate training on the proper operation of a bus	Transportation Specialist; Transit	Prior to operating bus	Varies	Potential bus drivers will be trained in various capacities including but not limited to: Online courses, mentor training with licensed CDL, transit training. These trainings ensure bus drivers will learn how to operate the bus in a safe & efficient manner, safely run a fixed route, loading and unloading	Measurement of growth by observation

					children, stopping at rail road crossings, administer basic 1st aid; emergency/evacuation procedures; operating special equipment; daily pre & post safety checks; routine maintenance, proper documentation	

On-Going Mentor Training

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
All Components	Staff will be provided with appropriate coaching relating to skill level, education, experience, self-assessments, performance evaluations, and personal growth reflections	Training Staff/ Mentor Coach	On-going	$7,665 travel to provide coaching, applicable training including travel, hotel, and per diem	Staff will obtain increased knowledge of classroom management, organization, CLASS, ITERS, child development, and school readiness outcomes	Performance Evaluations; Self-Assessment

On-Going Professional Development Training

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Professional Development	Staff working towards Baccalaureate & Associate degrees will continue to enroll in college courses	Professional Development Specialist	On-going classes are available that meet the	$6,000 for class fees	Staff will obtain Associates or Baccalaureate degrees	Through Individual Development Plans,

			degree requirements			performance reviews, grade reports and conferences
Professional Development	HS/EHS Staff seeking or lacking CDA credentials will receive training in required component areas and make application for CDA credential in order to meet requirements and standards	Professional Development Specialist	On-going with defined staff	$9,000 for books and testing fees	Staff will be knowledgeable of CDA requirements & process. Staff will obtain CDA Credential through the CDA Council	Through Individual Development Plans and performance reviews

Component Area Specialist Trainings

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Nutrition 1304.23	Nutrition Specialist/ and or Assistant Directors will receive training regarding mandated regulations through lectures & handouts	USDA/CACFP Staff	September 2023	$300 for mileage	Nutrition Specialist will have sufficient knowledge of the CACFP regulations & requirements to train HS/EHS staff	USDA/CACFP Audit
Human Resources	Applicable staff will attend CLASS training to become "reliable"	Applicable Staff	As available	$1,650 for mileage, hotel, and registration	Staff will be deemed as "reliable" to observe classrooms using the CLASS tool	Certificate of reliability

Round Tables
2023-2024

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation

All Components	Head Start Teacher/Teacher Assistant Roundtables	HS/EHS/EHS-CC Director & other Specialists as needed	As needed when an in-service is not scheduled	$1,000 for mileage for applicable staff	Teaching staff will receive answers & direction on any concerns they may have regarding their center operation. Staff will also receive training on topics as data is analyzed.	Federal Review Report; Staff Feedback
All Components	Early Head Start Director Roundtables	HS/EHS/EHS-CC Director & other Specialists as needed	As needed	$375 for mileage	Teaching staff will receive answers & direction on any concerns they may have regarding their center operation	Federal Review Report; Staff Feedback

Pre-Service Trainings

July 2023

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Mental Health	HS/EHS staff will received training on Conscious Discipline	Oklahoma Early Childhood Program presenters	June/July 2023	$16,070	Staff will feel better equipped to face day-to-day challenges presented by their profession. Staff will feel supported by the program.	Teacher Feedback
Mental Health	Head Start Staff will receive training in mental health and services offered	Disabilities/Mental Health Specialist	June/July 2023	See above	Staff will learn the importance of early identification of potential problems	Anecdotal notes and ongoing observations and referrals if applicable
Human Resources (Professional Development)	HS/EHS staff will receive training in creating professional development plans	Professional Development Specialist	June/July 2023	See above	Staff will gain an understanding of how a professional development plan should flow to produce outcomes	Center checks, Performance Evaluations, Class Scores

Disabilities	HS/EHS staff will receive training on disabilities, Mental Health & Transition	Disabilities/Mental Health Specialist	June/July 2023	See above	Staff will learn the required process involved in referrals and using the component plan as a working document	Folder Checks and Reports
Child Health and Safety	Head Start/Early Head Start Staff will receive training on Fire Safety	Health Specialist	June/July 2023	See above	Staff will be taught the methods of extinguishing fires of various natures and knowledge of fire safety and precautions	Fire drills and reporting and site observations
Health	Head Start/Early Head Start staff will receive training regarding workplace safety	Safety Consultant	June/July 2023	See above	Staff will gain an awareness of hazards in the workplace and how to avoid them	Fewer incident reporting
Health	HS staff will receive Training on Blood Borne Pathogens	Safety Consultant	June/July 2023	See above	Staff will be provided with information necessary to ensure children are properly attended to during illness while protecting staff health	Staff will be able to identify medical concerns, and protect against infections
ERSEA	HS/EHS staff will receive training on using Child Plus for various tracking tools such as Time and Attendance	ERSEA Specialist	June/July 2023	See above	Staff will have the information & tools necessary track children's progress in the program	Specialists check Child Plus regularly and run reports
ERSEA	HS Staff will receive training on Completing Child Enrollment, and Completing Parent interviews	ERSEA Specialist	July 2023	See above	Staff will be better prepared for the enrollment process	Annual folder checks
Family & Community Engagement	Staff will receive training in the roles and responsibilities of their work in connecting with families	Family and Community Engagement Specialist	June/July 2023	See above	Staff will better understand the requirements and expectations of their work	Case by case situations
Child Health & Safety	HS Staff will receive training on how to properly administer medication	Health Specialist	June/July 2023	See above	Staff will be provided with information necessary to ensure they can properly administer medication	Observations and review of medication forms

Nutrition	EHS/EHS-CC/HS staff and cooks will receive up to 1 hour's training on CACFP 2019-2020 Updates to Meal Patterns	Nutrition Specialist	June/July 2023	See above	Staff will learn CACFP 2022-2023 meal patterns updates	Ongoing Monitoring
Transportation	Head Start Staff will receive transportation procedure-related training	ERSEA Specialist	June/July 2023	See above	Staff will know the procedures of the transportation component, including but not limited to: Child boarding & exiting procedures; Child Restraints; documentation; Emergency/Evacuation Procedures; Use of Special Equipment; Pick-up & release procedures	On board observation.

Head Start/Early Head Start/EHS-CC Cooks
Pre-Service Training 2023

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Nutrition	HS/EHS cooks will receive up to 1 hour of training on purchasing procedures/truck orders	Nutrition Specialist	June/July 2023	See above	Cooks will receive training and information to better understand CACFP responsibilities and required documentation	Ongoing Monitoring
Nutrition	HS/EHS cooks will receive up to 1 hour on HS Performance Standard 1304.23	Nutrition Specialist	June/July 2023	See above	HS/EHS cooks will know &implement HS Performance Standard 1304.23	Ongoing Monitoring
Nutrition	HS/EHS cooks will receive up to 1.5 hours training on kitchen/dining organization & an	Nutrition Specialist	June/July 2023	See above	HS/EHS cooks will receive training in a more organized & user-friendly work space & an	Observations & Site Visits with folder checks

	overview of CACFP menu revisions				overview of new CACFP changes	

In-Service Trainings
2023-2024

Content Area	Training Strategies	Trainer/ Responsible Staff	Date	Cost	Outcome	Evaluation
Family & Community Partnerships	All staff will receive up to 2.5 hours' training in identifying & reporting suspected child abuse & neglect	Department of Human Services/ Management members	October 2023	$1,500.00 Mileage and presenters	Staff will be alert to signs of suspected abuse & know how to report it in a timely manner	Child staffing s, folder reviews, & consultations
Family & Community Engagement	HS/EHS staff will receive up to 45 minutes training regarding various policies on parental involvement in the classroom, child abuse and community engagement	FCE Specialist	October 2023	See above	Staff will know how to handle cases of suspected child abuse and will have increased knowledge of how to involve parents in their classroom	Case by case situations, monthly reporting & center/folder checks
Nutrition	Staff will receive training relating to menu planning	Nutrition Specialist	February 2024	$0	Staff will receive and re-evaluate menus to meet the needs of children and CACFP regulations	Parent and Staff feedback
ERSEA 1305.1-1305-10	Staff will receive training on ERSEA Plans, updates/review & recruitment activities & ideas	ERSEA Specialist	February 2024	$1,500.00 for mileage and presenters	Staff will have the information & tools necessary to promote the recruitment of children & families	Component center checks 1x per year & enrollment of children & maintenance of a waiting list
Personnel	All staff will receive updated information on insurance options	Insurance Representative	February 2024	$0	Staff will have current knowledge of personal & family insurance options	Staff will be informed of insurance planning options

Professional Development	All staff will receive training on meeting the required staff educational guidelines	Professional Development Specialist	February 2024	$0	Staff will have a renewed motivation for keeping credentials current and meeting guidelines	Tracking sheet review
Education	All staff will receive up to 1.5 hours of training on Developmentally Appropriate Practices or a current educational topic	EC Development & Curriculum Coach	February 2024	$0	Staff will have up to date info in the education field to better prepare students for school readiness	Classroom observations
Staff Development	Staff will be provided with an inspirational keynote from a speaker to build employee morale as well as a specialized trainer to offer 2 hours of Cultural diversity and Ethics Training	Applicable Presenters	May 2024	$1,800 for trainers	Staff will be inspired to continue on their journey of impacting on the lives of Head Start eligible families as well	Overall employee wellness

T/TA Total Costs: $59,260
Head Start: $39,956 EHS $19,304

*All in-person conferences are subject to change based on unforeseen cancellations and LIFT Community Action Agency travel restrictions.

Category 8 Standards

Standard 8.1 The Organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.

Standard 8.2 All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Standard 8.3 The organization's auditor presents the audit to the governing board.

Standard 8.4 The governing board formally receives and accepts the audit.

Standard 8.5 The organization has solicited bids for its audit within the past 5 years.

Standard 8.6 The IRS Form 990 is completed annually and made available to the governing board for review.

Standard 8.7 The governing board receives financial reports at each regular meeting that include the following:
1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

Standard 8.8 All required filings and payments related to payroll withholdings are completed on time.

Standard 8.9 The governing board annually approves an organization-wide budget.

Standard 8.10 The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Standard 8.11 A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.

Standard 8.12 The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.

Standard 8.13 The organization has a written policy in place for record retention and destruction.

GUIDANCE
FOR RECIPIENTS OF
SELF-HELP TECHNICAL ASSISTANCE GRANTS
(SECTION 523 OF HOUSING ACT OF 1949)

7 CFR Part 1944, Subpart I provides the specific details of this grant program. The following is a list of some functions of the grant recipients taken from this subpart. With the list are questions we request to be answered by the recipients to reduce the potential for fraud, waste, unauthorized use or mismanagement of these grant funds. We suggest the Board of Directors answer these questions every six months by conducting their own review. Paid staff should not be permitted to complete this evaluation.

A. Family Labor Contribution

1. Does your organization maintain a list of each family and a running total of hours worked (when and on what activity)?	Yes	No
2. Are there records of discussions with participating families counseling them when the family contribution is falling behind?	Yes	No
3. Are there obstacles which prevent the family from performing the required tasks?	Yes	No

B. Use of Grant Funds

1. Were grant funds used to pay salaries or other expenses of personnel not directly associated with this grant?	Yes	No
2. Were grant funds used to pay for construction work for participating families?	Yes	No
3. Were all purchases or rentals (item and cost) of office equipment authorized?	Yes	No
4. Are all office expenses authorized by 7 CFR Part 1944, Subpart I?	Yes	No
5. Was a record of long distance telephone calls maintained and was that log and telephone checked?	Yes	No
6. Was all travel and mileage incurred for official business and properly authorized in advance?	Yes	No
7. Were mileage and per diem rates within authorized levels?	Yes	No

8.	Were participating families charged for use of tools?	Yes	No
9.	Were grant funds expended to train grant personnel?	Yes	No
10.	Was training appropriate for the individual trainee?	Yes	No
11.	Were any technical or consultant services obtained for participating families?	Yes	No
12.	Were the provided technical or consultant services appropriate in type and cost?	Yes	No

C. Financial Responsibilities

1.	Does each invoice paid by the grant recipient match the purchase order?	Yes	No
2.	Does each invoice paid by the borrower and Rural Development match the purchase order?	Yes	No
3.	Were purchases made from the appropriate vendors?	Yes	No
4.	Are the invoices and itemized statements totaled for materials purchased for individual families?	Yes	No
5.	Is there a record of deposits and withdrawals to account for all loan funds?	Yes	No
6.	Are checks from grant funds signed by the Board Treasurer and Executive Director?	Yes	No
7.	Are grant funds deposited in an interest bearing account?	Yes	No
8.	Are checks from loan funds prepared by the grant recipient for the borrower's and lender's signature?	Yes	No
9.	Are checks from loan funds accompanied by accurate invoices?	Yes	No
10.	Are any borrower loan funds including interest, deposited in grantee accounts?	Yes	No
11.	Are checks from loan funds submitted to Rural Development more often than once every 30 days?	Yes	No
12.	Is the reconciliation of bank statements for both grant and loan funds completed on a monthly basis?	Yes	No

13.	If the person who issues the checks also reconciles them, does the Executive Director review this activity?	Yes	No
14.	Are materials purchased in bulk approved by the Executive Director?	Yes	No
15.	Was the amount of materials determined by both the Executive Director and construction staff?	Yes	No
16.	Were any participating families consulted about the purchase of materials?	Yes	No
17.	Were savings accomplished by the bulk purchase method?	Yes	No
18.	Did the Executive Director review the purchase order and the ultimate use of the materials?	Yes	No
19.	Are materials covered by insurance when stored by grantee?	Yes	No

D. Reporting

1.	Are "Requests for Advance or Reimbursement" made once monthly to the Rural Development District Office?	Yes	No
2.	Has the grant recipient engaged a certified public Accountant (CPA) or CPA firm to review their operations on a regular basis: (Annually is preferable but every two years and at the end or the grant period are requirements)?	Yes	No
3.	Are the quarterly evaluation reports submitted on time to the County Supervisor?	Yes	No

What, if any, problems exist that need to be corrected for effective management of the grant project?

_____ _____

Date President, Board of Directors

(Period covered by report_____)

(11-15-90) SPECIAL PN

Transportation Advisory Council

Meeting Minutes

June 13, 2023

300 East Rosewood Street

Hugo, OK 74743

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report. The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division.

These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services.

The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the eighth meeting, held on June 13, 2023 at 9:45 a.m., Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application that was submitted in February. The Transit Director informed the Advisory Council members that 551 trips were completed from January, 2023 through May, 2023. The Transit Director shared with the board the challenges in recruiting and hiring drivers. The board was also informed that the newest application for the next KEDDO grant was under review. The KEDDO board meets in July and the final approval of the application should be completed then. Advisory council members were asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

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

August 15, 2023
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, August 15, 2023 at 10:30 a.m. at 1005 S. 5th Street in Hugo, Oklahoma. Notice of time, place and agenda of meeting was posted within prominent view at 1005 S 5th Street, Hugo, Oklahoma twenty-four (24) hours prior to the meeting.

The meeting was called to order at 10:33 a.m. by Jordan Mack, HS/EHS/EHS-CC Assistant Director in the absence of the chairperson. A quorum was met. Members present were Steve Woldanski, Hugo EHS; Harli Phillips, Hugo ELC; Lindsey Kent, Idabel III; Haley Jimenez, Idabel EHS; Consuelo Splawn and Clinton Crawley, Community Representatives.

HS/EHS/EHS-CC staff present included: Jordan Mack, HS/EHS/EHS-CC Assistant Director; Lori Henry, Program Secretary; Ronda Spear, Health Assistant Specialist; Lauren Barger, Nutrition Specialist; Susie Mashburn, Education Specialist; Sommer Springfield, Education Assistant; Sara Moore, Professional Development Specialist; Brittany Bailey, ERSEA Specialist; Brianna Nelson, ERSEA Assistant; Rita Burke, Disability/Mental Health Specialist; Christina Merritt, FCE/Disability/Mental Health Assistant; Ashley Gaddy, Outreach Specialist; and Taryn Creasman, FCE Specialist.

Consideration, Discussion and Vote to Accept the minutes from the July 25, 2023: Copies of the minutes were provided to the council for review. Harli Phillips made a motion to approve the minutes as written, and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Charli Deupree- Forest Grove II, Teacher Assistant, Carissa Ware- Hugo II/ELC Cook, Macy Courtright-Rattan II & III Teacher Assistant, Cheyenne Hall- Hugo SNA, Destiny Wynn-Antlers SNA, Ethan House-Procurement Clerk, April McPherson- Antlers I Teacher Assistant, Torie Smith-Valliant I Teacher Assistant, and Rebecca Wilson from Rattan I SNA to Rattan I Cook, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made therefore no vote was needed.

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

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Haley Jimenez made a motion to approve and Harli Phillips seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve FY 2023 Head Start/Early Head Start Supplement Grant Award (Cost of Living Adjustment/Quality Improvement) from OHS in the amount of $358,909 (Non-Federal Share Waiver-$40,799.25): Jordan Mack, HS/EHS/EHS-CC Assistant Director stated that LIFT Head Start/Early Head Start staff will receive a 5.6% COLA increase to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and overall program quality. The 5.6% COLA reflects an increase in the hourly rate of pay for each employee. Harli Phillips made a motion to approve and Haley Jimenez seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve FY 2023 Early Head-Child Care Partnership Supplement Grant Award (Cost of Living Adjustment/Quality Improvement) from OHS in the amount of $163,197 (Non-Federal Share Waiver-$40,799.25): Jordan Mack, HS/EHS/EHS-CC Assistant Director stated that LIFT Early Head Start-Child Care staff will receive a 5.6% COLA increase to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and overall program quality. The 5.6% COLA reflects an increase in the hourly rate of pay for each employee. Harli Phillips made a motion to approve and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve FY 2023 Early Head Start- Child Care Partnership Grant Award (Continuation Year 5) from OHS in the amount of $2,053.548 (Non-Federal Share Waiver-$513,387): Jordan Mack, HS/EHS/EHS-CC Assistant Director explained to the council that this was the annual renewal process to continue operating the EHS-CC Program. Harli Phillips made a motion to approve and Haley Jimenez seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Submission of FY 2024 Head Start/EHS Program Grant Application to ACF, Office of Head Start: Jordan Mack, HS/EHS/EHS-CC Assistant Director explained to the council that this was the annual renewal of the Head Start/Early Head Start program application that is due to the Office of Head Start by September 1, 2023. Mrs. Mack stated that changes that are requested in this application is a reduction of enrollment based off of the community assessment. LIFT is requesting that the current required enrollment of 387 be reduced to 275. We would be closing two classrooms and the remaining classroom would be reduced by two to three children per classroom. Mrs. Mack also stated that LIFT is asking to keep the current application amount and that the money will go to staff salaries. Harli Phillips made a motion to approve submission and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve Head Start/EHS/EHS-CC Program Menus for the 2023-2024 School Year: Lauren Barger presented the policy council with 2023-2024 menus which operate on a 6-week rotation cycle, no major changes were made to the menus this school year. Harli Phillips made a motion to approve and Haley Jimenez seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the 2023-2024 Mental Health Consultant Contract with Zen Gee Counseling Services, LLC: Jordan Mack, HS/EHS/EHS-CC Assistant Director provided a copy of the contract along with an overview of the services provided by Zen Gee and stated that Zen Gee LLC has been used by Head Start/Early Head Start/Early Head Start-CC for the past several years. Haley Jimenez made a motion to approve and Harli Phillips seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve Updates to HS/EHS/EHS-CC Pay Scale: Jordan Mack presented a copy of the Updated Pay Scale stating that the update was due to the 5.6% COLA/ QI Allowance. Harli Phillips made a motion to approve and Clinton Crawley seconded the motion. The motion carried.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, OECP, USDA, and Non-Fed June, 2023 Financial Statements and Credit Card Distribution Reports and Presentation of July, 2023 Financial Statements and Credit Card Distribution Reports for September Consideration and Vote. Jordan Mack, HS/EHS/EHS-CC Assistant Director provided copies and an overview of the June, 2023 financial statements and Credit Card Distribution Report for the Council and it was reviewed and recommend by the Finance Committee to vote for approval. Lindsey Kent made a motion to approve and Haley Jimenez seconded the motion. The motion was carried. Jordan Mack provided a copy and overview of the July, 2023 Financial Statements and Credit Card Distribution Report for review along with an explanation of where non-fed monies come from for members to review and vote on at the September 19, 2023 meeting. Copies will be mailed to members not present.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 8/15/2023 Head Start Applications are still being processed and there are 244 children enrolled for the 2023-2024 school year. Head Start was not in session in June, therefore there is no attendance report. Early Head Start currently has 43 children enrolled and attendance for June, 2023 was 81.8%. Early Head Start-CC currently has 92 children enrolled and attendance for June, 2023 was 86.0%. Recruitment is on-going and applications are still be accepted and processed.
Governing Board Report: Mattie McKee- Mattie McKee reported the Governing Board met on August 8, 2023 and gave an overview of the agenda, which was attached for review and that all HS/EHS/EHS-CC items were approved.
USDA Meals and Snack Report-Lauren Barger, Lauren Barger, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for July, 2023.
Data Analysis-Jordan Mack- Jordan Mack gave an overview of the data assessed for July, 2023.
OHS Communications and Guidance-Jordan Mack-Jordan Mack presented and reviewed All OHS Communications and Guidance received since the last council meeting were presented and reviewed with council members.
Program Summary Report-Jordan Mack presented the HS/EHS/EHS-CC Program Summary for the council to review.

Consideration, Discussion, and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to time of posting the agenda. Okla. Stat. Title 25 § 311): Assistant Program Director Jordan Mack updated the members on the program's status under the "Full Enrollment Initiative." The plan that was submitted to the office of Head Start outlines goals, deadlines, and responsible parties for bringing the programs into full enrollment.

There being no other business to come before the board, Lindsey Kent made a motion to adjourn and Harli Phillips seconded the motion. The motion carried and the meeting ended at 11:22 a.m.

_____

Martha Frakes-Williams-Chairperson
Harli Phillips-Vice-Chairperson
Lindsey Kent-Secretary

Community Action Agency

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: 8/1/2023

Name of Person being nominated for Employee of the Month: Gary Teague Jr & Ken McDaniel

Name of Person submitting the nomination: Jordan Mack, Darla Galyon, Mattie McKee

X Is a hard worker
X Respects others
X Is on time
X Is organized
X Keeps a positive attitude
X Encourages other people
X Is willing to help others
X Makes a good first impression
X Follows all workplace rules
X Uses resources wisely
X Has good work attendance
X Represents the agency well
X Is a loyal employee
X Handles crisis well
X Goes above and beyond the call of duty
X Works well with others (team player)

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

X Is creative _____
X Likes to learn new things _____
X Is a good listener _____
X Communicates well _____
X Dependable _____
X Respectful, considerate of others _____
X Safety conscious _____
X Good problem solving skills _____
_____ Other _____
_____ Other _____
_____ Other _____

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

Thank you for considering both Gary Teague Jr. and Ken McDaniel for employee of the month. We are nominating them together, because they are the epitome of team work. They begin each day with a great attitude no matter what is thrown their way. A day for them can include repairing flooring, playground equipment, air conditioning units, and the lists goes on and on. These two men have been minutes away from Broken Bow and be called back because a kitchen is flooding in Antlers. They tackle each challenge with a positive attitude and say "we will head that way" with never an ounce of negativity! They are truly deserving of employee of the month.

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

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

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of August there were 42 children, age birth to 3, that were provided services in the Early Head Start centers and 92 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 254 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 July, we had 42 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 9 participants, with 2 of them being father figures.

Father Involvement

The dad's day activities for the month of July were various flag, star, and bird crafts. For July's Dad's Day, there were 27 people that participated in dads day activities with 11 being father figures. In addition, 6 dads/father figures participated in parent meetings for June. Since the beginning of the 2022-2023 school year, we have had 1,341 father figures participate in family engagement activities.

Nutrition

In the month of August, the nutrition team participated in a CACFP virtual summit webinar this month, where we learned about food groups and component breakdowns, the training was very knowledgeable. We have filled our Hugo 2 cook position. The nutrition team is starting to dive into the new school year with our new nutrition paperwork, as well as getting the nutritional needs of children situated, we have been continuously tracking our special dietary needs they are growing daily. The red dye 40 has become a very popular issue this school year so far, we have made arrangements for any items containing the red dye ingredient to be removed from that said center along with any other allergies the same precautions are taken. The nutrition team has started 3rd quarter EHS and EHS-CC folders check, we also have started 1st semester folders checks for Head Start also.

Health

During the month of August employee physical tracking continued with reminder phone calls and emails to staff on past dues and upcoming. Monthly reports are due to Jordan Mack by the 15th of each month. Three CPR classes were held. PIR for Health report for EHS, EHS/CC, and HS for 2022-2023 was compiled and turned in to Mattie McKee. We continue to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus on a daily basis. An update of past due and due health requirements was emailed to CC/ELC, EHS, & HS centers and called to inform them of the screenings that are due. All centers are back to brushing teeth in the classroom.

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

For the month of August, the Professional Development Specialist is very pleased to announce that three staff members attained their goal of acquiring their Child Development Associate Credential. The staff worked very hard and diligently to obtain their CDA credential, which is a nationally recognized credential.

The Professional Development Specialist scheduled three CPR/First Aid classes taught by LIFT CPR Instructors Tori Williams/Taryn Creasman/Ronda Spear, where 13 LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. The Professional Development Specialist also scheduled an ELCCT class in which six newly hired LIFT employees participated.

Also, with the help of the Professional Development Specialist, several staff members renewed their Professional Development Ladders and/or Oklahoma Director's Credentials in August.

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

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

Disabilities/Mental Health/Transition

Sooner Start has 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.

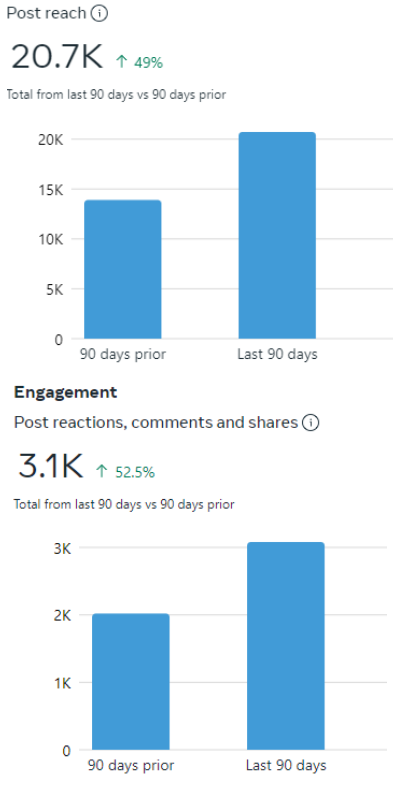
The Mental Health Consultant and staff provide classroom observations and follow-up activities and resources. Teachers, staff and parents have the opportunity to visit with the Mental Health Consultant while she is in the classroom or other appointments can be made at the discretion of the parents and 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 August 2023.

- **Facebook Overview**
  - **August Data**
    - Total Reach: 7,921
    - New Page Likes/Followers: 22



- **Job Highlights**
  - EHS Caregiver for Idabel and Hugo
    - Reach: 1061
    - 

  - Mentor Coach
    - Reach: 197
    - 

  - Forest Grove Teacher Assistant
    - Reach: 285
    - 

  - Haworth Head Start Teacher
    - Reach: 404
    - 

- Idabel 2 Head Start Teacher
  - Reach:258
  - 

- Valliant Teacher Assistant
  - Reach: 495
  - 

- We are hiring post with all positions listed on August 18, 2023:
  - Reach: 840
  - 

- We are hiring post with all positions listed on August 2, 2023
  - Reach: 219
  - 

- Enrollment post
  - Reach: 1472
  - 

- SNAP Post
  - A goal, as part of our outreach efforts, is to make the community aware that if a family is receiving SNAP benefits, it makes them automatically eligible to apply for our program. We will continue to share and disseminate the flyer throughout the school year.
  - Post Reach:466
  - 

- Dad's Day Post
  - To draw more attention to our page from father figures, we are including more content including the importance of a male role in a child's life. This month, we highlighted our Dad's Day projects in a few of our Head Start and Early Head Start classrooms.
  - Reach: 444
  - 

- **Radio ad**
  - Attention: Choctaw, McCurtain and Pushmataha Counties! It's time to apply for PRE-SCHOOL! Submit your application today for Head Start, Early Head Start or Early Head Start Childcare! Our mission is to help prepare children to be kindergarten-ready! Full day services for Head Start are offered in Antlers, Battiest, Boswell, Broken Bow, Clayton, Forest Grove, Fort Towson, Haworth, Hugo, Idabel, Rattan, Soper, and Valliant. For Early Head Start and Early Head Start-Child Care, we have locations in Antlers, Broken Bow, Hugo and Idabel! We target a child's development in the following areas: social emotional, nutrition, health, and education. We provide ALL formula, diapers, 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
- **Back to School for Adults at SOSU in Idabel.**
  - Provided informational packets to attendees. They received information about our Head Start and Early Head Start programs, along with information regarding our employment opportunities.
  - 

- **McCurtain Memorial Hospital Back to School Bash**
  - Taryn Creasman, Family and Community Engagement Specialist, and Terra Jackman, Family Advocate participated in the Back to School Bash in McCurtain County.
  - 

- **Help Me Grow Newsletter email send out**

- **Cold Calls for EHS applications.**
    - Follow-up calls were made for the Idabel and Broken Bow locations. We touched base with parents who had incomplete applications and encouraged them to submit the needed paperwork.
- **High School Football programs**
    - We purchased advertisements in the Idabel, Valliant and Antlers football programs. Two ads were purchased for each program- a Head Start ad and an Early Head Start/Early Head Start-Child Care ad. We were intentional about purchasing two separate ads to show differentiation in each program. Below are the flyers we used for each ad.



- **Choctaw County Community Emergency Magnet**
    - This magnet will be distributed by the Choctaw County Sheriff's Department. We are the only childcare advertised on the magnet. Our program was selected to participate, and we purchased the “banner advertisement” to be showcased on the magnet.



U.S. Department of Health & Human Services | Administration for Children & Families | Office of Head Start

Office of Head Start

Explore content posted to the **Early Childhood Learning and Knowledge Center (ECLKC)** throughout the month of September. These email announcements and resources are helpful for Head Start 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

- Amplifying the Voices of Early Head Start-Child Care Partnership Grant Recipients (video)
- Change in Scope Applications (video)
- Improving Access to ACF Programs and Services
- Office of Head Start 2023 Tribal Consultations – Updated December Session! (email)
- OHS Is Now on Instagram! (email)
- Whistleblower Protection Overview (video)

Training and Technical Assistance Resources

Health, Behavioral Health, and Safety

- Caring for Children with Food Allergies
- Health Professionals Working with Head Start Programs to Improve Oral Health
  - Dental Hygienists
  - Dentists
  - Medical Providers
- Improving Health Literacy for Families (video)
- Preparing for a:
  - Wildfire
  - Hurricane
- Talking About Marijuana with Families and Staff (video)
- The Role of CCHCs in Supporting Nutrition and Physical Activity (video)
- Using Bee CALM Backpacks with Children During Emergencies
- Promoting Substance Use Recovery Through Community Partnerships (video)

Parent, Family, and Community Engagement

- Enrolling Children and Families Experiencing Homelessness: Supporting Families (email)
- Seasons Planning Tool for Family Services Managers (email)
  - Available in Spanish (español)

Professional Development

- Individualized Professional Development Plans to Support Career Pathways
- Creating an Individualized Professional Development Plan Decision Tree (infographic)

Program Management and Fiscal Operations

- ERSEA Essentials Video Series
- Resilient Facilities (videos)

  - 4 Steps to Follow as You Respond to a Natural Disaster
  - 5 Key Steps in Implementing a Disaster Management Plan
  - 5 Steps for Navigating the Insurance Claim Process
  - 6 Steps for Conducting a Risk Assessment
  - Key Responsibilities in Emergency Response Communication
- HR Matters (videos)
  - Acclimate New Hires Through Onboarding
  - Employing Values-based Recruitment in Hiring Practices
  - 9 Stages of the Employee Experience
- How Data-based Criteria Facilitate Equitable Selection (video)
- Natural Disasters and Head Start Facilities
- Strategy Guide: Employee Engagement and Retention

Newsletters

- Disabilities Services Newsletter Issue No. 70
- Resources to Make You Smile! Issue No. 30
  - Available in Spanish (español)
- Sesame Street in Communities Issue No. 23
  - Available in Spanish (español)

Subscribe now to get all your favorite newsletters direct to your inbox.

Head Start Careers

- Assistant Site Manager *Monroe, NC*
- Head Start Grantee Specialist (AIAN) *Reston, VA*
- Head Start Recruiting and Outreach Coordinator *Oneonta, NY*

Find more **Head Start program employment opportunities** in the ECLKC Job Center.

Upcoming Events for September

- Friday, Sept. 1: The CDA® Exam Experience
- Tuesday, Sept. 5: African American Boys' Journey to School Readiness: Part 3
- Wednesday, Sept. 6: Nurturing Children's Social and Emotional Learning at Home [in Spanish]
- Thursday, Sept. 7
  - Fathers, Families, and Mental Health
  - Fostering Inclusive Play for All Preschoolers
- Monday, Sept. 11: MyPeers Orientation
- Tuesday, Sept. 12: Office of Head Start FY24 Monitoring Kickoff
- Wednesday, Sept. 13: Improving Staff Wellness and Job Satisfaction
- Thursday, Sept. 14: Celebrate Hispanic Heritage Month in the CACFP
- Tuesday, Sept. 19: Engaging Families in Head Start Programs and WIC
- Wednesday, Sept. 20
  - Starting a Healthy and Safe School Year
  - MyPeers Orientation Webinar for Head Start Collaboration Office and Association Directors
- Thursday, Sept. 21: MyPeers Orientation
- Friday, Sept. 22: The Verification Visit Experience
- Wednesday, Sept. 27: Understanding Infant and Early Childhood Mental Health Consultation

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).

U.S. Department of Health & Human Services | Administration for Children & Families | Office of Head Start

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start

Improving Access to ACF Programs and Services

The Administration for Children and Families (ACF) aims to promote proactive approaches to strengthen the economic and social well-being of the children, youth, families, individuals, and communities we serve. The **ACF Strategic Plan** consists of five overarching goals — equity, upstream prevention, whole-family approaches, resilience and recovery, and innovation — to support this work, including by increasing access to resources and services and improving outreach to those who may be eligible for but are not currently participating in ACF programs.

This announcement from ACF Assistant Secretary January Contreras introduces a new set of resources you can use to help connect families with help in their communities. The materials provide tailored guidance to hard-to-reach populations to increase their awareness and understanding of the ACF programs and resources that may be able to assist them. These **resource guides** are user-friendly, easy to digest, short — each one is one or two pages long — and available in multiple languages. Featured populations include:

- Transition-age youth exiting foster care
- Families with children ages 0-12
- Head Start programs, including a resource that can be customized with local program information
- Survivors of domestic violence looking to find and keep housing
- Fathers looking for benefits programs
- Fathers looking for parenting tips
- Emergency managers and service providers supporting families and individuals seeking post-disaster housing

Read the Announcement

Select the link to read the announcement: **https://eclkc.ohs.acf.hhs.gov/about-us/press-release/improving-access-acf-programs-services**

Stay Connected!

Join **MyPeers** to connect with Head Start and early childhood colleagues around the country on this and other topics.

Please share this message with colleagues who may be interested in this topic.

Did someone forward you this announcement? **Subscribe** to stay up to date!

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

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

Month	Breakfast	Lunch	Snack	Monthly Total
August-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
August-23	2301	2327	3193	7821
YEARLY TOTALS	27762	28294	36380	92,436

July 2023 HEAD START TIME & ATTENDANCE REPORT

As of 7/31/23	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		

July 2023 Pre-K TIME & ATTENDANCE REPORT

As of 7/31/23	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		

July 2023 EHS Time and Attendance

As of 7/31/23	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	42	1	43	19		19	24	1	0		20	81.1%
Hugo	21		21	9	1	10	11	1	1		20	74.3%
Idabel	20	1	21	8	1	9	12		1	7/3/2023	20	77.2%
TOTALS	**83**	**2**	**85**	**36**	**2**	**38**	**47**	**2**	**2**			**78.4%**

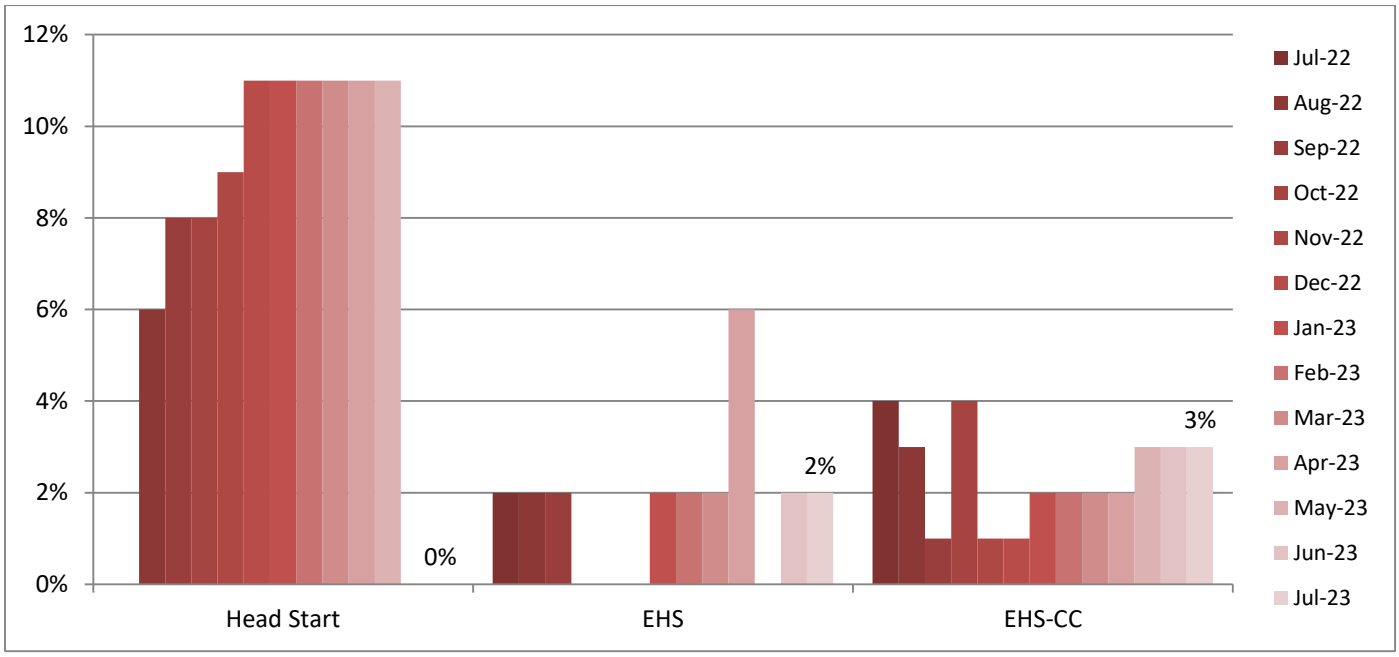
July 2023 EHS-CC Time and Attendance

As of 7/31/23	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		20	78.8%
ELC-Broken Bow	36		36	17	1	18	18		1	7/24/2023	20	88.0%
ELC-Hugo	13		13	5	1	6	7		1	7/31/2023	20	68.8%
ELC-Idabel	30	1	31	15	2	17	14	1	2	7/26/2023	20	79.6%
Cabbage Patch	29		29	9		9	20	5	0		20	90.8%
The LearningTree	62	3	65	25		25	40	2	0		20	86.1%
TOTALS	184	4	188	77	4	81	107	8	4			84.6%

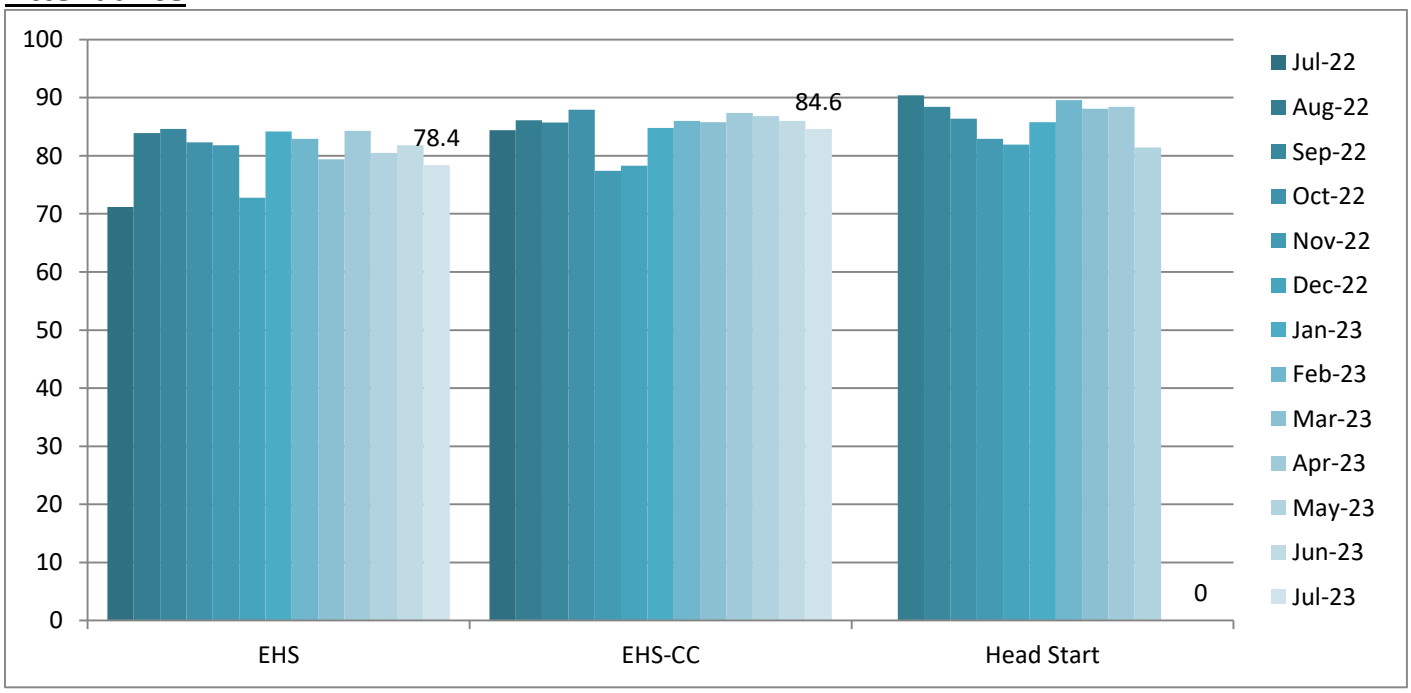
Data Analysis Report Summary
July 2023

Disabilities

IEP/IFSP –

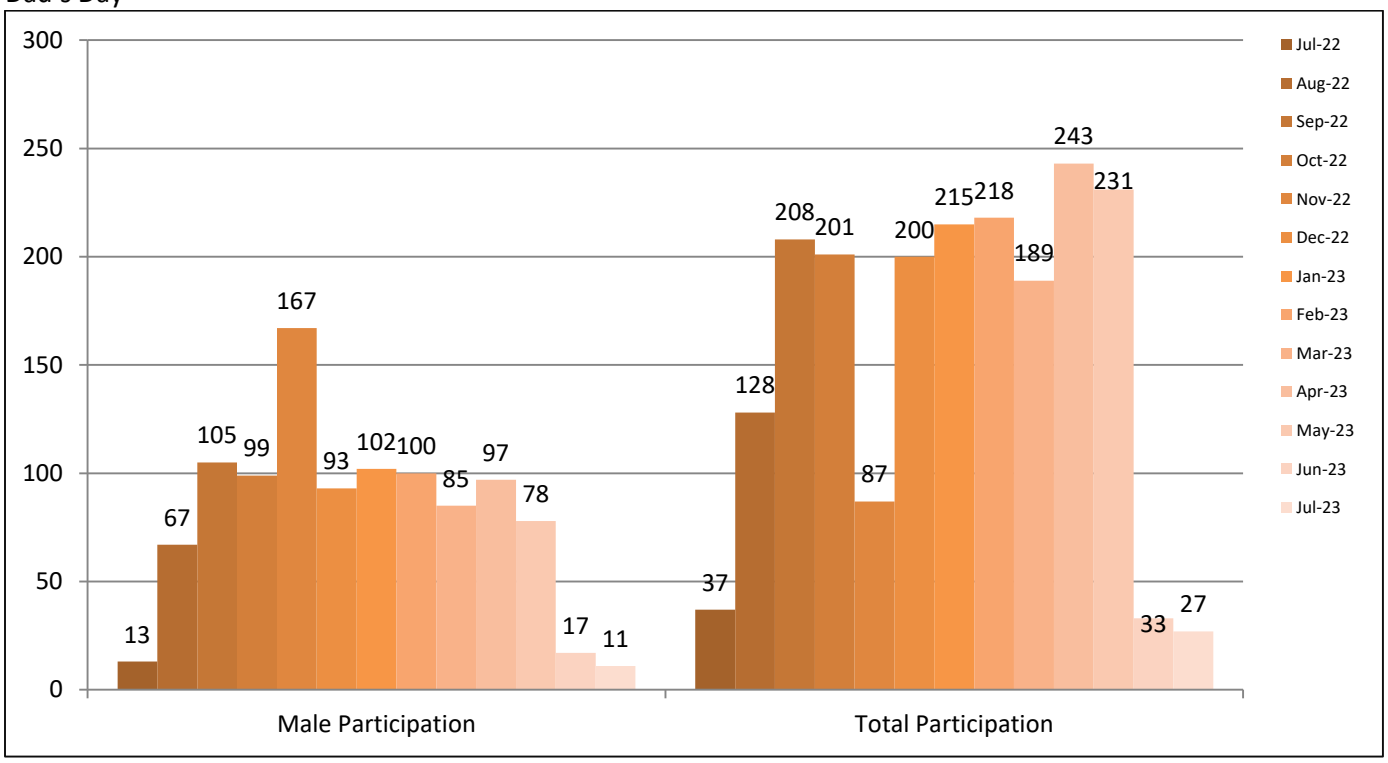


Attendance

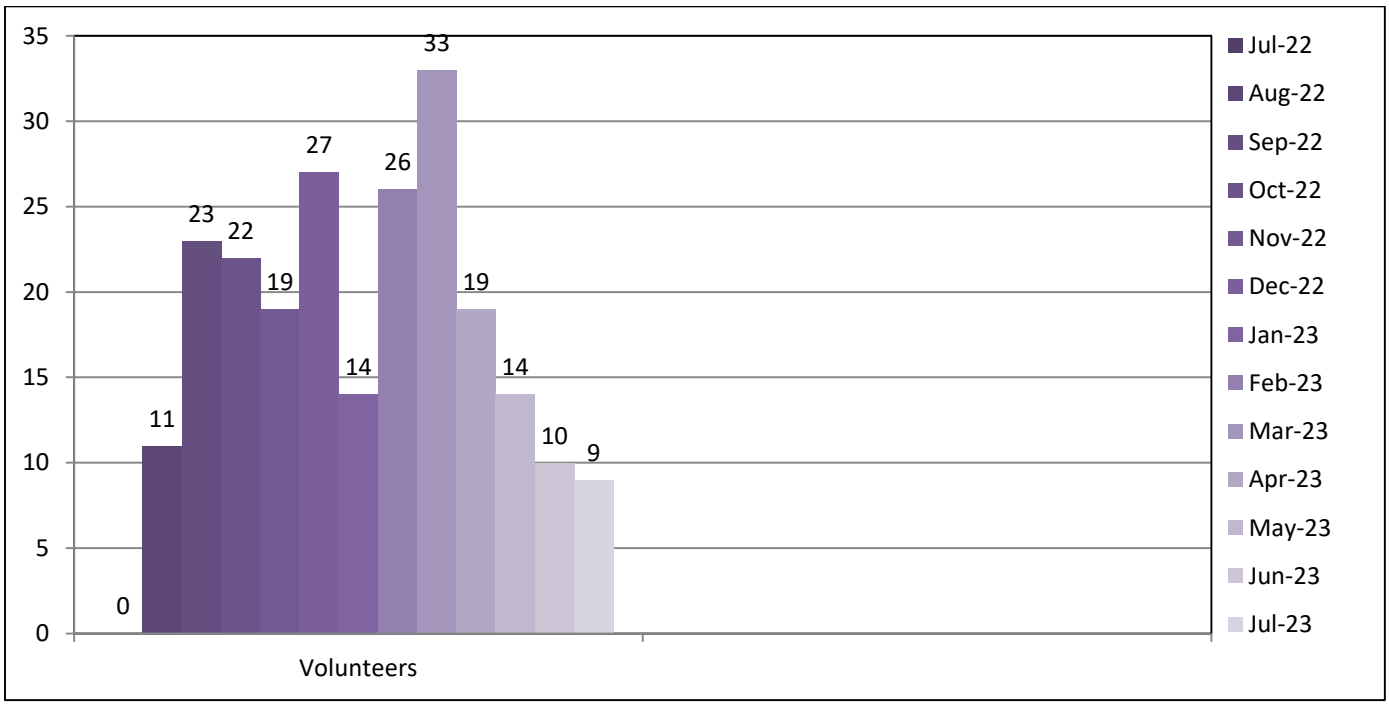


Family & Community Engagement

Dad's Day



Parents Ready to Read



Dear Jeff,

I just want to let you know, how much I appreciate all the work done to improve my home especially my new central air unit.

Thank You,



© T.C. Chiu | Cypress Fine Art L censing

You are invited to attend

AMERICORPS SENIORS RSVP



Celebrating the Stars

WEDNESDAY SEPTEMBER 20, 2023

1:30P.M.

First United Methodist Church

302 SE JEFFERSON IN IDABEL

RSVP TO JERRI BY SEPTEMBER 10TH

AT 580-212-1340 OR BY EMAIL

JERRI.MITCHELL@LIFTCA.ORG

Lift
Community Action Agency

AmeriCorps Seniors

You are invited to attend

AMERICORPS SENIORS RSVP



Celebrating the Stars

WEDNESDAY SEPTEMBER 27, 2023

1:30P.M.

Frisco Depot

300 WEST MAIN IN HUGO

RSVP TO KARLA BY SEPTEMBER 15TH AT 580-271-0929 OR BY EMAIL KARLA.LUGINBILL@LIFTCA.ORG

Lift
Community Action Agency

AmeriCorps Seniors

You are invited to attend

AMERICORPS SENIORS RSVP

50 years!

Celebrating the Stars

WEDNESDAY OCTOBER 4, 2023

1:30P.M.

First Baptist Church Fellowship Hall

204 NORTHEAST B STREET IN ANTLERS

RSVP TO KARLA BY SEPTEMBER 20TH

AT 580-271-0929 OR BY EMAIL

KARLA.LUGINBILL@LIFTCA.ORG

Lift
Community Action Agency

AmeriCorps Seniors